



**SCHOOL OF NURSING**

**PRE-LICENSURE BSN  
STUDENT HANDBOOK**

**2023-2024**

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# WELCOME FROM THE DEAN

Dear Nursing Student,

Welcome to the Washburn University School of Nursing. The faculty and staff are dedicated to providing you with the highest quality nursing education. Everyone in the School is committed to creating a positive learning experience for you.

The student handbook has been prepared for you by the School of Nursing faculty, staff, and administration as an information guide and resource manual. The handbook is designed to supplement, not replace, the *Washburn University Catalog* and the *Washburn University Student Handbook*. Consequently, all policies and regulations stated in those documents are to be observed in addition to those provided in the following pages.

Our goal in the School of Nursing is to prepare a well-educated nurse who is able to function in the highly complex health care system. Graduates of our program are able to think critically, communicate effectively and coordinate care of individuals in a variety of health care settings.

The Institute for Healthcare Improvement (IHI) Quadruple Aim provides structure for the American healthcare systems to improve care. The 4 aims are to: improve the overall health of populations, improve the experience of care, improve the work life of health care providers and control the costs of care. Today's nursing leaders have to be engaged in effecting positive change by managing the various resources within healthcare organizations so that quality of health services will continue to advance and costs can be controlled. The School of Nursing is committed to the goals of the Quadruple Aim and strive to educate professional nurses to advance the efforts to improve health for all citizens.

Washburn University nursing graduates are making a significant impact in the delivery of health care across the state of Kansas and many other communities throughout the United States. Your time in the School of Nursing will fly by and before you know it you will be an alumni of the program. Take advantage of the many excellent opportunities for learning and personal development that lie ahead for you. We look forward to working with you.

Sincerely,

*Jane Carpenter*

Jane Carpenter PhD, MSN, RN  
Dean, School of Nursing

## **CHAPTER I**

### **SCHOOL OF NURSING INFORMATION**

The baccalaureate nursing program was established at Washburn University in the Fall of 1974. Today the School of Nursing operates as one of the five major academic units of the University.

In addition to the pre-licensure baccalaureate program, the School of Nursing offers the following programs:

- RN to BSN Program
- Doctor of Nursing Practice (DNP)
  - Family Nurse Practitioner
  - Psychiatric Mental Health Nurse Practitioner
- Post-Graduate Psychiatric Mental Health Nurse Practitioner (PMHNP) Certificate Program

### **DESCRIPTION OF THE PRE-LICENSURE BSN PROGRAM**

The baccalaureate program in nursing at Washburn University offers a nursing curriculum designed to prepare professional nurses. The focus of the program is the study of the individual and family life processes from conception through aging in varying stages of health within the community context. Through use of the nursing process, students utilize critical thinking and a scientific approach to maximizing health for individuals, families, and groups.

The nursing curriculum builds upon and augments courses in the humanities and the natural and social sciences. Emphasis is on the development of the student as an integrated professional person. The basic program is four academic years in length. Students are admitted to the major in the junior year for completion of a 4-semester sequence of nursing course work.

Clinical practicum experiences are coordinated with the theoretical content in nursing and are planned to meet specified objectives. Clinical practicum experiences take place in a variety of community facilities including schools, clinics, public health agencies, hospitals, physicians' offices, private homes, and the Mobile Health Clinic. The normal developmental processes of the individual and family in varying circumstances, and the health needs of individuals, families, and groups form the basis for the selection of learning experiences. Community resources are selected for use according to their potential for illustrating broad principles and theories. Multiple resources may be used as deemed appropriate to meet course objectives.

Graduates of the program are prepared to function as generalists in nursing. They assume professional responsibility with individuals and families in maintaining and promoting health, in caring for people with acute and chronic illness and in providing supportive and restorative measures for realization of maximum health potential. Graduates of the baccalaureate program are eligible for examination for licensure as registered nurses and have the foundation for continuing graduate study in nursing.

## **MISSION STATEMENT**

To prepare professional nurse leaders to provide person-centered care and enhance the quality of health across diverse populations in a dynamic global environment.

Revised Spring 2022

## **STATEMENT OF PHILOSOPHY**

The nursing faculty believe each human being is a unitary, living open system and is continually engaged in a mutual dynamic process with the environment. Individuals are unique, have inherent worth, and strive to maintain system integrity while progressing through the life process from conception through death. Individuals, families, and communities are open systems engaged in mutual dynamic process with the environment.

Nursing is a health profession which is concerned with promoting the quality of life in individuals, families, and communities. The deliberative and creative use of knowledge for the betterment of human beings is expressed in the science and art of nursing. The nurse, at all levels of preparation, is responsible for assisting the client in recognizing and coping with health needs throughout the life process. Through application of the nursing process, the nurse functions as a provider of care, a designer/coordinator/manager of care, and as a member of the profession.

Nursing is a practice profession that values clinical expertise and the application of scientific knowledge. Professional education in nursing begins at the baccalaureate level. The purpose of professional nursing education is to provide the knowledge, skills, and attitudes necessary for the student to become a professional nurse and to have the foundation for graduate education. General education in the humanities and in the natural and social sciences provides a broad foundation for understanding and augmenting nursing theory and facilitates the development and integration of the nursing student as a professional person.

The student who attains a graduate degree in nursing becomes a specialized practice expert who demonstrates expanded accountability and responsibility for the care of patients, populations, and systems. In addition to the direct practice role, the graduate also demonstrates expertise in the following competencies:

- Scientific underpinnings for practice,
- Organizational and systems leadership for quality improvement and systems thinking,
- Clinical scholarship and analytical methods for evidence-based practice,
- Information systems/technology for the improvement and transformation of health care,
- Health care policy for advocacy in health care,
- Interpersonal collaboration for improving patient and population health outcomes,
- Prevention of disease and promotion of population health, and
- Advancing nursing practice

Learning is a complex, mutual process of growth and development identified by changes in the behavior of the learner. Each student is unique in life experiences, motivation for learning, and

scholastic aptitude. The educational process is designed to provide opportunities for students to meet individual learning needs. The role of the nurse educator is to facilitate the learning process. Students are responsible for learning.

The philosophy and purposes of the School of Nursing are consistent with the mission of Washburn University. The School of Nursing is a major academic unit within the University and is responsible for determining its own professional curriculum and instruction. The richness of resources within the university and community provide opportunities for faculty and students to make significant contributions to health care delivery in a changing, multicultural society.

### **END OF PROGRAM OUTCOMES FOR THE BACCALAUREATE NURSING PROGRAM**

At the completion of the nursing program, the new graduate:

1. Applies principles of leadership to deliver quality patient care in complex systems.
2. Integrates evidence, clinical judgment, interprofessional perspectives, and patient preferences in the planning, implementation, and evaluation of patient care.
3. Demonstrates skill in using patient care technologies, information systems, and communication devices to support quality nursing practice.
4. Practices strategies to change local and global health policy by influencing sociocultural, economic, legal, and political systems.
5. Integrates interprofessional communication patterns into nursing practice.
6. Participates with community partners in clinical prevention and population-focused interventions that are timely, effective, safe, efficient, equitable, and patient-centered.
7. Incorporates professional values in formulation of ethical comportment and personal accountability for nursing practice.
8. Integrates knowledge, skills, and attitudes necessary for baccalaureate generalist nursing practice.

Revised Spring 2013

### **SCHOOL OF NURSING ACCREDITATION**

The Baccalaureate of Science degree program in Nursing (BSN), Doctor of Nursing Practice Degree program (DNP) and post-graduate PMHNP Certificate program at Washburn University are accredited by the Commission on Collegiate Nursing Education, (<http://www.ccnaccreditation.org>).

All BSN and APRN Programs are approved by the Kansas State Board of Nursing.

All WUSON nursing programs received full accreditation and approval through 2029.

## DEGREE REQUIREMENTS

### REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE IN NURSING

Courses include general education and prerequisites to the nursing major. A strong foundation in the liberal arts and sciences is required. In meeting the general education, prerequisite, and supporting course requirements the student will need to complete the following:

#### I. General Education Requirements

A. Humanities Courses: 9 credit hours required in at least 2 subject areas.

**Three hours of Music, Art or Theater are required.**

1. English (excluding composition courses)
2. Philosophy
3. Religion
4. Music
5. Art
6. Mass Media
7. Modern Foreign Language
8. Theater
9. Communication

B. Social Sciences: 9 credit hours required in at least 2 subject areas.

- +1. General Psychology - 3 cr. (prerequisite)
- +2. General Education Approved Social Science Courses – 6 cr.

C. Natural Sciences and Mathematics (prerequisites)

- +1. Intro to Biology/Lab - 4-5 cr.
- +2. Human Anatomy/Lab - 4 cr.
- +3. Human Physiology/Lab - 4 cr.
- +4. General Chemistry/Lab - 4-5 cr.
- +5. Microbiology/Lab - 4 cr.
- +6. Statistics - 3 cr.

#### II. Supporting Courses: (prerequisite)

- +1. Nutrition - 3 cr.

+ Nursing major prerequisite courses. Satisfactory completion of these courses is required to begin nursing courses



- III. University Requirements for all Bachelor Degrees: 9 credit hours
1. English Composition:
    - EN 101 First Year Writing - 3 cr.
    - EN 300 Advanced College Writing - 3 cr.
  2. MA 112 Contemporary College Math or MA 116 (College Algebra) - 3 cr.
  3. WU 101 Washburn Experience (transfer students with minimum 24+ hrs at 2.0 GPA are waived)
- IV. Unrestricted Electives: 2-6 credit hours required - may include general education courses, algebra courses, nursing elective courses or independent study.
- V. Nursing Major: The nursing major builds on the foundation of liberal education and combines nursing theory with clinical practicum. The major in nursing includes 62 credit hours in nursing courses and is completed in four semesters full-time.
- VI. Nursing majors must complete requirements common to all Bachelor Degrees as listed in the University Catalog.

