

**NURSING STUDENT HANDBOOK
FOR
THE UNIVERSITY OF VIRGINIA'S COLLEGE AT WISE
BACCALAUREATE PROGRAM IN NURSING**



**DEPARTMENT OF NURSING
ACADEMIC YEAR: 2020-2021**

**The University of Virginia's College at Wise
Department of Nursing**

Welcome!

We welcome you to the 2020-2021 academic year at the University of Virginia's College at Wise, and congratulate you on your acceptance to the nursing major.

This is an exciting, challenging time to enter the world of health care. Despite our ready access to the best technology in the world, issues of cost, quality, and safety are constantly in the forefront. As practitioners of the future, your role will not only be to function within the system, but to also work to transform it in ways which will assure those who need care receive it in the most safe, efficient, and affordable way possible.

As a public liberal arts institution, The University of Virginia's College at Wise provides the resources and learning experiences which enable students to establish a firm foundation for building competence in professional study. In addition to the technical skills necessary to provide safe care, students will develop communication, critical thinking and decision making skills to lead care teams in the future. Through active participation in this community of learners, students gain an appreciation for the value of diversity, commitment to service, the importance of engaged citizenship, and the essential nature of lifelong learning.

This handbook is one of several resources available to assist you as you progress through your program of study. The *2020-2021 University of Virginia's College at Wise Catalog* and the *UVA-Wise Student Handbook* provide general information about academic and student life policies. *The Department of Nursing Student Handbook* describes specific policies and procedures related to undergraduate nursing students. **Policies in this handbook take priority over those in other resources.** It is your responsibility, as a student in the major, to be familiar with the contents of this handbook.

The faculty are here to help you reach your educational goals. If you have issues or concerns, please contact your advisor or the course instructor. If you need additional help, you may contact Kim Lawson in Darden Hall B023, by calling 276-376-4690, or by email at kal6j@uvawise.edu.

We wish you success in the coming semester and beyond.

Nursing Faculty

TABLE OF CONTENTS

	Page(s)
I. Mission Statement, Philosophy, and Goals	5-6
II. Academic Programs	7
III. Admission – Pre-licensure	7-8
IV. Admission – RN to BSN	8-9
V. Advising Responsibilities	9
VI. Transferring Nursing Courses	9-10
VII. Academic Waivers	10-11
VIII. Code of Conduct and Honor	11
IX. Academic Standards	12
X. Academic Progression	12
XI. Procedure for Readmission	13
XII. Clinical/Classroom Conduct and Evaluation	13-14
XIII. Guidelines for Behavior in Clinical and Classroom	14-16
XIV. Recording of Lectures by Students Policy	16-17
XV. Clinical Progression	17
XVI. Clinical Warning	17
XVII. Clinical Probation	17
XVIII. Clinical Failure	18
XIX. Clinical Attendance Policy	18
XX. Clinical Travel	19
XXI. Clinical Preparation	19

XXII.	Class Attendance Policy	19
XIII.	Grade Challenge	20
XIV.	Grading Scale	20
XXV.	Medication Calculation Tests	20
XVI.	Test Review Policy	21-22
XVII.	Guidelines for Written Assignments/Academic Integrity Policy	23-25
VIII.	Withdrawal Policy	25
XIX.	Graduation Requirements	26-26
XXX.	Requirements for clinical rotations (Standards of Performance)	27-31
XXI.	ATI Testing	32-33
XXII.	Pregnancy	33-34
XIII.	Weather Policy	34
XIV.	Anticipated/Approximate Costs	35
XXV.	Faculty and Staff	36
XVI.	Skills Laboratory	37
XVII.	Communication	37-38
VIII.	Student Representatives	38
XIX.	Financial Aid and Scholarship Awards	38
XL.	Honors and Awards	38-39
XLI.	Student Organizations	39
XLII.	Organizational Chart(s)	40

SPECIAL NOTE: POLICIES IN THE NURSING STUDENT HANDBOOK TAKE PRIORITY OVER THOSE POLICIES IN OTHER SOURCES.

MISSION STATEMENT, PHILOSOPHY, AND GOALS OF THE DEPARTMENT OF NURSING

Mission Statement

The mission of the nursing program is to prepare graduates with a liberal education, expanded knowledge about nursing and health care, competence in nursing practice, preparation for graduate study, and tools for lifelong learning. The program prepares professional nurses able to practice in a caring manner on a regional, national, and global level.

PHILOSOPHY

Faculty in the Department of Nursing bring distinct and diverse experiences, abilities, and beliefs to the curriculum and the classroom. The philosophy of the Department of Nursing exemplifies the beliefs that faculty and students share about health, the recipients of care, role preparation, nursing, and nursing education.

Health is a state of physical, psychological, interpersonal and environmental well-being based on adaptive response to stressors and is viewed on a continuum from wellness to illness.

Patients, the recipients of nursing care, include individuals, families, groups, and communities. Patients and nurses collaborate in the assessment, planning, implementation, and evaluation of nursing and health care.

Nurses are responsible for maintaining, promoting, and enhancing the health of individuals, families, groups and communities, and for contributing to improvements in the health care system. Nurses emphasize primary health care, promote healthy lifestyles, and recognize the importance of health promotion and disease prevention.

The role of the nurse evolves in response to changing expectations and demands in the marketplace. Nurses provide holistic health care that includes health education, advocacy, and a committed, caring relationship. They are responsible for participating in discussions and seeking solutions for health care issues locally, regionally, nationally, and globally.

Exploring and adopting approaches to education enhance relationships between learners and teachers, creates a stimulating learning environment, and promote educational excellence. The curriculum reflects characteristics and needs of students, traditional and emerging health care and nursing practice, and a community-based health care system. Communication, reasoning, analysis, research, decision-making, and technological innovations—central concepts of baccalaureate nursing education— influence the curriculum and pedagogy.

Faculty and students share responsibility for learning goals and outcomes and participatory learning activities. Faculty facilitate and guide learning experiences consistent with student knowledge, skills, and experience. Faculty and students interact with the community and health care professionals to provide disciplinary and interdisciplinary learning activities and practice opportunities.

An active, stimulating, and exciting environment encourages inquiry, curiosity, critical thinking, and insight. Students in such an environment achieve at a higher level and gain tools and aspirations for continuing their education and lifelong learning.

Goals

The Department of Nursing prepares graduates to meet the following goals in their entry-level practice with individuals, families, and communities:

1. Apply knowledge from the humanities, the arts and letters, social and natural sciences, and nursing to practice competently in a variety of settings;
2. Implement independent nursing decisions based on clinical reasoning and nursing judgment, emphasizing safety and positive outcomes;
3. Use critical thinking and communication skills to improve the effectiveness of nursing practice, based on current knowledge, theory, and evidence-based practice;
4. Emphasize safety, quality, cost effectiveness, and collaboration in nursing practice;
5. Design and implement activities that promote, protect, and improve healthy behaviors and emphasize primary and secondary preventive strategies across the lifespan;
6. Impact nursing and health care on local, regional, and global populations;
7. Advocate for recipients of health care as they participate in decisions about and evaluation of their care through the application of evidence-based practice and information technology;
8. Provide leadership in nursing care and health promotion;
9. Incorporate knowledge of professional nursing and ethical standards and legal aspects into nursing practice;
10. Maintain and increase nursing knowledge and competence by participating in formal and informal education.

ACADEMIC PROGRAMS

BACHELOR OF SCIENCE IN NURSING—PRE-LICENSURE PROGRAM

The Department of Nursing offers a pre-licensure program of study leading to the Bachelor of Science in Nursing (BSN) degree. Students are admitted to the program and begin taking nursing courses in the spring semester of their sophomore year. Graduates of this program are eligible to take the registered nurse licensure exam, the National Council Licensure Examination (NCLEX-RN).

