The hallmarks of a Jewell nursing graduate are integrity, compassion, scholarship, leadership, excellence in nursing practice, and service to others.
Dear William Jewell Nursing Student:

Welcome to the Department of Nursing! We are happy and proud to have you as part of our Bachelor of Science in nursing Program.

You are a member of an excellent and talented group of nursing students who ably help set high standards for William Jewell Nursing. We are ready to mentor you as you develop into a nurse professional. We encourage you to take advantage of every opportunity to be part of the department through organizations, committee work, class representation, and service activities.

The Department of Nursing Student Handbook contains important expectations and requirements for nursing students. The Handbook contains information about the academic program, student policies and procedures, and items of specific importance to nursing majors. It is supplemental to the William Jewell College Student Handbook and William Jewell College Catalog. We hope you will use it to guide your study and professional education here at William Jewell.

With warmest wishes for your success,
The Department of Nursing Faculty

William Jewell College
Department of Nursing/Box 2002
500 College Hill
Liberty, MO 64068
816 415 7605
www.jewell.edu

The Department of Nursing office hours are generally 8:00-4:30 pm Monday through Friday. If changes occur to this schedule, they will be posted at the entrance of the Department of Nursing.
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DEPARTMENT OF NURSING CURRICULUM DESIGN

Mission Statement
To provide an outstanding nursing education grounded in the liberal arts and inspired by the ideals of Christ that prepares nurse professionals at the baccalaureate level who exemplify integrity, compassion, scholarship, leadership, excellence in nursing practice and service to others.

Philosophy
The American Nurses Association defines nursing as “the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations” (2010). The program is based on a philosophy of nursing as a combination of scientific competence and sensitivity to human needs, with an emphasis on the well-being of the whole person. The faculty emphasizes the responsibility and accountability of the individual learner, the blending of academic and practical knowledge, and the highest degree of professional ethics. The hallmarks of a Jewell graduate are integrity, compassion, scholarship, leadership, excellence in nursing practice, and service to others.

Our Vision: Mentoring nurse professionals
William Jewell College Department of Nursing will be a select liberal arts nursing program that prepares nurse professionals to lead in quality health care and patient safety innovation in the 21st century. We will promote best practices in the healthcare community by
- providing educational opportunities that demonstrate compassion and respect for patient preferences, values and needs
- integrating best current evidence with clinical expertise
- maximizing the use of health information technologies
- engaging in interprofessional teamwork and collaboration
- fostering altruism, human dignity and justice as fundamental to the discipline of nursing
- serving patients, families, and communities with coordinated care across the lifespan while promoting cultural responsiveness
- inspiring action to transform health care

Curricular Framework
The curriculum in the nursing program at Jewell is depicted in Figure 1 as the Curricular Framework. The framework shows the Jewell nursing student in the center of the curriculum with the six hallmarks shown as arrows directed from the student outward leading to the nurse professional. The three levels, representing progressive competency in the curriculum, are shown as concentric circles around the Jewell student, intersected by the six hallmarks. Each of the three levels builds upon a liberal arts foundation and includes courses that increase in complexity to reach final program outcomes. The nursing curriculum is composed of both course and program requirements. The course requirements are outlined in the course syllabi.

Hallmarks and Outcomes
The Jewell nursing program is distinguished by the six hallmarks that characterize the values of the department and outcomes for graduates. The six Jewell nursing program hallmarks are integrity, compassion, scholarship, leadership, excellence in nursing practice and service to others. A hallmark is defined as a distinguishing characteristic, trait, or feature that indicates quality or excellence (Merriam-Webster, 2004). These hallmarks also function as program outcomes. Nursing courses are organized by using program outcomes to define course objectives and outcomes. Outcomes are
identified for each of the three program levels and occur with increasing complexity, building upon one another within the curriculum.

The six outcomes are considered essential characteristics of a Jewell BS in nursing graduate as reflected in the curricular framework (Figure 1) by the six arrows leading to the final outer ring of the circle, the nurse professional. The six outcomes are listed below and defined.

Figure 1
### Hallmark Student Outcomes Defined

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3/Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Integrity</strong></td>
<td>Interpret integrity related concepts inherent to the professional role of the nurse through demonstration of honesty, accountability, responsibility, fidelity and professional conduct.</td>
<td>Apply integrity related concepts inherent to the professional role as a nurse through demonstration of honesty, accountability, responsibility, fidelity and professional conduct.</td>
<td>Integrate personal integrity as they develop their professional role as a nurse through demonstration of honesty, accountability, responsibility, fidelity and professional conduct.</td>
</tr>
<tr>
<td><strong>Compassion</strong></td>
<td>Demonstrate patient-centered nursing care through therapeutic communication, empathy and sensitivity with respect to privacy and confidentiality.</td>
<td>Practice patient-centered nursing care through therapeutic communication, empathy and sensitivity with respect to privacy and confidentiality.</td>
<td>Provide patient-centered nursing care through therapeutic communication, empathy and sensitivity with respect to privacy and confidentiality.</td>
</tr>
<tr>
<td><strong>Scholarship</strong></td>
<td>Develop an understanding of evidence-based practice and the importance of its application to nursing care.</td>
<td>Demonstrate effective implementation of evidence-based practice in nursing care.</td>
<td>Collaboratively and independently participate in translation of current evidence to quality nursing care.</td>
</tr>
<tr>
<td><strong>Leadership</strong></td>
<td>Recognize and understand effective collaboration, appropriate decision-making, and the ability to lead and follow.</td>
<td>Practice effective collaboration, appropriate decision-making, and the ability to lead and follow.</td>
<td>Incorporate effective collaboration, appropriate decision-making, and the ability to lead and follow.</td>
</tr>
<tr>
<td><strong>Excellence in Practice</strong></td>
<td>Demonstrate evidence-based practice and provide safe, superior nursing care to patients of varying developmental levels and cultures.</td>
<td>Practice evidence-based practice and provide safe, superior nursing care to patients of varying developmental levels and cultures.</td>
<td>Incorporate evidence-based practice and provide safe, superior nursing care to patients of varying developmental levels and cultures.</td>
</tr>
<tr>
<td><strong>Service to Others</strong></td>
<td>Participate in health related activities that are inspired by Christian values through stewardship, assessing the needs of others, and effective communication with a caring attitude.</td>
<td>Participate in health related activities that are inspired by Christian values through stewardship, assessing the needs of others, and effective communication with a caring attitude.</td>
<td>Promote health related activities that are inspired by Christian values through stewardship, assessing the needs of others, and effective communication with a caring attitude.</td>
</tr>
</tbody>
</table>

### Jewell Core Curriculum: Critical Thought and Inquiry (Liberal Arts) and the Nursing Curriculum

The Jewell Journey represents a major investment in, and commitment to, a liberal arts education that is inter-disciplinary and real world focused. This unique program takes advantage of rich curricular and diverse co-curricular activities carefully designed to promote intellectual and personal growth during the student’s time at Jewell. By the time a student graduates, they will be skilled with
deep content knowledge in their majors, practical experience, personal maturity, and the intellectual
habits of mind for very real career and life successes in a world of accelerating change and
challenge.

While enrolled in the core curriculum, students are also studying science prerequisites to understand
the structure and function of the human body, pathophysiological processes, and pharmacokinetics. In addition, courses such as psychology, language, and cross-cultural electives fulfill curricular
requirements and prepare students to understand human behavior from a variety of perspectives.

Students have the option of completing a second major Applied Critical Thought and Inquiry (ACT-In),
which involves the addition of three experiential learning activities to the core curriculum. Students
have the opportunity to complete two of the three experiential learning activities through specific
courses taken within the Department of Nursing. Please see Appendix A for a core curriculum
overview and the William Jewell College Catalog for additional details at www.jewell.edu/academics
>core curriculum.

THE ACADEMIC PROGRAM

Curricular Tracks
Bachelor of Science in nursing (BSN)
The Bachelor of Science in nursing track begins with core curriculum as well as prerequisite courses
including the sciences and psychology: Chemistry, Human Anatomy, Physiology, Microbiology and
Basic Psychology. The track culminates with predominantly nursing and some core curriculum
courses. Students can enter the BSN track in three ways: 1) as a direct entry student from high
school who has met specific admission criteria; 2) as a William Jewell student who has met specific
admission criteria; and 3) as a transfer student from another institution who has met specific
admission criteria. Students can also enter the BSN track with a previous bachelor’s degree and be
exempt from core curriculum requirements. A curriculum guide outlining a possible plan of study is in
the Department of Nursing. Please seek assistance from your advisor as well.

Bachelor of Science in nursing—Accelerated Track (BSN-AT)
The Bachelor of Science in nursing—Accelerated Track (BSN-AT) affords students with a previous
bachelor’s degree from a regionally accredited institution the opportunity to complete nursing studies
in 12 or 16 months and graduate with a Bachelor of Science in nursing. Based on the previously
earned bachelor’s degree, BSN-AT students will be exempt from core curriculum requirements. A
BSN-AT curriculum guide outlining a possible plan of study is available in the Department of Nursing.
Please seek assistance from your advisor as well.

RN-BSN
The RN-BSN track allows students with a previous Associate Degree in nursing from a regionally
accredited institution the opportunity to complete a Bachelor’s Degree. RN-BSN students have a
separate Nursing Student Handbook.

Program Requirements
Medication Calculation Competency (Med Calc)
Student math competency skills are tested prior to the beginning of each semester. This is a program
requirement for clinical compliance. The first Med Calc exam occurs prior to the start of the semester
and attendance is mandatory. Students are required to sign-up for exam times prior to each
The Med Calc coordinator will send out the testing schedule and link to the test sign up 1 week prior to the start of the semester. Due to the process of testing and the potential for remediation and additional attempts, absence from the scheduled exam is only excused in the event of an emergency or documented illness. If the Med Calc exam is missed and not excused, a PFF, as described on page 26 of this Handbook, may be implemented, and the missed exam will count as an attempted exam. A missed exam may affect your ability to pass enrolled clinical courses and affect final course grade.

The Med Calc Coordinator will provide access to a Moodle course, which provides online access to resources to assist with preparation for the Med Calc exam. The Med Calc Coordinator will provide instructions and access codes to the Moodle course for exam preparation within 1 month prior to the start of the semester. The mandatory practice review must be passed at 100% prior to taking the first proctored Med Calc exam. See Appendix B for the Test Plans for each Med Calc exam.

### Exam Schedule:

<table>
<thead>
<tr>
<th>BSN Students</th>
<th>BSN-AT Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1 – prior to NUR 250 clinicals</td>
<td>Exam 1/2 Combo – prior to NUR 250 clinicals</td>
</tr>
<tr>
<td>Exam 2 – prior to NUR 320 clinicals</td>
<td>Exam 3 – prior to NUR 362(MayAT) or 390(JanAT) clinicals</td>
</tr>
<tr>
<td>Exam 3 – prior to NUR 390 clinicals</td>
<td>Exam 4 – prior to NUR 390(MayAT) or 470(JanAT) clinicals</td>
</tr>
<tr>
<td>Exam 4 – prior to NUR 470 clinicals</td>
<td></td>
</tr>
<tr>
<td>Exam 5 – prior to NUR 490 clinicals</td>
<td></td>
</tr>
</tbody>
</table>

### Passing Criteria

- Complete assigned Mandatory Review at 100% by deadline prior to the exam.
- Complete the proctored exam at 100% (30/30). If a student does not achieve 100%, an individualized plan will be initiated.

### Course Grades:

Passing the exam at 100% is a program requirement. The exam will be affiliated with an applicable clinical course and is worth 5% of the course grade. Students will be allowed subsequent attempts if a passing score is not achieved on the first attempt. The points awarded for this exam ARE NOT calculated into the students 80% test average requirement.

### Affiliated courses:

<table>
<thead>
<tr>
<th>3 year BSN</th>
<th>4 year BSN</th>
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</thead>
<tbody>
<tr>
<td>Exam 1: NUR250</td>
<td>Exam 1: NUR250</td>
</tr>
<tr>
<td>Exam 2: NUR320</td>
<td>Exam 2: NUR320</td>
</tr>
<tr>
<td>Exam 3: NUR362</td>
<td>Exam 3: NUR390</td>
</tr>
<tr>
<td>Exam 4: NUR390</td>
<td>Exam 4: NUR470</td>
</tr>
<tr>
<td>Exam 5: NUR490</td>
<td>Exam 5: NUR490</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>JanAT</th>
<th>MayAT</th>
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</thead>
<tbody>
<tr>
<td>Exam 1-2 combo: NUR250</td>
<td>Exam 1-2 combo: NUR250</td>
</tr>
<tr>
<td>Exam 3: NUR390</td>
<td>Exam 3: NUR362</td>
</tr>
</tbody>
</table>
The Med Calc exam is weighted at 5% of the total course grade.

- 100% on first attempt: 5%
- 100% on second attempt: 4.25%
- 100% on third attempt: 3.75%
- 100% on fourth attempt: 2.50%
- 100% on fifth attempt: 1.25%

After the fifth attempt, the student will receive a zero for the med calc exam. However, they will still be required to successfully pass the exam with 100% or they will be unable to pass medication in the clinical portion of the course. See note below.

**Required Remediation:** If 100% on proctored Med Calc exam is not achieved the student will complete the following remediation:

- Contact the Med Calc Coordinator within 24 hours to schedule remediation session
- Complete an individualized remediation plan that may include medication calculation problems, Kaplan modules, and a review exam.
- After remediation, complete a second proctored exam at 100%.
- A student will remain in the remediation process based upon the individualized plan of the Med Calc Coordinator until a Med Calc exam is passed at 100%.
- If a student does not achieve 100% on the third attempt, the student will be responsible for notifying the course coordinator of the applicable course to set up a meeting to discuss a plan for success.
- If a student does not achieve 100% on the fourth proctored exam, a PFF form will be initiated by the Med Calc Coordinator and forwarded to the Admissions and Progression Committee.

**Please Note:**

- Answers are either right or wrong, no credit is given for partial responses or rounding errors.
- The remediation plan is developed by the student in collaboration with the Med Calc Coordinator and the Department of Nursing faculty. Until Med Calc expectations are met:
  - The student will not be permitted to administer medications or may only be allowed to administer medications with a clinical instructor.
  - The student may receive an unsatisfactory grade in clinical for medication administration if Med Calc expectations are not met.
  - There is a risk for clinical and/or course failure if the student is unable to administer medications in clinical and/or if the student does not satisfactorily complete Med Calc requirements.
  - The student will not be permitted to start their Capstone experience.
- Refer to the clinical course syllabus for specific course details regarding med calc requirements

**Diagnostic Testing**

A comprehensive program of diagnostic testing is implemented throughout the nursing program. All nursing majors are required to participate. Individual and group assistance from faculty is provided in interpreting diagnostic test results and in planning strategies for success.
**Purpose:** An assessment and diagnostic/predictive examination program is integrated into all semesters of the nursing program to increase student confidence with standardized testing, assist students with the process of nursing content mastery and assist students with efficient preparation for the nursing licensing examination, NCLEX-RN®. In addition, assessment scores are considered when determining the opportunity for placement in a specialty area during the clinical capstone rotation.

Students accepted into the Department of Nursing will complete diagnostic testing assessments(s) and these may be completed in courses as required at the discretion of the faculty according to curriculum plans. These requirements will be listed in each syllabus.

Students normally complete a non-proctored examination for each content area. Students are encouraged to achieve a score of 90% on the non-proctored exam before they sit for the proctored exam for each content area. It is recommended that students wait 24 hours between non-proctored exam attempts.

