Dear Nursing Student,

It is my privilege and honor to welcome you the Bluefield State College Associate Degree Nursing Program and the Accelerated LPN-RN Program. I want to first congratulate you on this monumental achievement you have made. Your selection into the program was based on the merit in which you exhibited in your past work and testing abilities.

For some of you, the journey has been short and for others long. I look forward to meeting each of you over the next couple of years and hearing your stories and seeing you excel. As an alumnus of the same program you are getting ready to start, I can relate to every emotion you may be feeling at this time. Some of you are nervous, scared and happy all at the same time. You may be excited and you may not know what to expect. There will be times you will be sad, angry and may want to give up. Believe me, I have felt them all, sometimes in the same day!

As you move through the program, if you have any questions, don’t be afraid to ask. There are no stupid questions. We have an open door policy in which you are welcome to meet with us at any time. My goal is for each of you to be a successful nurse and help improve the health of our families, friends and neighbors in West Virginia, the United States, and the World.

My first piece of advice would be to sit back and read through this handbook carefully. Make sure you understand all of it and are able to abide by the policies.

Again, congratulations and good luck as you begin this journey.

Have a Healthy Day.

Sandra Wynn, MSN, RN, APRN-BC
Director of AS Nursing/Accelerated LPN-RN Programs
Assistant Professor of Nursing
Nursing Creed

I believe in using my nursing skills
and knowledge to assist,
and my hands and heart
to comfort and heal.

I will strive to uphold the standards
of the nursing profession,
to be compassionate
in all that I do, and to
commit faithfully to good health
and the sanctity of life.
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CATALOG POLICY

The Associate Degree Nursing Faculty and Bluefield State College reserve the right to change, delete, supplement or otherwise amend at any time the information, rules and policies contained herein without prior notice. Changes shall go into effect whenever the proper authorities so determine, and shall apply to both present and prospective students. It is the student’s responsibility to secure a catalog, student handbook, and policy manual with said policies.
ASSOCIATE DEGREE NURSING PROGRAM
DESCRIPTION

The two year nursing program prepares individuals for nursing careers involving the delivery of direct client care in settings such as hospitals, physician offices, clinics, extended care facilities, and the client's home. The curriculum includes a balance of nursing and non-nursing courses. Students must obtain a “C” grade or better in all nursing courses. Students must have a combined average in both sections of Anatomy and Physiology (BIOL 210/212) and Anatomy and Physiology laboratory (BIOL 211L/213L) of at least a 2.0 or “C”. Students must have a combined average in Microbiology and Microbiology laboratory of at least 2.0 or “C”. If a student makes an “F” in lab, they must repeat it, but will be allowed to continue in the nursing program if the average of the lecture and lab components of the course is “C” or better. However, the student must satisfactorily complete the lab course within one year. Students must make at least a “C” in lecture component of all biological science courses. Nursing courses are designed to provide learning opportunities for acquiring the necessary nursing knowledge and skills to practice nursing at the associate degree level. The focus is holistic health promotion and wellness. All support courses must be completed prior to or concurrent with the curriculum course sequence as listed in the catalog. Once accepted into the program all nursing (NURS) coursework must be completed within a three (3) year period for the associate degree and two (2) year period for the Accelerated LPN-RN.

The Associate Degree Nursing Program is offered in Bluefield, on the main campus of the College, and in Beckley at the Erma Byrd Higher Education Center located at 300 University Drive, Beaver, West Virginia. The nursing courses at the Beckley Center are taught by Bluefield State College nursing faculty. Students may elect to take the non-nursing program courses at Bluefield State College or other area colleges. Courses taught at other colleges must have prior approval. These courses must be equivalent to the program courses as judged by Bluefield State College.

The Associate Degree Nursing Program is approved by the West Virginia State Board of Examiners for Registered Professional Nurses and is accredited by the Accreditation Commission for Education in Nursing (ACEN) formerly known as the (NLNAC), 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia, 30326.

Upon successful completion of the associate degree program in nursing, the graduate is eligible to apply to take the National Council Licensure Exam – RN (NCLEX-RN). Successful completion of this examination allows the graduate to apply for licensure as a registered nurse.
MISSION STATEMENT

The mission of the associate degree nursing program at Bluefield State College is to provide nursing students with a dynamic and multidimensional, educational experience in preparation for successful completion of the state licensure examination. Utilizing the problem solving method in promotion of critical thinking skills, this program provides its graduates to competently perform the roles of the associate degree nurse in provision of care for individuals, groups, and communities.

Adopted – May 2009, Reviewed May 2013

PHILOSOPHY

NURSING PRACTICE

Nursing practice incorporates the physical, biological, psychological, sociological sciences, and nursing theory. The nursing process is utilized to identify human responses and to assist in meeting individual human needs. Through research, education, counseling, supervision, administration and evaluation we focus on holistic health and wellness. Health is a dynamic process of physical, mental, social, and spiritual well-being as defined by the individual.

This faculty identifies three levels of practice: Associate degree, Baccalaureate, and Advanced. Each of these levels practices individually and collaboratively, within the profession and as an advocate of the profession. Nursing professionals actively participate in continuing education and in the maintenance of core competencies, both of which must be incorporated with progressive technology for efficient delivery of care. Nursing provides care to individuals, groups, and communities in multidimensional settings. The process of care recognizes uniqueness, promotes communication, and mobilizes resources to promote physical and mental health across the lifespan.

NURSING EDUCATION

Nursing education is an ongoing, active process, with the responsibility for learning being shared between the student and the educator. This process focuses on the problem solving method and promotion of critical thinking. This faculty believes education should be conducted in a caring manner that cultivates creativity, both within the student and the educator. Nursing education involves adult learners, and incorporates the three domains of learning: cognitive, affective, and psychomotor. Learning occurs in classroom settings, simulated learning sessions, computerized activities, and practice areas which provide students with multiple experiences to develop ADN competencies.

ASSOCIATE DEGREE NURSING GRADUATE

Upon successful completion of the associate degree program in nursing and the state licensure examination, the graduate is prepared for a career as a registered nurse.

The graduate nurse will be competent in performing all the roles of associate degree nurse, which are provider of care, manager of care, and a member of the discipline. As a provider of care, the associate degree graduate is capable of thinking critically, competent in acute and long term care, and community settings, accountable for actions and committed to the value of caring. As a manager of care for a group of clients, the associate degree graduate collaborates, organizes, and delegates care using effective communication and evaluation skills. Accountability, advocacy, and respect characterize the qualities of a nurse manager. As a member of the discipline of nursing, the graduate will participate in the health promotion of individuals and groups. The graduate nurse will be committed to professional growth, continuous learning and self-development.

STUDENT LEARNING OUTCOMES

The Student Learning Outcomes are derived from the program’s philosophy and the organizing framework. The philosophy encompasses Nursing Practice, Nursing Education, and the Associate Degree Nursing Graduate. The organizing framework of the ADN program is the nursing process, the roles of the associate degree nurse and health. “Educational Competencies for Graduates of Associate Degree Nursing Programs” (2000) the “PEW Health Commission Competencies for 2005” and the American Nurse Association’s Standards of Care for Nursing Practice (2010) are recognized as the standards for contemporary nursing practice and guide the program’s philosophy and nursing educational unit outcomes.

PROVIDER OF CARE

As a provider of care, the graduate will demonstrate interdisciplinary collaboration and clinical decision making based on the nursing process in providing nursing care to diverse clients across the lifespan, while using a holistic approach and therapeutic communication to promote a caring, safe physical and psychological environment.

MANAGER OF CARE

As a manager of care, the graduate will be capable of coordinating and prioritizing nursing care in a variety of setting for effective management and delegation of care, and exhibiting effectiveness as a member of the care team. This involves accountability for effective management and delegation of care to move toward positive outcomes for individual clients and groups.

MEMBER WITHIN THE DISCIPLINE OF NURSING

As a member within the discipline of nursing, the graduate will exemplify professional behaviors that adhere to the ethical and legal frameworks of nursing and professional nursing standards to provide culturally competent nursing care.

Descriptors of Student Learning Outcomes:

I. Provider of Care

1. Uses a holistic approach to assess the client and significant support person(s) to identify human needs/responses.
2. Collaborates with the client, significant support person (s), and other members of the healthcare team to develop a culturally sensitive plan of care.
3. Demonstrates caring behaviors and clinical and technological competencies while implementing the plan of care.
4. Provides a safe physical and psychological environment throughout the life span.
5. Promotes participation by the client, family, significant support person (s), and members of the health team in the plan of care.
6. Establishes and maintains therapeutic communication with clients, families, significant support person (s), and health team members.
7. Modifies the plan of care as necessary to achieve client outcomes.
8. Utilizes critical thinking, evidence-based information, nursing standards, and the nursing process as the basis for nursing care.
9. Uses teaching-learning process to facilitate achievement of client outcomes.

### II. Manager of Care

1. Manages an environment that promotes clients’ self-esteem, dignity, safety, and comfort.
2. Prioritizes and manages care for a group of clients in an appropriate, timely and cost effective manner.
3. Follows the policies and procedures of the employing institution.
4. Promotes effective team relationships by interacting creatively and openly with others to problem solve and achieve desired client outcomes.
5. Is accountable for providing assistive and licensed personnel with relevant instruction when delegating aspects of client care.
6. Seeks assistance when the situation encountered is beyond the nurse’s knowledge and experience.
7. Utilizes appropriate channels of communication within and outside the organizational structure to promote achievement of client outcomes.
8. Participates in evaluation of the client care delivery system.
10. Utilizes information technology to facilitate client care.