BACHELOR OF SCIENCE IN NURSING—RN TO BSN PROGRAM

This course of study is open to registered nurses (RN) who have either earned a diploma or an associate degree in nursing, and leads to completion of the Bachelor of Science in Nursing (BSN) degree

ADMISSION, PROGRESSION, AND RETENTION

ADMISSION—PRE-LICENSURE PROGRAM

Applicants who meet the following criteria are eligible to apply to the nursing major in the fall semester of the sophomore year (application does not guarantee acceptance and admission):

- Completion of Biology (BIO 1010/1011) and Chemistry (CHM 1010/1011 or CHM 1006).
- Enrollment in or completion of Anatomy and Physiology I and II sequence (Anatomy and Physiology sequence must be at 2000-level)
- Completion of English sequence
- Completion of, or exemption from, SEM 1010/1020
- Completion or in sequence to complete the following courses prior to entering into the nursing program):
 - a. PHI 1030 (Logic)
 - b. PSY 1100
 - c. SOC 1100
 - d. Social Science (POL, ECO, ANT, or GEO (except GEO2010))
 - e. MTH 1180 (Probability and Statistics)
- Minimum cumulative GPA of 2.75 on a 4.0 scale for all required general education courses for the nursing major. No grade less than a C- will be accepted for any general education course required for the nursing major.

- Minimum GPA of 2.75 on a 4.0 scale for the Biology, Chemistry and Anatomy and Physiology sequences. No grade less than a C- will be accepted for any science course.
- Submit official transcripts of all college-level courses from other institutions with the departmental application
- Have earned a 68% on the Test of Essential Academic Skills (TEAS) Test.

Candidates may be awarded provisional acceptance following the application process. All general education and prerequisite courses must be completed prior to beginning the clinical nursing courses in the fall semester of the junior year. The student must maintain the minimum cumulative GPA of 2.75 **and** science GPA of 2.75 in all required prerequisite nursing course work prior to beginning the junior clinical nursing courses.

Candidates may be awarded **provisional** acceptance following the application process at the end of the fall semester of the sophomore year. **Final** acceptance is dependent upon the following:

- Completion of all pre-requisite courses prior to entering the full-time nursing program in the junior year
- Maintaining minimum cumulative GPA of 2.75 on a 4.0 scale in all required prerequisite nursing course work.
- Maintaining minimum science GPA of 2.75 on a 4.0 scale

ADMISSION—RN TO BSN PROGRAM

Applicants who meet the following criteria are eligible for admission into the nursing major with junior status:

- Graduation from a state-approved nursing program from a regionally accredited community college or hospital school of nursing
- Cumulative grade point average of 2.0 or above for all prior academic (non-nursing) work and a 2.3 (C+) or above for all prior nursing course work
- Licensure as a registered nurse in one or more states (must be licensed in states where clinical experiences are conducted)
- Successful completion of the NCLEX-RN examination prior to enrolling in upper division clinical nursing courses
- Characteristics consistent with acceptable academic study and professional practice

Applicants to the program follow regular College admission procedures. In addition as transfer students, they must submit the following:

- Official transcripts of all academic work completed at other academic institutions they attended including hospital schools of nursing
- Registration number and expiration date of license to practice nursing

STUDENT AND FACULTY ADVISING RESPONSIBILITIES

Upon declaration of pre-nursing as a major, students are assigned to a nursing faculty member as an advisor. Both the student and the advisor have the joint responsibility to ensure that a student's course of study and degree requirements are outlined and identified. The faculty advisor guides the student through the designed program curriculum, as well as monitoring course progress and providing career assistance. Conference notes are kept of each advising session, with the opportunity to meet minimally twice a year. Senior nursing students should meet with their nursing advisor in the fall semester to evaluate their transcript for graduation clearance.

It is the responsibility of the student to initiate contact during registration periods, and to keep advising appointment. Students should call or stop by their faculty advisor's office to make an advising appointment. Appointments can be arranged for any nursing faculty members through the Administrative Assistant for the nursing department, Kim Lawson, at 276-376-4690 or e-mail at kal6j@uvawise.edu, Darden Hall B023.

Unresolved student-faculty concerns should be directed to the attention of the Department Chair. Please refer to the departmental organizational chart at the end of the handbook.

TRANSFERRING / CHALLENGING NURSING COURSES

Applicants accepted into the nursing major who have previously taken 3000- or 4000-level nursing courses that appear on a college transcript may receive transfer credit after review of the courses by the nursing faculty. The faculty will consider requests for transfer courses from accredited colleges or universities for courses that are equivalent to those in the baccalaureate program.

Initiation of the Transfer Procedure:

1. The student should submit to the Department Chair a written petition, using a Request for Course Substitution form, to receive transfer credit for nursing courses taken at another university or college. The petition is submitted at the time of application to the nursing major. A separate petition must be completed for each course for which transfer credit is requested.
2. A copy of the college / university catalog, applicable course syllabi and course content materials must be supplied along with the petition.
3. The Department Chair will determine any deficient areas related to course content. Only equivalent courses in which a student received a B- or above may be transferred. No grade less than a B-

will be accepted for transferred nursing courses in the pre-licensure program.

4. Students are not guaranteed to have transfer courses in nursing accepted by UVa-Wise.

ACADEMIC WAIVERS

Under extenuating circumstances, students may request a waiver from selected academic policies provided they can demonstrate they have had comparable and/or equivalent experiences. The student is responsible for initiating the request and for producing the required evidence. Such requests may include, but are not limited to, the following:

1. Transfer limit of 62 credits from a community college, depending on the catalog of record;
2. Specific credit requirements for general education requirements taken under a quarter system; and
3. Enrolling in courses in other institutions after being accepted at The University of Virginia's College at Wise (Complete "Request to transfer a Course" form).

All requests for academic waivers should be **addressed** to the Academic Dean; however, they should be **submitted** to the Chair of the Nursing Department. The Academic Dean is: Dr. Amelia Harris, Academic Dean, The University of Virginia's College at Wise, Wise, VA, 24293.

Students requesting academic waivers must write a letter that accompanies the form with as much evidence as necessary to support the request. The Department Chair and the advisor are available to assist the student. Submit the letter to the Department Chair, who will write a letter to accompany your request. Evidence should be applicable and may include:

1. Overall academic performance (stress positive aspects of your academic record and explain problems)
2. Academic performance in a specific field of study (your GPA for courses in the area as well as courses beyond the introductory level [3000- and 4000-level])
3. Total number of credits completed at post-secondary institutions (note completion of associate and / or baccalaureates in fields outside of nursing)

4. Credits earned under the quarter system (The University of Virginia's College at Wise general education requirements are based on the semester system. Semester credits are 2/3 of quarter credits [for example, 9 quarter credits of English Composition equal 6 semester credits and, therefore, meet the requirements]. In some instances you may receive a waiver for 1 credit; provided the respective department does not offer one-credit courses [see special section below on English Composition Requirements])
5. Other information, such as travel time to UVa-Wise versus a local institution, a full-time work schedule, and others can be mentioned, although they will not carry the same weight as academic evidence.

STUDENT CODE OF CONDUCT AND HONOR CODE

Nursing students are required to adhere to The University of Virginia's College at Wise policies on Student Code of Conduct and the Honor System described in the *UVa-Wise Student Handbook and College Catalog*. Students must include the honor code on all written work as described below:

“I certify on my honor as a student at The University of Virginia's College at Wise that I have neither given nor received aid on this _____.”

Students enrolled in clinical courses and participating in laboratory experiences at affiliate agencies are subject to applicable policies of that agency. The agency may terminate a student's contact with patients immediately upon the recommendation of the head of the department of the agency to which the student is assigned with the approval of the agency administrator. Any violation of agency policy could result in failure of the clinical course pending review of violation by department faculty, and could result in dismissal from the program.

ACADEMIC STANDARDS

Academic Progression

Nursing majors are governed by the College continuance policies as stated in The University of Virginia's College at Wise Catalog as well as the following Department-specific policies:

1. Students are expected to successfully complete required prerequisite general education coursework prior to entry into junior year of the nursing program. Due

to the competitive admission process, a cumulative GPA of 2.75 or greater in required nursing course work and a science GPA of 2.75 or greater with no grade less than a “C-” in any science or general education course is required.