### Diagnostic Testing Plan

<table>
<thead>
<tr>
<th>Timing</th>
<th>Kaplan</th>
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<tbody>
<tr>
<td>4 Year BSN</td>
<td>Fund</td>
</tr>
<tr>
<td>Nur 320 Fall Jr</td>
<td></td>
</tr>
<tr>
<td>3 Year BSN</td>
<td>Fund</td>
</tr>
<tr>
<td>Nur 320 Spring Jr</td>
<td></td>
</tr>
<tr>
<td>May AT</td>
<td>Fund</td>
</tr>
<tr>
<td>Nur 320 Summer</td>
<td></td>
</tr>
<tr>
<td>Jan AT</td>
<td>Fund</td>
</tr>
<tr>
<td>Nur 320 Summer</td>
<td></td>
</tr>
</tbody>
</table>

### All Cohorts Senior Year

<table>
<thead>
<tr>
<th>Timing</th>
<th>Kaplan</th>
<th>Remediation Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Advising Day in Fall</td>
<td>AH (Capstone Placement)</td>
<td>Must have Fund Remediation to sit for AH</td>
</tr>
<tr>
<td>Predictor Fall Finals Week</td>
<td>Pred 1</td>
<td>Must have AH Remediation to sit for Pred 1 –</td>
</tr>
<tr>
<td>Spring Sr w/ Med Calc</td>
<td>Pharm</td>
<td>Must have Pred 1 Remediation to sit for Pharm</td>
</tr>
</tbody>
</table>
April last week Spring | Pred 2 | Must have Pharm Remediation to sit for Pred 2

- Students are required to complete diagnostic testing as scheduled.
- Students not completing testing and remediation will be referred to the Chair for a meeting and complete a Performance Feedback Form (PFF).
- Entrance to exams will be conducted similar to NCLEX Testing Centers and Department Testing Guidelines.
- Must present photo ID.
- Remediation must be completed noon the day prior to sit for the scheduled test.
- Remediation will use the Kaplan Integrated Test Analysis reviewing all questions, correct or incorrect, with 2 minutes per question.

NCLEX Preparation and Early NCLEX-RN® Testing in Kansas

Prior to graduation, students may participate in an NCLEX Live Review. This occurs during finals week of the senior spring semester. Students are strongly encouraged to participate in a formal, post-graduation NCLEX review program. A student in good standing electing to seek licensure and employment in Kansas may request to take NCLEX-RN® prior to receipt of College transcript. See the Department Policy in Appendix C.

NCLEX Test Support Seminar

The Department will provide NCLEX testing support seminars throughout the semester. They are required for seniors and optional for juniors and sophomores unless recommended by faculty or advisor. The department attendance policy will apply regarding excused/unexcused absences, with unexcused absences resulting in a PFF initiated by the chair. Make-up will be provided for excused absences.

Tucker Leadership Experience

All students participate in the Tucker Leadership Lab at selected intervals throughout the nursing program. Please note a missed Tucker Leadership activity will be completed with assignments determined by course faculty.

### Tucker Leadership Lab Curriculum Plan

<table>
<thead>
<tr>
<th>Level</th>
<th>BSN 4Y &amp; 3Y</th>
<th>BSN-AT (Jan)</th>
<th>BSN-AT (May)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NUR 250</td>
<td>NUR 250</td>
<td>NUR 320</td>
</tr>
<tr>
<td>2</td>
<td>NUR 370</td>
<td>NUR 380 (fall)</td>
<td>NUR 370 (fall)</td>
</tr>
<tr>
<td>3</td>
<td>NUR 490</td>
<td>NUR 490</td>
<td>NUR 490</td>
</tr>
</tbody>
</table>

Level 1  Location: Low Challenge Course  Time Frame: 3 hours
Purpose/Objectives: Applying tools of problem-solving and process improvement, how to establish team goals, understanding the importance of determining roles and responsibilities, and improving communication skills.

Level 2  Location: Odyssey Course  Time Frame: 4 hours
Purpose/Objectives: Building confidence in leading a team, conflict resolution and knowing when to lead and when to follow.
Level 3  Location: Jewell Outlook Tower  Time Frame: 4 hours  
Purpose/Objectives: Setting personal and team goals, taking calculated risks, overcoming personal fears, recognizing personal limitations, support systems using resources.  

Program Service Requirements

Service is a motivating force by which the nurse provides care that promotes the welfare of others. Service includes identifying a need, recognizing professional skills to resolve the need and implementing those nursing skills to fulfill the need. Service in nursing requires dedication to the values of the profession. The Jewell graduate provides care that is reflective of professional values and ideals of Christian service. Throughout the nursing curriculum, students will move from participation service activities in level I to leading, planning, and mentoring service activities in level II.

Student Learning Outcomes: Demonstrate self-direction and accountability for professional and personal growth in a community service setting; actively participate or take the lead in a community service capacity that provides services to surrounding communities and other established Organization/Agencies.

**BSN and BSN-AT service requirements vary slightly due to the length of time in the program**

<table>
<thead>
<tr>
<th>BSN Traditional Track</th>
<th>BSN-Accelerated Track</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I Participation</td>
<td>Level I/II Combination: Lead/Mentor -</td>
</tr>
<tr>
<td>- 2 hr. min. commitment</td>
<td>- 4-6 hrs. min. commitment</td>
</tr>
<tr>
<td>Level II Lead/Mentor</td>
<td>Level II Lead/Mentor -</td>
</tr>
<tr>
<td>- 4 hr. min. commitment</td>
<td>-</td>
</tr>
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**Service Activity Guidelines**

BSN Level I (Participation Component): The student will participate in one scheduled participation service activity. The goal of service activities at this level will be to volunteer service to an agency or organization by participation in meeting a need. Examples of this type of activity include: assisting on the day of a blood drive, working a first aid station at a festival, etc. The participation component should be completed prior to moving to Level II.

BSN Level II (Lead/Mentor component): The student will participate in one intermediate Lead/Mentor service activity. The goal of service activities at this level will be to directly/indirectly mentor Level I nursing students. Examples of this type of activity include: providing guidance and mentoring for any of the Level I scheduled participation activities or assisting with preparation for lab test-outs, etc. (must be proposed and approved by Service Coordinator prior to start of activity).

BSN-AT Level I & II (Combination Participation/Lead/Mentor Component): The student will participate in one intermediate combined Participation/Lead/Mentor service activity. The goal of service activities at this level will be to directly/indirectly mentor other individuals. Examples of this type of activity include: providing guidance and mentoring for any of the scheduled participation activities, assisting with preparation of campus events (i.e. blood drives), etc.

Information gathering (i.e. who, what, when, where, expectations, etc.) planning, and contracting commitment time should be completed prior to the start of the activity. Each student will submit the following: a **Proposal Form** two weeks prior to the activity and a **Service Completion Form within one week** after completing the activity. These forms must be completed in a professional manner. Students should retain one personal electronic copy of each form to be used in their professional portfolio.
Service opportunities will be posted on Moodle or sent via email periodically (as they come in from the different agencies/organizations) throughout each semester. Students select and participate in the service activity of their choice. Note: *Service ideas must be proposed and approved by Service Coordinator(s) prior to the start of the activity using the proposal form.* Please see the Nursing Service Moodle site for additional service information and forms.

Service Requirement Considerations: Development of individual student questions to explore and gain information regarding the Agency/Organization is appropriate but must be approved prior to service date. A list of prearranged questions, suggestions and additional information to consider during the service experience can be provided by the Service Coordinator upon request.

**Scholarly Program Requirements**

The Department hosts Mind and Heart: A Celebration of Undergraduate Nursing Research, typically scheduled in the fall, and the College hosts the Duke Colloquium, typically scheduled in the spring, as scholarly learning opportunities for students. Both programs will be required for all nursing students annually. The following courses will require attendance at the event in the semester that nursing students are enrolled.

<table>
<thead>
<tr>
<th>Semester</th>
<th>BSN 4Y &amp; 3Y</th>
<th>BSN-AT (Jan)</th>
<th>BSN-AT (May)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>NUR 250</td>
<td>NUR 390</td>
<td>NUR 372</td>
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<tr>
<td>Mind &amp; Heart Symposium</td>
<td>NUR 320</td>
<td></td>
<td>NUR 390</td>
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<tr>
<td></td>
<td>NUR 370</td>
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<td>NUR 380</td>
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<td></td>
<td>NUR 470</td>
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<tr>
<td><strong>Spring</strong></td>
<td>NUR 250</td>
<td>NUR 250</td>
<td>NUR 470</td>
</tr>
<tr>
<td>Duke Colloquium</td>
<td>NUR 320</td>
<td>NUR 470</td>
<td>NUR 490</td>
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<td></td>
<td>NUR 362</td>
<td>NUR 470</td>
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<td>NUR 370</td>
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<td>NUR 490</td>
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Due to 7 week courses, more than 1 course will require the event.

Absences from these compulsory scholarly programs require prior approval from the Department Chair. An alternative assignment will be due 1 week following the event.

**Senior Fall and Spring Finals Week**

In the fall Seniors will complete the Diagnostic Predictor I during finals week. Fall Predictor I will be scheduled around course finals.

Seniors do not have finals during finals week of Spring semester, however, required scheduled activities for the entire week, Monday through Friday, include a NCLEX Live Review, Program Evaluation, Senior Exit meeting, and Pinning Practice. The Department provides and requires all seniors to participate in a NCLEX Review on campus.
Absences from these compulsory programs require prior approval from the Department Chair. An alternative assignment will be due 1 week following any missed activity.

GENERAL INFORMATION

Administrative Staff
Leesa McBroom, PhD, APRN, FNP-C ............................................. Department Chair
Kathran Jackson .......................................................... Assistant to the Department Chair
Marilyn Buhlig ......................................................... Office Manager /Clinical Compliance Coordinator
Christine Parker .......................................................... Program Clinical Coordinator
Allie Foltz ........................................................................ Nursing Student Liaison

Nursing Faculty
The Department of Nursing faculty maintains the responsibility and accountability for the nursing curriculum at Jewell. All faculty are available to students for consultation concerning curriculum and other department matters. Faculty may be contacted at the college via email or phone. A list of full-time faculty and staff is available at www.jewell.edu/nursing.

History of the Department of Nursing
Since its establishment in 1849, William Jewell College has been committed to academic excellence in higher education. The Department of Nursing (DON) was established in 1970 in response to a growing need for baccalaureate prepared nurses concerned for the physical health, psychosocial well-being, and spiritual dimensions of people. The first Bachelor of Science in nursing class graduated in 1974. In May of 2003, a Bachelor of Science in Nursing-Accelerated Track (BSN-AT) option was initiated (12-months in length). The second BSN-AT option was initiated in January 2011 (16-months in length).

Department Accreditations and Approvals
CCNE and HLC Accreditations
The Commission on Collegiate Nursing Education (CCNE) re-accredited the Baccalaureate Degree program at William Jewell College for a period of ten years beginning in September 2009. Verification can be obtained through the Commission on Collegiate Nursing Education at One Dupont Circle, NW, Suite 530, Washington, DC 20036 (www.aacn.nche.edu).

The commission on Institutions of Higher Education of the North Central Association of Colleges and Schools (HLC) has accredited the William Jewell College for a period of ten years ending fall 2020. Their address is: 30 North LaSalle Street Suite 2400 Chicago, IL 60602-2504 (312-263-0456).

Missouri State Board Approvals
The William Jewell College nursing program is fully approved by the Missouri State Board of Nursing; 3605 Missouri Blvd, Jefferson City, MO 65102. (www.pr.mo.gov/nursing.asp). Graduates are eligible to apply to take the National Council of State Boards of Nursing Licensing Examination for Registered Nurses (NCLEX-RN®). Please see the National Council of State Boards of Nursing website for further information on specific eligibility requirements (www.ncsbn.org).

In compliance with the Missouri Nurse Practice Act (Chapter 335 of the Missouri Statutes, section 335.066), nursing program applicants should be aware that the Missouri State Board of Nursing might refuse to issue a license for specific reasons related to moral turpitude, intemperate use of alcohol or
drugs, or conviction of a crime. Admission to and graduation from the William Jewell nursing program does not ensure eligibility for state licensure, and the College makes no representations to that effect. Any candidate for licensure who has been charged or convicted of a misdemeanor or a felony will be required to submit documentation of the court proceedings for that charge or conviction to the State Board of Nursing. The Missouri State Board of Nursing determines who is eligible to take the licensing examination. Questions may be directed to the Missouri State Board of Nursing, 3605 Missouri Blvd, Jefferson City, MO 65102 (573) 751-0681.

Licensure Eligibility of Graduates
Graduation from William Jewell College’s nursing program prepares individuals to take the NCLEX-RN® licensure exam in any state. A student taking the exam in Missouri will be given notification and application procedures in January each year. A student taking the NCLEX-RN® exam in another state must assume responsibility for contacting the desired State Board of Nursing for licensure application procedures. Individual State Boards of Nursing have different regulations; so it is the student’s responsibility to make sure all eligibility requirements are met. The Kansas State Board of Nursing may be contacted at: Landon State Office Building, 900 SW Jackson Street, Suite 1051, Topeka, KS 66612-1230; 785-296-4929. The Missouri State Board of Nursing may be contacted at: 3605 Missouri Blvd., PO Box 656, Jefferson City, MO 65102-0656; 573-751-0681.

Nursing program applicants should be aware that admission to and graduation from the nursing program does not ensure eligibility for state licensure. The individual state boards of nursing determine who is eligible to take the licensing exam.

Student Organizations
Student Nurses Association (www.nsna.org)
The Jewell Student Nurses Association (SNA) is a student-led organization that was initiated by students during the 1977-78 academic year. During that same year, it was recognized by the National Student Nurses Association for outstanding achievement. The Jewell chapter SNA President for 2010-11 was elected and served as President for the Missouri SNA organization (MONSA). In 2015 a Jewell student served as secretary to MONSA and was elected as secretary to the national organization (NSNA). Membership dues for Jewell’s SNA are included in nursing student program fees making every nursing student in the program a member of the Jewell SNA chapter. SNA officers are elected annually to provide leadership. The officers set the dates and times of meetings at the beginning of each academic year. Active participation in SNA provides educational benefit and the opportunity to develop leadership skills and deepen friendships. In addition, it is a forum for raising awareness of current nursing student issues. The faculty actively supports the programs and activities of this organization. Election to the SNA board is described in their constitution. Questions can be directed to the Student Faculty Development Committee.

Nurses Christian Fellowship (www.intervarsity.org)
In 2006, student nurses started the William Jewell College chapter of Nurses Christian Fellowship (NCF). This organization is a part of Intervarsity Christian Fellowship and elects officers annually to organize meetings, study and pray. For more information, contact the Department of Nursing NCF faculty advisor.

Sigma Theta Tau - Mu Mu Chapter (www.nursingsociety.org)
William Jewell College’s Mu Mu Chapter of Sigma Theta Tau International (STTI), an International Honor Society for Nursing, was chartered in 1990 and is based upon their mission and values. More information provided by STTI. The major purposes of this honor society are to: (a) recognize superior
achievement, (b) recognize the development of leadership qualities, (c) foster high professional standards, (d) encourage creative work, and (e) strengthen commitment to the ideals and purposes of the nursing profession. Criteria for invitation to membership in the Mu Mu chapter includes a cumulative grade point average of at least a 3.0 on a 4-point scale or its equivalent in the upper 35% of the class, as well as evidence of accomplishment of the purposes of the honor society. Exclusionary criteria for induction qualifications would include having any Performance Feedback Forms regarding academic integrity, having failed a nursing (NUR) course or withdrawn from a nursing (NUR) course with failing status during the student’s time at Jewell. Selection of inductees is managed by the MuMu Chapter Executive Board Members who includes faculty and non-faculty members. Students who have completed the third semester of the traditional nursing program may be invited to join. Initiation for nursing students occurs once each year. The induction is typically held during the spring semester. For further information regarding Sigma Theta Tau International, contact the Department of Nursing STTI MuMu Chapter faculty counselor/advisor, Dr. Leesa McBroom or STTI President, Professor Melissa Timmons. For more information see http://www.nursingsociety.org/why-stti/stti-membership

Department Organization And Committees
Student representatives are invited by nursing faculty to attend and participate in selected course and department committee meetings at regularly scheduled intervals. This student input is beneficial to the overall program and highly valued by both faculty and students. (see Appendix D for the Department of Nursing Organizational Chart and Appendix E for Department Committee details). In addition, nursing students may elect course representatives. These students are to provide formal leadership and communication with the DON faculty. See Appendix F for the Student Representation guidelines.