### III. Member with the Discipline of Nursing

1. Practices within the ethical and legal framework of nursing and standards of professional nursing practice.
2. Recognizes a need for lifelong learning, and develops and implements a plan to meet those needs.
3. Participates in self-evaluation and peer review to maintain quality of care.
4. Uses appropriate channels of communication to report unsafe practices of healthcare providers.
5. Participates in professional organizations.
6. Participates in committees, conferences, and research conducted at the employing institution to improve client outcomes.
7. Recognizes the impact of economic, political, social, and demographic forces on the delivery of healthcare.
8. Serves as a positive role model and mentor across healthcare settings within the community.
   Delineates and maintains professional boundaries in the nurse-client relationship

Revised 3/01, 11/04, 3/09
Reviewed: 11/07, 5/13
## ADMINISTRATION AND STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Angela Lambert, MRST(R), Ed.D.</td>
<td>Dean, School of Nursing and Allied Health</td>
</tr>
<tr>
<td>Sandra Wynn, MSN, RN, CFNP</td>
<td>Director of Nursing (Bluefield &amp; Beckley) Associate Professor</td>
</tr>
<tr>
<td>Susan Shrader</td>
<td>Program Assistant</td>
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<tr>
<td>Mary Harmon</td>
<td>Secretary</td>
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### FACULTY

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Christina Davidson, MSN, RN, CFNP</td>
<td>Adjunct (Bluefield)</td>
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<tr>
<td>Billy Davis, MSN, RN, CFNP</td>
<td>Assistant Professor (Beckley)</td>
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<tr>
<td>Bernadette Dragich, Ph.D, APRN, BC</td>
<td>Professor (Bluefield)</td>
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<tr>
<td>Sheila Dunn Gates, MSN, RN</td>
<td>Assistant Professor (Bluefield)</td>
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<tr>
<td>Natalie Gauldin, MSN, RN</td>
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<tr>
<td>Tina Nicholson, RN, MSN</td>
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<tr>
<td>Julie Devor Orr, MSN, RN</td>
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<td>Patricia Lewis, MSN, RN, CFNP</td>
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<tr>
<td>Janet Lilly, MSN, RN, CFNP</td>
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<tr>
<td>Debbie Perkins, MSN, RN</td>
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<td>Kelli Sarver, MSN, RN, CFNP</td>
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<td>Deborah Surface, MSN, RN</td>
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<td>Debra Tonelli, MSN, RN</td>
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<td>Debra Vest, MSN, RN</td>
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<td>Sherri Williams, MSN, RN, CFNP</td>
<td>Assistant Professor (Bluefield)</td>
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<tr>
<td>Cheryl Winter, MSN, RN, CFNP</td>
<td>Associate Professor (Beckley)</td>
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BLUEFIELD STATE COLLEGE

NURSING-ASSOCIAITE OF SCIENCE
45 Hour Course Evaluation

Student’s Name_______________________________________ Student ID Number________________

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<th>Semester</th>
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First Year-Spring Term

Third Semester 2nd Fall Term

Fourth Semester 2nd Spring Term

ACT Scores:
Eng_____ Usage/Mechanics (Sub score)_____ Math_____
Sci Reasoning_____ Comp_____
45 Hr. Evaluation Submitted_______ Total Quality Points Earned_______
Quality Point Deficient Yes_____ No_____

This document is not a contract but for guidance in advising only. It does not supersede the college Catalog or other requirements.
SCHOOL OF NURSING & ALLIED HEALTH
DRESS CODE

Students must be aware that when they wear the BSC uniform or lab coat with BSC name tag that they should always reflect a positive and professional image of the individual and the School of Nursing and Allied Health.

Students need to remember that they are guests in the clinical agency, which may have more stringent requirements that MUST be followed.

The following regulations govern the Student Dress Code for clinical rotations as well as the classroom setting in the School of Nursing and Allied Health.

Clinical Dress Code: Acute Care Agencies/Clinical Education Settings in which uniforms are worn:

Students must maintain a professional appearance at all times. A conservative appearance in grooming is mandatory.

The approved BSC uniform must be worn in all acute care settings. The uniform should not be worn any place other than the clinical setting or the classroom. Students should not drink alcoholic beverages and/or smoke while in uniform in a public place.

Wearing one-half or part of the uniform in any situation is not permissible. (example: wearing a “hoodie” with the uniform pants) NO sweat shirts, sweaters or other bulky garments are permitted to be worn over and/or under the approved uniform. ONLY white t-shirts or turtlenecks that are plain with no writing or design may be worn UNDER the approved uniform top. Any shirt worn under the approved uniform MUST be tucked into the pants and not hang below the uniform top.

The uniform should be clean and pressed. Pants should be properly hemmed as to not drag the ground. Low-rise scrub pants and rolling down the waist band of scrub pants is prohibited.

Undergarments, bare skin &/or cleavage should not show when leaning or bending over. Uniforms should be of proper size such that bare skin is not revealed during required clinical tasks.

White shoes must be clean and freshly polished. Open toed or heel shoes; including clog, sandals, or flip flops are not acceptable. White socks with pants or white hose with dresses must be worn at all times.

All potentially visible tattoos must be COMPLETELY COVERED with appropriate clothing at all times during clinic rotations, class related activities, labs in the clinical setting, and during volunteer hours while representing Bluefield State College and the School of Nursing and Allied Health. Tattoos should not be visible underneath the uniform top or pants. If so appropriate white undergarments should be worn for coverage.

Good personal hygiene is mandatory. Unclean, unkempt appearance, unpleasant body or breath odors, including smoke odors and strong scents are not allowed. Due to patients’ possible sensitivity, the student must be free of strong odors such as those caused by perfume, aftershave, or smoking.
Jewelry should be kept to a minimum. Only small, post earrings (3-4mm in size and one earring in each ear lobe nearest the jaw line), and wedding band are allowed. No jewelry in the nose, eyebrow, tongue, tragus of the ear or cartilage of the ear will be allowed. Ear gauges are STRONGLY discouraged. A student having gauges upon entering a program in the school of nursing and Allied Health must wear ONLY flesh colored plugs. Gauges in areas other than the ear will not be permitted. Medical alert jewelry must be approved by the clinical instructor and/or clinical coordinator (RADT). A wrist watch, with a second hand, is mandatory. The watch must be plain and small in size, without embellishments such as rhinestones, beads or other decorative items.

Fingernails should be neat and short in length. Polish must be neutral/clear in color but no polish is preferred. NO ARTIFICIAL NAILS OF ANY KIND are to be worn in the clinical setting.

Chewing gum is not allowed.

Students who have long hair must wear it all pulled back. If men have beards these must be kept neat and clean. Hair color must be conservative and no unusual colors and/or styles will be permitted.

Radiologic Technology Students Only: Film badges MUST be worn at all times when in the clinical setting. Lead Markers MUST be with the student in clinic at all times. All lead markers that are utilized during the educational training must have first, middle, and last initials only.

Lab Coat: Pre-Planning/Community Rotations:

Students should wear long-sleeved, mid-thigh white lab coats for any pre-planning and community clinical rotations. This lab coat should be cleaned and pressed. The lab coat should not be worn over inappropriate street clothes such as: jeans, sweat pants, shorts, muscle shirts, or thin “see through” materials. Appropriate clothes to wear with the lab coat include: black, navy, or brown dress pants or a skirt that touches the knee. Pants should be properly hemmed and not drag the ground. The street clothes must be visible below the lab coat.

BSC name badge with picture must be worn with the lab coat.

Close-toed and heel shoes must be worn in all clinical settings: no high heels, flip flops, clogs or canvas shoes will be permitted.

Chewing gum is not allowed.

Appearance that concerns: hygiene, fingernails, tattoos, jewelry, smoking, and hair are the same as for the Clinical Dress Code above.

For Nursing Students: If a student does not adhere to the dress code, she/he will not be allowed in the clinical setting and will receive a zero for the day and an unexcused absence.

Polo: All students must purchase, from the BSC Bookstore, a polo shirt for pre-planning, observational rotations and volunteering (nursing), volunteering (RADT) and/or activities that students are required to attend representing BSC. This shirt will be worn with khaki or black pants. As a representative of BSC you must be professional at all times.
Class Dress Code:
Nursing and Rad Tech students should be dressed appropriately for classes. Students must wear clothing that protects against indecent exposure. Dress bodices or blouses may not be excessively bare as backless, strapless, spaghetti strap, midriff, or low-cut. Any clothing which exposes a bare midriff, back, chest or underwear is prohibited.

Shorts and skirts should be an appropriate length.

When wearing pants, no bare skin should be showing in the standing, sitting, or bending position.

Pants must be worn at the waist, not below. No undergarments may be visible.

Good personal hygiene is mandatory. Unclean, unkempt appearance, unpleasant body or breath odors, including smoke odors and strong scents are offensive to others.

I have received a copy of this revised School of Nursing and Allied Health dress code and agree to abide with the dress code.

Student Signature: __________________________________________

Student Printed Name: _________________________________________

Date: ________________________________________________________

Revised Spring 2013/SNAH/Apr.2014/Apr. 2015
PROGRAM REQUIREMENTS

The following Agreement is made between the Bluefield State College Department of Nursing and the Student of said School:

I have read the following responsibilities and had an explanation of any or all items that I did not understand by the faculty of the school. I understand and will abide by the responsibilities that are outlined below. I will:

1. Report to assigned clinical agency for completing pre-planning work-sheet and client assessment as indicated. I will be attired as indicated in the School of Nursing & Allied Health Dress Code (SNAH Dress Code) with Bluefield State College ID badge for pre-planning assignments. I will not wear blue jeans for pre-planning. I recognize that hospital staff will have the right to refuse me access to charts if I am not properly attired.

2. Appear in clinical agency on time, appropriately attired in clean, pressed uniform per SNAH Dress Code with bandage scissors, wrist watch with second hand, stethoscope, and Bluefield State College ID badge. As a female student, I will wear a uniform that is no shorter than one inch above the bend of the knee in the back. My hair will be neat, clean and off the collar. I will wear only discreet, moderate make-up. My fingernails will be short, clean, and have no nail polish or acrylic nails. I recognize that due to patient’s possible sensitivity or allergies, I must be free of strong odors such as those caused by perfume, aftershave, or body odor from inadequate personal hygiene. I understand that I am not allowed to smoke when in the BSC nursing uniform, I will engage in practices that assure adequate personal hygiene such as bathing and use of deodorants. I recognize that the only acceptable pieces of jewelry are listed in the SNAH Dress Code. I will have no visible body piercings (including facial piercings) or tattoos. As a male student, I will keep my beard neatly trimmed.

I recognize that if I do not adhere to the above listed criteria for personal appearance that I will not be permitted in the clinical area and will receive a zero for the day and an unexcused absence.

3. Come to the clinical experience prepared to administer anticipated nursing care related to the announced objective for that clinical experience.

I recognize that the clinical instructor will determine in the pre-conference/grand rounds if I am prepared for clinical experience and may take appropriate action if I am not adequately prepared to provide patient care. I recognize that the Department of Nursing has the right to refuse to allow me in the clinical area if I am unprepared.

4. Recognize that I am responsible for my own nursing care behavior and am expected to be able to perform all activities that I have been taught in the nursing course.

5. Secure the consultation and/or assistance of the clinical instructor in those nursing situations where I am unsure and/or inexperienced. I will make a specific time arrangement with the instructor when possible.
Bluefield State College LPN-RN Nursing Handbook

6. Recognize that clinical laboratory is a learning experience rather than a work experience. I will be responsible to learn as much as possible from each clinical experience and post-conference.

7. Share learning experiences in post-conference. I realize that fellow students rely on learning from my experience and that by failing to share I deny them and myself. (What you may consider insignificant or “routine” may be valuable learning experience to fellow student.)

8. Evaluate my own experiences and progress, I will determine if I need special kinds of learning experiences, inform the clinical instructor, and keep a record of experiences gained and needed.

9. Share information at regular intervals with fellow learners when I have multiple assignments.

10. Perform safely in all areas of client care. This includes practicing within the following:

   a. Scope of the WV Nurse Practice Act
   b. Guidelines and outcomes of the BSC Department of Nursing
   c. Protocols and regulations of the affiliating health care agencies
   d. American Nurses’ Association Code of Ethics

11. Arrange for an individual conference for assistance in problem areas (this includes classrooms, clinical and written work).

12. Recognize that nursing practice requires an application of learning. I recognize that evaluation in the clinical experience is based on the student’s ability to apply knowledge in the clinical situation.