2. A grade of 80% or better in all nursing courses is required to continue in the nursing program. Students are required to pass the clinical lab associated with a nursing course. Failure in either the didactic or clinical component requires repeating the associated courses after successfully petitioning for re-admittance to the program; this includes the class, the clinical, and the skills laboratory for the associated courses. For example, failure NUR 3000 would require repeating NUR 3000, NUR 3010 and 3030; failure of NUR 3010 would require repeating NUR 3000, NUR3010, and NUR3030.
3. In order to achieve a course grade of 80% in any nursing course, both the test average and final course grade must be at least an 80%. Test averages are calculated first, before any other coursework is calculated. The test average is not weighted and must be an 80% average of all tests averaged equally. If the average is below 80%, the student will earn the score of the test average for his/her grade, and will not be able to progress. Test averages are rounded to the nearest 10th.
4. Students who achieve a final course grade of less than 80% in any nursing course are unable to enroll in subsequent nursing courses. Students may petition to the Nursing Department to be accepted into the failed course the next time it is scheduled, on a space available basis. Readmission is at the discretion of the faculty. Sophomore students who are unsuccessful in passing NUR 2100 OR NUR 3130/3140 must reapply to the nursing major with the next applicant class.
5. A nursing course may be repeated only once. Failure in any two nursing courses or a repeated nursing course will result in dismissal from the nursing program, without the option for reapplication.

Students requesting or receiving a grade of Incomplete (I) in any nursing course(s) may not enroll in subsequent courses. Continued progression in the nursing major is contingent upon removal of the grade of "I" as described in The University of Virginia's College at Wise Catalog.

Procedure for Readmission

There are three situations which may involve the readmission policy in the Department of Nursing:

1. Any student who is passing in required nursing courses and voluntarily withdraws must submit a written petition requesting readmission to the Nursing Department within three (3) months of withdrawal.
2. A student who earns a grade less than 80% in a required nursing course must submit a written petition within three (3) months to the Nursing Department requesting consideration for placement in the failed course the following year. The student must meet with the instructor of the failed course prior to readmission in order to develop an appropriate, personalized remediation plan. The student may be required to enroll in an independent study course the semester he or she is readmitted, which will focus on remediation of weaknesses.
3. Any student who has been out of the nursing major for more than one (1) academic year must apply for readmission to the nursing program according to *The University of Virginia's College at Wise Catalog*.

Required information in the request for readmission includes the reason for withdrawal or failure and desired date to return to the program. The request, along with the student's record and other pertinent information will be considered in making the decision. Submission of a petition request does not guarantee readmission in the Department of Nursing.

The student is responsible to initiate the readmission process according to these guidelines.

Clinical and Classroom Conduct and Evaluation

Clinical performance is an integral component of the educational process in nursing. Satisfactory clinical performance is an overriding concern in professional practice. Clinical objectives and student behaviors for evaluating these objectives are defined for each clinical nursing course and are located in the course syllabus. A student's clinical performance is evaluated by the clinical faculty in each course.

Clinical performance is evaluated using "The Clinical Performance Evaluation Tool". This tool is designed to measure student performance in relation to clinical objectives as well as end of program goals. The critical performance level is denoted by an asterisk and the student must receive the required level on these critical performance levels to pass the course.

The student should strive to demonstrate all critical performance behaviors in each clinical rotation. Students may receive a rating of less than this standard midway through the clinical experience, but must improve performance to at least the critical level by the end of the clinical rotation.

Performance at any level below the minimum level for critical behaviors (identified by an asterisk) by the end of the semester requires written faculty documentation and constitutes a course failure.

Guidelines for Behavior in Clinical Settings and Classroom

The University of Virginia's College at Wise nursing students will demonstrate professional behavior in all settings, following the legal and ethical codes of nursing and Commonwealth of Virginia Nurse Practice Act. Professional behaviors include respect for self and others and accountability for one's actions and decisions.

1. Contractual

Students must practice within the contractual agreements between The University of Virginia's College at Wise and the affiliating agency and the objectives of the specific course. Students must adhere to the uniform requirements outlined in this handbook and must conduct themselves in a professional manner at all times within the affiliating agency.

Examples of unsafe and unsatisfactory performance include but are not limited to the following:

- a. Failure to notify the agency and clinical instructor of clinical absence;
- b. Failure to complete standards of performance as required;
- c. Lack of transportation appropriate for clinical rotation; and
- d. Behavior which results in dismissal of the student by the agency.

2. Accountability

Students must demonstrate responsibility in all aspects of comprehensive client care.

Examples of unsafe and unsatisfactory performance include but are not limited to the following:

- a. Inadequate preparation for laboratory
- b. Inadequate written and/or verbal communication;
- c. Errors in performance of nursing therapeutics, including but not limited to, medications;
- d. Failure to report to the instructor questionable nursing practice which affects client welfare;
- e. Attempting activities without adequate preparation or appropriate assistance or supervision; and
- f. Dishonesty.

3. Ethical Standards

The student practices according to the American Nurses Association Code of Ethics, Standards of practice, and the Nurse Practice Act governing the Commonwealth of Virginia.

Examples of unsafe and unsatisfactory performance include but are not limited to the following:

- a. Refuses assignment based on client's race, culture, diagnoses, gender, disability, or sexual or religious preference;
- b. Inappropriate behavior in any activity related to clinical practice such as:
 - (1) Falsifying any documentation (this includes actual patient care AND written assignments such as clinical reasoning forms);
 - (2) Violating client confidentiality;
 - (3) Failure to report errors
- c. Ignoring unethical behavior(s) of other health care personnel and other nursing students which affects client's welfare; and
- d. Plagiarism.

4. Promotion of Health and Environment

The student's practice utilizes the nursing process to manage the health care needs of individuals, families, groups and communities in a confidential, safe, therapeutic environment.

Examples of unsafe and unsatisfactory performance include, but are not limited to, the following:

- a. Failure to recognize and seek treatment for a physical, mental or emotional condition which may affect the safety or well-being of self or others;
- b. Failure to follow through on suggested referrals or interventions to correct deficient areas;
- c. Failure to provide appropriate client care;
- d. Physical, mental or emotional abuse of clients;
- e. Inappropriate interpersonal relationships with agency staff, co-workers, peers, and/or faculty;
- f. Reporting for clinical practicum or classroom under the influence of drugs and/or alcohol.

5. Human Rights

The student's conduct reflects respect for the individual client, health team members, faculty, and self.

Examples of unsafe and unsatisfactory performance include, but are not limited to, the following:

- a. Failure to maintain client confidentiality based on standards set forth by HIPAA guidelines;
- b. Dishonesty;
- c. Utilization of stereotypical judgments which are detrimental to client care; and
- d. Failure to recognize and promote every client's rights.

Policy on Recording of Lectures by Students

- 1 .1. Where course materials are not routinely recorded students with disability and an agreed learning plan have the right to audio record any lecture or teaching and learning activity within the constraints defined in 1.2 below. The visual recording of lectures or any other form of teaching and learning activity is not permitted without the explicit prior consent of the lecturer and other individuals involved.
- 1 .2. Routine audio recording of small group teaching/seminars is not permitted without the explicit prior consent of teaching staff and the express permission of the group. Where such permission is not granted, lecturers must implement reasonable adjustments for any disabled students in order to ensure equal access to the information covered in the teaching session. Lecturers should allow the audio recording of lectures unless recording will result in the infringement of data protection, copyright, sensitive clinical information or the commercially sensitive intellectual property rights of others.
- 1.3. Schools should communicate to their students:
 - that audio recordings made by students are to be used solely for the purposes of personal study and must not be reproduced or distributed to any third party and must not be made available on any external website or social media channel;
 - and that inappropriate use of recorded material by students is a disciplinary matter.