Communication
Faculty Mailboxes
Faculty mailboxes are located in the Nursing Faculty Workroom inside Marston 406. Students wishing to leave items or messages in a faculty member's box should place them in one of two Department Inboxes. One is located on the table inside the door of the faculty office suite, Marston 422-427. The other is on the upper ledge of the Department Administrative Assistant’s desk in the main Nursing office, Marston 104.

Email
Each student receives a Jewell email account that is accessible from any workstation on campus and via remote access from off-campus sites. Students are expected to check their Jewell email accounts each week day when school is in session and to comply with proper campus usage policies. Requested response to an email is expected within 24 business hours of email's original sent date or sooner if requested by the sender. The student’s Jewell email account is available for one year following graduation.

Moodle – NUR_SE
The courseware system used at William Jewell is Moodle. NUR_Student Essentials (NUR_SE) is accessible by all nursing students and faculty on Moodle. This site is a significant resource for nursing students where pertinent information and documents such as the Department of Nursing Student Handbook, calendars, clinical and compliance forms and other information is available.
Safety Reporting

Students have an anonymous reporting tool on the Nursing Student Essential site under Safety Reporting to report any safety concerns in clinical, class, lab or simulation. This tool is set up as a question survey. Students can remain anonymous or choose to self-identify. The reports are reviewed by the Chair of the Department and Chair of the department’s Evaluation and Assessment Committee. The reported incident may be investigated. The two chairs review the report and investigation results to improve the quality and safety for students and may make policy change recommendations.

Emergency Notification

The Jewell Alert System provides instant cell phone communication to all members of the college community who choose to be a part of the network. The system is reserved exclusively for two specific scenarios: school closings for day classes due to inclement weather and emergency situations that are in progress on the campus. Register for this service at the following link: http://www.qtags.com/wjc/ or text Jewell Alert to 78247.

Cancellation of Classes

All class cancellations for the day can be viewed at the following link: http://www.jewell.edu/cancellations.

Cancellation of Clinical

Clinical instructors will notify their students of any clinical cancellation. At the discretion of course faculty, clinical days may be made up based on course objectives.

Student Contact Information

Each student is expected to provide their contact information and an emergency contact person’s information to the department and keep it up to date throughout each academic year. This information is used by faculty for contact purposes and is not shared without permission.

Campus Resources

The college provides many resources for students including the Academic Achievement Center, Counseling Services, and Student Life. Details can be found on the Jewell intranet at https://central.jewell.edu

Technology

Jewellverse is a campus-wide initiative to provide an iPad to each student. Students will receive a new device every two years and keep it upon graduation. A limited number of desktop computers are provided for the convenience of nursing students in 404 Marston and the Curry Hall Commons. Additional computers are available in the Pryor Learning Commons (PLC) 24/7 with a William Jewell ID. Wireless Internet is available throughout campus. For technology support please refer to the Knowledge Base found on Jewell Central HelpDesk, place a HelpDesk Ticket or visit the E-hub in the lower level of the Pryor Learning Commons.

Printing

Students may print a preset number of pages per academic year on campus printers. Additional pages may be purchased at the campus Business Office.
**Nursing Arts Laboratory (NAL)**

The Nursing Arts Laboratory (NAL) is open to students 24 hours/day and seven days a week. Students are welcome to use the Nursing Arts Laboratory between 0800 AM and 1630 PM Monday through Friday unless a class or testing is in session. Scheduled group laboratory sessions are posted outside both of the NAL entrances (Marston 405 and 410). Nursing students are required to bring Jewell student IDs when entering the Nursing Arts Laboratory after normal business hours. The ID will provide access via a swipe lock system. Campus Safety is also available upon request to allow entrance to the NAL facilities after the hours listed above to nursing students presenting a Jewell student ID. **Students must sign the "After Hours Lab Access" log-in sheet.**

Due to the equipment and supplies in the NAL, non-nursing students are not permitted in the Nursing Arts Laboratory (NAL) unless prior permission has been obtained from the NAL Coordinator.

**Campus Safety**

Call 816-364-0709 or campus extension 1411 for any emergencies including injuries. After business hours call Campus Safety to enter the NAL and/or to request escorts to your car.

**Curry Hall Commons**

There is a common area for student use on the intermediate level of the Curry Hall building. This area is accessible 24/7 with a William Jewell student ID.

**Scholarship Information**

Scholarship information is available through the William Jewell College Financial Aid Office. In addition, scholarship opportunities specific to nursing students are sent by email from the Department administrative office.

**College Policies, Codes and Regulations**

For further information about college policies, codes and regulations please see the William Jewell College Course Catalog via [www.jewell.edu/academics](http://www.jewell.edu/academics) and the William Jewell College Student Handbook located at [https://central.jewell.edu](https://central.jewell.edu). Please review the College Catalog for policies such as the Family Educational Rights and Privacy Act (FERPA) and Students with Disabilities

**Refund Policies**

For more information about the college refund policies please see the current college Course Catalog at [www.jewell.edu/academics](http://www.jewell.edu/academics).

**Nursing Program Fees**

Students may be charged for program fees such as skills lab equipment, diagnostic testing materials, simulation costs, malpractice insurance, clinical placement and other direct per student fees incurred to administer the nursing program. Program fees are included in the cost of each semester and are attached to a designated course for each semester. BSN and BSN-AT students pay the same program fees. The fees are paid at different times throughout the program due to the different course plan of each track. BSN-AT students pay program fees separately and may not have fees attached to a course unless new fees have occurred since the publication of AT fees. Online course fees are separate from nursing program fees. Please contact the Chair for a detailed list of fees.
Below find a schedule of courses in which fees may be assessed for the 3 year and 4 year track.

<table>
<thead>
<tr>
<th>BSN 3 Year Track</th>
<th>BSN 4 Year Track</th>
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<tbody>
<tr>
<td>NUR 250</td>
<td>NUR 250</td>
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<td>NUR 320</td>
<td>NUR 320</td>
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<td>NUR 322</td>
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<td>NUR 362</td>
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<td>NUR 390</td>
<td>NUR 392</td>
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<td>NUR 392</td>
<td>NUR 470</td>
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<td>NUR 490</td>
<td>NUR 490</td>
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</tbody>
</table>

Graduation with Honors/Graduation with Achievement

Nursing students may seek graduation with honors or achievement. Eligible students must have a minimum grade point average of 3.5 at the time of graduation and have completed 'A' level work on a special research or creative project in a concentrated area over two or more semesters. Students planning to pursue an honors project should declare that intent in writing to the Chairperson of the Honors Council no later than the third week of the second semester of the junior year. Additional information may be obtained regarding the Honors Program by contacting the College Provost or the Chairperson of the Honors Council.

Leave of Absence (LOA)

The DON respects and honors the LOA policy of William Jewell College. Students are required to meet with their academic advisor to discuss completion of an LOA form, if necessary, and to communicate with the DON APC regarding exiting and re-entering nursing program cohorts and further program progression upon return to the college.

Department of Nursing Awards

Outstanding Academic Achievement Award

The Academic Achievement Award is recognition of a graduating senior for outstanding scholarship. The criteria for this award include: (a) achieving the highest grade point average in nursing courses and (b) in case of a tie—highest cumulative grade point average. This award will be given to one BSN student, one BSN-AT student and one RN-BSN student meeting the above criteria.

Outstanding Nursing Student Award

The Outstanding Achievement Award is recognition of a graduating senior for leadership and participation within nursing and the community. The criteria for this award include: (a) commitment and accountability, (b) creativity, (c) involvement in social concerns, (d) involvement in professional concerns, and (e) leadership skills. Students and faculty will nominate candidates for the Outstanding Nursing Student Award. Nominations must include rationale. Selection will be made by vote of the department faculty. This award will be given to one BSN student, one BSN-AT student and one RN-BSN student.
Hallmark Awards

Each year students are recognized for excellence in the Department of Nursing. The names of these awards reflect the six William Jewell Nursing Hallmarks: (a) integrity, (b) compassion, (c) scholarship, (d) leadership, (e) excellence in nursing practice, and (f) service to others. Awards will be given to BSN, BSN-AT and RN-BSN students.

Other Awards

These additional awards may also be granted:
Mary Grant Seacole Award for Service
Ann Bax Ozbolt Award for Servant Leadership
Dr. Leesa A. McBroom Spirit of Nursing Award

Hallmark Forms

Hallmark forms may be completed by any faculty member (full time, part-time or clinical), by a Jewell staff member, by a staff member from a clinical agency or by another student. These forms will be used to recognize students who demonstrate attributes consistent with any of the William Jewell Nursing Hallmarks: (a) integrity, (b) compassion, (c) scholarship, (d) leadership, (e) excellence in nursing practice, and (f) service to others. These forms may be used to determine recipients of the Hallmark awards (see Appendix G).

Nursing Pinning Ceremony

The Nursing Pinning ceremony is held on the Friday before graduation. Nursing Pinning is conducted to recognize with honor the completion of a rigorous educational preparation. Graduating seniors may request up to 2 pinners. Pinners must be registered nurses – active or retired.

DEPARTMENT OF NURSING STANDARDS OF STUDENT CONDUCT

The hallmarks of a William Jewell College Nursing graduate are integrity, compassion, scholarship, leadership, excellence in nursing practice, and service to others. Considering the importance of these hallmarks, as well as the importance of committing oneself to the attainment of these hallmarks and development as a nurse professional, the Department of Nursing has clear expectations for its students set forth within this Department of Nursing Student Handbook. The accrediting body, Commission on Collegiate Nursing Education (CCNE), and the ANA code of ethics declare faculty responsible to require professional behavior of students prior to entry into practice.

It is important that each nursing student understands expected behavior when he or she enrolls in the Nursing program. Each nursing student is not only a member of the Department of Nursing but also a member of the William Jewell College community upon enrollment. Accordingly, William Jewell College has established a set of standards for student conduct. The College’s Standards of Conduct and disciplinary due process system can be found in the William Jewell College Student Handbook available on the intranet. (https://central.jewell.edu). In addition to the College’s Standards of Conduct, nursing students are expected to adhere to all expectations and policies outlined within the Department of Nursing Student Handbook. Professional behavior is required in all learning environments. Students are expected to carefully review guidelines for clinical attire, class and clinical attendance, and other professional expectations of the Department in the student handbook.
The College’s Standard of Conduct and the Department of Nursing’s policies and expectations reflect the College’s and the Department’s responsibility to provide the finest possible education for those who pursue a professional career path. See Appendix H for important resources on expected behaviors and expectations of the registered nurse.

Students must comply with the Standards for Safe Nursing Practice. Department of Nursing outcome measurements are based on the Essentials of Baccalaureate Education for Professional Nursing Practice (American Association of Colleges of Nursing, 2008), and must be met upon graduation from the Department of Nursing.

**Professional Behavior Standards**

Nursing education incorporates the values of the profession with the values of the Nursing Department and William Jewell College. These values include accountability, dependability, honesty and competence. Students in the William Jewell Department of Nursing are expected to display behavior that fosters an ethos of professional nursing practice and respect for others. Respect is demonstrated by affirming human dignity, being willing to listen, tolerating opposing points of view, acknowledging different life experiences, avoiding personal attacks, and responding to questions and requests. To that end, professional behaviors are the expectation in all interactions within the program including laboratory, simulations, clinical experiences, classroom time and any time the student is representing William Jewell College.

- Every student, in written, electronic and face-to-face communications with faculty, staff, peers, patients, family members, visitors, guests and clinical partners, should demonstrate respect and civility.
- Be polite, kind, caring and compassionate as you represent yourself as a Jewell student.
- Work cooperatively within a team and respect the skills, expertise and contributions from all people involved with your education.
- Treat others fairly and without discrimination.
- Uphold the reputation of the Jewell Nursing Program.
- If mobile devices are permitted in the clinical setting, students must adhere to institutional policy, guidelines and the clinical syllabus.
- Secure outside childcare for all scheduled activities and class times.
- Demonstrate ethical behavior in all aspects of the program.
- Assume responsibility for your learning.
- Adhere to the William Jewell College General College policies relating to Discrimination and Sexual Harassment located within the William Jewell College Student Handbook at: [www.jewell.edu](http://www.jewell.edu).
- Adhere to the William Jewell College Honor Code implemented 2010 located within the William Jewell College Student Handbook. The Honor Code is in effect during proctored and non-proctored exams and quizzes whether on-line or on-ground.
- Maintain professional boundaries with faculty, staff, fellow students, guests, patients and their visitors or family.
- Check email daily, following up promptly to email from faculty and staff.
- Provide documentation requested from faculty promptly, particularly regarding absences.
- Attend all clinical assignments and if make-up is needed, taking responsibility for arranging and attending make-up assignment.

**Classroom courtesy:**

- Be on time and attend classes, clinical, and labs as per policies listed in this handbook.
Be well prepared for classes and actively participate.
Receive instructor permission to electronically record course content.
Submit required assignments on time.
Take exams when scheduled.
Meet the course and behavior standards as defined herein and by the course syllabi.
When scheduled, keep appointments or communicate with faculty and advisors ahead of time to cancel.
Turn off cell phones and other disruptive electronic devices during class. Avoid answering calls, texts, and social media during class.
Save side conversations in class for after class or for during a break.

Unprofessional conduct includes:
- Talking or communicating negatively about faculty, other students, staff, patients or their family members.
- Exhibiting a habitually defensive or negative communication style.
- Failure to take responsibility for one’s own actions.
- Verbal, physical or mental abuse including bullying.
- Dishonesty.
- Failure to recognize limits and abilities that put other people’s (faculty, staff, patients, family, visitors or fellow students) health or safety at risk.
- Failure to accept and/or follow direction from college or clinical faculty.
- Breach of confidentiality including, but not limited to, HIPPA violation.
- Misuse of the Internet or social networking sites.
- Failure to keep appropriate professional boundaries.
- Persistent rudeness to faculty, staff, clinical partners, fellow students, patients or family members.
- Discrimination.

College Honor Code Violations
Academic misconduct includes, but is not confined to, plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests, and papers; stealing tests or other academic materials; knowingly falsifying records, documents, or others’ signatures; and turning the same work in to more than one class without the permission of the instructors involved. Violations can result in failing the assignment, failing the course, and/or Honor Code charges. For questions regarding the Honor Code Procedure contact the Student Life Office at 816-415-5031 and refer to the William Jewell College Student Handbook on the Jewell intranet [https://central.jewell.edu](https://central.jewell.edu) and the Jewell Honor Code Policy at [http://www.jewell.edu/gen/william_and_jewell_generated_pages/Handbook_Home_p3904.html](http://www.jewell.edu/gen/william_and_jewell_generated_pages/Handbook_Home_p3904.html).

Department of Nursing Plagiarism and Cheating Policy

Plagiarism and cheating does not represent the integrity of the nursing profession and is considered unprofessional. Plagiarism and cheating are serious offenses that are addressed by the College’s Honor Code policy and may also result in disciplinary actions in the nursing program including failure of a exams, assignments course and/or dismissal from the nursing program.