## *Course Sequence*

### **Semester I**

NU 306 Health Assessment and Promotion/lab	4
NU 311 Fundamentals of Nursing Practice/Practicum	6
NU 318 Professional Transformation	1
NU 320 Pathophysiology I	3
NU 322 Pharmacology I/Lab	<u>2</u>
	16

### **Semester II**

NU 324 Pathophysiology II	2
NU 326 Pharmacology II	2
NU 328 Evidence Based Nursing	2
NU 448 Psychiatric Mental Health Nursing/Practicum	3
NU 386 Nursing of Older Adults and Practicum	6
NU Nursing Elective	<u>2</u>
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### **Semester III**

NU 325 Intro to Nursing Informatics	2
NU 441 Nsg. III Integrative Seminar	1
NU 356 Maternal, Women and Newborn Nursing/Practicum	3
NU 450 Leadership, Management and Health Policy	2
NU 456 Adult Medical/Surgical with Practicum	<u>7</u>
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### **Semester IV**

NU 462 Quality and Safety in Health Care	3
NU 465 Clinical Prevention and Population Health/Practicum	3
NU 468 Pediatric Medical-Surgical Nursing/Practicum	3
NU 494 Capstone Seminar	<u>5</u>
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Revised June 2020

## NURSING ELECTIVES

Degree requirements include at least 2 credit hours of **upper division** nursing elective. Students may choose from several electives which are offered on a rotating basis and vary each semester. Students also may meet the nursing elective requirement by designing an independent study for nursing credit.

NU 330 Independent Study in Nursing: 1-3 hours

Advanced study and/or guided learning experience in a selected area of nursing. The student defines objectives and learning experiences which are approved by the consenting instructor.

Prerequisites: Open to students in the nursing major who have completed level 1 coursework. Consent of instructor required.

### Independent Study Guidelines

1. Appointment must be made with the faculty advisor prior to enrollment to discuss plans for independent study. Should the student decide to enroll in an independent study, faculty consent **must** be obtained prior to enrollment.
2. A proposal, including the number of credit hours and an outline of the area of study, must be submitted to the faculty advisor the first week of the semester in which the student enrolls in the independent study. An appointment should be made at this time with the faculty advisor to discuss independent study plans. The student may desire to contract for a grade at this time if agreeable with the faculty advisor.
3. Following approval of the independent study proposal, the student will submit in writing (at a time determined by student/faculty agreement): a. overall objectives for the learning experience; b. performance objectives for learner; c. method of evaluation.
4. If the study includes a library/written study only, the format, criteria for evaluation, and the date the paper is due will be determined by faculty/student agreement. Independent study evaluated by a term paper only, may not be taken for more than 1 hour credit. Bibliography for the paper should reflect the content and contain current literature.
5. The student should meet with the faculty advisor at regular intervals throughout the semester.
6. Time allotted to area of study: 1 credit = minimum 15 hours semester, 2 credit = minimum 30 hours semester; 3 credit = minimum 45 hours semester
7. Clinical electives follow the credit-hour-to-clock hour ratio accepted by the School of Nursing 1:3. 1 credit = 45 clock hours; 2 credits = 90 clock hours

## TRANSFORMATIONAL EXPERIENCE

The Washburn Transformational Experience (WTE) is an **optional** activity for students who want to expand their horizons. The WTE goes beyond the everyday classroom experience by allowing students to choose and create projects that reflect their interests. Students may complete WTEs in the following categories: Scholarly/Creative, Leadership, International Education, and Community Service. The student will meet with an assigned faculty mentor during each semester while completing the WTE requirement. For further information see University Catalog.

## CHAPTER II

### SCHOOL OF NURSING POLICIES

#### ANA CODE OF ETHICS FOR NURSES WITH INTERPRETIVE STATEMENTS

As stated in the preface of *Code of Ethics for Nurses with Interpretive Statements (2015)*

The *Code of Ethics for Nurses with Interpretive Statements* (the Code) establishes the ethical standard for the profession and provides a guide for nurses to use in ethical analysis and decision-making. The Code is nonnegotiable in any setting. It may be revised or amended only by formal processes established by the American Nurses Association (ANA). The Code arises from the long, distinguished, and enduring moral tradition of modern nursing in the United States. It is foundational to nursing theory, practice, and praxis in its expression of the values, virtues, and obligations that shape, guide, and inform nursing as a profession.

Nursing encompasses the protection, promotion, and restoration of health and well-being; the prevention of illness and injury; and the alleviation of suffering, in the care of individuals, families, groups, communities, and populations. All of this is reflected, in part, in nursing's persisting commitment both to the welfare of the sick, injured, and vulnerable in society, and to social justice.

Nurses act to change those aspects of social structures that detract from health and well-being. Individuals who become nurses, as well as the professional organizations that represent them, are expected not only to adhere to the values, moral norms, and ideals of the profession but also to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics makes explicit the primary obligations, values, and ideals of the profession. In fact, it informs every aspect of the nurse's life.

Provision 1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimum care.

Provision 5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue

personal and professional growth.

Provision 6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environments of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association. (2015). *Code of ethics for nurse with interpretive statements*, Silver Spring, MD;

## **CODE OF PROFESSIONAL CONDUCT FOR NURSING STUDENTS**

The professional nurse is responsible for maintaining and promoting health, caring for people in acute and chronic illness, alleviating suffering whenever possible and providing supportive and restorative measures for individuals and families to realize their maximum health potential. Inherent in nursing is respect for life and the dignity and rights of all persons. Nursing practice is unrestricted by considerations of race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, sexual orientation, political affiliation or social status.

These fundamental beliefs are inherent in the profession of nursing. The development of a code of ethics is an essential characteristic of a profession and provides one means for the exercise of professional self-regulation. The conduct of nursing students is part of the evaluation process in nursing education.

This code of professional conduct for nursing students specifies what is meant by appropriate professional conduct and will be used as a means to better prepare graduates to enter the profession of nursing. The following list of behaviors will be incorporated into each nursing course and will be a part of every clinical evaluation.

Professional conduct for nursing students includes, but is not limited to, the following behaviors:

1. Students will dress professionally when required by course regulation or circumstance. Clothing should be clean and free of odors; no blue jeans, overalls, sweats, torn clothing, or other inappropriate attire. Body and breath should be clean and free of odors and long hair pulled back.

2. Students in the clinical setting are representing Washburn University School of Nursing as well as the profession of nursing. They will always present themselves in appropriate professional clothes with a name tag clearly visible.
3. Students will demonstrate physically and psychologically stable behavior so that clients can be the focus of care.
4. Students will communicate with clients, clinical agency personnel, other students and the faculty in a manner that is respectful, receptive to feedback and promotes open communication.
5. Students will provide care that is client-centered and shows respect for human dignity and the uniqueness of the client, free from all bias and discrimination, and without consideration for personal attributes or the nature of health problems.
6. Students will maintain confidentiality of the client at all times.
7. Students, when acting in a professional capacity, will at all times maintain standards of profession conduct.
8. Students will always place client care and safety as the primary concern in any clinical situation.
9. Students who are unable to attend a scheduled class, clinical or client meeting are responsible for contacting appropriate persons in a timely manner and arranging makeup as required.

#### References

American Nurses Association (2015). Code for nurses with interpretive statements.

International Council of Nurses (2012). Code for nurses: Ethical concepts applied to nursing.

Washburn University, School of Nursing (2002). Student academic integrity policy.

Approved - 6/7/96 reviewed July 2007 and July 2013

### **STUDENT CONDUCT PLEDGE**

All nursing students admitted to the nursing program are required to sign a student conduct pledge found in Verified Credentials indicating that they have read, understood, and agree to abide by the Code of Professional Conduct for Nursing students, policies, rules, and/or expectations set forth by the School of Nursing. The pledge addresses academic integrity, honesty, and confidentiality. The School of Nursing reserves the right to deny any student

who refuses or fails to sign the pledge admission to the program. Furthermore, any student who fails to comply with the policies and/or rules set forth may be suspended and/or dismissed from the nursing program.

## **STUDENT/FACULTY CONFERENCES**

Students experience challenges as they progress through their programs of study. When a student experiences poor academic or clinical performance, integrity issues, or behavioral concerns, a student/faculty conference may be necessary. The faculty member will schedule a conference with the student to discuss the concern and develop an action plan. The conference should be scheduled in a timely manner so that the student is made aware of the concern and has opportunity to respond. Another faculty member will be in attendance. A Student/Faculty Conference form should be completed and signed. Following the conference, a copy of the form will be forwarded to the Associate Dean for Undergraduate Nursing and the original placed in the student file in the School of Nursing. The faculty requesting the conference will make additional comments on the form following the resolution of the issue and notify the UAPR Chairperson.

APC 05/12/06

## **EQUAL EDUCATIONAL OPPORTUNITY AND EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

It is the policy of Washburn University to assure equal educational and employment opportunity to qualified individuals without regard to race, color, religion, age, national origin, ancestry, disability, gender, marital or parental status, or sexual orientation.

## **HIPAA REQUIREMENTS**

Students will receive HIPAA (Health Insurance Portability and Accountability Act) training prior to attending clinical. This training and testing is mandatory for all nursing students.

Patient information is confidential and must be protected. Students are allowed to have access only to information that is appropriate to their participation in patient care.

The following information **MAY NOT** be present in any of our care plans, clinical logs/journals, any other paperwork, it is information considered identifiable under the HIPAA law.

Information should not indicate the facility in which care was delivered. (i.e.: a 41-year-old female on 5E at St. Francis)

- **Names (this includes initials).** You MAY use Patient A. B. C... or 1., 2.
- **All geographic subdivisions smaller than a State.** This would include Topeka, Shawnee County, Landon Middle school..... etc.
- **All elements of dates (except year).** This one is vital – **NO reference to date.** We can use week 1, week 2, clinical 1, clinical 2, or in 24 hours, etc. No date(s) should be recorded on any document that goes home with the student.
- **Medical Record numbers**

**The following are also considered identifiable and should not be copied:**

- Telephone numbers
- Fax numbers
- Email addresses
- Social Security numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers and serial numbers
- Device identifiers and serial numbers
- URLs and IP address numbers
- Biometric identifiers
- Full face photographic images
- Any other unique identifying number, characteristic or code

Students are directed to faculty with questions about HIPAA guidelines.

Students **MAY NOT** print out or photocopy any parts of the chart to remove from the facility.

Taking home portions of a chart is considered a HIPAA violation.

**Audiovisual:** Videotaping, audiotaping, or other types of recording are not allowed in clinical courses, or pre/post clinical, or where patient information is shared.