13. Schedule any appointments (doctor, dental, etc.) after class or clinical time.

14. Assume responsibility for transportation to and from assigned areas. I will not expect any special consideration of hours of work or school days off in order to meet this responsibility. Students are not permitted to ride in vehicles with employees from the agencies visiting. If the rotation involves travel, the student must provide their own transportation during the entire rotation experience.

15. Notify the school office if ill or unable to attend class or notify the clinical instructor in the hospital if unable to attend clinical. I will notify these persons each day in the event of an extended illness. Notification will be prior to the scheduled time period, not during or after this time period.

16. Beware of the fact that any situation that indicates cheating or that I have plagiarized for any purpose (tests, agency reports, pre-planning, papers, etc.) will be reviewed with myself and all faculty members. I recognize that appropriate measures for such behavior will then be taken by the faculty. (Refer to the BSC Student Handbook and BSC College Handbook for Academic Dishonesty Policies). Cheating and plagiarism will be reported to the WV Board of Examiners for RN’s.

17. Recognize my responsibility to submit written work according to the policy and schedule of the individual course in which I am enrolled. Late work will be accepted at the discretion of the instructor with penalties included. The instructor needs to be notified in advance of any work that will be turned in beyond the deadline.

18. Recognize that if I am absent from clinical or other nursing classes on a test day that I will be required to take a make-up exam, but I will be allowed to attend lecture. The design of the make-up exam is at
the discretion of the instructor. Recognize that the clinical component of the program is extremely important and that students are expected to attend all clinical laboratories. I recognize that an absence of more than 6 clock hours in the clinical area for a one-credit hour laboratory/practicum course will result in a grade of “F” for the course. I recognize that an absence of more than 12 clock hours in the clinical area for a four-credit hour practicum course will result in a grade of “F” for the course.

19. Recognize that tardiness is considered to be any time period up to 15 minutes after clinical/classroom activities have begun. If I am tardy three times during a semester, then I recognize that this will be considered an unexcused absence. If I arrive more than 15 minutes late in the clinical area without prior arrangement, then I will be marked as an unexcused absent and will not be allowed in the clinical area and receive a zero for the day.

20. I realize I am ultimately responsible for seeking assistance when experiencing academic difficulty in my nursing courses. I am aware that my progress is being monitored and that my nursing faculty is committed to helping students achieve success. I realize I may be asked to do or participate in enrichment and/or remediation activities, when I am not successful on a nursing examination. These enrichment or remediation activities must be completed prior to the next nursing test.

21. Assume accountability for professional conduct and appropriate moral and ethical behaviors which include truthfulness, confidentiality and an awareness of patients’ rights. Professional misconduct and/or unethical behavior will be reported to the WV Board of Examiners for RN’s.

22. Cell phones and all electronic devices must be shut off and put in a bag or backpack during an exam and during class and clinicals.

23. *Academic Dishonesty* (Plagiarism, cheating, falsifying records, etc).

Charges of academic dishonesty on the part of a student may be filed by any member of the academic community. Such charges shall be reviewed first at the department and/or divisional level by the chairperson, faculty member, and student involved with a maximum penalty of “F” in the course.

If the student denies guilt, or the department/division chairperson feels the penalties at this step are insufficient for a specific act, the case shall be forwarded in writing to the Provost/Executive Vice President for Academic Affairs. The case may be resolved at this level, or if thought warranted by the Provost/Executive Vice President for Academic Affairs or requested in writing by the student, the case shall be forwarded to the Academics Committee.

The Academics Committee shall present to the accused student and the person making the accusation written notification of the charges which shall include:

1. A statement that a hearing will be held before the academics committee, together with the notice of the date, time and place of the hearing.

2. A clear statement of the facts and evidence to be presented in support of the charges made.

A recommendation by the academics committee for imposition of sanctions in case of academic dishonesty is final. The academics committee may also recommend that the imposition of sanctions be held in abeyance where appropriate.
Academic Dishonesty consists of (but is not necessarily limited to):

A. Plagiarism: is stealing and using the ideas or writings of another as one’s own. This means when writing papers you must reference (footnote) any ideas from another and must also put in quotes any information taken verbatim. Formal papers may also require a bibliography page.

B. Cheating: covers a broad range of deception and dishonest behaviors. Included here is dishonesty on tests, either obtaining information about test questions prior to the exam, or gaining information from another student. Cheating on written work will be considered if there is evidence that suggests the student did not do the work him/herself, i.e., that there is evidence of collaboration or copying of another’s work. It is to the student’s benefit to take every precaution to avoid suspicion in this area. Since in cases in which work was shared both students will be considered equally guilty, it is the responsibility of each student to protect his/her own work from pilferage.

C. Other: Obtaining any information from the desks, files, or offices of any instructor without permission will be considered academic dishonesty. Being in an instructor’s office unsupervised will be considered suspicious behavior. Lying verbally or in writing, or falsifying on records at school or in clinical areas will be grounds for an academic dishonesty hearing.

D. Consequences: as discussed in the Bluefield State College Catalog, suspicion of academic dishonesty will result in a hearing with the student, faculty member, and division chairperson. The maximum penalty will be an “F” in the course.

24. Comply with the Alcohol/Drug Policy as set forth in the Bluefield State College General Catalog. In addition, I recognize a special responsibility, in choosing a career in health and medical sciences, to remain unimpaired and alert at all times, thereby not only ensuring my own maximum performance, but also, setting an example to others. Upon admission to the program, I will submit to a drug screen. Any student failing to abide by this responsibility is subject to restriction from the classroom or clinical areas or dismissed from the nursing program as determined by the Bluefield State College nursing faculty. Alcohol/drug impairment will be reported to the WV Board of Examiners for RN’s.

25. Upon admission to the nursing program and during each semester during my tenure in the program, I will submit to a random drug screen. I also realize that I may be subject to random drug screening at my expense if my behavior puts patients, faculty, or peers in jeopardy. Unauthorized use of controlled substances will be cause for dismissal from the nursing program.

26. Assume responsibility for cost of any injury that the student may occur or cause in the clinical setting. The student will be responsible for following the guidelines set forth by the agency if any injury or accident occurs. I am entering a hazardous field where injury and/or exposure may occur. Health Insurance Coverage is mandatory at all times while in the nursing program. If insurance is unavailable through work, family or other means, the Bluefield State College has a policy that can be purchased for coverage.
27. Upon admission to the nursing program, I will submit to a criminal background check. Failure to disclose any criminal conviction, felony, or misdemeanor is grounds for immediate dismissal from the nursing program.

28. **Resolution of Conflict.** Resolution of conflict will be done by following the chain of command.

A chain of command exists in organization to provide a uniform, orderly, efficient process for conflict resolution.

Following is the chain of command for nursing students:

If a student has a disagreement with any faculty member, he/she is first to schedule an appointment with that faculty member to discuss the matter. If the matter is not satisfactorily resolved, the student may then meet with the Program Director to discuss it. If the matter is not satisfactorily resolved, the student may then meet with the Dean.

Students are not permitted to discuss matters of concern with one instructor about another. In these situations, the student must come to the Program Director for guidance.

29. Incivility and bullying between students, students and faculty and students and clients will not be permitted at any time within the program. All acts of this nature should be reported to the Program Director immediately.

30. A student convicted of a felony or misdemeanor may be excluded from clinical experiences and/or from taking the State Board of Examination. The State Board in West Virginia and other states require notarized copies of all court documents pertaining to any felony or misdemeanor conviction. This includes convictions for driving under the influence (DUI), as well as any traffic violations (i.e.—speeding tickets). The program advises the student to collect this documentation in advance of the 4th semester in the nursing program.

31. I will comply with the Kaplan Live Review policy in fourth semester.

32. All students in the associate degree nursing program or the accelerated LPN-RN program must maintain health insurance while in the program. The student can inquire about school policies through the office of the Vice President for Student Affairs. The student is responsible for all cost associated with the health insurance.

___________________________
Student Signature

___________________________
Date

Revised 4/03, 3/04, 2/05, 5/07, 4/08, 5/12, 5/13
Academic Honesty

The value of a Bluefield State College education is only as good as the integrity of its students' work. Therefore academic honesty is a key pillar upon which Bluefield State College rests. Bluefield State College views academic dishonesty as cheating, falsifying records, plagiarism, giving or receiving aid during an exam, misrepresenting academic work, submitting the same work to more than one class with a willful intent to mislead. All Bluefield State students are subject to serious disciplinary measures if they are caught engaging in this behavior. The maximum penalty for academic dishonesty is a mandatory grade of F for the course and a maximum penalty of expulsion from the Institution.

Plagiarism includes:

1. Presenting someone else's ideas as your own without attribution.
2. Copying someone's words without providing quotation marks and citation.
3. Paraphrasing someone's words without providing a citation.
4. Submitting the same paper for more than one class.

Cheating includes:

1. Purchasing a term paper or assignment and presenting it as your own.
2. Selling or giving any term paper, assignment, or aid so that a student may present that material as his or her own.
3. Receiving aid or providing aid to another student during an exam or on a non-cooperative assignment.
4. Stealing a copy of a test or receiving a copy of a test before taking it.
5. Using books, notes, or any other aid during an exam or assignment unless permitted by the instructor.
6. Using a mobile device, computer, or cell phone to give or receive aid on an exam or assignment or in any way not permitted by the instructor.

Bluefield State College has taken measures to help students avoid engaging in willful or unintentional academic dishonesty. All students should successfully complete an academic integrity workshop before they begin classes at Bluefield State College.

Student Honor Code

Bluefield State has also implemented a student honor code in which all students sign the following statement:

“"I affirm that I have read and understand the BSC academic honesty policy. I am responsible for the work that I submit herewith. I am also ethically responsible for maintaining the academic integrity policy by reporting any instances of academic dishonesty to an appropriate faculty member or administrator.""

Students who do not sign the policy statement must meet with their instructor to discuss the reason(s) why they refused to sign it. It is also the student’s responsibility to read the BSC catalog.
PROFESSIONAL CONDUCT OF NURSING STUDENTS

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

A STUDENT’S GUIDE TO PROFESSIONAL BOUNDARIES

Student nurses must begin to understand the concept of professional Boundaries so as to comply with the Standards for Professional Nursing practice. The professional nursing student acts in the best interest of the patient and avoids inappropriate relationships with clients. The nursing student works on maintaining the client’s independence by maintaining professional boundaries. The student practices within the Zone of helpfulness. This zone is the center of professional behavior continuum and avoids distancing and disinterest in the client, as well as, boundary violations and crossing and sexual misconduct. The nursing student recognizes that he/she has power and that the client is vulnerable. The nurse’s power comes from private knowledge of the client. The establishment of a boundary allows the nursing student to control this power and promotes connecting to meet the client’s need. The care setting, community context, and the client’s needs will impact the delineation of this boundary. These factors must be considered when establishing a professional boundary.