Plagiarism is the presentation of work by another as one’s own and is theft of intellectual property. Furthermore, presentation of one's own previous work as new is academic cheating. Cheating includes but is not limited to cheating on tests or examinations; sharing information about exams; not working independently on independently assigned exams, quizzes and projects (including Prep-U
quizzes); turning in counterfeit reports, tests, and papers; stealing tests or other academic materials; knowingly falsifying records, nursing care plans, documents, or others’ signatures; and turning the same work to more than one class without the permission of the instructors involved.

Safe Nursing Practice
Safe nursing practice is defined as practice that protects the patient and health care workers from danger. Unsafe nursing practice is defined to include, but is not limited to, the following behaviors:
1. Failing to complete nursing duties as assigned.
2. Demonstrating lack of acceptable or safe nursing judgment in performing nursing interventions or nursing duties.
3. Engaging in activities for which the nurse is not academically prepared or which exceed the nurse’s own limitations, i.e. performing interventions that the student has not been checked off for in lab.
4. Engaging in activities that do not fall within the realm of standardized nursing practice and endangers patients.
5. Recording and/or reporting client-care data and/or nursing interventions inaccurately or fraudulently, or failing to record and/or report data.
6. Theft/misuse of medications, supplies, equipment or personal items of the patient/client or employer.
7. Endangering the welfare of the client. Examples of behaviors:
   a. Reporting to clinical under the influence of alcohol, drugs or other substances.
   b. Reporting to clinical when physically or mentally unsafe to assume care whether due to sleep deprivation, infectious disease, extreme stress or any other condition.
   c. Failing to administer medications and/or treatments in a responsible manner, this includes having adequate knowledge of the drug, its side effects and adverse effects.
   d. Violating the confidentiality of information or knowledge concerning the patient/client except where required by law.
   e. Leaving a nursing assignment without notifying appropriate personnel, i.e. leaving without reporting off to patient’s nurse and/or leaving floor without notifying clinical instructor.
   f. Failure to provide a safe environment, i.e. leaving patient without putting bedrails up or leaving the call light in reach.
   g. Exposing patients to unnecessary risks.
8. Failing to assess and evaluate a patient’s status within one to two hours of beginning of shift.
9. Failing to report a change in patient’s status or assessment to the nurse or charge nurse, and/or doctor.
10. Failing to institute nursing intervention that might be required to stabilize a patient’s condition or prevent complications.
11. Knowingly or consistently failing to accurately or intelligibly report or document a patient’s symptoms, responses, progress, medications and/or treatments.
12. Causing suffering, permitting or allowing physical or emotional injury to the patient or failing to report the same in accordance with the incident reporting procedure in effect at the employing institution or agency.
13. Expressly delegating nursing care functions or responsibilities to a person who lacks the ability or knowledge to perform the function or responsibility in question.

Adapted from: Arkansas State Board of Nursing Grounds for Discipline and University of Texas
Professional Appearance Policy

The Professional Appearance Policy is based upon clinical agency policies and is part of the department’s responsibility to our clinical partners. Official attire for William Jewell students in hospital clinical settings includes the following: (Students may be sent home from clinical for noncompliance.)

- William Jewell Nursing name badge
- William Jewell College or assigned agency photo identification
- White, clean, pressed Cherokee nursing shirt with Jewell Nursing logo
- White, clean, pressed Cherokee scrub/lab coats with Jewell logo
- Black, clean, pressed Cherokee nursing pants whose hem does not drag the floor.
- Clean, well-cared-for predominantly black non-porous/non-permeable nursing shoes or black non-canvas shoes. Shoes must be closed heeled and closed toes.
- White non-transparent (long or short sleeve) shirts that cover the entire chest, back and abdominal areas to wear under nursing shirt if desired
- Black or white hose or socks. Support hose highly recommended
- No colored undergarments that are visible through uniform
- Jewell uniforms may only be worn at clinical or Jewell sponsored events
- No jackets or hoodies in patient care areas
- A watch with the ability to display seconds or a second hand
- Good hygiene such as bathing, use of deodorant and brushing teeth is expected
- Hair should be pulled back or short enough to keep from touching a patient or falling into the student’s face when providing care; conservative hair accessories are permitted.
- Hair dyes/streaks including but not limited to: pink, green, blue, purple, pastels, etc. are not acceptable. Feathers in hair are not appropriate professional attire.
- Facial hair should be closely groomed and cropped and not interfere with wearing of protective equipment.
- Fingernails should be natural (not artificial), cleaned, well groomed, and no more than ¼” long. Nail polish may not be worn. No artificial, bonding tips, wrapping, acrylic and gel finishes are permitted per CDC guidelines.
- No excessive make-up such as bright or dark eye make-up
- Jewelry is to be minimal (necklaces, bracelets, rings with stones may be prohibited in some clinical settings)
- No more than two small post earrings per ear are permitted
- No nose rings/posts, tongue posts, eye rings/posts, lip rings/posts or gauge earrings or buttons. These items must be removed.
- No chewing gum.
- No fragrances.
- Tattoos must be covered.
- No weapons of any kind are permitted (including but not limited to guns, knives, or any non-TSA approved).

Students visiting clinical agencies to gather data regarding their patient assignment are required to wear the following:

- White, clean, pressed lab coat with the Jewell Nursing logo on the left upper chest area
- William Jewell College name badge
- William Jewell College or assigned agency photo
- Conservative professional clothing. Jeans, shorts, capris pants and flip-flops are not considered professional attire.
Students in Community Health and Mental Health will follow the personal appearance policy of the agency to which they have been assigned. Generally, professional acceptable dress is as follows:

- White, clean, pressed lab coat with the Jewell Nursing logo on the left upper chest area
- William Jewell College name badge
- William Jewell or assigned agency photo
- Conservative, professional clothing - Jeans, shorts, capris pants and flip-flops are not considered professional attire.
- There may be additional attire requirements from site-specific locations such as a blue nursing top for Mental Health at certain clinical agencies. Students will be notified of these requirements in advance.

Students in Pediatric Clinical may wear the following along with their William Jewell name badge and photo identification:

- Black uniform pants
- Uniform shirts with colors or prints are permitted.
- Sweatshirts or shirts with logos are not permitted.

Acceptable professional dress for students participating in service projects is as follows:

- White, clean, pressed lab coat with the Jewell Nursing logo on the left upper chest area
- William Jewell College name badge
- William Jewell College photo identification on upper chest
- Conservative, professional clothing - Jeans, shorts, capris pants and flip-flops are not considered professional attire.

Each student is required to have the following equipment:

- Watch with a second hand precision
- Stethoscope equipped with a bell and diaphragm

Please Note: Specific agencies may have stricter personal appearance policies. If so, these will be honored, and students will be made aware of these policies prior to the start of clinical.

**ACADEMIC POLICIES**

**Admission Criteria**
For admission criteria please visit [www.jewell.edu/nursing](http://www.jewell.edu/nursing).

The Jewell Department of Nursing will consider courses for credit as they apply to the curriculum offered at William Jewell College, provided the student submits course grades of C- or higher; the approved science courses* are completed within the 10 years prior to the student’s start date of the nursing program; and the approved Nutrition, Pharmacology, and/or Pathophysiology courses are completed within the 5 years prior to the student’s start date of the nursing program. Applicants to the program not meeting these requirements will be considered on a case-by-case basis.

*Anatomy with a lab, Chemistry with a lab, Microbiology with a lab, and Physiology with a lab

Once enrolled into the DON program, NUR242 Pharmacology will only be accepted when taken successfully through William Jewell College.
Program Entry by A Change In Major
Students who request to transfer into the nursing program by changing a Jewell major must meet with the Department Chair and/or Nursing Student Liaison to review the admission criteria. Determination of acceptance into the nursing program will then be made based on the student meeting admission criteria and space availability. Students will work with the Office of Admission to provide admission paperwork.

Background Checks, FCSR Reports and Drug Screening

Background Checks and FCSR Reports
In order to ensure that all students in the William Jewell College Nursing Program are well qualified, have a strong potential for success, and to comply with the requirement of clinical agencies, applicants are required to fully disclose any information that may appear on a criminal background check. Background checks and Missouri Family Care Safety Registry (“FCSR”) reports are required of all students upon conditional acceptance to the nursing program with results provided to the Clinical Compliance Coordinator prior to beginning the Nursing Program. A student will have his/her conditional acceptance to the Nursing Program revoked if the criminal background check shows any criminal convictions or pending charges (not including minor traffic violations) or the FCSR report shows any negative information (even if such information does not rise to the level of a criminal conviction).

Additionally, after admittance to the Nursing Program, students have the ongoing obligation to report any criminal convictions, pending charges, or other negative information that would show up on a background or FCSR report that arise while enrolled. A student will not automatically be expelled from the Nursing Program if these incidents happen during enrollment, but such conduct may affect the College’s ability to place a student at a clinical agency for a clinical experience because clinical agencies have the right to request additional background checks and may elect to deny admittance to their agency for clinical rotations based on the results of that background check. Additional background checks may be conducted throughout progression in the nursing program. Students should be aware that individual State Boards of Nursing might utilize a more thorough background check upon application for licensure. For more detailed information, please see the Department of Nursing’s background check policy at www.jewell.edu/nursing.

Drug Screenings
As a condition of participation in the nursing program at William Jewell College, each student will be required to sign a William Jewell College consent form agreeing to undergo drug testing and authorizing release of test results in accordance with this policy. A student will not be permitted to participate in clinical activities until completed. In addition, if there is cause to suspect use of alcohol or other illegal substances within the classroom or clinical setting, completion of a drug test may be required. The costs for drug screening may be assessed to the student per the policy. In cases of reasonable cause, student may petition for the charges to be waived if the result is negative. Refer to the full Department of Nursing Drug Screen Policy for more information at www.jewell.edu/nursing.

Transcripts for Transfer Credit
The registrar must receive all official transcripts with grades for all completed and required prerequisite courses by the last day of the first semester of which the enrolled program begins.

Students transferring from another college or joining the BSN-AT track will be asked to sign an acknowledgement (see Appendix I) prior to beginning their first nursing course confirming that they have completed and passed each required prerequisite course with at least a “C-” or above. If, upon receipt of the student’s prior transcript(s), it is discovered that the student did not pass each required
prerequisite course with at least a "C-" or above, the student will not be allowed to continue in the program.

If a transcript or a pre-req course grade is pending due to circumstances outside the student’s control, it is the student’s responsibility to obtain, in written format, by the first day of class of the current semester, a notification from the pre-req course professor that the student has earned a C- or above in order to begin the course for which that pre-req is required. If this information is not received, the student may not be permitted to begin or continue the course. Student academic advisors, the DON Student Liaison and the Admission Progression Committee (APC) will monitor this process.

**Independent Study Guidelines**

The Department of Nursing supports independent study for credit that promotes in-depth exploration of and knowledge enhancement according to the student’s interest. A student may take no more than six (6) credit hours of independent study toward the Bachelor of Science degree in nursing.

The student is responsible for development of the project. The student is also responsible for obtaining a faculty advisor and completing the required college forms for independent study. Sophomores should enroll in NUR 260, juniors in NUR 360, and seniors in NUR 460.

A one (1) credit hour non-clinical course generally requires approximately fourteen (14) direct/contact hours with faculty/designee or a ten (10)-page paper. If the independent study has a clinical focus, hours are calculated on a one (1) to three (3) ratio. Thus, a one (1) credit hour clinical course generally requires approximately forty-five (45) clinical hours. A combination of options may be developed.

**Writing Style Guidelines**

The Department of Nursing requires all papers follow the guidelines in the most current edition of the *Publication Manual of the American Psychological Association (APA)*. A standard format for papers is required to assure proper citations of references and clarity of content. The APA is a common format for professional writing for graduate programs in nursing and nursing journals. Additionally, over half of Department of Nursing alumni continue their formal education in graduate programs; and many author formal papers and journal articles. Therefore, it is vital for student nurses to learn APA format. The *Publication Manual of the American Psychological Association (6th Edition Second Printing: July 2009)*, is available in the Campus Bookstore and on reserve in the Curry Library.

**Scholarly Sources**

Evidence-based care is an important concept within nursing. When writing papers or referencing care, it is essential that nursing students utilize scholarly literature and resources. In general, online resources ending in .gov, .org, and .net tend to be more scholarly based. Turnitin.com is utilized within the Department of Nursing to verify originality of scholarly papers.

**Grading Standards**

*Grading standards are defined within each academic department of the college. Department of Nursing grading standards are listed below:*

<table>
<thead>
<tr>
<th>Theory Component</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>100 – 97.00</td>
<td>A+</td>
</tr>
<tr>
<td>96.99 – 90.00</td>
<td>A</td>
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</tbody>
</table>
The Department of Nursing does not round grades. Within the Department of Nursing program, a grade of D+ or below is a failing grade and the course will need to be repeated.

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>89.99 – 87.00</td>
<td>B+</td>
</tr>
<tr>
<td>86.99 – 80.00</td>
<td>B</td>
</tr>
<tr>
<td>79.99 – 78.00</td>
<td>C+</td>
</tr>
<tr>
<td>77.99 – 75.00</td>
<td>C</td>
</tr>
<tr>
<td>74.99 – 70.00</td>
<td>D+</td>
</tr>
<tr>
<td>69.99 – 60.00</td>
<td>D</td>
</tr>
<tr>
<td>59.99 &amp; Below</td>
<td>F</td>
</tr>
</tbody>
</table>

The Department of Nursing does not round grades. Within the Department of Nursing program, a grade of D+ or below is a failing grade and the course will need to be repeated.

**Clinical Component**

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>Pass</td>
<td>P</td>
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<tr>
<td>Fail</td>
<td>F</td>
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</table>

**Laboratory Component**

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<th></th>
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<tbody>
<tr>
<td>Pass</td>
<td>P</td>
</tr>
<tr>
<td>Fail</td>
<td>F</td>
</tr>
</tbody>
</table>

*NUR 322 Concepts and Techniques I and NUR 392 Concepts and Techniques II are lab courses that are graded. These two labs follow the grading standards outlined above in the Theory Component section.

**Test Average Requirement**

In addition to passing each nursing course, a nursing student must achieve an 80% or above average on course examinations. A D+ is the highest letter grade awarded if the minimum requirement of 80% exam average is not achieved.

**Nursing Student Standings in Department**

A nursing student will have one of three standings in the department: good standing, probation or dismissal. A student in good standing has a minimum of C in all courses in the nursing curriculum, exhibits professional behavior described in the nursing student handbook and is not on probation or a performance improvement plan. A student on probation is assigned when a student is on probation according to the probation policy of the nursing student handbook. Dismissal is assigned to a student who has been dismissed according to the policy on dismissal. Probation or dismissed student status will only be communicated to another institution the student is transferring to if the institution requests the status in writing.

Please see the Progression, Probation, Non-Progression, Repeating, or Dismissal section for definitions and procedures for probation and dismissal.

**Performance Standards**

Any concerns noted by DON faculty with standards of conduct or performance standards outlined within the DON student handbook or course/clinical syllabi will initiate the Performance Feedback Form process as noted below (see Appendix J).
Performance Feedback Forms (PFF)

Performance Feedback Forms (PFF) are initiated by nursing faculty (full-time, part-time and adjunct) and completed in collaboration with the student as a means of communicating concerns in a nursing course, lab, clinical setting or the Nursing Program. PFFs are commonly completed with a student whose performance and/or behaviors fall outside the outlined expectations and policies within the Department of Nursing (DON) Student Handbook or a nursing course, clinical or lab syllabus. Possible examples for use of a PFF include, but not limited to, violation of Safe Nursing Practice, violation of Professional Behavior standards, violation of policies (Clinical Compliance Policy, Medication Calculation Policy, Professional Appearance Policy, Honor Code Policy, Attendance Policy), failure of a course, at-risk for failure of course, and dismissal from the Program.