### **POLICY STATEMENT ON CHEMICAL DEPENDENCY**

The School of Nursing faculty will require students applying for admission to the School of Nursing to disclose any current chemical dependency and the nature of treatment being received. The faculty will communicate to students the requirements of the Kansas State Board of Nursing for chemically dependent students who apply for licensure.

The School of Nursing faculty define chemical dependency as an illness in which alcohol and/or drug use interferes with the person's ability to function safely and affects the person's physical, emotional and social health. Chemical dependency is characterized by physical and psychological dependence on drugs/ alcohol and if untreated causes health, social and legal problems, and possibly death. The School of Nursing faculty believe they have a professional and ethical responsibility to students and their clients to provide a safe teaching and learning environment.

The School of Nursing faculty will confront students who show signs of chemical dependency, or in whom there is suspicion of chemical dependency, and direct them into further assessment and evaluation. Drug screening is required of all students for entry into the program and may also be required at any time if suspicion of alcohol and/or drug use exists. When there is evidence of chemical dependency, students will be directed into a treatment program. Continuation of chemically dependent students in the School of Nursing depends on compliance with the treatment program and with the terms of a contract initiated by the Dean of the School with the student. The faculty will maintain a supportive attitude toward chemically dependent students during their treatment program and in the follow-up period. The faculty believe that



students who comply with treatment and remain drug free can become safe practicing nurses.  
Guidelines for Faculty Responsibilities with Chemically Dependent Students

- I. Gather and document data on behaviors indicating possible use/diversion of alcohol and/or drugs.
  - A. In situations in which the student demonstrates impaired behaviors at a clinical setting the faculty will:
    1. Send the student home with family or a friend that is designated by the student as a driver.
    2. Confer with the clinical agency regarding substance abuse policies pertaining to students in the clinical setting.
    3. Schedule an appointment to meet with the student.
  - B. In situations in which the student demonstrates impaired behaviors in the classroom the faculty will:
    1. Remove the student from the classroom
    2. Send the student home with family or a friend that is designated as a driver by the student.
    3. Schedule an appointment to meet with the student.
- II. Procedure for the Meeting
  1. Present documented impaired performance behaviors
  2. Confront student with the suspicion of drug/alcohol use.
  3. Give student alternatives: obtaining treatment or withdrawal from nursing courses.
  4. Discuss with student substance abuse treatment agencies for referral, such as Valeo Behavioral Health Care and Stormont Vail West.
  5. Provide emotional support and show concern for student's well being.
  6. Present contract to student that indicates student compliance will be monitored, with consequences for noncompliance defined.

Washburn University has adopted policies for prohibiting the use of alcohol and other drugs by students and employees in the workplace in compliance with federal laws and regulations, as well as alcohol and other drug prevention programs. The Washburn University Policies, Regulations, and Procedures Manual <http://www.washburn.edu/faculty-staff/human-resources/wuprpm/general-topics.html> Sections A.6. and A.8. contain prohibitions and establish appropriate sanctions for violation of University policy by employees. The Student Handbook sets forth prohibitions in the Student Conduct Code, Sections II.P. & II.Q, and the disciplinary procedure and sanctions in Section III. <http://www.washburn.edu/current-students/services/student-handbook.pdf>

## **WASHBURN UNIVERSITY STUDENT CONDUCT CODE AND ACADEMIC INTEGRITY POLICY**

Washburn University strives to provide an environment in which students may pursue their educational interests. Students are expected to conduct themselves in a manner which promotes learning and preserves academic freedom for all.

Students are subject to the imposition of sanctions for engaging in prohibited conduct or behaviors independent of any other status they might have with the University. Conduct standards are set forth in writing to give Washburn students general notice of prohibited behavior. These conduct standards are accessible through the Washburn University Student Conduct Code.

Academic integrity is essential for maintaining a standard of professional behavior expected of all students enrolled in the School of Nursing. Becoming a member of the School of Nursing obligates implicit and explicit adherence to academic integrity. Academic integrity implies honesty in all aspects of the educational process and is essential for promotion of an optimum learning environment, and for the development of personal and professional responsibility and accountability in nursing students.

Students in the School of Nursing are expected to conduct themselves in a professional manner according to the ANA Code of Ethics for Nurses and to adhere to all School of Nursing and University policies in any endeavor associated with School of Nursing activities either on or off campus. Dishonesty, disruption of learning experiences, or any other form of academic impropriety or misconduct will not be tolerated.

The School of Nursing refers students to the Washburn University Student Conduct Code and the Washburn University Academic Impropriety Policy. These policies can be accessed through the following link:

<http://www.washburn.edu/current-students/policies-forms/academic-policies.html>

## **WASHBURN UNIVERSITY STATEMENTS AND DISCLOSURES**

For Statements and Disclosures from Washburn University click on the following link:

<http://www.washburn.edu/statements-disclosures/index.html>

## CHAPTER III

### ACADEMIC POLICIES

#### TRANSFER OF NURSING COURSEWORK

Students transferring from another nursing program are required to submit the following additional documents to be considered for admission and/or placement in the nursing curriculum:

1. A course syllabus for all completed nursing courses so that transfer credit may be awarded for equivalent nursing coursework.
2. A letter of recommendation from the Dean or Chairperson that clarifies the student's academic standing at time of transfer, and the student's ability to be successful in the Washburn University School of Nursing.

#### ADVISEMENT

The Director of Student Academic Support Services is available in the SON Office to assist students. Each student entering the major is encouraged to discuss classes and or clinical concerns with the instructors. Students are encouraged to contact the Program Director, Faculty, or Director of Student Academic Support Services for discussion about classes, enrollment projections, drop/adds, or other academic concerns.

#### CRIMINAL RECORD

Students are advised that nursing licenses may be denied or disciplined by the Kansas State Board of Nursing (KSBN). Possible grounds for such action may include being guilty of a felony or misdemeanor involving an illegal drug offense if the KSBN determines that such person is not sufficiently rehabilitated to warrant the public trust. Also considered are patterns of practice and other behaviors exhibiting an apparent incapacity to practice nursing. All criminal history must be revealed to and will be evaluated by the KSBN before practice licensure is granted or denied. Admission to the School of Nursing does not guarantee that a student will be eligible for licensure.

#### GRADING POLICIES

The major in nursing requires 62 credit hours in nursing coursework with a grade of C or better. A course **grade below a C prohibits progression in the major** (see School of Nursing policy for repeating courses published in the university undergraduate catalog). Letter grade values for nursing courses taken after admission to the upper level nursing major are as follows:

- A - 91-100%
- B - 83-90.99%
- C - 75-82.99%
- D - 66-74.99%
- F - Below 66%

### Courses with a Clinical Practicum Component

The clinical practicum of select courses is graded on a pass/fail basis. For those courses that have a clinical practicum, students must pass both the didactic component and the clinical practicum in order to achieve a grade of A, B, or C for that course. If the student fails the clinical practicum, the maximum final course grade that can be achieved is a D.

Three Universal Outcomes must be met for successful completion of any clinical course. The universal outcomes are:

- Demonstrates honesty and integrity by submitting original work on assignments and accepting responsibility for own actions taken or omitted.
- Prioritizes patient safety as the primary consideration in all care.
- Maintains professional boundaries with patients, family, and staff. Maintains confidentiality at all times.

Should these universal outcomes not be met, the student will receive an “F” in the course.

### Grade Point Average (GPA)

The student's grade point average is determined by dividing the total number of grade points earned, by the total number of semester hours attempted. Students do not have an option at the end of the semester to repeat tests or portions of their clinical assignments in order to raise a course grade to a C once it is apparent a lower grade has been earned. Students are expected to follow the policy for Retention & Progression as provided in the University catalog.

### Grade of Incomplete

Undergraduate course grade of incomplete is given under specific conditions as outlined in the Undergraduate University Catalog. If a grade of incomplete is awarded, the student must complete remaining requirements in sufficient time so a final course grade can be posted one week prior to start of the next semester. Students with an incomplete grade may not progress without permission from the Dean.

## **MEDICATION CALCULATIONS: QUIZZING POLICY**

Students must meet medication/math competencies at every level in the pre-licensure undergraduate program. These competencies are defined by each level and students are evaluated in one course in each level. These competencies are at the expectation level for safe nursing practice.

A medication calculation quiz/exam will be created in each of the following courses:

Level 1: NU 322 Pharmacology I with Lab

Level 2: NU 326 Pharmacology II *or* NU 386 Nursing Care of the Older Adult

Level 3: NU 456 Adult Medical-Surgical Nursing

Level 4: NU 468 Pediatric Medical-Surgical Nursing

This is an ‘all or nothing’ policy. The passing standard is as follows:

The student is allowed 3 attempts at a Medication calculation quiz/exam each level. The student

must score a 100% on the attempt for it to count.

- 100% on the first attempt: The student will receive full points possible.
- 100% on the second attempt: The student will receive 83% of the possible points
- 100% on the third attempt: The student will receive 75% of the possible points

Failure to pass the medication exam after 3 attempts results in a grade of 0 (zero) and the student must complete mandatory remediation. The medication calculation quiz score contributes to the exam/quiz grades category.

Approved at UEC 1/9/2019

## ATTENDANCE

Students are expected to attend all classes and clinical experiences as scheduled. Students are required to complete all required clinical hours. The student is asked to follow the attendance policy published in each syllabus. The student must contact the faculty member directly regarding any absences, planned or unplanned. **Personal business, vacations and employment should be planned around the academic schedule.** Students who have missed an excessive portion of a given course may be withdrawn from the course or receive a failing grade.

### Separation from Personal Items:

During classroom experiences and examinations, there may be times when you will be separated from your handbag/backpack. The course syllabus will indicate those class sessions or examinations where this will occur. For any other class periods, or if the class periods marked in the syllabus change, the course or classroom instructor will provide notification to the class via the official Washburn email at least 24 hours prior to any class period where this will occur. Students are responsible for ensuring they can be separated from their handbag/backpack for any such class period.

### Student Attendance at Examinations:

Students are expected to be present for all tests/examinations at the time scheduled. If a student is unable to be present for an examination due to an extreme extenuating circumstance, the student must notify the faculty member prior to the scheduled examination period. It is the student's responsibility to request to make up the examination (it is not automatic) and to make an appointment with the faculty member to do so. Generally, missed examinations are to be made up by the first Friday following the day the examination was held.