Boundary crossings are brief in nature and unintentional and may be purposeful. Even though boundary crossings result in a return to normal boundaries, repeated boundary crossings should be avoided. When there is confusion between the needs of the nurse and that of the client, a boundary violation occurs. A boundary violation involves excessive personal disclosure, secrecy, or role reversal.
and can cause undue stress to the client. An extreme form of boundary violation involves professional sexual misconduct. Professional sexual misconduct is defined by the client.

Every nurse-client relationship can be plotted on the continuum of professional behavior illustrated above.

To Prospective Nursing Applicant:

Individuals who are considering entering the nursing profession and who may have a criminal history often ask about potential barriers to licensure following successful completion of an approved nursing program. While it would be nice to know this prior to making a decision to enter the program, obtaining that information is not possible under current West Virginia law.

The West Virginia Board of Examiners for Registered Professional Nurses (Board) makes decisions about licensure based upon a number of questions on the application and on an individual basis. The application (or the background screening) that indicates a criminal history is considered a non-routine application and must be reviewed by the Board staff and possibly referred to the Board's Disciplinary Review Committee.

Each application is reviewed on its own merits. The Board of Nursing has created guidelines for specific offenses to be approved in the Board office; however, the staff cannot make determinations in advance as laws and rules do change over time. Felony convictions, violent crimes, other more serious misdemeanors and repeat offenders are required to go before the Disciplinary Review Committee. Simple misdemeanors, such as some traffic violations, loitering and disturbing the peace can be approved by the disciplinary section of the Board. Any evidence of rehabilitation is important to the Board members when making a licensure decision.

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

Board applications also require an applicant who has a drug or alcohol problem provide to the Board a copy of all treatment records. The applicant must sign a release with the treatment provider and have the documents sent directly from the provider to the Board office. A letter of explanation from the applicant must also be provided with this information. This letter should explain the applicant's history of use/abuse of drugs and/or alcohol and his/her progress since treatment.

The Board may issue a license under probationary conditions, which could include, direct supervision, random drug screens, employer reporting, counselor reporting and other necessary monitoring requirements. Further, the Board may deny licensure until certain requirements are met. The law allows the Board to require applicants to submit to a physical or psychological examination and to have the results of the examination provided directly to the Board. Refusal to submit to an examination when required will result in the application being denied. Applicants who qualify may be referred to the Board's Impaired Nurse Treatment Program.
Each school of nursing makes independent decisions about admissions into their program and may require criminal background screening as part of that process. It is important for schools of nursing to know the admissions policies that exist on their campuses relative to criminal convictions and drug and alcohol use/abuse. Administrators should know the policy and actively enforce it. For those nursing programs without crucial admissions policies, administrators need to lobby the campus leaders to create realistic policies that can guide the individual programs as they make admission decisions. The school's general counsel should be contacted for assistance.

Clinical facilities may limit or prohibit students with criminal histories from participating in clinical experiences. Other options may not exist for the student to complete required clinical hours in order to obtain a nursing degree; thus, such a student may not be eligible for licensure in West Virginia.

As stated above, the license application requires disclosure of any criminal history and the disposition of all cases prior to Board review. Acceptance into a nursing education program is the decision of the school. Entering and staying in the nursing education program is the prospective student's decision based upon the knowledge that he/she may, or may not, be granted a nursing license by West Virginia. However, every state has its own requirements, so an applicant may be licensed in another state even if West Virginia denies licensure. All of the above factors should be taken into consideration prior to making a decision about a nursing career.

For more information, obtain the West Virginia Nursing Code and Legislative Rules, by contacting the Board office at 304-558-3596, 101 Dee Drive, Charleston, WV 25311-1620, email: rnboard@state.wv.us.

5/16/2006
January 15, 2013

Message to Our Nation’s Health Care Providers:

In light of recent tragic and horrific events in our nation, including the mass shootings in Newtown, CT, and Aurora, CO, I wanted to take this opportunity to ensure that you are aware that the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule does not prevent your ability to disclose necessary information about a patient to law enforcement, family members of the patient, or other persons, when you believe the patient presents a serious danger to himself or other people.

The HIPAA Privacy Rule protects the privacy of patients’ health information but is balanced to ensure that appropriate uses and disclosures of the information still may be made when necessary to treat a patient, to protect the nation’s public health, and for other critical purposes, such as when a provider seeks to warn or report that persons may be at risk of harm because of a patient. When a health care provider believes in good faith that such a warning is necessary to prevent or lessen a serious and imminent threat to the health or safety of the patient or others, the Privacy Rule allows the provider, consistent with applicable law and standards of ethical conduct, to alert those persons whom the provider believes are reasonably able to prevent or lessen the threat. Further, the provider is presumed to have had a good faith belief when his or her belief is based upon the provider’s actual knowledge (i.e., based on the provider’s own interaction with the patient) or in reliance on a credible representation by a person with apparent knowledge or authority (i.e., based on a credible report from a family member of the patient or other person). These provisions may be found in the Privacy Rule at 45 CFR § 164.512(j).

Under these provisions, a health care provider may disclose patient information, including information from mental health records, if necessary, to law enforcement, family members of the patient, or any other persons who may reasonably be able to prevent or lessen the risk of harm. For example, if a mental health professional has a patient who has made a credible threat to inflict serious and imminent bodily harm on one or more persons, HIPAA permits the mental health professional to alert the police, a parent or other family member, school administrators or campus police, and others who may be able to intervene to avert harm from the threat.

In addition to professional ethical standards, most states have laws and/or court decisions which address, and in many instances require, disclosure of patient information to prevent or lessen the risk of harm. Providers should consult the laws applicable to their profession in the states where they practice, as well as 42 CFR Part 2 under federal law (governing the disclosure of substance abuse treatment records) to understand their duties and authority in situations where they have information indicating a threat to public safety.

We at the Office for Civil Rights understand that health care providers may at times have information about a patient that indicates a serious and imminent threat to health or safety. At those times, providers play an important role in protecting the safety of their patients and the broader community. I hope this letter is helpful in making clear that the HIPAA Privacy Rule does not prevent providers from sharing this information to fulfill their legal and ethical duties to warn or as otherwise necessary to prevent or lessen the risk of harm, consistent with applicable law and ethical standards.
SHARPS AND NEEDLES DISPOSAL POLICY

Purpose: Provide procedures for the safe and appropriate handling and disposal of sharps and needles.

I. Handling of Sharps and Needles

A. Contaminated needles and other contaminated sharps are not bent, recapped, sheared, or removed unless there is no other feasible alternative or such action is required by medical procedure.
B. If needle removal from a syringe must be accomplished, the faculty member overseeing should provide instruction in the correct procedure.
C. Contain all sharps and needles immediately after use in a leak-proof container that is appropriately labeled.
D. Use safety needles, syringes, and devices when appropriate.
E. Do not place hands into containers whose contents include contaminated sharps, instruments, or waste.
F. If sharps containers contain residual liquids and cannot be sealed to prevent leakage, they are placed in a secondary container that will confine the solution.
G. Sharps which are too large to fit into sharps containers may be placed in contaminated waste containers (biohazard boxes).

II. Sharps Disposal

A. Sharps containers are changed when three-quarters (3/4) full.
B. When sharps containers are ready for disposal the program faculty shall notify the program administrative assistant.
C. The program administrative assistant shall notify Steri-Cycle, Inc. to come to the college and pick up the used containers.
D. Off-site sharps containers needing disposal shall follow the same procedure as detailed above.

Effective Date: 4/1/14
Faculty/Student Lab Policy

- Individuals using the Allied Health and Nursing Lab(s) shall adhere to the rules of conduct in the lab. Violations may result in disciplinary action.
- All users both faculty/staff and students must refrain from consuming food and drinking from non-sealable containers in the student labs. These areas include computer laboratories, nursing and radiology labs.
- Alcohol and tobacco products are not allowed on campus, and this holds true in all the Student Labs.
- Users should refrain from talking on cell phone calls in the lab as common courtesy to other users. Calls can be taken in the hallway. The School of Nursing and Allied Health cell phone usage policy applies when using all lab spaces. This policy can be found in the student handbook for the respective program.
- No photographs are to be taken during lab time without direct permission from the program director of dean of the school of Nursing and Allied Health.
- Students are required to sign in with the School of Nursing and Allied Health lab sign in sheet during times OTHER than specified class times. These times may be for practice, extra computer use, remediation, etc. However, this extra lab time MUST be with instructor permission and supervision.
- Labs will remain closed and in order to utilize during a time other than that scheduled for integrated testing, or simulation and practice students must be under direct supervision of a faculty member. At no time are students to be unattended in a laboratory area.
- Users must never dismantle or attempt to troubleshoot any equipment within the Student Labs. Please inform faculty of any issues or malfunctions.
- Copying any software from the computer lab is illegal. Anyone attempting to copy software will face disciplinary action. Software piracy may also result in legal action from the Software Publishers Association.
- Instructors are responsible for the direct supervision of their students to any learning experience within the laboratory setting at all times assigned.
- All individuals using the laboratories are expected to leave the laboratory in an orderly and clean condition, including disposing of trash, returning equipment to designated locations and organizing the laboratory after each use.
- Installation of software on lab computers is NOT allowed. System configuration changes are also not allowed.
- Noise level shall be controlled to maintain an optimum work/study atmosphere.
- Displaying sexually explicit, graphically disturbing, or sexually harassing images or text is considered misuse of computers and will be reported to campus authorities. In addition the misuse of medical equipment pertaining to sexually related matters will be cause for dismissal from perspective programs.
- All equipment will be shut down and doors locked when student labs are not in use. It is the responsibility of the faculty and students to assure lab equipment is turned off, lights are off and doors locked upon leaving lab areas.
- After practicing or being evaluated, patient units are be left neat and tidy as one would in the hospital.
- Malfunctioning equipment and/or inadequate practice supplies shall be reported to the appropriate faculty member.
- All practice equipment and supplies are to be returned to the storage area in proper order. Lab equipment should never be removed from the lab area(s).
- Children are not allowed in the Allied Health and Nursing Laboratory.
Laboratory/Linen Procedure

In order to keep the laboratory areas clean and mirroring hospital/clinic environments regular cleaning is necessary. The labs are cleaned daily on each campus via campus maintenance staff. On a monthly basis the faculty overseeing laboratory courses for a given semester will check bedding, mannequin maintenance/cleanliness, and overall organization of the lab and supplies.

Laboratories in which linens are required will utilize laundry services as provided by a local agency and/or on campus facilities. The linens shall be removed at minimum at midterm and the final week of every semester for cleaning (or dependent on laboratory use). Linens needing laundered more frequently should be reported to the respective director for proper removal and change. Faculty utilizing the labs will be the responsible party of assuring linens are kept clean and that lab needs are met.

Guidelines for Ordering Supplies and Equipment

Faculty are encouraged to make their needs known to the SNAH senior administrative assistance as early as possible so that equipment, supplies and media can be ordered, received, and processed in a timely manner. This is important because, on occasion, items are not immediately available and may be placed on back order with an unknown delivery date. It is also necessary to allow staff sufficient time for set-up, assembly if necessary and stocking especially for large numbers of items.