Unsafe or Unprofessional Behavior

Professional behaviors expected of the student are confidentiality, respect, accountability, valuing of people's differences, preparation to ensure safe clinical practice, and adherence to College and agency policies and procedures. These behaviors are to be followed in clinical, lab, and classroom settings. All nursing students are accountable and responsible to report unsafe and/or unprofessional behavior of other students to their clinical instructor.

Unsatisfactory or unprofessional behaviors may result in removal of the student from the clinical, lab or classroom setting and/or warning, probation, or failure based upon the professional judgment of the faculty. **All laboratory experiences are treated as clinical, and students must adhere to the same professional behaviors in the lab.**

Warning

A student may be placed on warning at faculty discretion based upon unprofessional or unsafe behaviors. In addition, behaviors below minimum performance standards on a critical behavior (as identified on the clinical evaluation tool) will result in clinical warning. Students on warning may progress to the next semester; however, the unacceptable behaviors must be corrected by the end of the subsequent semester. Failure to do so will result in probation or failure. Students will be notified in writing and will meet with the clinical instructor and/or course coordinator. Specific objectives not being met will be reviewed and a remediation plan will be developed. The remediation plan will be placed in the student's file. A student's warning status will be submitted to the nursing admission and progression committee and will be discussed in the faculty meeting. Documentation that reviews the student's progress will be placed in the student file following discussion with instructor.

Probation

Inability to correct deficiencies that resulted in a warning may result in progression to probation. A student may be placed on probation at faculty discretion based upon unprofessional or unsafe behaviors that constitute immediate intervention. Students on probation at the end of a semester may not progress to the subsequent semester, resulting in a failure. Students will be notified in writing and will meet with the clinical instructor and/or course coordinator. The student may be required to meet with the department chair. Specific clinical, lab, or classroom objectives not being met will be reviewed and a remediation plan may be developed. The remediation plan will be placed in the student's file. A student's probationary status will be submitted to the nursing admission and progression committee and will be discussed in the faculty meeting. Documentation that reviews the student's progress will be placed in the student file following discussion with instructor.

Failure

Failure may occur if the student demonstrates unsafe, unprofessional, negligent or incompetent clinical, lab, or classroom performance. Students unable to perform at the minimally acceptable level of critical behaviors, those unable to correct deficiencies resulting in warning by the end of the subsequent semester, and students unable to be removed from probation by the end of the current semester will result in failure.

When a student's clinical performance endangers patients or is deemed unsafe, the student may be removed without prior warning or notice from the clinical area for the remainder of the semester, resulting in failure of the course. A meeting will be arranged with the student, clinical instructor, course coordinator and department chair to discuss the situation and to determine the progression of the student in the program.

Clinical Attendance Policy

Clinical is essential and absences are unacceptable. A student will be placed on probation for one unexcused clinical absence. Subsequent unexcused clinical absences will result in failure of the clinical course.

In the event of an emergency or severe illness, absences may be granted on an individual basis **prior** to the scheduled clinical time at the discretion of the faculty. If the emergency or severe illness occurs suddenly, the student is responsible to have someone notify the instructor and/or clinical facility as soon as it is safe to do so. Failure to meet the clinical objectives due to absenteeism will result in an unsatisfactory evaluation for the semester and an "F" in the course.

If there is an emergency preventing a student from attending a clinical experience, the student must contact the clinical instructor **at least one hour prior** to the required clinical time, **as well as the assigned clinical unit**. The only excused absence for illness will be documentation from a licensed healthcare provider (MD, NP, or PA only). Missing clinical for any reason is considered an absence and any clinical absence will require a makeup day.

Students will not be excused for scheduled appointments including those with a health care provider and court dates. Childcare issues should be planned prior to classes and clinical at the beginning of each semester.

An alternative assignment to assist the student in meeting the course objectives may be assigned by the clinical instructor, in addition to the required clinical makeup day. The student may be required to do other clinical assignments in addition to regular patient assignments for the semester at the discretion of the faculty member. Extenuating circumstances will be evaluated by the clinical instructor, the course coordinator, and the department chair.

A student is considered to be tardy any time after the designated start time, and will result in an unexcused clinical absence. The student is required to attend the clinical day they are late as well as a full make-up day. A warning will be issued the first time a student is late. If a student is late a second time, he/she will be placed on probation. A third tardy will result in failure of the clinical course.

Clinical Travel

Faculty make every effort to schedule clinical experiences within reasonable distances, but because of the remote location of the College, there will be times students will have to travel out of town to clinical sites. Students are responsible for their transportation to and from clinical sites. Efforts should be made to carpool with other students or otherwise find transportation. The Clinical Attendance Policy will be enforced

for all clinical experiences.

Clinical Preparation

Being unprepared for a clinical includes inadequate preparation to discuss and deliver patient care, incomplete pre-clinical paperwork, inadequate materials to discuss and deliver care (stethoscope, watch, drug guide, etc.), and inappropriate dress. Being unprepared for clinical will result in a student being sent home and the day counted as an unexcused clinical absence.

Class Attendance Policy

Since most nursing classes meet once a week, missing one class is the equivalent of missing three regularly scheduled classes. Three times tardy will result in one unexcused absence. Students in the nursing major are expected to attend all classes except in the event of an emergency or illness. A student is tardy if they arrive within 15 minutes of the start of class. If the student arrives after 15 minutes, they will be considered absent.

An excused absence for illness requires a note from a health care provider (NP, MD or PA). The course instructor makes the determination between an excused and unexcused absence. The student must notify the instructor within one hour before the beginning of class. If the student does not notify the instructor, an unexcused absence will be assigned to that missed class day. Students must personally notify instructors of their absences. Asking a classmate to report the absence is not acceptable. Missing three classes in any course will result in academic failure. For every unexcused absence, your final course grade decreases to the next grade level. Some examples of this policy are: if you have an A- as your final course grade; an unexcused absence will reduce your final course grade to a B+, and if you have a C as your final course grade your final course grade will be decreased to D+ (see Grading Scale in next section of the handbook).

Classroom Behavior

The course instructor will explain to the class expected classroom behaviors for the course. Some expected behaviors may include:

- Turning off cell phones during class.
- Refraining from using computers while the instructor, other students or guests are presenting material.
- Being prepared for class.

The course instructor reserves the right to ask students to leave the classroom if expected classroom behaviors are not followed. Being asked to leave the classroom will result in an unexcused absence.

If the student has class in the computer lab, privacy screens are not to be removed from the monitors. If a privacy screen is removed, the student will be asked to leave the classroom, which will result in an unexcused absence.

Grade Challenge

Students who believe their final grade to be awarded unfairly should discuss the matter with the instructor. If this does not resolve the issue, the student may appeal to the Department Chair. In the event the issue is not resolved at this level, the student may appeal in writing to the Academic Dean who may refer the appeal to the Academic Appeals Committee. The appeal procedure must be initiated during the initial four weeks of the next regular semester of enrollment after the grade in question has been assigned.

Grading Scale

<u>Grade Range</u>	<u>Letter Grade</u>
99 – 100	A+
98 – 95	A
94 – 93	A-
92 – 91	B +
88 – 90	B
86 – 87	B-
84 – 85	C +
80 – 83	C
78 – 79	D+
76 – 77	D
74 – 75	D-
≤73	F

Medication Calculation Tests

Students are required to take a medication calculation test in all clinical/lab courses starting in the spring semester of the junior year. The medication calculation policy includes:

1. Calculators are allowed but students must show their work;
2. The test must be completed and passed by the Friday of the third week of the semester;
3. Students must earn a 100% on the test to pass;
4. The medication calculation test may only be taken a maximum of three times;
5. Students will be referred to the Tutoring Center for remediation after the second failure and must submit documentation they have been tutored; and
6. Students will not be allowed to continue in clinical/lab if the medication calculation test is not passed, resulting in a clinical/lab failure.