If the faculty member identifies a performance concern based upon expectations in student handbook and/or the course or clinical syllabi, the instructor will initiate the PFF process with the student within 5 college-recognized business days. This communication process may occur via verbal conversation followed up by email, or via email alone. The student is expected to complete the form and return the form to the faculty member within 72 hours after the process is initiated. Upon completion of the PFF, the form will be submitted within 24 hours via secure file/hardcopy to the administrative assistant for distribution to the appropriate DON faculty including: APC members, academic advisor(s) and DON Chair with the original to be placed in the student’s departmental academic file. If the student does not complete the form within 72 hours or the form is not returned at all, the PFF must still be submitted within 24 hours of no response from student including a notation by the faculty member regarding the attempt to provide student signature and will then be placed in the student’s department file.

APC will then determine one of the following actions:
1) form completed with no further action taken
2) counseling session with faculty, advisor, or APC
3) performance improvement plan may be developed and monitored by APC. A performance improvement plan is a plan developed with the student to outline steps for success or improvement on a performance concern

Class Attendance Policy

The William Jewell College Department of Nursing expects its students will recognize they are entering a profession in which commitment to full participation in the learning environment is an essential component of developing a style of life-long learning. Attending class and participating in classroom learning activities are intended to prepare students for clinical learning. Attendance is expected and required in all educational activities including classroom, clinical, and laboratory sessions. Attendance is a requirement because of safety concerns for the patient and the nurse, and because the nature of nursing work requires full-time participation and attendance. Clinical preparation and learning is important for patient safety. Additionally, tardiness is disruptive to the learning environment and is, therefore, highly discouraged.

Definition of an Absence
A student who does not report to a class as scheduled is considered absent.

Definition of a Tardy
A student who reports to a class after the given start time of that class is considered tardy.

Class Start Time Safety

30
The doors will be closed and may be locked after the start time of the class.

**Occurrences**
One absence or two tardies will be documented as one occurrence.

The following grid is designed to provide guidelines when addressing the total number of occurrences in a semester.

**Table 1 - Occurrence Guideline**

<table>
<thead>
<tr>
<th>Occurrence Definition</th>
<th>Occurrence/Days</th>
<th>Effect to Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Occurrences</td>
<td>The student cannot earn a course grade higher than 89% or a 5% deduction of final grade, whichever is lower</td>
<td></td>
</tr>
<tr>
<td>6 Occurrences</td>
<td>The student cannot earn a course grade higher than 79% or a 10% deduction of final grade, whichever is lower</td>
<td></td>
</tr>
<tr>
<td>7 Occurrences</td>
<td>The student cannot earn a course grade higher than 75% either/or a 15% deduction of final grade, whichever is lower</td>
<td></td>
</tr>
<tr>
<td>8 Occurrences or higher</td>
<td>The student cannot earn a course grade higher that 69% which would result in failure of the course.</td>
<td></td>
</tr>
</tbody>
</table>

**Student Responsibilities**

The student is responsible for contacting the faculty prior to class, clinical or lab if an absence will occur. The student is responsible for content presented during the absence and responsible for communicating with faculty.

Anticipated events should also be shared with the clinical and course coordinator in advance as well. Faculty should be notified of athletic competitions, music, debate, theater, and Pryor Learning activities at least three weeks prior to the first day of the semester with all conflicting events with clinical, class and/or labs. If an event arises which was previously unscheduled and/or rescheduled, the student must contact the clinical and course coordinator as soon as the date, time and location is made available.

**Leaving Early**

Students must communicate with instructor prior to the start of class about leaving early. One attendance occurrence will be assigned for leaving early without prior approval by the faculty. A
student leaving early without prior approval by the faculty will receive a grade of zero on any assignment or quizzes assigned during that class.

**Absence during Examinations**

Make-up of scheduled examinations may be negotiated with the instructor prior to the time scheduled for the examination as described in course syllabus.

If an exam is missed and no call made to the instructor prior to the exam, the student may receive a zero (0) for the exam.

**Exempted Occurrences**

The following types of absence will not be considered for grade calculation provided that appropriate reporting requirements have been met:

1. Jury duty or court time
2. Military leave
3. Athletic competitions, music, debate, theater, Pryor Learning activity, or events affiliated with the educational priorities of William Jewell College
4. The maternal or paternal birth or adoption of a child.
5. The care for the student’s spouse, son, daughter or parent who has a serious health condition that prevents the student from attending class.
6. A serious health condition that prevents a student from attending class.
7. Death of immediate family member.

A “serious health condition” means an illness, injury, impairment, or physical or mental condition that may involve health care facility, continuing treatment or supervision by a health care provider.

**Reporting Absences**

The student is responsible for communication with the professor prior to the class missed. Reporting an absence that falls under the above exception number will require:

1 & 2 - Written verification.
3 - Verification from sponsoring coach or department.
4, 5 & 6 - Health Care Provider note or other legal documentation
7 - Funeral Program

**Testing Guidelines**

- Smart devices including watches and cell phones are not allowed in the exam room.
- Personal items are not allowed in the exam room. The only things allowed will be keys, ID card and iPad.
- Photos of exams or quizzes whether online or on-ground are strictly prohibited.
- No calculators are allowed. A calculator is provided in ExamSoft.
- No scratch paper will be permitted with the exam.
- White Boards will be provided during the exam.
• The only items allowed on the desk are the iPad and white board.
• No soda/cups, food, hats or headbands permitted in exam areas.
• Testing carrels will be used on each desk.
• Sound restricting earplugs are recommended.
• More than one version of the test may be administered.
• Only forward navigation through the exam will be allowed for all exams in all courses.
• Proctors will walk throughout the room to closely monitor the testing environment.
• Each student must present ID cards prior to taking the exams.
• Students may not leave during the exam.
• Students may not approach faculty during the exam.
• Students may not ask questions during exam.
• Student feedback on test questions is given only during the exam under the feedback option.
• Students must leave the room once exam is complete and not approach the faculty.
• Door locked before start of exam. Students late to exam do not test that day. Faculty may offer one other time to test convenient for the faculty.
• Select All That Apply questions will be graded at full credit. Partial credit is not given.
• Faculty may give no more than 2% of test questions back on any exam.
• Each course exam will contain medication calculation questions.
• Exams will not contain repeated questions from previous exams.
• Any exam given early or later than the schedule exam day will be a different exam than the one given on the scheduled day.
• Group testing is not allowed for course exams.
• A final exam will be given in each clinical course Test Review Procedure is conducted during the next class period after all students have taken the exam.

Electronic Testing Policy
1. Students will be prepared for exams. Exam preparation includes the following. Students:
   • Will bring an iPad, fully charged
   • Will have the exam downloaded and accessible for the test.
   • Will notify the instructor prior to the exam if there are any difficulties concerning the iPad or technology.
   • Will follow course policy for downloading the exam.
   • Will contact ExamSoft for technology issues prior to testing time.
2. If one of the above required procedures is not completed, a 10% deduction will be applied to the exam grade.

Exam Soft Contact Information
   • The contact number is: ExamSoft 1-866-429-8889
   • ExamSoft hours are:
     ▪ Monday – Friday 7:30 AM ET to 8:30 PM ET
     ▪ Saturday – 8:30 AM ET to 6:30 PM ET
     ▪ Sundays – Closed
   • Or can email them at support@examsoft.com
   • Site with some tutorials about common questions with using, uploading, etc with ExamSoft and using SofTest-M that we use http://support.examsoft.com/h/c/259098-softest-m

Remediation of Course Exams
Within a week of each exam class review Faculty will conduct individual Test Review with each student that receives an 80% or below on each test of the course using the Test Analysis Worksheet. The faculty and student will develop a written action plan. The plan will be documented on a PFF.

**Smart Devices, Cell Phones & Cameras**

Cell phones are to be turned off during class and are not allowed during exams or during review of past exams. Cell phone usage in the clinical setting is dependent on agency policy. All students must follow agency requirements in regards to cell phone usage, which may be more stringent then Department of Nursing policy. No pictures may be taken with a cell phone or a camera at any clinical agency.

**Social Networking (Internet Use Such as Facebook, Twitter, Etc.)**

Media formats such as Twitter, Facebook, YouTube, and LinkedIn are common means of social communication today. Though social media provides many benefits, it may also impact a person's privacy, safety and employment opportunities. Remember you chance disclosure of personal and potentially sensitive information when these are discussed over any of the social media networks. Therefore, *if you do not want everyone to know, don't post it. No pictures are to be taken or posted within a clinical setting, and you should not discuss the patients you come into contact with on social media (or in other casual conversations with outside people).* No pictures should be posted of Professors, Staff or Students without their explicit permission.

The Health Insurance Portability and Accountability Act (HIPAA) requires that a patient's identity and personal health information is protected (also called Protected Health Information, or PHI). Health care providers (including students) who violate HIPAA can face stiff penalties, including fines up to $250,000 and/or imprisonment for up to 10 years for knowingly misusing individually identifiable health information. This includes information shared or presumed to be shared on social networking sites.

Always be aware of your audience when communicating with others. Consider the safety and privacy of your classmates, instructors, clients, preceptors, and others that you come into contact with during your time at Jewell. If you are personally communicating on external social media platforms, you may not use the Jewell name or any hospital, agency or other clinical setting in your identity. Be discreet and filter your comments. Remember it is the World Wide Web, and privacy controls are not 100% effective.

**Acceptance of Gifts**

College administration, faculty, and staff appreciate the thoughtfulness and gratitude of students that often inspires the desire to give gifts to College personnel. Verbal or written expression of gratitude from students is always appropriate and appreciated; however, the Department of Nursing discourages the acceptance of gifts and/or gratuity from enrolled students. This includes acceptance of gifts and/or gratuity by faculty or students from clients and/or their families in the clinical setting.

**PHYSICAL AND MENTAL DEMANDS OF THE NURSING PROGRAM**

Nursing students providing direct patient care, under direct faculty supervision, perform essentially the same physical and emotional activities as a professional nurse. In order to meet the objectives of clinical courses, comply with clinical agency agreements and ensure the safety of both students and patients, a student must be able to meet these physical and mental demands and be fit for duty to attend clinical.
The following information is a description of the physical and mental activities required in nursing. The listing is not all-inclusive but is meant to provide information related to these major areas in performing safe patient care.

These activities are considered to be in the medium duty category as defined by the U.S. Department of Labor.

**Walking/Standing:**
Extended periods of walking/standing may occur while in the clinical area. Stairs must be negotiated. Clinical shifts in each clinical course vary and can be up to 12 hours.

**Sitting:**
Occurs in the classroom, computer lab, during clinical conferences and when documenting in the patient's medical record.

**Lifting/Carrying:**
Average lifting requirement is 50 pounds. Nursing requires lifting of patients and carrying of medical equipment, charts, supplies, and medications. In the clinical area and clinical lab experiences, students are required to lift, move, and transfer patients. Requesting assistance when lifting or positioning patients is expected, however, the exertion can be up to 50 pounds.

**Pushing/Pulling:**
Required in positioning and moving of patients and medical equipment. Pushing on a patient's chest with considerable force is required in performance of cardiopulmonary resuscitation (CPR). Able to pull or push a Code Blue cart.

**Stooping/Kneeling/Reaching/Climbing:**
Considerable twisting, bending, stooping, kneeling, and reaching are required during many aspects of patient care (moving patients, bathing patients, making beds, setting up and monitoring medical equipment). Able to climb on to patient's bed for CPR.

**Eyesight/Vision:**
Utilized in assessment of patient's health status when inspecting and observing for changes in color, physical appearance, and non-verbal behavior. Able to accurately read medication labels and prepare medications. Reads written communication and monitors medical equipment findings.

**Depth Perception:**
Required for the ability to recognize that objects have depth as well as height and width. Assists in description of wounds, lesions, etc. Required for fine task performance when using medical supplies for insertion into the body or medication administration by injection.

**Fine Motor Skills:**
Needs manual dexterity and coordination to write clearly and precisely to perform various nursing procedures and grasp and control medical equipment as necessary.

**Tactile Sensation:**
The ability to utilize the hands and fingers as a means of "hands-on" during a physical assessment and medication administration. The individual must be able to feel vibrations, temperature changes, and pulses.
Temperament:
The skills vital in nursing include the ability to adapt to continually changing environment and critical thinking abilities. Must demonstrate professional behavior at all times, especially while caring for patients. Must be able to accept constructive criticism and accept own limits. Must be aware that they will be exposed to communicable diseases and body fluids. Students will be provided knowledge on how to handle their own protection as well as the protection of others. Emotional stability is needed to maintain a therapeutic relationship with patients, families, and health team members. A student nurse may not pose a significant risk to the health and safety of those in the clinical area.

Adapted from Jameson Health System Department of Nursing. Retrieved from http://www.jamesonhealth.org/school-of-nursing-physical-mental-demands-of-the-educational-program

Clinical, Lab, and Simulation
Clinical and Compliance

Clinical practice is an essential part of nursing care. William Jewell College has contractual obligations with each clinical facility where students are placed. Clinical facilities may dictate certain health standards or screenings such as frequency of immunizations or drug screening. Clinical agencies may also deny a student a clinical placement at their site at the agencies discretion. A student must successfully pass clinical to receive a passing grade in the course. Clinical is a pass/fail grade. A passing grade is based upon satisfactorily completing clinical requirements including safe and competent clinical practice, satisfactory cumulative clinical evaluation, weekly clinical attendance, satisfactory completion of clinical paperwork assignments and satisfactorily completing medication calculation testing. Weekly evaluation is based on a satisfactory/unsatisfactory evaluation of clinical performance and clinical paperwork/assignments. The clinical objectives, which are the criteria for evaluation, are included in both the course and clinical syllabus. Satisfactory completion must be achieved in the clinical area to fulfill requirements of the course.

Students must complete all compliance and site specific paperwork requirements, as specified by the clinical agencies, prior to beginning clinical experiences including simulation (see Appendix K). Students must remain clinically compliant throughout their time in the nursing program regardless of clinical dates. This includes semester breaks and summers. Some compliance items must be submitted annually. See the Department of Nursing Clinical Compliance Policy in Appendix L.

Clinical Attendance Policy

Full participation in the learning environment is an essential component of developing a style of life-long learning. Attending class and participating in classroom learning activities are intended to prepare students for clinical learning. Attendance is expected and required in all educational activities including classroom, clinical, and laboratory sessions. Attendance is a requirement because of safety concerns for the patient and the nurse, and because the nature of nursing work requires full-time participation and attendance. Clinical preparation and learning is important for patient safety. Additionally, tardiness is disruptive to the learning environment and is, therefore, highly discouraged.

Definition of a Clinical Absence
A student who does not report to clinical as scheduled is considered absent. Also, any student that misses all or part of a clinical day for reasons including, but not limited to: dress code violation, late
start, violation of Department of Nursing standards of student conduct as indicated in the student handbook, safety violation or illness. This will also be considered an absence.

**Tardy**
A student who reports to a clinical after the given start time of that day is considered tardy and will receive a “U” and one attendance occurrence for the day. It is the expectation that the student will communicate with the clinical instructor prior to the start of the clinical day if the student anticipates late arrival to clinical.

In the clinical setting the student who is tardy will be sent home if: a. the student has not communicated with the clinical instructor prior to the start time of the clinical day. b the student communicated but arrived after report has started for the student’s assigned patient or the student is 15 minutes late (whichever comes first).

**Leaving Clinical Early**
A student, who leaves the clinical site early or before the scheduled end of the clinical shift, will receive a “U” and one attendance occurrence for the day. It is the expectation that the student will remain on the clinical unit and in post conference for the entire clinical experience.