### Procedure/Guidelines:

- Student will contact the instructor to request the make-up examination.
- In some cases, instructors will monitor students taking make-up examinations.
- Make-up examinations will be coordinated by course instructors may include proctoring by the Mabee Library Public Services Librarian, Michelle Connelly. After instructor approval is obtained, student will contact the Mabee Library Public Services Librarian to schedule the make-up exam. A copy of the email will go to the instructor. The examination will be

scheduled Monday through Friday from 8 a.m. until 5 p.m. only.

- When the make-up examination is scheduled, the instructor will set the time limits for the exam.
- A photo ID is required to test.

Failure to schedule and make up the examination within the designated time period may result in a zero being recorded for the examination. Individual courses may have additional requirements specified in the course syllabus for which students are responsible.

Individual courses may have additional requirements specified in the course syllabus for which students are responsible. Students enrolled in courses that use *Respondus LockDown* Browser and *Respondus Monitor* are required to use a webcam during testing. Specific requirements for the use of *Respondus LockDown* Browser and *Respondus Monitor* are included in course syllabi.

Permission to take an examination early will be given only in very extreme circumstances. Dates and times of examination, including final examinations, are posted at the beginning of each semester. Students should plan their vacations and work schedules accordingly. Situations resulting from students having more than one exam on a given day does not constitute an "extreme circumstance." Conflicts where a student may have more than one examination scheduled for the same hour, must be discussed with the faculty member as soon as the conflict is known.

## **RETENTION AND PROGRESSION IN THE MAJOR**

Following admission to the nursing major, a student's progress is evaluated by the Undergraduate Admission, Progression, and Retention (UAPR) Committee upon completion of each nursing course. The School of Nursing requires a minimum grade of C in all nursing courses.

### **Academic Warning and Dismissal**

A minimum grade of C is considered a passing grade in all nursing courses.

If a student receives a final grade of D or F in a nursing course the student will be placed on Academic Warning. Withdrawing from a course is considered a failing grade. The student may be allowed to repeat the course after approval by the UAPR committee and on a space-available basis. Students repeating courses should expect a delayed graduation date due to pre-requisites required by each level.

If a student has 2 failures in the same course the student will be dismissed from the program. Students have 4 years to complete the BSN degree beginning once they start level 1 nursing courses.

### Student Success:

Any student failing a course will be placed in a student success elective (zero credit hour) concurrently while repeating the failed course.

### **Appeal procedure for a student dismissed:**

The student must provide a written request to the Chairperson of the UAPR Committee regarding reconsideration and stating their reasons for disagreement with the decision of the Committee. The letter to the UAPR Committee should include the following:

- an explanation for the situation surrounding the grades received,
- rationale for continuing in the program, and
- a plan of action for future academic success.

The UAPR committee will review above, and the decision by the committee will be final.

*UEC approved 8/17/2022*

### **Grade Appeal Procedure**

Students wishing to appeal a grade must follow the School of Nursing and University policies and procedures for grade appeal as outlined in the Undergraduate University Catalog.

### **Progression after Failing Grade**

Students receiving a failing grade or an incomplete in any course will not be allowed to proceed to the next course in that sequence until the course has been retaken (or, in the case of an incomplete, the work has been completed and a change of grade has been submitted to the Registrar's Office).

### **Academic Withdrawal**

A student may withdraw from a course with a grade of "W" up to and including the "last day to withdraw," as specified in the MyWashburn account under the Student Academics tab (under the "Last Day Deadline for Courses" link). **The course instructor, course coordinator, and the Chairperson of the UAPR Committee should be consulted prior to withdrawal.** Withdrawal from a practicum course will include notification of the practicum preceptor, if applicable. If an agency requests a student to withdraw from a practicum because of the quality of the student's performance, the Course Coordinator will investigate circumstances and take appropriate action. Any student who withdraws from a nursing course may not progress in the major as outlined in the Academic Warning and Dismissal section.

### **Non-Academic Dismissal**

In order to remain in the BSN program at Washburn University students must adhere to:

- the nursing profession's Code of Ethics;
- the School of Nursing Code of Professional Conduct for Nursing Students located in Student Handbook;
- the professional conduct requirements outlined in the rules and regulations of the Kansas Nurse Practice Act; and
- Washburn University's Student Conduct Code and academic impropriety policy as described in the Washburn University Catalog and Student Planner and Handbook.

Students are expected to exhibit professional behavior in the classroom, on campus, and in the practicum settings. Such behavior must reflect the values and ethics of the nursing profession. Should a student be able to perform academically and clinically, yet demonstrate behaviors, values, or attitudes inconsistent with professional nursing practice, non-academic dismissal from the BSN program will be considered. This decision is governed by specific criteria, policies, and procedures as published in the Undergraduate University Catalog and Student Planner and Handbook. The School of Nursing follows the reporting and disciplinary procedures as presented in the Washburn University Student Conduct Code.

### **Leave of Absence**

Students who must interrupt their education due to personal or professional reasons must request a leave of absence. Written requests must be submitted to the Chairperson of the UAPR Committee which describes the reason for the leave and a projected return date. Leaves will be granted on a case-by-case basis at the discretion of the UAPR Committee.

### **Withdrawal from the Nursing Program**

A student who wishes to withdraw from the nursing program should present a written statement of intent to withdraw to the Chairperson of the UAPR Committee.

### **Readmission to the School**

Undergraduate students who have satisfactory academic status at the time of absence or withdrawal from the nursing program may request readmission. Re-application to the School of Nursing will be necessary should the student desire to re-enter the nursing program. Students will be considered for readmission using current admission criteria and as space is available in clinical courses.

## **REVIEW AND MAINTENANCE OF RECORDS OF STUDENT SATISFACTION AND FORMAL COMPLAINTS**

Student input is essential to ongoing program improvement. The policy of the School of Nursing is to review and maintain records of students' satisfaction and formal complaints other than complaints associated with a grade appeal. University procedures for grade appeal are outlined in



the university catalog.

#### STUDENT SATISFACTION:

Student satisfaction is assessed both through formal faculty and course evaluation. Formal evaluation of faculty and classes are conducted prior to the conclusion of a course. Raw data from the evaluation forms are compiled and reviewed by the Program Director, Associate Dean, and Dean as part of the annual performance appraisal of faculty. Aggregate data are reviewed for curricular changes as indicated based on student input.

#### STUDENT COMPLAINTS:

When a student identifies a complaint regarding a faculty member or course, the student is encouraged to discuss the issue with the faculty member to resolve the issues. If the issue is not resolved, the following steps are to be followed:

1. If the student wishes to make a formal complaint, the complaint is to be presented to the faculty member in writing with the student's signature and date.
2. A copy of the complaint is given to the course coordinator and the Associate Dean and placed in the student file.
3. A meeting is to be scheduled with the student, faculty member, course coordinator and Associate Dean and recommendations from that meeting is forwarded to the student within 5 working days of receipt of the formal complaint.
4. If resolution is not achieved, a copy of the complaint will be sent, along with the faculty member's response, for the Dean's review.
5. A meeting of the student, faculty, course coordinator, and the Dean will occur for final resolution of the complaint. Following the meeting, the Dean will respond within 5 days with a written recommendation to the student, with a copy sent to the faculty. A copy of the written recommendation will be placed in the student file.

APC 05/12/06, Reviewed July 2013

### **ASSESSMENT TESTING**

Nursing majors will be required to complete a comprehensive assessment and review program in preparation for registered nurse licensure. Students will receive curricular materials each semester and complete normative examinations in specific courses in the second, third and fourth semesters of the curriculum. Students must achieve Level I proficiency on the following proctored exams: ATI RN Fundamentals (NU 386), ATI RN Maternal/Newborn (NU 356), ATI RN Adult Medical Surgical (NU 456). Students who do not achieve Level I proficiency must demonstrate evidence of remediation and content mastery by taking a second proctored exam before the end of the semester. Not achieving a Level I proficiency on the 2<sup>nd</sup> proctored exam will result in failure of the course. Students may be required to do additional remediation at the discretion of the course instructor.

Fourth semester nursing majors are required to complete a comprehensive assessment and review program in preparation for registered nurse licensure (NCLEX-RN). Students passing the ATI comprehensive predictor on the first attempt may be allowed to sit for NCLEX prior to graduation. The minimum passing score on the RN Comprehensive Predictor Exam, as noted in the NU 494 syllabus, is subject to change as the exam is revised on a regular basis.

*Reviewed and approved in UEC 8/17/2022*

## **CLINICAL POLICIES**

### Clinical Practicum Placement

Clinical placement may not be determined at the time of pre-enrollment. Changes in the schedule may need to be made based on student numbers, clinical agency availability, and faculty availability. Some students may be required to travel to clinical experiences outside Topeka.

### Simulation Policy

Simulation experiences (in person and virtual) will be included as part of students' clinical experiences in each semester of study and will be added to theory instruction as deemed appropriate by individual instructors. Student Expectations:

1. Students will arrive promptly for each simulation.
2. Students will be in complete uniform as identified in this Student Handbook.
3. Students will participate in both the simulation and the debriefing session which follows.
4. Students will follow all principles of care they have learned in their program of study.

### Smoking Policy

In recognition of the health, safety, and comfort benefits of smoke-free air and the responsibility health care agencies and employees have to maintain a healthy and safe environment, most clinical facilities do not allow smoking on the premises. Students are expected to learn and follow agency policies while attending clinical.

## **ROLES & RESPONSIBILITIES OF NURSING STUDENT VERSUS EMPLOYEE POLICY**

Acknowledging the multiple roles in which students may function during their time in nursing school, it is important that role boundaries be maintained. Role boundaries may be applicable for students employed by the University as student workers, graduate students employed as School of Nursing faculty, as well as students who are employed by clinical agencies.

Students do not represent the University or the School of Nursing while working in an employment setting off campus. Students must maintain awareness of the boundaries that separate their performance and action as students from how they may function in roles outside of the SON educational setting.

Guidelines to demonstrate understanding of student versus employee roles include, but are not

limited to the following:

- Students shall not wear Washburn University scrubs and identification badges when employed in a clinical setting.
- Students shall not perform tasks or assume responsibilities in an employment setting not included in their job description.
- Students employed by Washburn University shall not share confidential or privileged information for which they may have access.
- Use of office equipment/materials is permitted, for faculty employment or tutoring services, but may not be used for personal assignments.