Test Review Policy

Tests are the property of the Department of Nursing. Removal of a test or its image from the classroom or department is considered an Honor Code violation. Test review and method will be at the discretion of each individual instructor.

Testing Policies

Testing in nursing school is an important part of the curriculum to assure readiness for the NCLEX licensure exam. These testing policies apply to exams and other tests (pop quizzes, etc.) given in class or outside the classroom. Faculty will give further instructions regarding rules for exams. If a student misses a test due to illness, the Class Attendance Policy will be followed. Make ups due to illness will only be allowed with a health care provider excuse (MD, NP, or PA). Make up tests for other than illness will be at the discretion of the course faculty. An alternate exam may be administered for make-up exams, utilizing alternate testing formats.

General Testing Policy

- It is a violation of the UVa-Wise Honor Code to discuss the exam with students who have not yet taken the exam. This includes students who may be taking the exam at a different time, or students in a lower class. Discussing the exam will result in the student being reported to the Honor Court, and may result in failure of that exam.
- Any student caught cheating on an exam will be immediately referred to the Honor Court and receive a zero on that exam.

Written Exam Testing Policy

Students taking written exams must follow the following policies related to testing:

- No head gear, such as hats, beanies, etc., can be worn during testing except for religious reasons.
- You will not be permitted to wear any smart watches or anything on your wrists.
- No hoodies with pockets, jackets with pockets or any article of clothing that zips in the front.
- No gum, food or drinks are permitted.
- Unless otherwise stated by the course instructor, all materials not needed for the test (books, notes, bookbags, cell phones, etc.) are to be placed at the front or rear of the classroom prior to beginning the test. A pen/pencil, and calculator if needed are the only materials to be used.
- A **single** 5x7 index card will be supplied for scratch paper. This card will be considered part of the test and must be turned in when the student exits the testing center.
- Unless otherwise stated by the course instructor, only five function calculators can be used for testing. Calculators on cell phones cannot be used.
- Students will be seated according to the course faculty's instructions.
- Unless otherwise stated by the course instructor, students may not discuss the exam with each other, nor share notes or calculators.
- Online exams will be NCLEX style. Questions will be multiple choice or alternate format, which can include select all that apply, hotspot, fill-in-the-blank, audio, or drag and drop. Select all that apply questions are all-or-nothing. No partial credit is given.

Computer Exam Testing Policy (Classroom)

- Unless otherwise stated by the course instructor, all materials not needed for the test (books, notes, bookbags, cell phones, etc.) are to be placed at the front or rear of the classroom prior to beginning the test. A pen/pencil, and calculator if needed are the only materials to be used.
- No head gear, such as hats, beanies, etc., can be worn during testing except for religious reasons.
- You will not be permitted to wear any smart watches or anything on your wrists.
- No hoodies with pockets, jackets with pockets or any article of clothing that zips in the front.
- No gum, food or drinks are permitted.
- A **single** 5x7 index card will be supplied for scratch paper. This card will be considered part of the test and must be turned in when the student exits the testing center. Unless otherwise stated by the course instructor, only five function calculators can be used for testing. Calculators on cell phones cannot be used.
- Students will be seated according to the course faculty's instructions.
- Unless otherwise stated by the course instructor, students may not discuss the exam with each other, nor share notes or calculators.
- Students will not remove the privacy screens from the computers at any time. If the privacy screen is removed, the student will receive a zero on his/her test.
- Online exams will be NCLEX style. Questions will be administered one at a time, with no opportunity to revisit questions. Questions will be multiple choice or alternate format, which can include select all that apply, hotspot, fill-in-the-blank, audio, or drag and drop. Select all that apply questions are all-or-nothing. No partial credit is given.

Exams Outside of Class (Online or Written)

- Students taking online or written exams outside the classroom are still held to Honor Code standards and General Testing Policies. The course instructor will give written instructions regarding resources that can and cannot be used during this type of exam. Should the course instructor determine any of the instructions were violated, the student(s) will be referred to the Honor Court and a zero will be issued for that exam.
- Students who violate written exam instructions for exams outside of class will take proctored exams for the remainder of the semester.

Guidelines for Written Assignments

Written assignments for all courses in the nursing major are expected to be typed and double-spaced. *The American Psychological Association Manual (APA)*, 7th edition, is the accepted reference for writing papers, preparing bibliographies and reference lists,

etc. Students in Wise may use computers in any of the computer labs on campus that are not scheduled for classes. All formal written papers should be submitted with a title page and a running head per APA format.

Academic Integrity Policy

Academic Integrity and Honesty: Integrity and ethical behavior are cornerstones of a high quality educational environment and for the profession of nursing. The Department of Nursing fully embraces a policy of accepting no form of academic dishonesty and has adopted a “zero tolerance policy” for any acts of cheating, plagiarism, and other forms of academic dishonesty/misconduct. Under this policy any student found to have committed an act that violates our academic standards of performance will automatically be given a grade of “F” for the course in which the act was discovered. Withdrawing from the class subsequent to the violation will not be allowed.

All faculty, staff, and students are required to identify any known acts of academic dishonesty to the Department Chair. The disciplinary system described does not distinguish based on the type of act nor the type of assignment in which such act occurred. Any act that violates our academic standards, no matter how large or small, will receive the above stated disciplinary action. For this reason, it is critical that every student have a clear understanding of what is considered academic misconduct. The following section provides a listing of examples of academic dishonesty. Although this list is not all-inclusive it provides additional guidance to students and identifies several major categories of academic misconduct. This list should be reviewed by all students. Any student that is not clear as to any aspect of our academic standards is responsible for discussing this with their faculty prior to the completion of any assignment or examination.

Students are asked to read, sign, and date a copy of the Academic Honesty and Integrity Policy to ensure that they understand this policy. Release of grades, materials, or exams may be withheld until a signed copy of the policy is received and filed in the student’s permanent records.

Academic misconduct includes, but is not limited to, the following:

1. Cheating: A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise, including, but not limited to, the following:

- a. A student must not use external assistance on any “in-class” or “take-home” examination unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to: the use of tutors, books, notes,

calculators, test banks from textbooks, and illicitly obtained copies of previous exams.

- b. A student must not use another person as a substitute in the taking of an examination or quiz.
- c. A student must not obtain examinations or other course materials by illegitimate means, such as stealing, purchasing a test bank, or obtaining a test bank.
- d. A student must not allow others to conduct research or to prepare work for him or her without advance authorization from the instructor to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons.
- e. A student must not collaborate with other persons on a particular project and submit a copy of a written report which is represented explicitly or implicitly as the student's individual work.
- f. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or during clinical.
- g. A student must not submit substantial portions of the same academic work for credit more than once without permission of the instructor to whom the work is being submitted.
- h. A student must not alter a grade or score in any way.

2. Fabrication: A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

3. Plagiarism: A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she does any of the following:

- a. Quotes another person's actual words, either oral or written
- b. Paraphrases another person's words, either oral or written
- c. Uses another person's idea, opinion, or theory; or

d. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge

4. Interference:

a. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

b. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

5. Violation of Course Rules: A student must not violate course rules as contained in a course syllabus.

6. Facilitating Academic Dishonesty: A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

Withdrawal Procedure

A student who desires to withdraw from classes or the College should follow the procedures outlined in *The University of Virginia's College at Wise Catalog*. All nursing students exiting the nursing program for any reason other than graduation are requested to complete an exit interview with the department chair prior to contacting the Vice Chancellor for Student Affairs.

GRADUATION REQUIREMENTS

BACHELOR OF SCIENCE IN NURSING—PRE-LICENSURE PROGRAM

Students are expected to complete the course of study as outlined in *The University of Virginia's College at Wise Catalog* upon acceptance as a nursing major. It is the student's responsibility to apply for graduation and to complete the application for graduation at least one full semester prior to graduation.