**Absence from Clinical Orientation**
Students are required to attend clinical orientation as scheduled. No exceptions can be made. Clinical agencies require clinical orientation of each student regardless if they are employed at the facility in other positions. Clinical agencies set the time and date of orientation based upon Jewell’s schedule, other nursing school schedules and the agency’s needs. Clinical orientation make-up is not allowed. Students not attending orientation are not allowed to attend clinical and must drop the clinical course.

**Occurrences**
One absence or one tardy will be documented as one occurrence.

The following grid is designed to provide guidelines when addressing the total number of occurrences in a semester. Consult clinical syllabus for the calculation of the Occurrence Guidelines as determined by the clinical coordinator.

**Table 1 - Occurrence Guideline**

<table>
<thead>
<tr>
<th>Occurrence Definition</th>
<th>Occurrence/Days</th>
<th>Effect to Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Occurrence is equal to:</td>
<td>1 Occurrences</td>
<td>The student will receive a U for the day under professional behavior. See above policy</td>
</tr>
<tr>
<td>1 Absence or 1 Tardy</td>
<td>2 Occurrences</td>
<td>The student will receive a U for the day under professional behavior and a PFF. See above policy</td>
</tr>
<tr>
<td></td>
<td>3 Occurrences</td>
<td>The student will not pass the clinical component due to unmet goals and objective and will receive a grade of “F” for clinical. Note: a student who fails clinical cannot achieve a grade</td>
</tr>
<tr>
<td></td>
<td>higher than “D+” in the didactic portion of the course.</td>
<td></td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Clinical Orientation</td>
<td>Must drop clinical course.</td>
<td></td>
</tr>
</tbody>
</table>

**Student Responsibilities**

The student is responsible for contacting the clinical instructor and clinical coordinator prior to clinical if an occurrence is anticipated. Contact the instructor at least two hours prior to the start of the clinical day or as instructed in course syllabus. If the instructor cannot be reached, the hospital or agency unit at the clinical facility should be contacted and a message left for the instructor. The student is responsible for clinical learning during the absence and responsible for communicating with faculty.

Anticipated events should be shared with the clinical and course coordinator in advanced as well. Faculty should be notified of athletic competitions, music, debate, theater, and Pryor Learning activities prior to the first day of clinical with all known conflicting events. If an event arises which was previously unscheduled and/or rescheduled, the student must contact the clinical and course coordinator as soon as the date, time and location is made available.

When two (2) or more clinicals are missed due to illness or injury to be cleared to return to clinical see the Clearance for Participation Policy.

A clinical absence with no contact made to the clinical instructor prior to the scheduled clinical experience is considered a no-call no-show and may result in student failure of clinical and, therefore, the course.

**Clinical Make-up**

The student is responsible for follow up with the instructor and with the clinical coordinator for make-up. All missed clinical experiences will be made up at the discretion of the clinical coordinator and course faculty. If a make-up clinical must occur, the student may be required to pay additional fees for clinical instruction. Clinical orientation make-up is not permitted. Pregnancy is exempt from additional fees. Clinical make-ups will be scheduled only during regular semester dates.

**Simulation**

A tardy in simulation will result in an unsatisfactory “U” and will count towards the total number of U’s allowed in clinical. If the simulation has already started, the student will not be allowed to participate, and will receive a U. The student will be held accountable for the missed experience.

**Exempted Occurrences**

The following types of absence will not be considered for grade calculation provided that appropriate reporting requirements have been met:

1. Jury duty or court time
2. Military leave
3. Athletic competitions, music, debate, theater, Pryor Learning activity, or events affiliated with the educational priorities of William Jewell College.
4. The maternal or paternal birth or adoption of a child.
5. The care for the student’s spouse, son, daughter or parent who has a serious health condition that prevents the student from attending class.
6. A serious health condition that prevents a student from attending class.
7. Death of immediate family member.

A “serious health condition” means an illness, injury, impairment, or physical or mental condition that may involve health care facility, continuing treatment or supervision by a health care provider.

**Reporting Absences**

The student is responsible for communication with the professor prior to the class missed. Reporting an absence that falls under the above exception number will require:

1 & 2 - Written verification.
3 - Verification from sponsoring coach or department.
4, 5 & 6 - Health Care Provider note or other legal documentation
7 - Funeral Program

**Clearance for Participation**

In order for students to meet the objectives of clinical courses, send students to our clinical agencies meeting their standards to practice safe nursing care, and ensure the safety of both student and patients, a student must be able to meet certain physical and mental demands and be considered fit for duty to attend clinical.

- A student missing more than one clinical day due to illness or injury, who has experienced a serious illness or injury, has disclosed a medical condition, or is under a doctor/healthcare provider’s care is required to have their own healthcare provider complete a Clearance for Participation in Clinical form. (see Appendix M)
- The Clearance for Participation in Clinical form will be reviewed by the Department Chair, Program Clinical Coordinator, Course Coordinator and Clinical Course Coordinator.
- The review will compare the Clearance for Participation in Clinical form to the Physical and Mental Demands of the Nursing Program for congruency.
- If congruency is not found, the student will be notified he/she will not be able to attend clinical until clearance can be made reflecting that the student has physical and mental ability to participate in clinical and be considered fit for duty.
- The student will be referred to his/her advisor.
- If the student is unable to participate in clinical he/she may consider a leave of absence or withdraw depending on the timing of the clinical course.

**Clinical, Lab and Simulation Expectations**

1. Students are expected to be fully prepared and on time for lab, clinical and simulation.
2. Students are also required to wear a William Jewell College name badge and picture ID during any clinical or laboratory experience off campus. Failure to wear name badge and picture ID in clinical settings may necessitate leaving clinical until the name badge can be retrieved.
3. Students must be in good health to participate in clinical, lab and simulation experiences and will not be able to participate if jeopardizing the health and safety of patients, colleagues and staff.
4. When a student is considered to be ill or impaired and unsafe to participate in clinical, the student will be instructed to contact someone for assistance with safe transportation. If unable to attend a laboratory or simulation session, the student must contact the instructor prior to the
beginning of the session, and the student is responsible for content presented. When two (2) or more clinicals are missed due to illness or injury, see the Clearance for Participation Policy below.

5. If one (1) or more laboratory sessions are missed in a course, it will be the decision of the faculty, in consultation with the Department of Nursing Chair, regarding the student’s ability to continue in that course.

**Capstone Clinical Guidelines and Placement**

1. NUR 490 Role Transitions Capstone is a 7-week course.
2. The Department will not schedule other courses during Capstone at the recommendation of our clinical agencies.
3. Students are expected to be available week days, week nights, weekend days and weekend nights beginning the first day of the 7-week period through the last day of classes.
4. Students will not be allowed to schedule classes concurrently in order to meet the scheduling requirements and objectives of Capstone.
5. Shifts may include day, nights, and weekends.
6. Students are required to attend the clinical agencies orientation at the agencies convenience and set date and time.
7. Students not attending orientation will not be allowed to attend Capstone clinicals and will need to drop the course.
8. Students who are also employed at the clinical agency they are assigned to for the Capstone course must also attend the clinical orientation for Capstone.

Clinical agencies provide a limited number of capstone placements. A committee of Capstone faculty and the Chair of the department determine student capstone clinical assignments. Capstone placements are assigned based on the following:

- Clinical Evaluation Tools from previous semesters
- Hallmark Forms
- Performance Feedback Forms
- Predictor and Content Scores (if available)
- Student Preferences
- Student’s written rationale for preferences
- Transcript review

If a nurse manager wishes to request that a specific William Jewell capstone student be placed on their unit, the nurse manager must make a written request to the Education Coordinator of that institution, who may then contact the Department of Nursing staff to initiate a formal request for placement. While every effort will be made to place the student in his or her area of preference, the main goal of capstone placement is to ensure that every student meets the outcomes of the course and is prepared for success on NCLEX.

Capstone placements will be shared with students by the first day of the capstone course. Occasionally, clinical agencies must make changes requiring more time for faculty to determine placement assignments. Students may be notified earlier when placements are confirmed.

**Clinical Safety**

Clinical safety for students and patients will be considered when student health issues are involved.
Each student is expected to disclose to the Department of Nursing Chair any previous or current health related issues that may put the student, other students, or patients at risk in the clinical setting.

Students should inform the clinical instructor immediately if they believe that they, a colleague, or anyone else may be putting someone at risk of harm. In addition, students must recognize and stay within the limits of their competence.

**Risk Exposure**

**Occupational Exposure**
1. Needle or sharp object stick that has the risk of or has been contaminated by blood or other body fluids.
2. Blood or other body fluid exposure to intact or abraded skin.
3. Splash to eye or mouth by blood or other body fluids.

**Risk Exposure Procedure**
1. Antiseptic intervention of the exposure site immediately.
2. Report the exposure to the clinical professor. Nursing student and clinical professor notify the Occupational Health Nurse/Risk Management of the affiliating agency to follow individual facility procedure or the local Emergency Department for prophylaxis.
3. Clinical professor to notify clinical coordinator or course coordinator and Department Chair of the exposure.
4. The CDC guidelines for occupational exposure will be followed.
5. The cost of testing and treatment is the responsibility of the individual nursing student, staff, or faculty. Testing and counseling are available at the Health Department.

**Exposure Responsibility**
1. Nursing students, staff, or faculty who identify himself or herself at risk for or have been exposed to HIV or hepatitis infection need to know their testing status for personal and patient safety reasons. All testing is voluntary and confidential. Students are responsible for any healthcare costs incurred.
2. Records of testing results provided to the Department of Nursing will remain confidential in the Department of Nursing. Testing results will be released only with the written consent of the individual involved.

**Injury in Lab or Clinical Setting**
1. Immediately notify your clinical instructor
2. Seek treatment immediately
3. Follow the Agency’s guidelines including treatments and screenings
4. The cost of any healthcare treatment is the responsibility of the individual nursing student. Students are responsible for the costs of medical expenses related to injuries in the clinical setting that are not covered by personal health insurance.

**Simulation Center**

The William Jewell College Nursing Simulation Center is growing and working to integrate simulations throughout the curriculum. It is the simulation center policy that simulation is never graded. Students may be required to turn in a written assignment (i.e. care plan) about their simulation experience that may be graded by their clinical/course instructor. See individual syllabi for individual course simulation expectations.
Preparation

- Students are expected to arrive to simulation prepared and on-time with all pre-simulation assignments completed.
- Students must contact the course instructor if they are unable to meet simulation requirements or unable to attend the simulation experience.
- All participants are expected to arrive for simulation in proper attire as per the DON Student and Faculty handbooks.
- Students must bring stethoscope, penlight, ID badge and any other requested paperwork per simulation.
- Pencils are the only writing utensils allowed in the Simulation Center to aid in the protection of our equipment.

Debriefing

Debriefing is the most critical component of the simulation learning experience. Participants will be guided to reflect on their performance during the scenario and receive constructive feedback about their performance. Audiovisual technology and playback will be considered as part of the debriefing process if feasible and available.

Code of Conduct

- Instructors, students and staff are expected to abide by the guidelines for clinical conduct as outlined in both the Department of Nursing Faculty and Student Handbooks.
- Concerns about a student’s conduct should be addressed with the instructor of the clinical group.
- Complaints should follow the Department’s formal complaint process.

Cell phone/mobile device usage

- The use of cell phones/mobile devices is prohibited during simulations, unless otherwise determined by the instructor or Jewell Simulation Center staff.
- Video recording and photos are prohibited.

Severe weather policy

The Simulation Center will follow the campus policy for severe weather and/or unanticipated closures. The Simulation Technology Specialist will ensure that Simulation Center staff, faculty and students are informed of cancellation due to severe weather and/or unanticipated Department of Nursing closures.

Students with Disabilities

William Jewell College pursues a non-discrimination policy with regards to all education programs and employment. William Jewell is committed to the full inclusion of students, faculty, and staff in the life of the Jewell Community in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and the Fair Housing Act. To prevent discrimination on the basis of disability, reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids and services are determined on a case-by-case basis for otherwise qualified individuals who have a demonstrated need for these services and can provide appropriate documentation.
Information concerning eligibility for accommodations, required documentation, and the application process for students, faculty, and staff is set forth in William Jewell’s Policies and Guidelines for Individuals with Disabilities at www.jewell.edu/disabilityservices. Students can also access a step-by-step instruction guide for requesting accommodations by enrolling in the iTunes U course (CJN-ECR-CRA).

Any nursing student who believes he/she has a disability that requires an accommodation to successfully complete the clinical nursing practicum experience and to meet the standards and requirements set forth in the Physical and Mental Demands of the Nursing Program policy, should apprise the 504 and Compliance Coordinator of this need for accommodation as soon as the need is recognized. Accommodation requests are considered on a case-by-case basis by means of an interactive evaluative process. If it is determined by the faculty that the granting of an accommodation will result in the lowering of required standards or changes the essential nature of the clinical practicum experience, alternative accommodations may be considered or suggested if appropriate.

While determinations for requested accommodations will be made by William Jewell College and not the external clinical practicum site, the affiliation agreement that exists between the College and area hospitals does require that certain information be released for purposes of determining the eligibility of the student to safely work in the hospital setting. William Jewell must agree to require each student and faculty member participating in a clinical practicum to disclose any known mental or physical condition or known exposure to contagious, infectious, or communicable condition or disease where such notification is necessary to allow the hospital to determine the student/faculty's qualification to safely participate in the program, with or without reasonable accommodation. Therefore, any nursing student who successfully completes the accommodation request process for a clinical practicum course will be asked to submit an authorization that allows the 504 and Compliance Coordinator to consult with the Director of Nursing to assist in determining if the accommodation is reasonable and appropriate and to also determine if the information must be submitted to the receiving hospital for review. Release of this information to the receiving hospital must also be authorized by the nursing student prior to its release. WJC Nursing faculty will provide the same support as we do to all nursing students in addition to providing any accommodations granted under the WJC 504/ADA verification process. All nursing students will be evaluated by the same clinical practicum standards regardless of whether a reasonable accommodation has been granted.

Pregnancy

Nursing students who are pregnant are encouraged to disclose this to the Department of Nursing Chair. By doing so, the student, Department Chair, Course Coordinators and Advisor will collaborate and develop an appropriate plan for the continuation of the student’s education in light of the unique nature of the nursing program and clinical requirements.

PROGRESSION, PROBATION, NON-PROGRESSION, REPEATING, or DISMISSAL

Students are expected to complete courses in sequence within their originally enrolled track. The Admission and Progression Committee (APC) may make exceptions consistent with the admission and progression policies. If exceptions are made, or if there is a need for changing cohorts or program tracks, the APC will initiate the advisor change and notify the student and the current and new advisors at that time. The Nursing Student Liaison will collaborate with the applicable college departments.
Definition of Terms

- **Repeating** – taking a course again after having earned a letter grade of either A through F on the transcript.
- **Retaking** – taking a course again after having withdrawn from a course with a W having been awarded on the transcript.
- **Track** – a sequencing of courses, either accelerated, AT (12-month May start or 16-month January start) or non-accelerated, BSN (3-year fall start or 4-year spring start).
- **Cohort** – a group of students who share an anticipated graduation date within a particular track.
- **Non-progression** – student not able to matriculate to the next semester in current plan of study.

Progression in the Department of Nursing

The following are required for progression within the nursing program:

1. Successfully meet requirements to achieve a passing grade of C or better in nursing courses, as indicated in nursing courses syllabi (Physical Examination and Health Assessment, Pharmacology, Fundamentals of Nursing in Health Care, Human Pathophysiology, Adult Health Nursing, Nursing Professionalism, Nutrition, Psychiatric Mental Health Nursing, Family Centered Nursing, Health Care Research Theory and Practice, Gerontological and Adult Chronic Conditions in Nursing, Population Health Nursing, Critical Care Nursing, Role Transition in Nursing and Capstone: Role Transition in Nursing).
2. Grade of C- or above in all non-nursing prerequisite courses (Chemistry, Microbiology, Human Anatomy, Physiology, and Basic Psychology).
3. Successful completion of specific course / program requirements including professional behavior, medication calculation, diagnostic testing, Tucker, scholarly participation and service.
4. CTI courses 103, 105, 107 or 109 (college level math course) and 102 or 120 (college level written communication courses) must be completed at a C- or above.
5. Exhibits professional behaviors defined in nursing student handbook throughout the program.
6. See grading standards as defined in the nursing student handbook.
7. Successful completion of any probation requirements.