Suggested dates for placing orders include:
Fall Semester: July 1
Spring Semester: November 1
Summer Session: April 1

If anyone is found to be breaking lab policies and procedures student lab faculty will inform them of the policy or procedure being broken. Repeat offenders of the above procedures can have their lab privileges revoked as well as receiving a failing grade for work needed to be completed in the lab during a time in which privileges are revoked. Faculty failing to follow lab procedures may receive evaluations to reflect non-compliance.
Criminal Background Check

A criminal background check is a requirement for entry into the Associate Degree Nursing program at Bluefield State College (BSC). In recognition of the vulnerability of all of the clients with whom the nursing student interacts and all of the clients for whom the nursing student cares in an increasingly diverse health care environment, the BSC Associate Degree Nursing program has instituted a policy requiring a criminal background check on all incoming students.

1. Each student admitted to the nursing program at BSC will have a criminal background check completed by July 31. This will be conducted through Certified Backgrounds.

2. The background check includes:
   A. Going on line to register with Certified Backgrounds
   B. Paying the processing fee by credit card. Fees associated with the background check will be the responsibility of the student.
      a. Results of the background check are confidential. The findings are reported only to the director of the Associate Degree Nursing program.
      b. Students who have questions about the policy or procedure are encouraged to discuss them with the program director.

Failure to disclose any criminal conviction, felony, misdemeanor, or act of academic dishonesty during the course of the nursing program is grounds for immediate dismissal from the nursing program.

A copy of all documentation indicating conviction of a crime received by the nursing program at BSC from any law enforcement agency will be forwarded to the West Virginia State Board of Examiners for Registered Professional Nurses, or the student’s respective Board of Registered Nurse Examiners for the state in which the student will be applying for licensure. The program director will send the documentation with the application for licensure.

________________________
Student Signature

________________________
Date
Drug and Alcohol Testing Policy

Objectives

A. Bluefield State College (BSC), School of Nursing and Allied Health has a vital interest in maintaining safe and healthful conditions for its clients. Any student under the influence of any drug or alcohol during clinical/class may pose serious safety and health risks, not only to themselves, but to all those who work with them and to the patients for whom they provide care. The unlawful possession, use, or sale of drugs or alcohol in the clinical agencies or on campus will not be tolerated.

B. Bluefield State College maintains a student counseling center which provides help to students who seek assistance for alcohol and drug abuse problems.

General

A. The use, possession, sale, distribution or being under the influence of alcohol, non-medically prescribed controlled substances, or misuse of prescribed medications and/or over-the-counter medications or herbs that may alter behavior will not be permitted in the clinical agency or school environment.

B. All students have the responsibility for keeping themselves drug free at all times. This includes but is not limited to, environments such as clubs and private parties.

C. Non-medically prescribed controlled substances and over the counter medications refers to any substance that is capable of altering the mood, perception, behavior, and judgment of the individual consuming it, and to any substance obtained with improper prescription or taken in a non-prescribed manner.

D. “Clinical Agency” includes the agency’s premises and situations where a student is representing the school in his/her capacity as a student of any Nursing and Allied Health program, or while operating any vehicle for a BSC School of Nursing and Allied Health event.

E. “Under the influence” means the student is affected by drugs(s) (both prescription and/or over the counter), alcohol, or the combination, in any detectable manner.

F. Any violation of these rules will result in immediate dismissal from their respective program.

G. Any substance abuse which occurs outside of clinical hours and affects the student’s clinical/classroom performance, will be subject to drug testing at the student’s expense and potentially dismissed from their respective program if a positive screen is returned.

H. Proven possession of illegal substances will be referred to and dealt with by the appropriate law enforcement agency.
Drug and Alcohol Testing

A. Bluefield State College School of Nursing and Allied Health programs require drug testing as follows:

1. A.S. Degree students: Upon admission to the program and each semester while in the program.

2. B.S. Degree Students: Screened randomly and if there is reasonable suspicion and or documentation of need.

3. Reasonable Suspicion: Any student who demonstrates unusual, unexplained behavior in the agency environment or during clinical hours. (See Reasonable Suspicion form pp. 6 – 8 of Drug and Alcohol Policy.) Observable signs might include, but are not limited to:

   i. Speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow)

   ii. Any odor suspicious of alcohol or other illegal substances on breath or personal belongings

   iii. Coordination (normal, swaying, staggering, unsteady gait, grasping for support, lack of coordination)

   iv. Alertness (disoriented or confused behavior, sleepy, change in alertness)

   v. Performance (significant changes in work habits, unsafe practices, unsatisfactory work, unexplained accident or injury, missed deadlines, taking longer than customary to complete work, excessive sleeping in the classroom or clinical setting)

   vi. Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic, physically assaultive, unduly talkative, exaggerated self-importance, making irrelevant or incoherent statements, hallucinations, lethargy)

   vii. Eyes (bloodshot, dilated or pinpoint pupils)

   viii. Other observations consistent with impairment

   ix. Sloppy, inappropriate clothing and/or appearance

   x. Excessive sick days, excessive tardiness, unexplained absences or tardiness

   xi. Leaving the classroom or clinical area excessively without a previously documented medical reason for such.
4. Any student who has access and/or direct responsibility for controlled substances and known drugs of abuse that are missing or otherwise unaccounted for. The agency manager or administrator and the Dean of the School of Nursing and Allied Health and Program Director will make this determination on a case by case basis.

5. Random testing will be done as a part of the monitoring program at the individual student’s expense.

B. Informed consent will be obtained. Fees associated with routine testing will be taken from student fees collected each semester.

C. The collection site will be in a standard collection area laboratory (currently Lab Corp).

D. Unless otherwise instructed, a student will have a maximum of 24 hours to complete screening. If not done within 24 hours, the student must meet with the Dean and face dismissal from the program.

E. Qualified medical personnel specifically trained in the collection procedure shall perform the collection. Collection procedures will adhere to the required “chain of custody” protocol. This protocol may include observed collection, and/or search of personal belongings by the laboratory staff.

F. The student’s confidentiality will be strictly maintained. These results will be communicated only to the student, the Program Director, and the physician (if necessary) reviewing the results with the student. The Dean of the School of Allied Health and Nursing may also be notified.

G. Records will be maintained in a separate file by the Program Director in a secured area. Requests for information will require a court order, or may be released by the student via a signed written consent and liability waiver.

H. A copy of screening documentation indicating positive drug or alcohol test results received by any School of Nursing and Allied Health program at BSC may have to be forwarded to the Clinical Education Settings for the program.

I. If a drug screen comes back diluted or adulterated the student will be subject to a random repeat drug screen at the student’s expense.

J. If a drug screen comes back positive on a student enrolled in the BSN or BS RADS program (who is a licensed RN or RT), the State Board governing over their respective license will be notified.

K. If a drug screen comes back positive on a student enrolled in the A.S. degree program, who holds a LPN license, the LPN’s State Board of Nursing will be notified.
L. The drugs/items to be tested may include, but are not limited to:

1. Cannabinoids (Marijuana)
2. Barbiturates
3. Alcohol
4. Amphetamines
5. Cocaine
6. Propoxyphene
7. Benzodiazepines
8. Opiates
9. Phencyclidine
10. Methaqualone
11. Ecstasy
12. Renal Function

SCHOOL OF NURSING AND ALLIED HEALTH
SMOKE-FREE ENVIRONMENT STUDENT RESPONSIBILITY STATEMENT

As a student in a Bluefield State College School of Nursing and Allied Health program I understand that per the college student handbook all buildings on campus prohibit the use of any tobacco product. I further understand that clinical agencies have individual policies in regard to tobacco and electronic cigarette usage. In order to promote a healthy/smoke-free environment I understand that any use of tobacco products or electronic cigarettes is strictly prohibited in classrooms and clinical environments. Compliance is expected of all students and within programs of Nursing and Allied Health. Failure to comply with this requirement will result in a written warning provided to the respective program director, for the first offense; a second offense, may lead to dismissal from the respective program on the grounds of insubordination.

I ____________________________ (printed name) agree to abide by tobacco/electronic cigarette requirements as stated above. I understand these products are not permitted in the educational environment while in class or during clinical rotations.

______________________________  _________________________
Signature                                      Date

______________________________  _________________________
Program Director                      Date

Effective May 2015
School of Nursing and Allied Health Student Right and Responsibilities

A. During enrollment, the student is required to provide written documentation of any and all new medications actively taking that were not included on the original health assessment form, including over the counter meds.

B. It is the student’s responsibility to keep medication reports up to date and accurate.

C. Noncompliance with requests for drug and alcohol screening will be viewed as a violation. The student will be subject to discipline up to and including dismissal from their program of admission.

Admission/Readmission After a Positive Drug/Alcohol Screening:
A student who has withdrawn or been dismissed from a program in the BSC School of Nursing and Allied Health due to a positive drug/alcohol screen will be considered for re-admission under the following conditions:

1. Submit to an evaluation for substance abuse by a School of Nursing and Allied Health approved evaluation and/or treatment agency and complete the prescribed treatment program (USA students should call the USA Substance Education/Prevention Center for an evaluation: 251-460-7980)

2. Submission to a drug/alcohol screen test prior to admission/readmission. The drug/alcohol test will be at the student’s expense. A positive drug test will result in ineligibility for admission/readmission.

3. Submission to random drug/alcohol testing as requested by the School of Nursing and Allied Health after re-admittance to the professional component at the Student’s expense. A positive drug/alcohol screen will result in permanent dismissal from the program.

4. Regular documentation of treatment will be communicated to the Program Director while awaiting re-admission.

5. Continued treatment is mandatory and documentation of such is required throughout the entire course of the Program of admission until completion.
Bluefield State College
School Of Nursing and Allied Health
Faculty Report of Reasonable Suspicion of Drug/Alcohol Use

Please use the space below to provide a detailed description of the student’s behavior. All information is to be kept confidential. Please return the form in a sealed envelope to the Program Director’s office as soon as possible. *Notify the Program Director’s office by phone immediately to request a drug/alcohol test.

1. Name of Student: ______________________________

2. Date of Incident: ______________________________

3. Time of Incident: ______________________________

4. Location of Incident: __________________________________________

5. Detailed description: Include any behavioral, visual, olfactory or auditory observations.

   - Speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow)
   - Odor of alcohol on breath or person
   - Coordination (normal, swaying, staggering, unsteady gait, grasping for support, lack of coordination)
   - Alertness (disoriented or confused behavior, sleepy, change in alertness)
   - Performance (significant changes in work habits, unsafe practices, unsatisfactory work, unexplained accident or injury, missed deadlines, taking longer than customary to complete work)
   - Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic, physically assaultive, unduly talkative, exaggerated self-importance, making irrelevant or incoherent statements, hallucinations)
   - Eyes (bloodshot, dilated or pinpoint pupils)
   - Other observations consistent with impairment
   - Sloppy, inappropriate clothing and/or appearance
   - Excessive sick days, excessive tardiness, unexplained absences or tardiness, frequently dismissing themselves from the classroom or clinical environment
6. Did the student admit to the use of drugs/alcohol?  no yes

Comments:

7. Were drugs/ alcohol discovered?  no yes

Comments:

8. List witnesses to student’s behavior:

9. Was the student referred for drug/alcohol testing?  no yes

If yes: What were your instructions including time frame?