All senior pre-licensure BSN students are expected to take a standardized readiness examination (ATI Comprehensive Predictor), administered by the department in the spring semester of senior year, to prepare for the licensure exam. This examination individually evaluates strengths and developmental needs of the graduating novice prior to sitting for the NCLEX-RN. See ATI policy in this Handbook for information on graduation and progression.

Senior pre-licensure BSN students who successfully complete all requirements for the Bachelor of Science in Nursing degree program are eligible to write the NCLEX-RN

for licensure as a registered nurse. Applications to write the NCLEX-RN examination for licensure in the Commonwealth of Virginia will be available and will be reviewed in NUR 4930, Synthesis of Professional Practice. Students intending to apply for licensure in a state other than Virginia should contact that state's Board of Nursing for application procedure requirements.

It is the student's responsibility to have final transcripts, indicating the BSN degree completion, sent to the State Board of Nursing to ensure eligibility for taking the examination. Completion of the Bachelor of Science in Nursing program does not guarantee eligibility to sit for the NCLEX-RN examination. Please see the *Virginia Board of Nursing, Titles and Regulation, Board of Nursing Regulations* for further details regarding eligibility requirements.

RN TO BSN PROGRAM:

BACHELOR OF SCIENCE IN NURSING

Students are required to complete 45 semester hours through The University of Virginia's College at Wise, which includes the upper division major courses in nursing. Fifty-eight semester hours of upper-division courses from a regionally-accredited four-year college or university must be completed. Enrollment at The University of Virginia's College at Wise for the semester in which degree requirements are completed must be documented.

GENERAL GRADUATION INFORMATION

Fees

Graduation fees as required by the College are the responsibility of the student.

Pins

All graduating students and their families with guests are encouraged to participate in the pinning and recognition ceremony that is held prior to commencement.

STANDARDS OF PERFORMANCE

PHYSICAL EXAMINATION AND IMMUNIZATIONS

Documentation of the following must be provided by all students enrolled in NUR 3000 *on or before July 31st*. **Failure to provide this information in its entirety by this due date may result in the student being unable to attend classes and clinical for the fall semester.**

- Physical Examination (form available in the Department of Nursing)
- Childhood Immunization Record:
 - Diphtheria, Tetanus, Pertussis (DPT) series
 - Measles (Rubeola) vaccination
 - German Measles (Rubella)
 - Poliomyelitis (OPV) series
- Immunization Boosters
 - Tetanus booster within 10 years prior to registration
 - MMR booster (*Not required for those born before 1957*); *must have a rubella antibody titer test done if born in 1957 or later*
 - Tuberculosis screening: PPD/tine skin test within 6 months of registration for nursing classes. If PPD is positive, a chest x-ray must be done within 6 months of registration (*RN to BSN students must have a skin test within one year of entering NURS 460, Community Health Nursing*)
 - Meningitis (or sign a waiver declining)
 - Varicella antibody blood titer test
 - Hepatitis B series (*Students must complete series of 3 injections within 1 year of entering the program; if longer than one year, an antibody titer is required*)
- Flu vaccines are required annually, usually by October 1.

CPR REQUIREMENT

Each student must maintain CURRENT CPR certification while enrolled in the nursing major (BLS for Healthcare Provider). Prior to the date of expiration, each student must provide documentation of CPR recertification to the nursing department. Students *will not* be permitted in the clinical setting without verification of recertification on file in the Department of Nursing office. The clinical absence policy will be applied in this instance. It is the student's responsibility to maintain current CPR certification.

LIABILITY INSURANCE

All students are required to carry current personal liability insurance at the minimal \$2,000,000 / \$6,000,000 / \$2,000,000 level. Verification of insurance status is required prior to beginning the clinical experiences and annually during enrollment in clinical nursing courses. Students *will not* be permitted in the clinical setting without active liability insurance coverage on file in the Department of Nursing office. The clinical absence policy will be applied in this instance. It is the student's responsibility to maintain current liability insurance.

PERSONAL HEALTH INSURANCE

All students are required to have personal health insurance once accepted into the nursing program. Students *will not* be permitted in the clinical setting without verification of personal health insurance on file in the Department of Nursing office. The clinical absence policy will be applied in this instance. It is the student's responsibility to maintain current personal health insurance.

BACKGROUND CHECK—TRADITIONAL BSN STUDENTS AND RN TO BSN STUDENTS

All students are required to have a criminal history and sexual offender check once accepted into the nursing program. Students *will not* be permitted in the clinical setting without verification of criminal history and sexual offender checks on file in the Department of Nursing. The clinical absence policy will be applied in this instance. It is the student's responsibility to obtain criminal history and sexual offender check.

DRUG TESTING

Students may be asked to submit to a drug screen based on the health care facility where clinical rotations are assigned while in the program.

REGISTERED NURSE (RN) LICENSURE—RN TO BSN STUDENTS

Admission to the RN to BSN program is limited to students who hold a license to practice as a registered nurse in Virginia or another jurisdiction. During initial enrollment, students are responsible for providing the license number and expiration date to the nursing department. When you renew your license, please provide the new expiration date to the Department of Nursing.

CLINICAL PRACTICE POLICY / ANNUAL REVIEW OF OSHA INFORMATION

All pre-licensure BSN students are responsible for reviewing and maintaining clinical skills in accordance with the Centers for Disease Control (CDC). Students are required to complete mandatory training in Safety Orientation, Blood-Borne Pathogens,

Infection Control, and Hazardous Materials *annually*, before the clinical experiences in the Fall semester.

All RN to BSN students receive this annual update training in their practice, and are not required to submit documentation to the Department of Nursing.

PROCEDURE FOLLOWING ACCIDENTAL EXPOSURE TO BLOOD OR BODY FLUIDS

Testing is mandatory after any accidental exposure incident. All clinical agencies require students or faculty to report all patient / practitioner exposure incidents to the appropriate supervisor and comply with follow-up testing. Confidentiality is maintained for the patient as well as the student or faculty member.

If an exposure incident occurs, students are expected to adhere to the following guidelines:

1. Students should notify their clinical instructor immediately.
2. Agency policies related to the reporting, testing, treatment and counseling must be followed.
3. A Variance Report (see next section) is completed and placed in the individual's file

PROCEDURE FOLLOWING A CLINICAL VARIANCE

The Variance Report is to be completed by the student with the assistance of the clinical instructor if any untoward event should occur in the clinical area, including: patient falls, medication errors, errors of omission, accidental exposure to blood or body fluids. The form will be brought to the Department of Nursing by the clinical faculty member as soon after the event as possible, making the course coordinator and the department chair aware of the situation.

CLINICAL SITES

Opportunities to achieve clinical experiences in nursing are available throughout the Southwest Virginia and Northeast Tennessee area. Clinical sites are located in many cities and on a variety of days and shifts. Students should be prepared to travel throughout the region, and should be available seven days of the week, day or evening. Faculty will determine clinical placements for students.

STUDENT TRANSPORTATION

Students are responsible for providing their own transportation to and from clinical experiences. Car pooling is encouraged. For certain clinical experiences, transportation may be organized through the College. Otherwise, it is the student's obligation to make any necessary arrangements and to pay any associated costs or fees.

UNIFORM REQUIREMENTS

1. Uniforms must comply with the dress code of the cooperating agency during clinical experiences.
2. White, knee-length laboratory coats over appropriate street clothes will be worn during orientation, tours, observational experiences or clinical preparation time as directed by the instructor.
3. Hair (including facial hair) should be neatly styled. Hair below the top of the shoulders is to be worn off the collar to prevent it from falling forward. Hair should be naturally colored; no bright or unnatural colors.
4. Engagement rings, wedding rings, and post earrings are the only jewelry to be worn. Some clinical settings may prohibit the wearing of jewelry entirely. No pins are to worn on the uniform other than the nursing student name pin.
5. Cosmetics are to be worn in moderation; do not wear perfume and/or cologne.
6. Fingernails must be short, smooth and rounded; no nail polish is to be worn. False fingernails are not permitted in the clinical setting.
7. Body piercing jewelry is not to be worn during the clinical rotation, with the exception of earrings (2 maximum/ear).
8. Tattoos must be covered.
9. Required items for clinical: a watch with a second hand, a stethoscope with a diaphragm and bell, bandage scissors, a pocket pen light, a pen and paper.