Non-Progression

The following will result in non-progression within the nursing program:

1. Grade below C in any nursing courses taken at William Jewell College.
2. A grade below C- in two nursing courses (or equivalent) from any institution while in the program will result in dismissal from the program.
3. Grade below C- in a non-nursing prerequisite course (Chemistry, Microbiology, Human Anatomy, Physiology or Basic Psychology).
4. Dropping or withdrawing from a nursing course.
5. Unsuccessful completion of specific course/program requirement including medication calculation, diagnostic testing, Tucker, scholarly participation and service.
6. If failure in one or more components (theory, clinical, lab) of any nursing course, the student fails the entire course and may receive a D, D+ or an “F” as a grade for each individual component taken (theory, clinical, laboratory). In order to complete the course, the entire course must be repeated including each component of the course.

Non-Progression Procedure

The procedure for non-progression in the nursing program is as follows:
1. The Admissions and Progression Committee (APC) is informed of the non-progression through the Performance Feedback Form (PFF) process.

2. Student is informed of the non-progression verbally, and via postal mail.

3. The Performance Feedback Form serves as the documentation of the non-progression and will be retained as a part of the student’s permanent department academic record.

4. If non-progression occurs within a semester, the student may continue in other nursing courses in which he or she is presently enrolled unless the course is NUR 232 or NUR 490. The student is not permitted to progress to NUR 250 if NUR 232 is not successfully passed. If the student is unsuccessful in any nursing courses they must repeat and pass those courses prior to entering NUR 490.

5. If a student elects to appeal a grade or situation resulting in non-progression using college procedures defined in the College Catalog, the student may attend currently enrolled class within that semester until a final decision is made. A student may not attend clinical associated with the course during the appeal process. A student may not progress to the next semester until the appeal process is complete.

**Probation**

The following will result in probation in the nursing program:

- Repeating a nursing course
- Receiving a second PFF for professional behaviors such as late assignments (clinical or class), attendance issues, clinical noncompliance, etc.
- Receiving a second PFF for not meeting program requirements (with the exception of med calc).

A probation plan will be developed and individualized based on the circumstance that initiated probation with time limits and stipulations. Probation will be considered complete once the stipulations are met within the time limit. Stipulations not met within the time limit will result in dismissal from the program.

Students admitted Fall 2016, Spring and Summer 2017 repeating courses this fall or receiving PFFs prior to this semester will not be placed on probation for previous occurrence prior to Fall 2017. However, moving forward under this new policy, current students receiving a second or subsequent PFF for similar concern or repeating of a nursing course will be placed on probation as noted above.

**Nursing Courses – sequencing, retakes and repeats**

1. A student may repeat/retake only one nursing course during his/her tenure in the William Jewell Nursing program.

2. Many nursing clinical courses are sequential, have prerequisites or co-requisites and may not be completed out of sequence.

3. A student who earns below a C (75%) upon repetition of a nursing course will be ineligible to continue enrollment in nursing courses. The student will then be dismissed from the Department of Nursing and is not eligible for readmission.

4. Preference is given to have students repeat/retake a nursing course as part of a cohort depending on space availability in the cohort over taking a course with a different cohort.

5. If a student currently in an Accelerated Track needs to repeat/retake a nursing course, they must petition to the APC to enter the non-accelerated (BSN) track, either 3-year or 4-year, where space is available. The request will be considered if space is available.

6. If a student in a non-accelerated (BSN) track needs to repeat/retake a nursing course, they must petition to the APC to repeat the course. Students in the BSN track may only repeat courses within a new 3 year or 4 year BSN cohort where space is available and does not conflict with other coursework. The request will be considered if space is available.
7. A grade of C or above (75%) is required for successful completion of a nursing course. (Consult course syllabus for specific calculation of the 80% test average requirement as determined by the course professor).

8. A student with grade below C (C-, D+, D, and F) in a nursing course will be ineligible to enroll in or complete subsequent nursing courses for which the failed course is a prerequisite.

9. When the initial attempt of a nursing course results in a grade below C, the student may enroll in the course for a second time with approval from the APC and on a space-available basis.

10. Repetition requires approval from APC. Consideration is based on space availability in all components of the course including the class, clinical and lab. The student must be within good standing of the Department of Nursing.

11. If a course needs to be repeated, an electronically completed request form must be submitted to the APC members and advisor via email using the Student Request to APC Form (see Appendix N).

12. Students may request repeat/retake within one academic year of non-progression. Students must reapply to the program if one academic year or more has passed.

13. In order to ensure clinical placement requests must be submitted one semester prior to the potential semester and no later than 4 weeks prior to the start of the next semester. For requests from ATs during the summer, requests will be accepted up to 2 weeks prior to the fall semester. The APC does not routinely meet in the summer; therefore, requests for fall must be submitted by the end of May. Requests submitted in the summer will be reviewed in August.

14. APC may request additional information to assist with the request process.

Withdrawal from a Nursing Course
A student must withdraw from a nursing course within the first three weeks of the course/clinical and is only permitted to withdraw from two nursing courses during the student’s tenure in the Jewell Nursing Program. Faculty may post an alternative withdrawal date in their syllabus. Withdrawal from a second nursing course may result in dismissal from the Nursing program.

Withdrawal Procedure
The procedure for withdrawal from a nursing course is as follows:
1. The student completes an add/drop request on eTrieve.
2. Performance Feedback Form (PFF) documentation is completed in collaboration with the nursing course faculty, student’s advisor and student.
3. The PFF is submitted to APC.
4. The PFF serves as the documentation of the withdrawal and will be retained as part of the student’s permanent record.
5. If withdrawal of a nursing course occurs within a semester, the student may continue in other nursing courses in which he or she is presently enrolled unless the nursing course is a prerequisite or co-requisite to the course.
6. The student will collaborate with his/her advisor to plan progression in the Nursing Program. Advisors are to consult with APC as needed.

Dismissal
The following will result in dismissal from the nursing program:
- Dismissal from the College
- Grade below C (75%) in a repeat nursing
- Grade below C (75%) in two nursing courses during the student’s tenure regardless of a passing grade in a repeated course.
- Withdraw failing* from two nursing courses or the same nursing course
- Combination of a grade below C (75%) in a nursing course and withdrawing from a nursing course
- Unmet program requirements
- Behavior not consistent with that required in the Department of Nursing Student Handbook or William Jewell College Student Handbook
- Behavior not in compliance with Standards for Safe Nursing Practice, State of Missouri Rules & Regulations (Nurse Practice Act) or State of Kansas NPA Statutes and Rules or Regulations (Nurse Practice Act).

*Withdraw failing* is defined in the DON as withdrawing from a nursing course after 50% of the course has been completed with a grade below 75% at the time of nursing course withdrawal.

**Dismissal Procedure**
The procedure for dismissal from the nursing program is as follows:

1. Performance Feedback Form (PFF) documentation is completed by nursing faculty
2. Student is informed of the dismissal in one of three ways: verbally, via postal mail and/or e-mail by the APC
3. A student, who is dismissed from the nursing program, is not eligible to attend class or clinical.
4. If a student elects to appeal a dismissal from the program, the student is not eligible to attend classes, laboratory, or clinical during the appeal process.

**Chain of Command for Issue Resolution**
In any organizations, such as a nursing school or hospitals, a chain of command is used to communicate issues and solve problems or concerns. As part of their development as a nurse professional, students are requested to use the chain of command to share and discuss issues involving the department, courses or clinical. Engaging the chain of command both ensures that the appropriate leaders know what is occurring and allows for initiating communication at the level closest to the event moving the discussion upward as the situation warrants. Within courses the first link begins with the Class Representative. If the issue is of a confidential nature, then the Clinical or Course Coordinator should be the first person in the chain contacted. If issues or concerns are not resolved with a positive outcome, then the Department Chair should be the next person consulted.

This section is not intended to prevent or discourage a student from filing a complaint or grievance under other College policies, such as the Anti-Harassment policy.

**Grade Appeals**
The Department of Nursing follows the College’s policy for grade appeals. Information on grade appeals can be found in the William Jewell College Course Catalog.

During the appeal process, the student may continue to attend current semester classes in which they are enrolled. They may not attend clinical. The student may not progress into the next semester classes until the appeal process is complete.

**Department of Nursing Appeal Process**
Each student has the right to appeal decisions presented by the APC related to admission and progression. The student electing to appeal must formally appeal to the DON Chair within five college-recognized business days after the initial decision is delivered to the student. The student may request an extension of this deadline to the Department Chair. The Department Chair may elect
to extend the deadline. The student must submit an appeal in writing to the DON Chair outlining the specific grounds for the appeal. The DON Chair will then review the appeal.

The DON Chair has the autonomy to uphold the decision, reverse the decision, or change the decision in consultation with the Provost. The Chair’s decision may result in consequences not specified by the APC’s original decision. The Chair’s decision is final.

During the appeal process, the student may continue to attend current semester classes in which they are enrolled. They may not attend clinical. The student may not progress into the next semester classes until the appeal process is complete.

Department of Nursing Formal Complaint Process
The Department of Nursing formal complaint process is available to any student in the DON, should a grievance arise between a student and a faculty member or other person pertinent to the student’s program of study. This procedure is not to be used by students seeking resolution of conflicts arising due to student misconduct or grade appeals. This Formal Complaint Process should be used when the grievance is pertinent to the student’s program of study, but it is not intended to prevent or discourage a student from filing a complaint or grievance under other College policies, such as the Anti-Harassment policy. The procedure is as follows:

1. The involved party will submit a written complaint to the DON Chair. The student will submit the written complaint to the Provost of the College if the Department Chair is the subject of the complaint.
2. The DON Chair will acknowledge the complaint in writing within five working days of receipt of the complaint.
3. The DON Chair will conduct an investigation or appoint an investigator to conduct an investigation.
4. After review of the investigation findings and consultation with the Provost, the DON will communicate to the student the plan moving forward.
# Core Curriculum Overview

## Critical Thought and Inquiry (CTI)

### Level I (22 hrs.)
(Taken during the first three terms)

CTI 100 – *The Responsible Self* - taken during the first year

CTI 101 – *The Responsible Speaker*

CTI 102 or 120 – Written Communication or Advanced Written Communication

CTI 103 or 104 or 105 or 109 – Math, Model-building or Applied Calculus and Statistics

CTI 150 – *Identity and Society*

### Level II* (12 hrs. in 3 of 4 areas)
(Taken after Level I)*

*Sample course titles may not be offered each semester*

<table>
<thead>
<tr>
<th>Sacred and Secular*</th>
<th>Culture and Traditions*</th>
<th>Science and Technology*</th>
<th>Power and Justice*</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Religion and Meaning</td>
<td>- Divas, Death, and Dementia</td>
<td>- Emerging and Re-emerging Diseases</td>
<td>- WW II and the Holocaust</td>
</tr>
<tr>
<td>- Christianity and Sexuality</td>
<td>- U.S. Pluralism</td>
<td>- Astronomy and Cosmology</td>
<td>- Gender, Power, and Justice</td>
</tr>
<tr>
<td>- Judaism, Christianity and Islam</td>
<td>- Women Writers of Literature</td>
<td>- DNA: Politics, Law, and Ethics</td>
<td>- Medicine, Money, and Morals</td>
</tr>
<tr>
<td>- Religion in the Modern Age</td>
<td>- Literatures and Cultures of Africa</td>
<td></td>
<td>- Worlds of Islam</td>
</tr>
</tbody>
</table>

Note: Bachelor of Science Nursing students exempt from this category

### Capstone-Level III** (4 hrs.)
(Taken after Level II)**

*Sample course titles*

- Birth by any Means
- State and Society
- Immigration
- Plague, Piety, and Public Policy
# APPENDIX B - Medication Calculation Competency Exam Test Plan

<table>
<thead>
<tr>
<th>Exam #</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Conversions:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>metric conversions (mcg, mg, g)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>metric/apothecary conversions (grains, mg)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>metric/household conversions (tsp, tbs, mL)</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>metric/apothecary conversions (g, kg, lbs, oz)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Calculations:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of tabs, caps, or mL to prepare</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Dosages Based on Weight/BSA</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>max safe dosage based on weight</td>
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<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>body surface area (BSA) calculation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>max safe dosage based on BSA</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td><strong>Solutions:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>expressing solution strength</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>determining amount of drug/solute in solution</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>preparing tube feedings</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td><strong>IV Fluids:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ml per hour (IV pump)</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<td>drops per minute (IV gravity drip)</td>
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<td>IV solution concentration</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>IV drug dose based on wt or BSA</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>IV ml per hour (drug dosage per hour or minute prescribed)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>IV ml per hour (drug doses based on wt or BSA)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>IV drug dose infusing per hour or minute</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>IV ml per hour for titration (range of doses)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>IV ml per hour for titration (drug doses based on wt or BSA)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

- 30 questions
- No partial credit
APPENDIX C - Permission to Test Early for Kansas Licensure

**Criterion:**  Senior nursing majors in good standing.

**Purpose:**  To allow nursing graduates seeking licensure and employment in Kansas the opportunity to begin employment in a more timely manner after graduation.

**Policy:**  Senior nursing students in good standing may test early for licensure in the state of Kansas.

**Procedure:**

1. To qualify for early testing, students must have successfully completed on first attempt (grade of C or above) all nursing courses through the fall semester, have passing grades in the spring courses, have 95% probability of passing NCLEX on diagnostic predictor exam I or II and declare intent no later than April 1.
2. Grades and assessment scores for previous courses must be calculated and available to the Chair and NCLEX Success Coordinator.
3. Students should expect to successfully complete any nursing and non-nursing course in which they are enrolled.
4. The Comprehensive Predictor assessment must be completed with a score indicating a minimum of 95% probability of passing NCLEX in order to remain qualified for the early testing option.
5. Students who achieve the 95% on predictor I must submit a written plan of study to the NCLEX Success Coordinator before approval to test early will be granted.
6. Students who do not achieve a 95% on predictor I, but wish to be considered for testing early must meet with the NCLEX Success Coordinator and develop a written plan of study. Approval will be made if plan of study is completed successfully.
7. The Chair must sign the form to test early provided on the Kansas State Board webpage.

**Additional information for students:**

1. Students who qualify for the early testing option will be authorized to test no earlier than May 1st.
2. Student will complete an application form to test early.
3. The NCLEX-Success Coordinator will review the request with the student and give permission to test early. Students should submit the Kansas application to the School of Nursing by the deadline.
4. The Registrar’s Office will mail transcripts to state boards of nursing as soon as all semester grades (across the college) are transcribed and graduation status verified.
5. State Boards of Nursing (Kansas and Missouri) cannot issue a license until transcripts are received.

Rev 7/17
APPENDIX E - Department of Nursing Committees

Curriculum Committee:
The Curriculum Committee shall consist of a minimum of three Faculty members and a student representative from each track, with student members having no voting power. The Faculty may elect to have the Curriculum Committee consist of Faculty of the whole. Each year two Faculty members shall be appointed for a two-year term unless functioning as a committee of the whole. The term of membership may be extended upon appointment by the Chair and agreement with the faculty member.