________________________________________________________________________  _____________

Faculty signature  Date

I have read the above stated Bluefield State College, School of Nursing and Allied Health Drug and Alcohol Testing Policy.

________________________________________________________________________

Student Signature  

________________________________________________________________________

Date
Bluefield State College
Associate Degree Nursing

Consent Form for Alcohol, Drug, and Substance Testing

I hereby consent for the agency’s laboratory to collect blood, urine or saliva samples from me to conduct other necessary medical tests to determine the presence or use of alcohol, drugs, or controlled substances. Further, I give my consent for the release of the test result(s) and other relevant medical information to the director of the BSC Associate Degree Nursing, the Vice President for Student Affairs at BSC, and the WV Board of Examiners for Registered Professional Nurses. I also understand that if I refuse to consent, I may be subject to disciplinary action including suspension or dismissal from the nursing program at BSC.

AGREED TO:

____________________________________ Student  ____________________ Date

___________________________________ Witness  ____________________ Date

REFUSED:

____________________________________ Student  ____________________ Date

___________________________________ Witness  ____________________ Date

Reason for refusal___________________________________________________
Background
The Bluefield State College AS Nursing program requires that all pre-licensure associate degree students demonstrate content mastery in the discipline. BSC utilizes the Kaplan Integrated Testing Program and the Kaplan NCLEX-RN live review developed from the NCLEX-RN® Test Plan as a resource for students to help them achieve content mastery in the nursing discipline through formative and summative standardized testing. Formative testing occurs throughout the program at prescribed intervals. Summative testing occurs during the fourth Kaplan RN program. The Kaplan RN Program allows students to demonstrate content mastery of the material tested on the NCLEX-RN® licensure exam and serves as the exit exam for the major.

Purpose
The purpose of the Kaplan Integrated Comprehensive Testing Program and the Kaplan NCLEX-RN live review is to prepare students for the end of program Kaplan RN Program exit exams and the NCLEX-RN® licensure exam.

Policy
A variety of Kaplan tests and remediation assignments will be used throughout the pre-licensure ASN Program. The faculty reserve the right to add new assessments when available and to require remediation assignments when needed for identified student learning needs.

Integrated (Secure/Proctored) Tests
Integrated (Secure/Proctored) tests will be administered throughout the pre-licensure ASN program as outlined in the individual syllabi. Students should refer to each course syllabus using integrated standardized tests for benchmark data (50th percentile or equivalent) and grading criteria, Students will take the Kaplan Integrated tests as indicated in course syllabi. Students should strive to exceed the established benchmark for each of the Kaplan Integrated. (Secure/Proctored) Tests. Students should refer the course syllabus for grading criteria related to each Kaplan test. The better the student does on the integrated exam, the less remediation time will be required. Required remediation is a requirement for passage of course.

Focused Review Tests
The Focused Review Tests are unproctored practice tests that students access at any time during their enrollment in the Kaplan Integrated Testing Program. These tests review basic nursing content and provide topical retest opportunities. They may be paused, resumed, and taken multiple times. Traditional explanations are provided for all Focused Review Tests, as are remediation explanations. The explanations discuss why the correct answer is correct and why the distractors are important. The Focused Review Tests may be accessed on the Kaplan student homepage from any computer with internet access. All students are required to complete the Focused Review Tests, and perform remediation as needed, even if it is not a course requirement. Students should refer the course syllabus for grading criteria/requirements related to the Kaplan Focused Review Tests. Students must
remediate and repeat the exams until receiving a 100% on each required focus exam. Failure to complete assigned focus reviews as required will result in a failure for the course assigned in. It is recommended that all students view a webinar regarding remediation (https://liveonline.kaptest.com/p37071813/).

Remediation
Remediation is required of all students following the completion of each Kaplan Integrated exam. Even students who score in a high percentile ranking are required to remediate since additional learning can take place during remediation. Faculty will set a date for completion of remediation. Remediation requires 2 minutes of remediation for each incorrect question on a Kaplan assessment. Failure to complete remediation will result in failure of the course in which the Integrated Kaplan was given. Each student is required to complete the following standardized examinations:

In addition to the Kaplan resources utilized throughout the program, the 4th semester will include the following requirements in the Nursing 234 Synthesis in Nursing Course in addition to any other course requirements.

NCLEX Review Resources

1. Secured practice examinations (Completed by the student.)

   - Kaplan Integrated Testing, Focused Review and Q-Bank Questions will be used throughout the RN program. Each syllabus will give you a breakdown of which exams are required in individual courses.

   - Each 4th semester the student will be required to take two Pass/Fail exams. On one of the two exams the student must meet benchmark score. If not making benchmark score on these two exams, there will be a final third exam at the end of the mandatory Kaplan Review. If you still fail to meet benchmark at the end of the Kaplan Review you will receive an “I” Incomplete for this course and will be required to take a review course of your own choice. The student MUST provide documentation that the review was successfully completed. If no documentation is provided by the beginning of the following fall semester the grade will be changed to a grade of “F” requiring readmission into the 4th semester to retake Synthesis. Standard readmission requirements would need to be met. FAILURE TO MEET BENCHMARK ON ONE OF THE FIRST TWO EXAMS MAY LEAD TO A LATE GRADUATION DATE.

   - See syllabi of individual courses for more information.

2. Other exams required by the institution for assessment and evaluation.

   - The cost of the above-listed testing package (Kaplan) is included in your semester nursing lab fee.
Mandatory Kaplan (live Review) Course

At the end of the nursing program, there is a mandatory Kaplan review course. The cost of the review course is covered under student lab fees. The student will receive a pass/fail grade for completing this course. It is the student’s responsibility to attend each day of this review. Participation is required to obtain a grade of “pass”. At the completion of the course, the student’s grade will be entered into the system. When the grades are completed then the transcripts can then be released to the State Board of Registered Nurse’s office. Failure to complete each day of the review will result in failure of the Synthesis course.

__________________________
Student Signature

__________________________
Date
ACCREDITATION

BLUEFIELD STATE COLLEGE

Bluefield State College is accredited by the North Central Association of Colleges and Secondary Schools.

ASSOCIATE DEGREE NURSING PROGRAM

The Associate Degree Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN) formerly known as the NLNAC and the West Virginia State Board of Examiners for Registered Professional Nurses.

RELEASE OF RECORDS FOR PURPOSES OF INSPECTION

I, the undersigned, will allow the members of the Accreditation Commission for Education in Nursing (ACEN) formerly known as the NLNAC and/or West Virginia State Board of Examiners to review my records, academic, clinical and program assignments for the purposes of accreditation.

____________________________
Student Signature

____________________________
Date

EMPLOYER EVALUATION

The Bluefield State College Associate Degree Nursing program performs an employer evaluation on each student six months after completion of the program.

I waive/do not waive the right to review the employer evaluation. (If neither is circled, the program will assume you have waived access.)

____________________________
Student Signature

____________________________
Date
HEALTH REQUIREMENTS

All students who enter Nursing must have a physical examination and Two step PPD or T Spot test which is to be submitted by July 1 of the year of acceptance into the nursing program. The immunization for tetanus must be current. All health records, insurance cards, identification cards, and CPR cards are to be submitted to Certified Backgrounds and remain current.

1. A complete physical examination by a licensed physician, physician assistant or nurse practitioner.

2. TB testing yearly (See health forms). If proof of TB testing expires, the student will not be allowed to enter clinical area until current. If clinical time is missed due to this, it will be unexcused.

3. Rubella vaccination and rubella serology showing positive titer. If titer is negative, the individual should receive rubella vaccination.* Students who received the MMR immunization prior to 1959 may need a booster. (See health forms)

4. Tetanus-diphtheria booster within last 10 years.

5. Hepatitis B vaccination with a follow up titer 2 months after completion of series. Students should begin the series upon notification of acceptance to the program. Students declining the vaccine must sign a waiver.** (See health forms)

6. Polio series (See health forms)

7. Varicella Vaccine Series and titer. (See health forms)

8. Yearly influenza vaccination by November 1st. If unable to take, a waiver must be signed and on file. The clinical agency may require you to use special precautions due to this.

9. Students must acquire and maintain CPR certification throughout the program. The course required is the BLS Provider Course through the American Heart Association, only this courses will be accepted. If CPR certification expires, the student will not be allowed to enter clinical area until current. If clinical time is missed due to this, it will be unexcused.

10. Drug screen and criminal background check results.

*Males should not receive the combined antigen form which combines measles, mumps, and rubella. Rubella vaccination is never given to a woman who may be pregnant. A non-pregnant woman who receives rubella vaccination must be using effective contraceptive and continue use for three months after vaccination if pregnancy is a possibility.

**Recommendation from the Centers for Disease Control and the American College Health Association.

Revised: 5/12, 5/13. 5/15, 5/16
ATTENDANCE POLICY

The college recognizes three kinds of absences:

1. an institutional absence
2. an unavoidable absence—resulting from illness, death in the immediate family, or unnatural cause beyond control of the student
3. all other absences are considered willful and considered unexcused

It is the responsibility of the student to provide proper explanation to the instructor for institutional or unavoidable absences. Failure to do so immediately upon returning to class will automatically make the absence willful and unexcused. The student should provide supporting documents for institutional and unavoidable absences.

The student is reminded that when the number of clock hours of willful and unexcused absences exceeds the number of hours of absences determined by the instructor, in accordance with Bluefield State College’s Attendance Policy, the student will be withdrawn from class.

REPORTING OF ILLNESS

All student illnesses, communicable disease, and other conditions (including pregnancy) which might affect the health of the student, patient, or staff must be reported to the Clinical Instructor at the time of occurrence. This will be documented in the student’s clinical file and the Program Director will be notified.

OCCUPATIONAL EXPOSURE TO COMMUNICABLE DISEASE

Should any student be exposed to a communicable disease (ex. tuberculosis) they will be informed by the Clinical Instructor and/or the Program Director. The student will be responsible for any incurring costs and/or treatment/tests. The student must provide to the program, documents of proof of testing/treatment.

TELEPHONE UTILIZATION

Telephone utilization by students in the clinical facilities is prohibited unless an emergency arises. If a phone call needs to be made, it must be done only with permission of the Clinical Instructor. Any violation of this policy will result in an ethics deduction. Absolutely no long distance calls shall be made from the telephones in the facilities. If this occurs there may be a possibility of dismissal from the program. No cell phones are to be used in clinical facilities.