UNIFORM REQUIREMENTS—PRELICENSURE BSN STUDENTS

1. Both female and male students will wear red colored Cherokee scrubs to clinical, with the **proper identification** affixed to the uniform. The white laboratory coat will have The University of Virginia's College at Wise patch on the left upper sleeve.
2. Students will wear all-white shoes or mostly white or gray shoes (no canvas, no clogs) and white stockings with skirts or white stocking or socks with pants. Shoes, laces, and stockings/socks shall be white, clean and in good condition.

3. It is required that the students have their nursing student uniform and white laboratory coat before entering their clinical experiences. It is suggested that two sets of uniforms be purchased.
4. White laboratory coats or white uniform jackets may be worn with the school uniform.
5. Uniforms and lab coats must be clean, intact, and free of wrinkles and stains.

The following are inappropriate for clinical attire at any time: jeans, t-shirts, athletic attire, sandals, sundresses, mini-skirts or shorts, bare feet without stockings/socks or excessive jewelry. **If uniform policies are not adhered to, the student will not be allowed to participate in clinical experiences, resulting in an unexcused clinical absence.**

NAME PINS

Each student is responsible for obtain a name pin that identifies the student as a nursing major enrolled at The University of Virginia's College at Wise. This name pin must be worn at all times in the clinical setting, and should be in the following format:

<u>Black name pin (1" X 3") with centered silver lettering</u>	
<u>Traditional BSN Student</u>	<u>RN to BSN Student</u>
First initial, Last name, SN	First initial, Last name, RN
UVa-Wise BSN Student	UVa-Wise BSN Student

Pins will be ordered through Impressions, and will have The University of Virginia's College at Wise logo engraved on them.

Students will be required to wear their UVa-Wise student ID at all times during clinical experiences. This picture identification card will be displayed in a plastic name badge holder with a clip or pin that can be attached to the uniform.

SUPPLY KITS

Prior to the beginning of classes in the fall semester of the junior year, pre-licensure BSN students **must** purchase a supply kit from the College bookstore. This kit will provide the students with supplies needed for skill laboratory practice. **Failure to purchase this kit prior to the start of the semester will result in the student's exclusion from class and may result in a course failure.**

ATI TESTING—PRE-LICENSURE BSN STUDENTS

Each semester, students will be required to complete computerized testing activities through Assessment Technologies, Inc. (ATI) The testing modules are intended

to facilitate learning and remediation throughout each course as needed and on an individual basis. The purchase of the testing modules is required prior to the start of each semester. Failure to purchase the testing module will result in the student's exclusion from class and will result in a course failure if the student does not perform the testing as required by the course instructor.

The ATI tests are administered in the following courses in the following semesters:

Nutrition: One administered in the spring semester of the junior year in NUR3400.

Fundamentals: One administered in the fall semester of the junior year in NUR3000.

Pharmacology: One administered in the spring semester of the junior year in NUR3310.

Mental Health: One administered in the spring semester of the junior year in NUR3500.

Medical-Surgical: One administered in the fall semester of the senior year in NUR4300.

Obstetrics: One administered in the fall semester of the senior year in NUR4400.

Pediatrics: One administered in the fall semester of the senior year in NUR4400.

Community Health: One administered in the spring semester of the senior year in NUR4600.

Leadership: One administered in the spring semester of the senior year in NUR4800.

Comprehensive Predictor: One administered in the spring semester of the senior year in NUR4930.

With the exception of the Comprehensive Predictor, and unless otherwise stated in the course syllabus, the ATI focused review, practice and proctored test count as 10% of the grade for the course in which the ATI is administered. Students are required to take two ATI practice tests and one proctored test. Students must score a 90% on both practice tests 24 hours prior to the scheduled proctored test to be eligible to test. Students may only take the practice test once in a 72-hour period. Students are required to create a handwritten focused review after the proctored test if they score a lower level 2 or lower on the ATI.

Handwritten focused review must include:

- Print proctored test Topics to Review from ATI and turn in with handwritten review.
- Go to topic in ATI book and include an in-depth discussion of each topic missed with in text citation (include page #)
- You may reference your course texts or other peer-reviewed sources (with appropriate citation)
- Due 7 days after each proctored test is completed, at the beginning of class
- 5 points will not be earned if any of the above instructions are not followed.

The ATI practice tests and proctored tests must be completed individually with no assistance from other students or sources. Students may use ATI book or textbooks for practice tests only.

10% of the course grade is determined as follows:

Level 3= 100

Upper ½ Level 2= 95

Lower ½ Level 2= 85

- + 5 points with required handwritten focus review

Level 1 = Raw Score + 5 points with required handwritten focus review

Below Level 1 = Raw Score + 5 points with required handwritten focus review

Students who achieve a level 2 or 3 can choose to use the above converted score as their final exam grade ONLY if 90% is achieved on both practice tests without the rationales by week 10 of the semester.

Junior students who do not pass all three required ATIs (Fundamentals, Pharmacology and Mental Health) with a Level 2 or higher must enroll in a summer online remediation course to improve study and test-taking skills.

Senior students who do not pass the Medical-Surgical ATI and one of the other two required ATIs in the first semester (OB and pediatrics) with a Level 2 or higher must enroll in a one-hour remediation course the spring semester.

Proctored Comprehensive Predictor ATI

Students are required to pass the Comprehensive Predictor ATI with a 90% predictability of passing NCLEX. Students who do not achieve a 90% predictability must complete a written focused review and will receive an “I” in NUR4390. These students must enroll (at the student’s expense) in a NCLEX review course approved by the faculty. The “I” will be changed to a final grade when the student sends proof of completion of the NCLEX review to the department chair for the final grade to be issued.

PREGNANCY

Pregnant students may continue in the nursing program at their own risk. A student must have a written consent from the attending physician on file in the nursing office. The College assumes no liability for injury to the student or to the fetus. Students who choose to continue in the nursing program must continue to comply with nursing program policies. The faculty is not obligated to provide additional time for clinical experiences.

INCLEMENT WEATHER POLICY

The University of Virginia's College at Wise cancels classes and closes offices when inclement weather is a threat to faculty, staff, and student safety. In such circumstances, the decision is made by appropriate administrative offices. An

announcement is placed on the College telephone snowline (376-4760, 376-4SNO) and on area radio and television stations. Commuter students who are unable to attend classes because of inclement weather are allowed to make up academic work missed and should confer with their professor. If the weather is worsening, the announcement may change, so commuter students should continue to check the snowline, the news media for updates, or our website at www.uvawise.edu.

Many clinical experiences begin before the College decisions regarding class cancellation are made or conditions affecting the College may not impact activity at the clinical site. The clinical instructor will make the decision to cancel clinical. The student is responsible for checking with his/her clinical instructor regarding cancellation of clinical experiences which are off campus. Phone trees for rapid notification of students are expected to be prepared and updated each semester by each student group. If the student is unable to attend clinical due to local weather conditions, the student must contact the clinical instructor at least one hour prior to the required clinical start time, as well as the assigned nursing unit. At the time of the student's absence, the Clinical Attendance Policy is in effect.