Students who demonstrate any role boundary problems will be counseled regarding these actions, which may result in sanctions by either the Undergraduate Admissions, Progression and Retention Committee (UAPR) or the Graduate Admissions, Progression and Retention Committee. Washburn University liability insurance does not cover nursing students under employment conditions.

Approved by faculty 09/2008, Revised & approved 01/9/2019

## CHAPTER IV

### HEALTH POLICIES AND INFORMATION CLINICAL CLEARANCE

Clinical clearance is issued every semester to each student upon verification of completion of all health requirements, personal health insurance, and CPR certification. Each student must be cleared for each clinical rotation.

Students must submit all documents to Verified Credentials by ***July 1*** for Fall admissions and by ***December 1*** for Spring admissions.

**Under no circumstances will a student engage in clinical study in nursing without a current record of health clearance on file in the School of Nursing.** *Students not meeting health clearance requirements by the listed deadlines will be withdrawn from all nursing courses.*

### VERIFIED CREDENTIALS

The School of Nursing has partnered with *Verified Credentials* to track pre-licensure student health clearance records and to conduct pre-entrance background checks. Students are provided simple instructions on how to submit their health clearance documentation and will be assessed a fee upon signing up on the Verified Credentials website. Any questions or concerns regarding uploading documents should be directed to Verified Credentials via their website chat feature, email ([clientservices@verifiedcredentials.com](mailto:clientservices@verifiedcredentials.com)), or phone (800.938.6090). Nursing students must submit all health clearance requirements by July 1st for the Fall semester, and December 1st for the Spring semester. Students may not participate in any clinical practicums without being compliant with all their health clearance requirements. Failure to comply with health

clearance deadlines may result in disenrollment from the program. The following documentation is required:

- Complete Pre-entrance Background Check
- 13-Panel Drug Screen – When students pay the fee to Verified Credentials a pin is purchased and must be used to obtain the drug screen within 30 days. Failure to do so will cause the student to purchase a second pin.
- Complete Pre-Entrance Physical Exam Form –Students will use the official form available on the Verified Credentials website to complete the physical exam. Requires account creation first.
- Tuberculosis (PPD) - Students will submit evidence of a 2-step Tuberculosis skin test result as required for admission to the School of Nursing. If a test proves positive, a chest x-ray for Tuberculosis evaluation will be required and students must submit the radiologist's report. If a student has previously tested positive for Tuberculosis exposure and the student's last Tuberculosis evaluation chest x-ray was completed more than 12 months ago, the student must see a medical provider to complete the Absence of TB Symptoms Form (official form contained in the Verified Credentials System). If a student's chest x-ray results are positive for Tuberculosis, students must visit their healthcare provider to complete treatment and in this case the Program Director must be notified immediately. Enter all dates accurately or the submission will be rejected.
- Varicella (Chicken Pox) Immunization - Students will electronically submit evidence of 2 varicella vaccinations or titer/blood test demonstrating positive immunity. If students have only had 1 of the vaccinations, they must obtain the 2<sup>nd</sup> immunization or submit a titer with positive results. The program will **NOT** accept documentation of disease as evidence of immunity. Enter all dates accurately or the submission will be rejected.
- Influenza Immunization (**Due no later than Oct. 1**) – Students will electronically submit evidence of an influenza (i.e. flu) vaccination appropriate for the influenza season occurring during the student's enrollment in the program or a waiver. Note that clinical sites are under no obligation to accept a waiver of immunization and may refuse placement to students submitting an immunization waiver for any reason. If a student elects to waive this requirement, they may be disqualified from some or all clinical sites and potentially unable to complete the program.
- Measles, Mumps and Rubella Immunization - Students will electronically submit evidence of 2 MMR vaccinations or titer/blood test demonstrating positive immunity to each. Enter all dates accurately or the submission will be rejected.
- Hepatitis B Immunization – Students will electronically submit evidence of a 3 series vaccination, titer/blood test demonstrating positive immunity, or signed waiver. If the student

has not had all 3 vaccinations, visit with your healthcare provider about fulfilling this requirement. The approved waiver form is provided within the Verified Credential system. Enter all dates accurately or the submission will be rejected.

- CPR Certification for the **Health Care Provider** or **Professional Rescuer** issued by the **American Heart Association certification only** – Students must submit current certification and maintain certification throughout the program (must be valid throughout the current semester).
- Tdap (Tetanus, Diphtheria, and Pertussis) - Students will electronically submit evidence of a tetanus/diphtheria vaccination (Td or Tdap given within the past 10 years). If the tetanus/diphtheria vaccine was given over 10 years ago, the student must submit evidence of a Td booster vaccine. Enter all dates accurately or the submission will be rejected.
- Evidence of Personal Health Insurance – Students must submit a copy of an insurance card which states the student’s name, policy number, and insurance carrier. If the student is on a parent’s, spouse’s, or partner’s policy and the insurance card does NOT have the student’s name listed, a letter from the insurance carrier verifying coverage will have to be submitted in the Verified Credentials system. Insurance must be updated annually.
- Student Conduct Pledge – Students are required to sign (electronically) this pledge indicating that they have read and understand the professional ethics and values described in the BSN Student Handbook. The pledge form is available on the Verified Credentials website. The BSN Student Handbooks are available online on the School of Nursing website.

## **INFECTIOUS DISEASE POLICY**

### Purpose

1. To clarify rights and responsibilities of students and faculty in facilitating treatment of clients with an infectious disease.
2. To articulate the rights and responsibilities of students and faculty who contract an infectious disease.
3. To address concerns about confidentiality and privacy of infected individuals.
4. To delineate infection control measures for protection of clients, students, and faculty.

### Definition

For purposes of this policy statement, an infectious disease is defined as any disease that can be transmitted from one human being to another by direct contact with blood or other body fluids. These diseases may range in degree of seriousness, and include, but are not limited to influenza, hepatitis, acquired immune deficiency syndrome (HIV/AIDS).

### Philosophy

The faculty of the School of Nursing at Washburn University is committed to the education of professional nurses. This commitment includes a moral obligation to provide compassionate

humane care, and equal treatment, to all persons, including those afflicted with an infectious disease such as HIV/AIDS. The School of Nursing also recognizes an obligation to impart accurate and current information regarding the modes of transmission of infectious diseases, and protective measures for infection control, in order to protect clients, students, and faculty from the further spread of infectious diseases. The student is ultimately responsible for learning, and that the nurse-educator is responsible for facilitating the learner to become self-directed (School of Nursing Philosophy).

#### Treatment of Clients with Infectious Diseases

Faculty and students have a fundamental responsibility to provide care to any client. Refusal to provide care is contrary to the ethics of the nursing profession (Nursing Code of Ethics). Faculty have a responsibility to exemplify the standards of ethical behavior and compassion expected of students in the nursing program.

#### Infection Control Measures

Students are expected to follow appropriate guidelines while in clinical practicum settings and in the nursing laboratory setting.

Policies for reduction of risk related to COVID-19 are subject to change based on up to date information from the Center for Disease Control (CDC) and University policy. An Affirmation and Acknowledgement of Risk form will be signed by all students.

Protective barriers reduce the risk of exposure to blood and/or body fluids containing visible blood. Examples of protective barriers include gloves, gowns, masks and protective eyewear.

#### Clinical Areas

1. Use protective barriers to prevent exposure to blood and/or body fluids. The type of protective barrier(s) should be appropriate for the procedure being performed and the type of exposure anticipated.
2. Gloves will be worn for all direct contact with:
  - blood and body fluids
  - mucous membranes
  - non-intact skin
  - items or surfaces soiled with blood or body fluids
3. Gloves will be worn for performing all venipuncture and/or other vascular access procedures.
4. Gloves will be changed after direct contact with any individual.
5. Hands must be washed before and after each laboratory experience and with each contact with other individuals.
6. Sharp items should be considered potentially infective and be handled with extreme care to prevent injuries.
7. Disposable syringes and needles and other sharp items should be placed into puncture-resistant containers. Needles are not recapped, purposefully bent, broken, removed from disposable syringes or otherwise manipulated by hand.

8. Students who have exudative lesions or weeping dermatitis should refrain from all direct student to student practice and from handling client-care equipment until the condition resolves.
9. Any area contaminated with body fluids should be handled as potentially infectious. Minimum precautions should include cleaning the area with a freshly prepared 1:10 solution of household bleach and water. Any contaminated items should be placed in an impervious bag or container for disposal.
10. Pregnant nursing student/faculty should be especially familiar with and strictly adhere to precautions to minimize the risk of infectious disease transmission.

#### School of Nursing Learning Center

- 1-10. Same as above, plus:
11. The Student Consent Form for Invasive Procedures in the Nursing Laboratory will be available to all students practicing or experiencing the practice of invasive procedures in the nursing laboratory.
12. Signed consent forms are to be given to the nursing faculty of the course in which the practicing student is currently enrolled to be placed in the student record.

#### Faculty Responsibility

1. To provide the most current information related to infectious diseases (i.e. the mode of transmission).
2. To provide instructions in protective precautions for students caring for patients with infectious diseases.
3. To supervise and monitor the student's clinical experiences as they provide care for clients with infectious diseases.
4. To ensure that safety guidelines are used in caring for clients with infectious diseases, and that procedures exist, and are followed, if accidental exposures to infectious diseases do occur.
5. To ensure that equipment, supplies, and conditions are appropriate for minimizing the risk of potential exposure in the clinical and laboratory settings.
6. To ensure that disinfecting and disposal procedures are carefully monitored.

#### Student Responsibility

1. To collaborate with the faculty in making informed decisions concerning the care of infected clients, based on the:
  - a. Center for Disease Control and Prevention (CDC) Guidelines.
  - b. Clinical Agency Guidelines.
  - c. Educational objectives of the nursing curriculum.
2. To seek clarification with the faculty concerning care of the potentially infected client.

#### Refusal to Provide Care

Individuals who are apprehensive or refuse to participate in caring for a client with an infectious disease will be counseled on an individual basis. Education and counseling will underscore the moral obligation inherent in caring for those who are ill. If, after having received this information, the individual still refuses to provide care, further counseling will be done to

determine whether the individual should continue in a nursing career.