__________________________
Student Signature

__________________________
Date
BLUEFIELD STATE COLLEGE
ASSOCIATION DEGREE NURSING

GRADING SCALE—DIDACTIC COURSES

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<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tr>
<td>A</td>
<td>EXCELLENT</td>
<td>92.5 - 100</td>
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<tr>
<td>B</td>
<td>ABOVE AVERAGE</td>
<td>84.5 - 92.4</td>
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<tr>
<td>C</td>
<td>AVERAGE</td>
<td>78.5 - 84.4</td>
</tr>
<tr>
<td>D</td>
<td>FAILURE</td>
<td>71.5 - 78.4</td>
</tr>
<tr>
<td>F</td>
<td>FAILURE</td>
<td>0 - 71.4</td>
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</table>

Student must have a combined average in Anatomy & Physiology and Anatomy & Physiology laboratory of at least a 2.0 or “C”. Student must have a combined average in Microbiology and Microbiology laboratory of at least a 2.0 or “C”. If a student makes an “F” in lab, they must repeat it, but will be allowed to continue on in the nursing program if the average of the lecture and lab components of the course is “C” or better. However, the student must satisfactorily complete the lab course within one year. Students must make at least a “C” in lecture component of both A&P and Microbiology.

Students must pass a math competency exam each semester with a grade of 78.5% or better. Student may have two opportunities to pass each math proficiency exam. If the 78.5% is not obtained on the second attempt, the student will fail the course associated with the competency exam.

All support courses must be completed before or concurrent with the curriculum course sequence.

All clinical courses are Pass/Fail. You must receive an overall grade of Pass in each clinical course in order to continue in the program.

From the date of acceptance, this two year program must be completed within a three year period and the Accelerated LPN-RN program must be completed within a two year period.

STUDENT RECORDS

A final transcript for each student in the program will be kept on file at the college. The Registrar’s Office must be contacted for copies of the transcript.

All other student records (e.g. competency evaluations, academic tests, etc) will be kept on file for a period of one (1) year beyond graduation.
STUDENT AUDIOTAPING AGREEMENT  
(Adapted from Busch and Lishner, 1994) 

Audiotaping will be allowed during ___________________________, subject to the guidelines (course) below. The guidelines are based on (1) legal issues related to the use of copyrighted materials used during the class; (2) ethical issues related to personal and patient information which may be shared in class; (3) the potential impact of audiotaping on the quality of teaching and class discussion; and (4) the potential impact of audiotaping on individual learning. 

Each student who wishes to audiotape must request written permission from the instructor using this form and verbal permission from all students in the class. 

I, __________________ , request permission to audiotape during lectures and class discussions in __________________ taught by ________________, during _________________ semester, (course) (instructor’s name) (spring or fall) ______. (year) 

I recognize that audiotaping is not a satisfactory substitute for good lecture notes and class participation. If my grades appear to suffer following initiation of this agreement, the instructor will schedule an appointment with me to discuss the problem. If the continues, my taping privilege will be rescinded. 

I understand that the privilege of audiotaping is extended to me by the course instructor and by the other students with the understanding that I will fulfill all of the following responsibilities. 

1. Verbally request permission to audiotape from the other students in the class at the beginning of the semester. 

2. Carry out audiotaping in a manner that does not disrupt lecture or class discussion at any time. 

3. Keep all audiotapes under my direct control and not allow access to these tapes by any other individual. 

4. Allow no additional copies to be made of audiotapes I make in this course. 

5. Completely erase all audiotapes made in the course at the end of the semester. 

6. Stop audiotaping at the following times: 
   a. During any audio or video presentation containing copyrighted material. 
   b. During any test reviews 
   c. During lectures or discussions led by guest faculty. 
   d. Any time any student in the class requests no taping. 
   e. Any time the instructor requests no taping. 
   e. Any time the discussion is clearly unrelated to lecture.
STUDENT AUDIOTAPING AGREEMENT (Continued)
(Adapted from Busch and Lishner, 1994)
Page 2 of 2 pages

I understand and agree to the conditions and responsibilities stated above. I understand that the privilege of audiotaping can be rescinded immediately and without notice if I fail to comply with any of the conditions and responsibilities in this agreement.

Further, I understand that Bluefield State College and its faculty members bear no responsibility for lost or damaged tapes or tape recording devices. Any legal action resulting from the misuse of the audiotapes will be the responsibility of the involved or students alone.

Student Name ________________________
Signature ___________________________ Date _________________________

Faculty Name _________________________
Signature ___________________________ Date _________________________

I have received a copy of the Student Audiotaping Policy and will comply with said policy.

______________________________
Student Signature

______________________________
Date
TEST REVIEW POLICY

The student will be given a two week opportunity to review their test with the instructor after the test has been graded. During this time the student will not be allowed to write down, photograph or audio or visually record any questions or other information for any reason. Students who fail an examination are automatically scheduled a review/counseling session with the instructor. It is the student’s responsibility to notify the instructor if unable to keep this appointment. ALL STUDENTS WILL BE REQUIRED TO DO REMEDIATION AS DEEMED NECESSARY BY INSTRUCTORS. The instructor who has assigned the remediation has the right to refuse admission to the next test until remediation is completed.

ADN NURSING COURSE TEST RESULTS FORM

Dear Student:

Your test score for Unit _________ is _________ . Passing score is _________.

Students with unsatisfactory test scores are scheduled for a counseling appointment with a faculty member.

Your test score is satisfactory. A counseling appointment is not required. You may sign up for a counseling appointment if you desire.

Your test score is unsatisfactory. An appointment is scheduled for you with ___________, Room ______ at ______ A/P on _________. Please notify this assigned faculty member ahead of time if you cannot keep this appointment.

Sincerely,

Nursing Faculty

I have received a copy of the Test Review Policy and will comply with said policy.

_________________________
Student Signature

_________________________
Date
ASSOCIATE DEGREE NURSING
RECORD OF COUNSELING SESSION

STUDENT NAME ________________________________

FACULTY MEMBER NAME _______________________ DATE ________________

TIME ________________________ PLACE ____________________________

PURPOSE OF MEETING:

COMMENTS OF FACULTY MEMBER AND SIGNATURE:

COMMENTS BY STUDENT AND SIGNATURE:

*PLEASE GIVE COPY TO STUDENT
CURRICULUM POLICY

Didactic and clinical courses are carefully designed to afford knowledge to the student in a structured timely fashion and complement each other’s educational objectives.

Therefore, if any student chooses to eliminate any part of the Associate Degree Nursing Curriculum, that student will be terminated from the program immediately.

The curriculum includes the nursing courses and the co-requisites that are to be completed in the sequence in the plan of study. Co-requisites can be taken early, but withdrawal or unsuccessful completion of a co-requisite for a semester will result in termination of the program.

Upon approval of the Associate Degree Nursing faculty and the Program Director, the curriculum is subject to change as needs dictate.

ASSOCIATE DEGREE NURSING CURRICULUM POLICY VALIDATION

I have read and received explanation of the Associate Degree Nursing Curriculum Policy and will comply with said conditions.

________________________________________
Student Signature

________________________________________
Date
EXIT INTERVIEWS

An exit interview is required of all students terminating the nursing program without completion. This interview is to be conducted at the time of withdrawal from any required course in the nursing program. Exit interviews are conducted by the student’s advisor.

The student must call and schedule an appointment with their advisor for the exit interview. If an exit interview is not conducted, the student will not be considered properly withdrawn from the Associate Degree Nursing Program.

GROUND FOR DISMISSAL

The Grounds for Dismissal are listed below. It should be pointed out that a student can be suspended from the program at any time during their training for violation of any of the reasons listed below.

1. Receiving a “D” or “F” grade in any nursing course. Student must have a combined average in Anatomy & Physiology and Anatomy & Physiology laboratory of at least a 2.0 or “C”. Student must have a combined average in Microbiology and Microbiology laboratory of at least a 2.0 or “C”. If a student makes an “F” in lab, they must repeat it, but will be allowed to continue on in the nursing program if the average of the lecture and lab components of the course is “C” or better. However, the student must satisfactorily complete the lab course within one year. Students must make at least a “C” in lecture component of both A&P and Microbiology.

2. Insubordination.

3. The conviction and/or known use of, distribution of, or possession of illegal drugs, or controlled substances.

4. Failure to disclose any criminal conviction.

5. Failure to accomplish clinical assignments and objectives.

6. Unprofessional or unethical conduct.

7. Cheating in related or professional courses.

Please sign this form and if under the age of 18, please have a parent or guardian sign also. This indicates that you are aware of these policies before entering the program.

_________________________________________  _______________________________________
Student Signature                          Parent/Guardian Signature

____________________________  ______________________________
Date                                     Date
BLUEFIELD STATE COLLEGE
ASSOCIATE DEGREE NURSING
TERMINATION OF PROGRAM FORM

Name of Student: ____________________________ Date: ________________
Department: ____________________________ Location: ________________

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COMMENTS: (Please explain fully)

Student: ____________________________________________

I understand that to be readmitted I must submit a written request to the Director of AD Nursing, by January 31 for Fall Semester and June 30 for the Spring Semester of the school year that readmission is desired and appear before a readmission committee to be screened for acceptance status. I provide my permission to obtain professional or employment references. I understand the guidelines for readmission are located in the “criteria for admission” section of the student handbook. I must follow the readmission criteria when seeking readmission to the program.

__________________________
Student’s Signature

Instructor: ____________________________________________

__________________________
Instructor’s Signature

Copies To:  
Student Advisor  
Curriculum Committee  
Program Director
ASSOCIATE DEGREE NURSING READMISSION CRITERIA

The following procedure will be followed for readmission to the Associate Degree Nursing Program at Bluefield State College.

1. Students seeking readmission must meet all program admission requirements.

2. Students seeking readmission must maintain a 2.8 GPA in order to be considered.

3. Any students failing 2 or more nursing courses in one semester are not eligible for readmission.

4. Students not satisfactorily completing the first semester of the AS Nursing or the Summer LPN-RN accelerated program must re-apply for admissions to the program with the admissions office.
   
   4a. Applicant must meet current admission criteria at time of reapplying.
   
   4b. Students will be considered as a new applicant along with the complete applicant pool.
   
   4c. Readmission is not guaranteed.
   
   4d. If readmitted, this will count as the applicants one readmission.

5. A formal letter of intent is required by students seeking readmission to any semester of the program. This letter shall be sent to the Director of Associate Degree Nursing. This letter is required to apply for readmission to the program.

   **Deadline for Letter of Intent:**

   **Fall Semester Failure**—a letter of intent must be received by January 31 of that year for which you are applying for readmission.

   **Spring Semester Failure**—A letter of intent must be received by June 30 for consideration the following January.

   **LPN/RN Summer Session Failure**—A letter of intent must be received by January 31 of the year for which you are applying for readmission.
6. If an individual is out more than one academic year, he/she must repeat all nursing courses.

7. Students are considered for readmission in the following order based on available space:
   
   A. Withdrawal for justifiable reasons (non-academic).
   B. Withdrawal for failure of a support course (one which is required for the chosen program).
   C. Withdrawal for failure of a required nursing course or natural science course.

8. Any student withdrawing from any nursing course must totally withdraw from the nursing program.
   
   8a. Any student failing a nursing practicum/laboratory or nursing course must immediately withdraw from all other nursing courses.