Nursing Department Snow Schedule

Junior and Seniors: 9:30-12 and 1- 3:50

Sophomores: T/R 9:30 – 12 and 1-3:30

M/W/F – 9:30-12 and 1-3:30

ANTICIPATED/APPROXIMATE COSTS OF THE NURSING PROGRAM (IN ADDITION TO REGULAR COLLEGE TUITION/FEES)

- a) Liability insurance each year – approximately \$45.00/student
- b) Criminal Background checks – approximately \$35.00/student
- c) Drug test – approximately \$45/student
- d) Transportation to and from clinical sites – approximately \$300.00 per student per onetime cost

- e) Uniform requirements – Approximately \$200.00 per student per onetime cost
- f) Nursing supply kits – approximately \$115.00/student
- g) ATI student testing over the entire program—approximately \$1,400 to be divided into two payments, which will be in the fall semester of the junior and senior year.
- h) Meals when in clinical away from College – approximately \$150.00 per student per semester
- i) Registration/travel/hotel for special events such as legislative day in Richmond and Student Nurses Association events – approximately \$150.00 per student per year
- j) Immunization updates – varies
- k) Up-to-date physical examination prior to clinical rotations – varies
- l) Must have up-to-date health insurance - varies
- m) Up-to-date CPR – approximately \$25.00 per student/year
- n) State board examination (NCLEX-RN) immediately after graduation – approximately \$400.00 per student/onetime cost for seniors
- o) Professional textbooks/other resources – on average nursing students spend about \$600.00 dollars per semester for text books
- p) Student Nurse Association Fees – approximately \$45 per student

GENERAL DEPARTMENTAL INFORMATION

FACULTY AND STAFF OFFICES AND NUMBERS

Ms. Kimberly Lawson Administrative Assistant for the Department of Nursing	Darden Hall B023	376-4690	kal6j@uvawise.edu
Ms. Amy Bolling Retention Counselor	Darden Hall B024	328-0275	akb6n@uvawise.edu
Dr. Debra Carter Associate Professor	Darden Hall 119	376-1030	dlc4e@uvawise.edu
Ms. Miranda Cashio Instructor	Darden Hall B015	376-4521	mjc9cp@uvawise.edu
Ms. Brandy McCarroll Interim Department Chair/Instructor	Darden Hall B023B	328-0241	bmm8u@uvawise.edu
Ms. Chloe Meade Instructor	Darden Hall B005	328-0242	ccm6w@uvawise.edu
Ms. Dawn Meade Instructor	Darden Hall 117	376-1062	d1m8c@uvawise.edu
Ms. Renee Stanley Instructor	Darden Hall B008	376-4583	rvs8a@uvawise.edu

All Department of Nursing offices are currently located in Darden Hall. The area code for all faculty and staff in Wise is (276). The department fax machine number is 376-4589.

NURSING SKILLS LAB

The Skills Lab is located in Zehmer Hall, Room 202 and Wyllie Hall, the Simulation Lab is located in Darden Hall, Room B014, on the Wise campus, and is available to all students enrolled in the nursing major. The Center provides a variety of materials and services for students enrolled in the nursing major.

One section of the Center is designated as the Clinical Skills Laboratory. The laboratory area provides patient beds, manikins, bedside supplies and equipment, and simulation equipment for practicing nursing skills. The health assessment area provides examination tables and equipment for teaching and practicing assessment skills. Charts, videos, and limited references are available for use in the lab. The space is available to students in the nursing major except when a laboratory is scheduled.

The students will not be able to access these labs after 4PM or on the weekends. Students must be let into the labs by a nursing faculty/staff between 8 am-4 pm, Monday – Friday. Campus Police does not have access to allow you into the labs.

Students are urged to make good use of the Lab and:

- Request equipment, materials, videos, and books that would be useful in the laboratory;
- Return laptop computers, plugged in, to the locked cabinet after use;
- Do not remove computers from assigned areas at the college
- Provide personal printer paper;
- Report any problems with equipment;
- Ask for assistance when needed; and
- When you are the last one to leave the Center, turn off the equipment and the lights and close the door.

When students are in the lab during simulation sessions, proper attire is required, including a lab coat and either proper street clothes or scrubs. If a student is not properly attired, they will be sent home to change, resulting in an unexcused tardy or absence.

COMMUNICATION

The Department of Nursing bulletin board is located outside Office B015, Darden Hall to provide general information to all students. Nursing students are responsible for reviewing the bulletin board located in the Learning Resource Center on a regular basis for information that may affect them. Information regarding students is relayed through the faculty during class time or by letter when necessary. The minutes of meetings of the nursing faculty are available for review from the department chair.

Students may also communicate with faculty through computer online electronic mail and telephone voice mail. Students are required to use their UVa-Wise college e-mail accounts for all correspondence for classes and with faculty and other students.

STUDENT REPRESENTATIVES

Students in each class select a representative to the Department of Nursing Student/Faculty Advocacy Committee. The meetings are held at least monthly. Student representatives meet with faculty representatives and the department chair to discuss the curriculum, program policies, and student / faculty concerns. Student representatives may ask classmates for information to take to the meetings, and students may convey information to department faculty by contacting their student representative.

FINANCIAL SCHOLARSHIPS AND AWARDS

The Financial Aid Office at UVa-Wise can provide assistance to students for on and off campus scholarships. It is recommended that the Free Application for Federal Student Aid (FAFSA) be completed at the time of acceptance into the nursing major to facilitate any financial awards through the department. The department chair can also be of assistance for on campus nursing scholarships.

HONORS AND AWARDS

The Department of Nursing has established the following honors and awards that are awarded annually upon vote of the faculty:

The **Outstanding Graduate in Nursing Award** was established by Department of Nursing faculty in 1995 in honor of the inaugural class. The award is based on academic performance, College and community service, and commitment to the nursing profession and is awarded to one graduating senior annually.

The **Velta Holyfield Memorial Scholarship** was established by family and friends in memory and honor of Velta Holyfield, an outstanding nurse educator in Wise County. One or more awards are made to rising seniors based on academic achievement, leadership potential, and motivation and talent for excellence in nursing practice.

The **Karen Denice Lane Nursing Challenge Award** recognizes a graduating senior who has coped with the challenges of obtaining a degree, demonstrated high academic achievement and excellence in nursing practice, and is committed to community service and life-long learning.

The **Dr. Betty M. Johnson Clinical Excellence Award** honors Dr. Betty Johnson, the Department of Nursing's founding Chair. Dr. Johnson worked to bring a quality baccalaureate nursing program to Southwest Virginia, and continues to be an advocate for excellence in nursing education. She was a founding member of the

American Association of Colleges of Nursing's accrediting body, the Commission on Collegiate Nursing Education, of which the Department of Nursing has been a member since inception. This award is given to a student who exhibits the highest standard of care in clinical practice.

The **Nursing Departmental Honors** recognizes graduating seniors who have earned an overall GPA of 3.5 or higher.

ATI Honors recognizes graduating seniors who have made the benchmark on every ATI test throughout the program.

NURSING STUDENT ORGANIZATIONS

Student Nurses Association (SNA)

The Student Nurses Association (SNA) was established at The University of Virginia's College at Wise in 2005. The purposes of the SNA are to contribute to nursing education, to provide programs representative of fundamental interests and concerns to nursing students, and to aid the nursing student in development of the person, the professional role and the responsibility for health care. All pre-nursing and nursing students, pre-licensure, and RN to BSN, are eligible for membership. Officers are elected each year in the spring semester to serve a one-year term.

Sigma Theta Tau – Betta Kappa Chapter – Honor Society for Nurses

FROM SIGMA THETA TAU INTERNATIONAL WEBSITE (HONOR SOCIETY IN NURSING):

Membership is by invitation to baccalaureate and graduate nursing students, who demonstrate excellence in scholarship, and to nurse leaders exhibiting exceptional achievements in nursing. Sixty-one percent of active members hold master's and/or doctoral degrees. Forty-eight percent are clinicians, 21 percent are administrators or supervisors and 20 percent are educators or researchers.

In order to be nominated, the candidate must graduate with a GPA of at least a 3.0 and be in the top 35% of their graduating class.

Department of Nursing Organizational Chart

If students have complaints, they are encouraged to discuss them with their faculty. Should the resolution not meet the student's satisfaction, the Department Chair should be consulted.

If a student has issues, concerns, or needs that are not adequately addressed through the Department of Nursing, they should make an appointment with the Dean of Faculty.