Confidentiality and Privacy

In order to protect the health and safety of clients, students, and faculty, a School of Nursing student or faculty member who has been diagnosed as having an infectious disease has the responsibility of advising his/her supervisor of the diagnosis. The School of Nursing maintains a policy of confidentiality which includes health related data, but recognizes the possibility of unintended or accidental compromise of information. Therefore, additional measures will be taken to insure that privacy of information will be protected, and the number of individuals aware of the diagnosis will be kept to a minimum.



## EXPOSURE TO BLOOD OR BODY FLUIDS

### Policy Statement

Any direct exposure to blood or body fluids occurring in the School of Nursing must be reported to the Clinical Instructor immediately.

### Policy

1. Students must report any cuts, scrapes, wounds, skin rashes, chapped skin, dermatitis, etc., that he/she may have to the Clinical Instructor before performing any task(s) that may involve the exposure to blood or body fluids.
2. Students must wear appropriate protective equipment when performing any task(s) that may involve exposure to blood or body fluids.
3. All blood or body fluids should be considered potentially infectious.
4. Should an exposure to blood or body fluids occur from a needle stick in the campus laboratory or a clinical setting which does not provide post-exposure management, the student should:
  - a. allow the wound to bleed freely -- milking the wound to promote bleeding,
  - b. wash the wound with soap and water;
  - c. report and provide description of the incident to the clinical instructor;
  - d. go to Student Health Services (Morgan Hall, M-F 8-4): 670-1470. The health care provider provide service according to exposure protocol.
  - e. Counseling Services -
    - (1) Washburn University Counseling Service (Morgan Hall, M-F 8-5) 670-1450, at no charge, [www.washburn.edu/counseling](http://www.washburn.edu/counseling)
    - (2) Positive Connections (formerly the Topeka AIDS Project). 1-785-232-3100.
5. Testing of the source person is encouraged with referral to Student Health Services. If a contaminated needlestick occurs in the campus laboratory, the student source will be asked to provide a blood sample for testing. The cost for testing will be at the students' expense.
6. Should skin exposure to blood or body fluids occur or should exposure to blood or body fluids occur to the mucus membranes (eyes, mouth, nose) the above policy shall be implemented.

Information regarding bloodborne exposure may be obtained by calling the AIDS Hotline at 1-800-CDC-INFO (800-232-4636).

## **STUDENT INCIDENT REPORT FORM GUIDELINES**

### **PURPOSE:**

This document is designed to provide a written account of incidents involving nursing students during the course of their clinical experiences. The document will become part of the student's folder and may be used for evaluation and promotion purposes. Incidents involving students during their clinical or course experiences may include situations involving medications and are also to be reported using the accompanying form.

### **PROCESS:**

The following steps are to be followed within 2 working days of instructor notification that an incident has occurred:

1. Instructor will meet with student to discuss the circumstances of the incident.
2. Institution staff, client's family, and/or physicians may be consulted, as appropriate.
3. The Report Form will be completed by the instructor and student together and is to be signed by both. Submit form to Chair of UAPR.
4. The Chair of the UAPR Committee will bring report to the next UAPR meeting following the incident, OR may call a special UAPR meeting, if warranted, to discuss the situation.
5. The UAPR Committee will recommend any additional action that might be taken.
6. Copies of this form are to be distributed by the instructor as follows:
  - a. Student folder
  - b. Instructor
  - c. Dean
  - d. UAPR Committee Chairperson

5/03

(Incident forms are available in the School of Nursing office)

## **CHAPTER V**

### **ACADEMIC RECOGNITION OF GRADUATES**

#### **COMMENCEMENT AND RECOGNITION CEREMONY**

University commencement and the School of Nursing recognition ceremonies are held in May and December. Students will be notified of times and locations of these events. The Nursing Recognition Ceremony is held to recognize graduates who have met the requirements for the Bachelor of Science in Nursing degree. The School of Nursing event acknowledges the accomplishments, honors, and awards of our nursing graduates who have distinguished themselves. The graduates also receive their nursing pin during this ceremony. The School of Nursing expects all nursing graduates to attend both ceremonies.

Costs associated with graduation include NCLEX examination fee, Kansas Board of Nursing application fee, cap and gown, nursing pictures, invitations, flowers, and transcript fee.

#### **HONORS FOR GRADUATING SENIORS**

Nursing students who achieve academic excellence in the School of Nursing are recognized at program completion. Two honors designations are recognized and both require Faculty Consensus Commendation. "Faculty Consensus Commendation" is defined as a majority of the eligible voting faculty approving the selection of each Honors applicant.

#### **SCHOOL OF NURSING HONORS**

1. Students must:
  - a. Achieve a grade point average of 3.75 or above at the completion of all nursing courses.
  - b. Meet the following criteria for Faculty Consensus Commendation:
    - 1) Consistently adhere to the Code of Professional Conduct for Nursing Students throughout the course of study in the School of Nursing.
    - 2) Consistently adhere to the Academic Integrity Policy throughout the course of study in the School of Nursing.
  - c. Complete a non-credit independent nursing project. The project is to be approved by the School of Nursing Honors Committee. The completed project will be evaluated by the Honors Committee and the Faculty for determination of Honors.
2. Project guidelines
  - a. At the completion of level 2 courses, students who have a GPA of 3.75 or above in all nursing courses will be notified by the Honors Committee that they may be eligible for the School of Nursing Honors. Qualified students will meet with Honors Committee members to discuss the development of their projects. At that time, students may select a faculty member as their Honors Project Advisor.
  - b. Projects would be designed that will either (1) add to the knowledge of nursing or (2) respond to an identified community need.
  - c. Projects are to be the work of an individual student and are independent of all other

- course work. They will be conducted in consultation with the Honors Project Advisor.
- d. At the beginning of the next semester, students will submit the following information about their Honors Project to the Honors Committee:
    - 1) Statement of the problem
    - 2) Purpose for the project or a research question
    - 3) A conceptual framework or rationale
    - 4) A review of the literature pertinent to the project
    - 5) Methods showing how the project will be conducted
  - e. Students will submit the completed project to the Honors Committee by the end of the tenth (10<sup>th</sup>) week of the final semester of the major. In addition to the above, the final paper will include:
    - 1) Results or outcomes of the project
    - 2) Evaluation, discussion, or conclusions
  - f. The paper will follow the latest edition of APA format.
  - g. Students will orally present their project to faculty and students when it is completed.
  - h. Recommendations of the Honors Committee will be forwarded to the School of Nursing faculty for final review and action.
  - i. Students will be notified of the Honors Committee's decision prior to graduation

### **SCHOOL OF NURSING SCHOLAR**

1. Graduating Seniors will receive the designation "School of Nursing Scholar" if they meet Criteria 1.a. and b. as stated above.
2. The independent nursing project is NOT a criterion for this honors designation.

### **GRADUATION AWARDS**

Members of each graduating class (which includes students from both the pre-licensure BSN and the RN to BSN programs) are eligible to be nominated and selected by the faculty for the following School of Nursing Awards.

#### **ALETHA J. CUSHINBERRY PROFESSIONALISM IN NURSING AWARD**

The Professionalism in Nursing Award is named for Dr. Aletha J. Cushinberry, Faculty Emerita, and former Associate Professor in the School of Nursing, 1974-1993. The award is given at the Nursing Graduation Recognition Ceremony to a nurse graduate who embodies professionalism in nursing in an outstanding way and who has 1) demonstrated responsibility and accountability as a caregiver; 2) been an advocate for individuals and families receiving health care; 3) demonstrated utilization of scientific principles in the practice of nursing; 4) given high quality care to patients/clients; 5) as a student, promoted the ideals and goals of the profession of nursing.

#### **ALICE JENSEN AWARD**

The Alice Jensen Award is given each year to a student who has demonstrated outstanding nursing performance during the course of the program. The award was established in May 1976, in recognition of Alice Jensen, Director of Nursing of the Topeka-Shawnee County Health

Department, upon her retirement and for her efforts and support of baccalaureate nursing education. It is given annually to a nursing graduate who demonstrates outstanding nursing performance.

### **ALICE YOUNG AWARD**

The Alice Young Award is bestowed to honor Dr. Young who was the founding Dean for the School of Nursing. Dr. Young was a visionary nurse educator who valued the importance of academic preparation of the baccalaureate nurse as a means to improve the care of patients by professional nurses. This award is given to the student who demonstrates scholarly achievements while pursuing their BSN degree.

### **SPIRIT OF NURSING AWARD**

The “Spirit of Nursing” award for outstanding commitment, leadership, and enthusiasm for the profession of Nursing is bestowed upon a graduate who has demonstrated commitment to nursing through active participation in the nursing student organizations at the local and state levels. The leadership skills of this graduate shall have motivated others to excel within nursing and to be a creative problem solver and strong advocate for clients, families and nursing students.

## **HONOR ROLLS**

### **DEAN’S HONOR ROLL**

Students whose grade point average for the semester is equivalent to 3.40 or better are honored by having their names placed upon the Dean’s Honor Roll.

### **PRESIDENT’S HONOR ROLL**

Students whose grade point average for the semester is 4.00 are honored by having their names placed upon the President’s Honor Roll.

## **ACADEMIC HONOR SOCIETIES**

### **ETA KAPPA-AT-LARGE CHAPTER OF SIGMA THETA TAU INTERNATIONAL**

**(STTI)** – STTI is the International Honor Society of Nursing. The mission of STTI is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. Eta Kappa-at-Large (EKAL) Chapter is the local STTI Chapter that includes the nursing programs at Washburn University, Baker University, and Emporia State University.

Admission is by invitation only and requires nomination approval by the EKAL Chapter. Eligible undergraduate students are invited to membership in their final semester. Criteria for membership include the following:

1. At least half of required nursing curriculum completed.
2. Rank in upper 35% of graduating class.
3. Cumulative grade point average of at least 3.0 on 4.0 scale.
4. Two letters of endorsement.

**THE HONOR SOCIETY OF PHI KAPPA PHI (PKP)** – The mission of the interdisciplinary national Honor Society of Phi Kappa Phi is to recognize and promote of academic excellence in all fields of higher education and engage the community of scholars in service to others.