9. All support courses must be completed before or concurrent with the curriculum course sequence.

10. Students must complete the Associate Degree Nursing Program within a three (3) year period and the LPN-RN Accelerated Program within a two (2) year period.

11. Students can only be granted one readmission into the program.

12. Any student unsuccessful after readmission is ineligible for further admissions to the AS Nursing Program.

13. Any student readmitted to the Associate Degree Nursing program must repeat all nursing courses in the semester they were unsuccessful in.
   
   13a. The rationale for this is to keep the student current in the field of nursing both clinical skills and nursing theory.

14. Students readmitted to second, third, or fourth semester are required to successfully pass a Basic Concepts Competency Exam and subject based exams based on semester being readmitted prior to the beginning of the semester. This ensures continued competence in the field of nursing.
   
   14a. Students not passing the Competency Exam will not be allowed to continue in the program.
   
   14b. The Competency exam will include both a written exam and skills demonstration check-offs.

15. Students readmitted must repeat all clinical experiences in the courses repeated, including observational and preceptor experiences regardless of hours completed before failure. See Practicum syllabi for guidelines.

17. All readmitted students will be required to pass the elective, Remedial Strategies for Nursing for Continuance in the program.

Adopted 12/95
Reviewed 4/03
I have read and understand the readmission policy of the Bluefield State College Associate Degree Nursing Program. I understand that I will be held to these rules if I am unsuccessful in the program.

Student Signature _________________________________

Date ____________________________________________
LEAVE OF ABSENCE POLICY

A student experiencing an extenuating personal circumstance (i.e. – family crisis, personal health crisis, maturity-related crisis) may request a leave of absence. The student must be in good academic standing (C or above in nursing and required support classes). The student must follow the following steps for initiating this policy.

1. Notify faculty advisor if requesting a leave of absence prior to class of clinical absenteeism.
2. Notify your clinical/classroom faculty of request for leave of absence.
3. Write a letter to the director of the program requesting a leave of absence and include a description of the extenuating circumstances. A copy of this letter will be given to the advisor and to all classroom/clinical instructors.
4. Attendance to all classes and clinicals is mandatory until the leave of absence is granted.
5. The director and Readmissions Committee will review the request.
6. The student will be notified in writing regarding the decision of the request.
7. If a leave of absence is granted, the student must follow the college withdrawal policy.
8. The student will be guaranteed a seat in the same semester of the following year only, contingent upon the resolution of the extenuating circumstances.
9. Submit a letter describing the resolution of the extenuating circumstances to the director of the program prior to the semester of re-entrance. If the circumstances involved a physical/psychological condition, a health care provider must submit a letter of verification or resolution of the problem.
10. A leave of absence may be granted only one time to a student.

____________________________
Student Signature

____________________________
Date

Revised 12/17/98
Revised and adopted 02/08/99. Reviewed 4/03
PERSONAL DATA FORM

NAME: ____________________________________________________________

                        Last    First    Middle

Address: ____________________________________________ Home ____________
                        Street or P.O. Box Number Telephone Number

                        Work ____________ Cell ____________

                        City     State     Zip

EMAIL ADDRESS: BSC: _________________________________________________

Alternate: _________________________________________________________

SOCIAL SECURITY NUMBER: ___________________________________________

DATE OF BIRTH: ____________________________________________________

PARENT’S NAME: ____________________________________________________

PARENT’S ADDRESS: _________________________________________________
                        Street or P.O. Box Number Telephone Number

                        City     State     Zip

IN CASE OF EMERGENCY WE ARE TO NOTIFY:

NAME: ____________________________________________________________

ADDRESS: _________________________________________________________
                        Street or P.O. Box Number Telephone Number

                        City     State     Zip

   I acknowledge that I have received my student handbook for Associate Degree Nursing Students
   of Bluefield State College. I agree to abide by the rules and regulations contained within it.

   I acknowledge that I have been given directions as to where I may obtain a copy of my student
   handbook for Associate Degree Nursing Students of Bluefield State College. I agree to abide by the
   rules and regulations contained within it.

________________________________________
Student’s Signature

________________________________________
Date
**Certified Backgrounds Documentation Policy**

All Health Records and other documents required by the BSC Nursing Program are to be kept current through Certified Backgrounds. Account information will be given to students upon admission to program. Cost of account access is the responsibility of the student.

__________________________

Student Signature

__________________________

Date

**Uniform Purchase Policy**

Uniforms and lab coats are to be purchased through the company approved by the BSC Nursing Department. The BSC Nursing Polo Shirt will be available in the BSC Bookstore. All costs of uniforms are the responsibility of the student.

__________________________

Student Signature

__________________________

Date

**Online Services and Communication**

All online communication between the instructor and student will be transmitted through the student’s official BSC email address and/or Moodle or Blackboard. All associate degree nursing courses are blended courses that utilize Moodle for supplemental material. Students are expected to be proficient in usage of these programs. If help is needed, the student can contact computer support services.

**Computer Requirements**

It is strongly recommended that students have computer access with broadband capabilities for successful completion of program. The program utilizes several computer modalities for instruction, remediation, supplementation and testing. If student does not have computer capabilities, there are computer labs on campus that can be utilized for this purpose. See individual labs for schedules.
HEALTH SERVICES

The Bluefield State College Student Health Center is an innovative academic nurse-managed health care service located on the Bluefield campus in room 210 of the Physical Education building. The Center offers health care to students as well as staff and faculty members who choose to utilize the Center for health care.

The focus of care includes health education, health promotion, care for common health problems, health referral, and first aid for minor injuries. The Center offers physical exams and women’s health care services.

Health care is provided by nurses who are nationally certified nurse practitioners and nurses nationally certified in specialty areas as clinical nurse specialists. These nurses hold the Master of Science in Nursing degree and are recognized by the West Virginia State Board of Nursing as Advanced Practice Nurses. The College has a collaborative agreement with a local physician who serves as a consultant to the nurses in the Student Health Center.

The Student Health Center is not authorized to issue class absence excuses for illnesses which have not been treated at the clinic.

An optional group insurance plan is available to all interested students. Applications may be secured from the Health Center or the office of the Executive Vice President for Academic and Student Affairs.

Refer to the Bluefield State College Catalog under each degree for health requirements such as examinations and immunizations.

For up-to-date information on Health Services, please check the current BSC Student Handbook.

1.1. Scope. -- This rule defines the role and authority of the board in investigation and resolution of disciplinary matters.


1.4. Effective Date.- September 18, 2004.


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

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

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

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

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


3.1. The Board will accept a complaint from any individual against one or more licensees.
3.2. The complaint may be written or verbal. The Board may accept anonymous complaints if the complaint provides enough information to begin an investigation. The Board may provide a form for the purpose of completing a complaint. Complaints shall include the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.9. Board staff shall review all information received, including subpoenaed information, and determine if further investigation is necessary, if disciplinary action is warranted or if the case needs to be referred to the Disciplinary Review Committee (DRC) for review and/or dismissal.
3.9.a. The DRC may dismiss a case, direct staff to further investigate the allegations or determine the disciplinary action that should be taken against the license.

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

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

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

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

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

§19-9-4. Investigation.

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

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

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

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

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

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

4.2.e. The Board, or its employees or designees within the limits of authority granted by the Board, may employ investigators, consultants and other employees as may be necessary to assist in an investigation;
4.2.f. All powers of the Board and its employees or designees may be exercised to investigate a matter, even if a hearing or disciplinary action does not result from the investigative findings.


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

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

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

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

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

5.1.e. The Board or its authorized committee may take disciplinary action which includes, but is not limited to, the denial, suspension, or revocation of a license to practice as a registered professional nurse, or probation of a registered professional nursing license with terms to be met for continued practice, or the assessment of additional renewal, reinstatement, or administrative costs or fines against a licensee, or a combination of these or other actions. A licensee who fails to pay a fine or administrative cost assessed as part of disciplinary action or non-disciplinary action within the time period agreed upon between the parties, may be disciplined or may remain under the disciplinary terms until the fine and administrative costs are paid in full.
§19-10-1. General.

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

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

1.3. Filing Date. -- March 31, 1994

1.4. Effective Date. -- April 1, 1994

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

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

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

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

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

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

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

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

2.1.1.f. The client's ability to perform activities of daily living;
2.1.1.g. The client's patterns of coping and interacting;
2.1.1.h. Environmental factors (e.g. physical, social, emotional and ecological);
2.1.1.i. Available and accessible human and material resources;
2.1.1.j. The client's family health history; and
2.1.1.k. Information collected by other health team members;

2.1.2. Sorting, selecting, reporting and recording the data; and

2.1.3. Continuously validating, refining and modifying the data by utilizing all available resources, including interaction with the client, the client's family and significant others, and health team members.

2.2. The registered professional nurse shall establish and document nursing diagnoses and/or client care needs which serve as the basis for the plan of care.

2.3. The registered professional nurse shall identify expected outcomes individualized to the client and set realistic and measurable goals to implement the plan of care.

2.4. The registered professional nurse shall develop and modify the plan of care based on assessment and nursing diagnosis and/or patient care needs. This includes:

2.4.1. Identifying priorities in the plan of care;

2.4.2. Prescribing nursing intervention(s) based upon the nursing diagnosis and/or patient care needs;

2.4.3. Identifying measures to maintain comfort, to support human functions and responses, to maintain an environment conducive to well being, and to provide health teaching and counseling.

2.5. The registered professional nurse shall implement the plan of care by:

2.5.1. Initiating nursing interventions through:

2.5.1.a. Writing nursing orders and/or directives;

2.5.1.b. Providing direct care;

2.5.1.c. Assisting with care; and

2.5.1.d. Delegating and supervising nursing care activities;
2.5.2. Providing an environment conducive to safety and health;

2.5.3. Documenting nursing interventions and responses to care; and

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

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

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

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

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

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

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

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

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

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

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

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

3.8. The registered professional nurse shall participate in the systematic evaluation of the quality and effectiveness of nursing practice.
3.9. The registered professional nurse shall report unsafe nursing practice to the Board and unsafe practice conditions to recognized legal authorities.

3.10. The registered professional nurse shall delegate to another only those nursing measures which that person is prepared or qualified to perform.

3.11. The registered professional nurse shall supervise others to whom nursing interventions are delegated.

3.12. The registered professional nurse shall retain professional accountability for nursing care when delegating nursing interventions.

3.13. The registered professional nurse shall conduct practice without discrimination on the basis of age, race, religion, gender, sexual preference, socio-economic status, national origin, handicap, or disease.

3.14. The registered professional nurse shall respect the dignity and rights of clients regardless of social or economic status, personal attributes, or nature of the client’s health problems.

3.15. The registered professional nurse shall respect the client’s right to privacy by protecting confidential information unless obligated by law to disclose the information.

3.16. The registered professional nurse shall respect the property of clients, family, significant others, and the employer.

3.17. The registered professional nurse assuming advanced practice shall be qualified to do so through education and experience as set forth in W. Va. Code ’30-7-1 et seq. and the rule governing Announcement of Advanced Practice, 19 WV CSR 7.