Admission is by invitation only and requires nomination approval by the Washburn University Chapter. The University Chapter of PKP invites eligible undergraduate students to membership in the Fall and Spring semesters who meet the following criteria:

1. Juniors must have completed 72 credit hours (with at least 24 semester hours completed at Washburn University) and rank in the top 7.5% of their class.
2. Seniors must have completed 90 credit hours (with at least 24 semester hours completed at Washburn University) and rank in the top 10% of their class.

## **CHAPTER VI**

### **GOVERNANCE AND ORGANIZATIONS**

The faculty of the School of Nursing consists of the President, Vice President for Academic Affairs, the Dean, the Associate Dean and all full time faculty members within the School of Nursing with the rank of Instructor or higher. Within the School of Nursing, the major decision-making body at the undergraduate level is the Undergraduate Education Committee. Full- and part-time faculty who teach in the undergraduate program and undergraduate student representatives constitute the membership of the Undergraduate Education Committee. In this committee, the full- and part-time nursing faculty function as a committee-of-the-whole and have full voting privileges. A student representative will have a voice without vote on the Committee. Student representation on the Undergraduate Education Committee is defined in the Policy Statement for Nursing Student Representation.

### **NURSING STUDENT REPRESENTATION**

Students exercise an important role in formulation of academic policy. Students elect representatives for membership on the Dean's Council. Students on the Dean's Council have the opportunity to serve on other School of Nursing Committees. The following process is used.

1. Two to three representatives from each level (semester) are elected at the beginning of each semester from among those who volunteer. Representatives serve for the duration of the semester. Students may be elected to serve again, but involvement of many students is encouraged.
3. Student representatives meet monthly with the Associate Dean, Undergraduate Nursing Programs & Director of the Prelicensure BSN Program in Dean's Council meetings. Representatives at Dean's Council can volunteer to serve on a School of Nursing committee (either as the primary representative or the alternate) in addition to Dean's Council.

The student representatives have the following rights and responsibilities:

1. Representatives serve as a communication link between the decision-making committee and the students they represent. Representatives have the responsibility of being informed regarding issues being considered and polling their constituents for attitudes, feelings and concerns regarding these issues.
2. Representatives have the responsibility for attendance at meetings. Alternates may be sent in place of a representative, if circumstances prevent attendance.
3. Representatives have the responsibility for reporting to their constituents regarding issues and decisions made by the committee.
4. Representatives may have the right to vote, one vote per representative, on select School of Nursing Committees. On the Undergraduate Education Committee, a student representative will have a voice without vote.
5. Representatives have the right to request placement of items on the agenda for School of Nursing committee meetings. These agenda items should be related to collective student concerns and should have been through appropriate channels prior to being presented to

the committee.

Standing committees provide for student participation. In the event that an elected representative is unable to complete a term as representative, another student will be selected to complete the term.

### **STUDENT NURSES OF WASHBURN**

Student Nurses of Washburn (SNOW) is an organization of nursing and pre-nursing students at Washburn. SNOW is a local chapter of the National Student Nurses Association (NSNA) and the Kansas Association of Nursing Students (KANS). The organization meets regularly during the semester. A business meeting is held, professional and political issues are discussed, upcoming events are announced, and time is available for socializing and discussing school and student concerns. Members may receive the SNOW NEWSLETTER, and the KANS ACTION, the Kansas Association of Nursing Students Newsletter. Both contain a calendar of events, announcements, and articles pertaining to career planning as well as other pertinent issues. Membership in SNOW provides opportunity for students to promote health education on campus, to exercise their talents and leadership skills, as well as to develop or improve their communication and health care skills. Opportunities include participating in health fairs, seminars, conventions, newsletters, fund raising projects, legislative work, and membership recruitment.

### **WASHBURN STUDENT GOVERNMENT ASSOCIATION**

The Washburn Student Government Association (WSGA) functions as the student government at Washburn University. The Association is operated entirely by the students and is autonomous within the University. The Student Government Association is funded by the University activity fee which students pay each semester as part of the regular enrollment process. The students of the University elect representatives at large to WSGA, which represents their views to all areas of the University. The WSGA president serves as a voting member of the University Council. The Association also serves as the administrative body for activities which are primarily of student concern. All students of the University are eligible to be elected as officers or senators of WSGA. Nursing students are encouraged to participate in WSGA activities and to seek office in the organization. Over 70 student organizations and clubs function under WSGA and provide an opportunity for students to serve the University and the community. The nursing student organization, Student Nurses of Washburn (SNOW), is one such recognized student organization on campus.



## CHAPTER VII

### GENERAL INFORMATION

#### FINANCIAL ASSISTANCE AND SCHOLARSHIPS

Students who have been admitted to the School of Nursing (SON) may apply for nursing scholarships and financial assistance through the University Financial Aid Office and SON. See the General Information section of the Washburn University Catalog.

University Financial Aid Application forms are available on the Financial Aid Office website. Nursing endowed scholarships and funds are awarded by the Financial Aid Office upon recommendation from the School of Nursing. A separate nursing application is required for all Nursing Scholarships. The form is available from the SON website.

The recipients and the amount of the awards are determined by policies and guidelines of the Washburn University Financial Aid Office and the stipulations of donors. Some scholarships and grants require a demonstration of need as indicated by an approved needs analysis system. All scholarships require students to meet a minimum grade point standard.

For further information about scholarship eligibility, students are encouraged to make an appointment with the Director of the Student Academic Services in the SON. Information about scholarships offered for nursing students by hospitals, professional and business associations, service clubs, the military and the Kansas Board of Regents is made available to students through the SON and is posted on student bulletin boards in the SON.

#### ESTIMATED COSTS TO STUDENTS IN THE NURSING MAJOR

Nursing courses are assessed at higher per credit hour tuition rate than other undergraduate courses. Nursing students are assessed the same fees as other undergraduate students.

Students in Nursing are eligible to apply for financial aid through the University (see above). **The priority deadline filing date is February 15 for fall semester and October 15 for the spring semester.** You may make an appointment with the Dean of the School of Nursing to be considered for special nursing scholarships or to discuss individual needs.

Expenses which a student in Nursing will have to meet:

1. Yearly Physical examination fee, laboratory tests and immunizations
2. Verified Credentials – Health Clearance management agency
3. Books & supplies
4. Health Insurance - students must carry their own health insurance (group policy available for students through Washburn University student plan). The University is not responsible for accidents or illness during the student's course of study.
5. CPR certification
6. Liability Insurance - currently paid for by Washburn University

7. Transportation to clinical facilities
8. ATI materials: the costs are charged to your student account each of the 4 semesters.
9. Required nursing scrubs
10. Name Badge
11. Graduation expenses: includes such items as Invitations (optional), Cap/Gown/Tassel, Picture for composite & RN licensure application, NCLEX fee, Kansas Board of Nursing application, Transcript fee, Criminal Background Check

### **Minimum Technical Requirements**

All students are required to have access to computer systems or devices that meet the School of Nursing technical requirements for their program. Chromebooks are not compatible with the ATI testing product. Questions regarding technology should be directed to [support@washburn.edu](mailto:support@washburn.edu).

### **UNIFORM and DRESS CODE POLICY**

Students enrolled in Nursing shall wear the uniform approved by the School for clinical experiences, compatible with clinical agency expectations.

Professional grooming and hygiene is required. Fingernails should be clean, short, and if polished, must be free of chips. Artificial nails are not permitted. Jewelry worn in body piercings must not be visible with the exception of ear piercings (maximum 2 earrings per lobe). Hair should be kept clean and neatly styled. Beards, mustaches, and sideburns must be neatly trimmed. Hair longer than shoulder length should be pulled away from the face. Deodorant is strongly encouraged but the use of strong scents or fragrances is not permitted. Students should refrain from smoking in uniform as the smoke can cling to clothes and be an irritant to patients. Tattoos must be covered while providing patient care. Gum chewing is not permitted in the clinical setting.

Some agencies may allow a variation of the uniform; students will consult the clinical instructor for permission to alter the uniform. If an agency dress code allows the wearing of business casual attire, students must wear their photo ID badge. Business casual attire does not include jeans, jean-like pants, sweats, or shorts. In all clinical situations, students are expected to dress professionally and wear clothing that reflects positively on the agency and the School of Nursing. Name badges must be visibly worn above the waist at all times.

**UNIFORMS:** The required School of Nursing uniform is available at the Washburn bookstore and consists of:

- navy blue scrub top
- navy blue scrub pants
- navy blue or white scrub jacket (optional)

WASHBURN UNIVERSITY School of Nursing will be embroidered on the breast pocket and

on the sleeve of the uniform. Uniforms must be purchased from the Washburn Bookstore, located in the Student Union. Clothing should be clean, fit properly, and not be wrinkled.

**SHOES:** Athletic shoes or comparable non-skid footwear are required as part of the uniform and must meet the clinical agency's requirement for appropriate shoes. Shoes should be clean, neat and professional in appearance. Footwear which poses a safety risk should not be worn in the clinical setting; this includes open-toed shoes, sandals, wooden clogs, backless shoes and shoes with high or wedge heels.

**PHOTO ID BADGES:** Student identification badges should be visible and worn above the waist as part of the uniform. This badge is separate from your WU ID card and must be paid for in the Ichabod Service Center. Students are to go to the Ichabod Service Center in the Memorial Union during the designated time period to have badges made (proof of enrollment or tuition payment is required). New majors must have this badge made during their first semester and prior to clinical rotations.

Approved by APC 11/17/10; Revised 8/12/13

## **BUSINESS CASUAL GUIDELINES**

Several clinical settings in the Washburn Nursing program allow for *business casual dress*. However, the term is vague and sometimes leads to confusion. It is clearly different than business formal, which suggests a suit and tie, but should not be confused with casual wear such as jeans and t-shirts. In general, for business casual, the individual should be neatly dressed, well put together and professional looking. If you are ever unclear about business casual dress, talk to an instructor about acceptable options.

For all students, clothing should have a good fit. Clothing should not be too tight or loose, and should not reveal cleavage, stomachs, upper or lower backs, buttocks, or tattoos. Clothing should be pressed and in good condition, meaning that it has no fading, holes, dangling threads, and is also wrinkle-free. Comfortable, low heeled, closed toe shoes are appropriate for clinical settings. Jewelry should be minimal and not distract from the patient interaction.

### **Suggested Options:**

- Khaki, corduroy, or cotton pants or skirts
- Sweaters, cardigans, polo/knit shirts, button-down shirts, preferably with collar
- Solid colors preferred to bright patterns

**Examples of items to be avoided** include but are not exclusive to: jeans, knit pants, such as leggings; t-shirts, tank tops and cut-off shirts; high-heeled shoes.

Undergarments such as slips, undershirts, bras, and underwear should not be visible. While short sleeved shirts may be worn in warm weather or more casual office environments, apparel with logos is not considered appropriate, unless branded with Washburn School of Nursing.

Approved Faculty 1/17/10

## FACILITIES

The facilities of the School of Nursing have been designed with consideration of the needs of the students. A health assessment laboratory, Petro 202, may be scheduled by students for practice of assessment skills. The computer laboratory, Petro 211, is available to students to complete assignments.

### Learning Center

1. Learning Center hours are posted near the PC 205 door.
2. The Learning Center is open primarily for practice of nursing skills. Please take advantage of the opportunity to practice.
3. Faculty are available to assist with practice by appointment.
4. Special arrangements may be made to use PC 202 for practice. Contact either your clinical instructor, or the Learning Center Coordinator.
5. Student assistants are available to keep the lab open. They may assist in locating equipment or recalling procedures. Any questions or problems should be directed to the Learning Center Coordinator or your clinical instructor.
6. No food or drink is allowed in the Learning Center.
7. **Please be aware that the Learning Center and the Health Assessment Lab are under constant video surveillance for security purposes. Students may have practices or check-offs recorded for educational purposes.**

## COMMUNICATION

The School of Nursing telephone number is (785) 670-1525. Faculty office phone numbers are all direct-dial, and (along with email addresses) are available in the university campus directory that is updated and reprinted annually. They are also available through the online University directory on the My Washburn website.

To access the School of Nursing homepage from off campus:

[www.washburn.edu/sonu](http://www.washburn.edu/sonu)

E-mail address to the School of Nursing office - [nursing@washburn.edu](mailto:nursing@washburn.edu)

Telephones in the School of Nursing office are not available for student use, and the School of Nursing staff cannot be responsible for delivering personal telephone messages to students. Students are asked to turn off cell phones during class and clinical time.

## OFFICIAL E-MAIL ADDRESS

Every student at Washburn University is issued an e-mail address. Washburn University e-mail addresses are the **official addresses** used by the University and the School of Nursing for relaying important messages regarding academic and financial information. It may be used by instructors to provide specific course information. E-mail messages sent to a Washburn

University e-mail address will be considered official notification for important information. If students prefer to use an alternate e-mail address to receive official University notices, they can access their MyWashburn e-mail account, choose the “options” tab, and select “auto forward” to complete the process to forward their e-mail.

### **BULLETIN BOARD AND POSTER POLICY**

Posting is allowed on walls and bulletin boards in public hallways of University buildings subject to regulations available in the Office of Student Affairs. A summary of the policy includes the following:

1. Posters displayed in buildings on campus must be date stamped in the Office of Student Affairs.
2. The maximum size poster will be 11 by 17 inches.
3. Posting is not allowed in any location that might constitute a safety hazard.
4. Posters on bulletin boards must be attached with thumb tacks. Posters on walls must be attached with MASKING TAPE.

### **UNIVERSITY SMOKING POLICY**

Smoking is prohibited in all buildings owned or leased by the University including buildings used for the purpose of housing students. Smoking is also prohibited in University owned or leased vehicles and other mobile equipment with an enclosed or enclosable driver/passenger compartment. In outdoor areas owned or leased by the University, smoking is prohibited within 10 feet of any building entrance/exit or air handling units; in athletic and recreational venues; in outdoor dining areas; and in other specific outdoor areas determined by the Administration.

## CHAPTER VIII

### WASHBURN UNIVERSITY SERVICES AND POLICIES

#### WASHBURN UNIVERSITY SERVICES

Washburn University offers many services in support of the academic and personal needs of students. For complete details about University resources students should refer to the Washburn University Catalog, the Office of Student Services, or the University Website ([www.washburn.edu](http://www.washburn.edu)). University services that might be of interest to nursing students include:

<b>Service</b>	<b>Campus Location</b>	<b>785-670- (ext)</b>
ATM	Memorial Union, west side cafeteria	
Center for Student Success	Mabee Library, 201	1942
Counseling Services – 24 hour a day 785-670-3100, option 2 Drop in appointments Wednesdays 8am – 4pm	Kuehne Hall, Suite 200	3100
Technology Support Center	Bennett, 100	3000
Equal Opportunity Office	Morgan	1509
Financial Aid	Morgan, Welcome Center	1151
Ichabod Service	Memorial Union main level	1188
Ichabod Shop (formerly WU Bookstore)	Memorial Union basement	2665
International Programs	International House	1051
Mabee Library	<a href="mailto:Refemail@washburn.edu">Refemail@washburn.edu</a>	1485
Police	Morgan, 135	1153
Registrar	Morgan, Welcome Center	1074
Student Health	Morgan, 140	1470
Student Wellness & Recreation Center	South of football field	1314
Student Life/Health Insurance	Morgan, 240	2100
Student Services, Veterans, Non-traditional and Disabilities	Morgan, 105	1629
UMAPS mailing & printing services	Memorial Union	1605/1606
Writing Center	Mabee Library, 308	1980

## CENTER FOR STUDENT SUCCESS

Mabee Library  
(785) 670--1942

For information about the Center for Student

Success, <http://www.washburn.edu/academics/center-student-success/index.html>

The Center for Student Success is a comprehensive set of services, resources, and programs designed to transform, educate, and empower students who will become effective leaders within and beyond the Washburn community. Focused on student success and through the support and dedication of faculty, staff, and student leaders, the Center will guide students to degree completion by promoting learning and information literacy, academic goal-setting and skill development, a successful transition to college, and effective decision-making.

### **The Center for Student Success Includes:**

- Academic Advising
- Academic Testing
- First-Year Experience
- Tutoring/Writing Center

The Writing Center provides an array of resources to help writers focus on all aspects of writing. Tutors discuss writing questions or concerns from across disciplines and at any stage of the writing process. Tutoring includes, but is not limited to, topic development, drafting, grammar, punctuation, research, and documentation. Writing Center sessions emphasize learning and revision rather than editing or proofreading. For more information and to access the APA guide, go to <http://www.washburn.edu/current-students/tutoring-writing-center/writing-center.html>  
You can e-mail the writing center at [mabee.tutoring@gmail.com](mailto:mabee.tutoring@gmail.com)

## WASHBURN UNIVERSITY POLICIES

Washburn University has articulated many policies to facilitate students' progression through their academic studies. For complete details regarding policies of Washburn University, students should refer to the Washburn University Catalog, the Washburn University Student Notebook, and to the resource information available in the School of Nursing office. Students should be aware of the University policies related to:

- Academic Probation, Suspension, and Reinstatement
- Admission and Attendance
- Americans with Disabilities Act
- Campus Traffic and Parking Regulations
- Equal Opportunity
- Family Educational Rights and Privacy Act
- Student Conduct
  - Disciplinary Code and Procedure
  - Grievance Procedure
- Student Governance

### Drug Free Schools and Campus Information

The Drug Free Schools and Campuses regulations established by the United States Department of Education require that Washburn University adopt and implement a drug prevention program. As part of this program, we are required to provide the following information annually to all students and employees.

1. Washburn University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on University property or as part of any of its activities. The Washburn University Student Disciplinary Code and Drug-Free Workplace Policy contain these prohibitions and establish appropriate sanctions for violation of University policy.
2. Federal, state and local laws provide severe penalties for the unlawful possession, use, or distribution of illicit drugs and alcohol.
  - Under Kansas state statutes, possession of alcoholic liquor by a minor 18 to 20 years old may be punishable by confinement up to one month and/or a fine up to \$500. Furnishing alcoholic beverages to a minor may lead to imprisonment not to exceed 6 months and/or a fine not to exceed \$200. Possession of certain controlled substances is punishable on a first offense with imprisonment of not more than one year and/or a fine of not more than \$2,500. Possession with intent to sell narcotics may lead, on a first conviction, to imprisonment for not less than three nor more than twenty years and/or a fine or not more than \$15,000. A second conviction may result in life imprisonment. Personal and real property used in connection with drug trafficking may be seized by the state.
  - Under federal law, simple possession of controlled substances is punishable on a first offense by one year in prison and/or a fine up to \$1,000. A first conviction for distribution of narcotics or controlled substances to a minor under 21 years of age may result in a sentence of twenty years to life in prison and/or a \$2,000,000 fine. The distribution and/or manufacture of narcotics or controlled substances in or near schools, colleges, playgrounds, community centers, and video arcades is also punishable by imprisonment from twenty years to life and/or a fine of \$2,000,000.
3. There are serious health risks associated with the use and/or abuse of illegal drugs and alcohol. Even first time use of cocaine, "crack," and other substances may result in death. Use of LSD, PCP or "angel dust" and other hallucinogenic or psychoactive drugs may result in psychological or neurological damage. Users of hypodermic needles expose themselves to the additional risks of hepatitis and AIDS. The unborn children of pregnant women who abuse drugs and/or alcohol may become addicted to these substances while still in the womb and are at great risk to develop birth defects.
4. Alcohol and drug awareness information is available through the University Student Health Center, the Counseling Center, the Office of Student Life, and the Alcohol and Drug Abuse Program in the School of Applied and Continuing Education. Staff members of the Counseling Center are available to students and employees to talk about possible substance abuse problems and to make appropriate referrals. In addition, a list of drug counseling and rehabilitation programs in the Topeka/Shawnee County area is available from the University Personnel Office.
5. As prescribed in the Student Disciplinary Code, students who are found to be in violation of



the University's policies on the use of drugs and alcohol may be subject to disciplinary sanctions. These sanctions may include suspension from the University for a stated period of time, or expulsion from the University with no possibility of return.

The Business and Financial Affairs Handbook states that employees who violate the University's prohibitions on the use of drugs or alcohol will be subject to disciplinary action which may result in temporary suspension of employment without pay or permanent termination of employment with the University.

As required by law, University officials will forward to the appropriate law enforcement authorities any knowledge about suspected violations of laws relating to drugs and alcohol.