The Curriculum Committee shall:
- Assure on-going lists of Faculty requests for specific audio-visual materials, books, and periodicals are maintained. The committee may delegate this duty.
- Review and update annually the selection of periodicals available in Curry Library
- Review major curricular issues and bring to total Department of Nursing Faculty for discussion and decision:
  - Course revisions and new course proposals
  - Nursing curriculum compliance with professional nursing accreditation criteria
  - Consistency of college and Department of Nursing philosophy and goals.

Student Faculty Development Committee (SFDC)

SFDC shall consist of at least three Faculty members appointed by the Chair according to Faculty preference. Each year two Faculty members shall be appointed for a two-year term. The term of membership may be extended upon appointment by the Chair and agreement with the faculty member. Student representative from each track will be invited to represent the student body as active participants and non-voting members. Chair of the Department has the discretion to limit or extend the terms of its members as long as there is an experienced member of the Committee remaining on the Committee.

The Student Faculty Development Committee shall:

1. Review departmental policies as indicated in department evaluation plan and as necessary.
2. Coordinate the department’s celebration of special events for faculty.
3. Manage Faculty and staff contributions which fund special events and faculty bereavement
4. Recommend students for academic honors, awards, scholarships and graduation by following established process.
5. Acts as a resource in advisory capacity for student committees (STTI, CNF)
6. Provide faculty advisor for NSNA, SNA board members and team leaders. Will assist as documented in the SNA constitution and follow the WJC faculty advisor role for student organizations.
7. Will monitor and guide the pinning process with the assistance of the DON administrative staff.
8. Assist with providing student representatives to department committee meetings

Admission and Progression Committee (APC):
The Admission and Progression Committee (APC) shall consist of at least three Faculty members appointed by the Chair according to Faculty preference. Each year two Faculty members shall be appointed for a two-year term. The term of membership may be extended upon appointment by the Chair and agreement with the faculty member. Chair of the Department has the discretion to limit or extend the terms of its members as long as there is an experienced member of the Committee remaining on the Committee.

The Admission and Progression Committee shall:
- Assist with the admission process, monitoring the number of students per cohort, with the College Admission Department, Department Chair, Nursing Admission Counselor, and Nursing Student Liaison, as well as academic advisors as needed.
- Evaluate Department of Nursing Student Handbook in coordination with the Student Faculty Development Committee and bring recommendations for change to the Department of Nursing Faculty annually or as needed.
- Review and monitor Performance Feedback Forms (PFF) according to PFF policy. Collaborate with college administrative offices, such as Registrar, Financial Aid, Student Life, Admissions, and Academic Advisor as needed.
- Act as a resource for the Department of Nursing academic advisors.
- Review student policies as defined in the Department of Nursing Student Handbook including: Admission, Progression, and Dismissal policies annually or as needed.
- Review and process admission and progression requests. Recommendations and decisions of the APC will be guided by the William Jewell College Catalog, William Jewell College Student Handbook, Department of Nursing Bylaws, and Department of Nursing Student Handbook.

Evaluation and Assessment Committee (EAC):
The Evaluation and Assessment Committee shall consist of a minimum three Faculty members. Student members will be consulted as needed. The Faculty may elect to have the Evaluation and Assessment Committee consist of Faculty of the whole. Each year two Faculty members shall be appointed for a two-year term unless functioning as a committee of the whole. The term of membership may be extended upon appointment by the Chair and agreement with the faculty member.

The Evaluation and Assessment Committee shall:
- Review and maintain department evaluation plan of all components of the Department of Nursing Program includes but not limited to:
  - Student evaluations
  - Graduate follow-up
  - Program Evaluation and Assessment Plan
  - Aggregate Faculty evaluations
  - Alumni surveys
  - Employer surveys
  - NCLEX Predictor Evaluations
- Plan for the review of the Program Evaluation in the Spring and Assessment in the Fall.
- Determine data needs for annual department evaluations and delegate responsibilities to Chair, Faculty and committees.
- Review, monitor, organize, and store evaluation data.
- Use evaluation data to validate propose program and curricular improvements to the appropriate committee or the faculty as a whole.

Simulation Project Committee (SPC):
The Simulation Project Committee (SPC) shall consist of at least two Faculty members appointed by the Chair according to Faculty preference and the Department Simulation Coordinator. The Department Simulation Project Coordinator will chair the committee. Faculty members shall be appointed for a two-year term. The term of membership may be extended upon appointment by the Chair and agreement with the faculty member.

The Simulation Project Committee shall:

- Provide simulation project planning and implementation, including construction, re-modeling and maintenance of simulation lab.
- Supervision of faculty training/education in simulation technique, and organize simulation faculty workload.
- Coordinate integration of simulation within the nursing curriculum, scheduling and facilities use.
- Manage simulation grant writing and disbursement, including purchasing of clinical equipment and supplies.
- Maintain simulation budget including recommendations to DON dept. chair for simulation fees.
- Organize simulation outreach to other campus departments and to the community (clinical partners).
- Communicate simulation activities to campus administration and media, and provide hospitality events as needed.
- Support SHINE (electronic health record simulation) use and integration in DON curriculum.
- Assess and evaluate simulation activities and survey results within DON and with clinical partnerships.
Course Representatives:
- Elected for one course, though may serve as a representative for subsequent courses if elected
- Arranges times to meet with students to listen to suggestions that will be addressed with the faculty
- Meets with course faculty to discuss student concerns
- Communicates faculty response to students when appropriate
- May call for a meeting with the course coordinator
- Two students elected per course

Characteristics:
- Punctual to meetings
- Concise communicator
- Able to discern legitimate concerns from non-constructive complaining
- Respectful in communication with faculty
APPENDIX G - Hallmark Form

[ ] Course  
[ ] Clinical  
[ ] Lab  
[ ] Program

William Jewell College  
Department of Nursing

[ ] [ ] [ ] [ ]
Today’s Date __________

HALLMARK FORM

Integrity  Compassion  Scholarship  Leadership

Excellence in Nursing Practice  Service to Others

(Circle the Hallmark that Applies to this Student)

Student Name______________________  Course___________________________

Faculty____________________________  Advisor__________________________

Describe in detail how the student demonstrated the hallmark(s) circled above.

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

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_____________________________________________________________________

_____________________________________________________________________

Student Signature/Date  Faculty Signature/Date

________________________________________

Course Coordinator Signature/Date

Committee Comments:

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Student Faculty
/Date

CC: Student, Advisor, Dept. Chair, , Student File
May 2017
APPENDIX H - Resources on Behavior and Expectations for Registered Nurses

- **THE AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES** Information about the ANA’s Code of Ethics for Nurses’ is available at http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses

- **THE STATE OF MISSOURI NURSE PRACTICE ACT** The Rules & Statues (Nurse Practice Act) for the State of Missouri can be viewed at: http://pr.mo.gov/nursing-rules-statutes.asp.

- **THE STATE OF KANSAS NURSE PRACTICE ACT** The NPA Statutes and Rules or Regulations (Nurse Practice Act) for the State of Kansas can be viewed at: http://www.ksbn.org/npa/npa.htm.

- **THE ESSENTIALS OF BACCALAUREATE EDUCATION FOR PROFESSIONAL NURSING PRACTICE** The Essentials of Baccalaureate Education for Professional Nurse Practice can be viewed at: http://www.aacn.nche.edu/education/bacessn.htm.

- **NATIONAL STUDENT NURSES ASSOC., INC. CODE OF ACADEMIC AND CLINICAL CONDUCT**

  **Preamble** Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

  **A Code for Nursing Students**

  As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we;

  1. Advocate for the rights of all clients.
  3. Take appropriate action to ensure the safety of clients, self, and others.
  4. Provide care for the client in a timely, compassionate and professional manner.
  5. Communicate client care in a truthful, timely and accurate manner.
  6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
  7. Promote excellence in nursing by encouraging lifelong learning and professional development.
  8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
  9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
  10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
  11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and those proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

APPENDIX I - Acknowledgement of Completed Prerequisite Courses

WILLIAM JEWELL COLLEGE
Department of Nursing

Documentation of Prerequisite Completion Prior to Receipt of Final, Official Transcript(s)

I, _________________________, certify that I have completed all of the required prerequisite courses as listed by the Department of Nursing at William Jewell College to begin Jewell’s nursing program on ___________. As of __________, any other outside institution’s official transcripts are in the process of being sent to, or have been received by William Jewell College. I understand that all transcripts from any institution in which I have been previously enrolled in before must be sent to William Jewell College and will be confirmed by the Registrar at William Jewell. Until the transcripts arrive, are processed and credited to my student file, this document is to confirm that I have passed each required prerequisite course with at least a “C-” or above.

I understand that by signing this form, I am adhering to William Jewell College’s Honor Code and if found in violation of the Honor Code, I know that I will be dismissed from the Department of Nursing at William Jewell College. In addition, I understand that I will be subject to the WJC Honor Code violation procedure.

Name: _______________________________ Date: _______________________________

Signature: __________________________

Distributed by: ______________________ Date: _______________________________

Signature: __________________________
APPENDIX J - Performance Feedback Form

William Jewell College
Department of Nursing

Performance Feedback Form

Student Name______________________ Date of Concern____________________
*student notified within 5 days

Date Student Notified ________________ Date Student to Complete _____________
*student complete within 3 days post notification

Course_____________________________________________________________________

Faculty____________________________ Advisor________________________

Faculty to share occurrence of concern:_____________________________________
________________________________________________________________________
________________________________________________________________________

Student to explain the course/clinical objectives or program expectations that are of concern:
________________________________________________________________________
________________________________________________________________________

Professional Improvement Plan:____________________________________________
________________________________________________________________________
________________________________________________________________________

Feedback or Direction provided by Faculty:__________________________________
________________________________________________________________________
________________________________________________________________________

Professional Improvement Plan:____________________________________________
________________________________________________________________________
________________________________________________________________________

Feedback or Direction provided by Faculty:__________________________________
________________________________________________________________________
________________________________________________________________________

Professional Improvement Plan:____________________________________________
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Committee Comments as needed: Category: ________________________________
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Admission Progression Committee (APC) Chair Signature Date

Committee review/Follow-up (as needed):

Student signature acknowledging Committee comments Date

Date/Initials Date/Initials Date/Initials

CC: Student, Advisor, Dept. Chair, APC Chair, Student Department Academic File
APPENDIX K - Clinical Compliance Information

Clinical Compliance – Phase One - Certifications & Immunizations

Basic Cardiac Life Support (BLS): Documentation includes proof of current BLS Healthcare Provider certification taken through the American Heart Association with a two-year expiration date. Make sure the course is truly an American Heart Association course and not just listed as “AHA” standards. Also, the American Red Cross is not acceptable certification for this requirement. If you have completed BLS in the past and allowed your certification to expire, you will need a full length course to become recertified. Submit both the front and back of your BLS certification card or a pdf eCard if provided. (active certification required – renew before expiration date; schedule course early to allow time to receive documentation as some providers require 7-14 days to issue cards/documentation or course completion)

First Aid Certification: Documentation includes proof of an approved first aid course taken within the last two years. The First Aid course can be taken either through the American Heart Association or the American Red Cross as an on-site classroom course or online with the following course ONLY: http://www.onlinecprcertification.net/cms/firstaidcourse.php Submit both the front and back of your First Aid certification card. (renewal of First Aid Certification not required.)

Hepatitis B Immunization: Adequate documentation of the following: Three immunizations taken over a period of 6 months is a complete series. The second Hep B immunization must be given no earlier than 4 weeks from the first, and the third given no earlier than 6 months from the first immunization. You need to have at least the first two immunizations in the series documented and submitted before you may begin clinicals. Please note: the Hep B immunization may be declined, but a signed waiver must be completed and submitted.

Measles, Mumps, and Rubella: Provide one of the following: a) adequate documentation of two MMR vaccinations at least 4 weeks apart, or b) proof of immunity as evidenced by a positive titer for each disease – measles, mumps and rubella.

Seasonal Flu Immunization: This immunization is not required until the fall semester has already started. The Clinical Compliance Coordinator will inform you via email when the current season flu shot is available (not before September 1). At that time, you will be given a deadline for uploading your seasonal flu shot documentation. Please do not receive the seasonal flu shot until instructed by the Compliance Coordinator.

TB Screening: Documentation includes two TB skin tests within 12 months of each other. If a TB skin test has never been completed previously or if it has been more than 12 months since your last TB skin test, a 2-step TB skin test is required. A 2-step TB skin test consists of two TB skin tests 1-3 weeks apart. The TB test is placed and read within 48-72 hours; then the same procedure (placement and reading) is completed again no sooner than 7 days later. A 2-step TB skin test involves a total of four visits to the clinic (placement – 48 hours – read – +1 week – placement – 48 hours – read). Also, a single TB blood test (Interferon-Gamma-Release Assay, such as Quantiferon Gold for TB or T-Spot) may be completed in lieu of TB skin testing. (a TB Skin Test or IGRA is required annually). If you have had BCG, a positive TB skin test, or have been treated for TB, please call the office for further instructions.
**Tdap:** Provide adequate documentation of one dose of Tdap and current Td booster if more than ten years since Tdap (tetanus, diphtheria, and acellular pertussis).

**Varicella (chickenpox):** Provide one of the following: (a) adequate documentation of two varicella vaccinations at least 4 weeks apart, or (b) proof of immunity as evidenced by a positive varicella titer.

**Clinical Compliance – Phase Two – Acknowledgment**

**CNE / KCANE Confidentiality Statement:** Read and submit completed document. *(required per academic year)*

**Release of Information:** Read and submit completed document. *(required per academic year)*

**Color Vision Screening:** Documentation includes proof of completed Color Vision Screening administered by the Department of Nursing staff. If you did not complete the screening at your registration compliance meeting, please call (816) 415-5059 during regular business hours to schedule an appointment to complete the screening. *(required one time only)*

**Student Health Insurance Acknowledgment or Waiver:** Read, select “insured” or “uninsured,” and submit completed document. If possible, attach proof of health insurance (see below) or email separately to buhligm@william.jewell.edu. If you do not have personal health insurance, be sure you have indicated “uninsured” before submitting the form. *(required per academic year)*

**Proof of Health Insurance:** Documentation includes your current health insurance card as proof that you have health insurance coverage for the current academic year. Only the front of the card needs to be copied as long as it includes the company name, policy holder and policy number. If you submit an insurance card with a parent name, you will be asked to get a letter of declaration from the insurance provider indicating that you are covered under your parent(s)’ policy. *(required per academic year)*

All student compliance documentation should be completed and emailed to the Clinical Compliance Coordinator: buhligm@william.jewell.edu.

Complete the following on Moodle NUR_SE Topic 4.

**Student Handbook Quiz and Acknowledgment:** Read the current Jewell Nursing Student Handbook. Complete the quiz **scoring 100%**. You do not need to upload your quiz result. *(required per academic year)*

William Jewell College
Department of Nursing
Clinical Compliance Policy for New Students
Effective Date Fall 2017

**Rationale:**
1. The Clinical Compliance Coordinator (CCC) or Program Clinical Coordinator (PCC) must check each clinical compliance item prior to a student being sent to a clinical agency.
2. Clinical compliance verification is due to clinical agencies three (3) weeks prior to the start of clinical.
3. When a student does not meet the compliance due date, the clinical agency will not allow him/her to attend.
4. Students not attending clinical will not meet the objectives of clinical courses.

Procedure:
1. New students will receive Phase 1 and 2 clinical compliance requirements during the registration meeting.
2. All Phase 1 and 2 compliance must be submitted and verified by **noon on the last business day prior to**:
   - March 1 for January Starts
   - The day prior to summer May AT classes beginning (usually on or about the third Monday of May)
   - October 1 for August Starts
3. Site-specific compliance requirements will be given to students thirty (30) to forty-five (45) days prior to clinical orientations.
   a. If students have missing or incomplete site-specific compliance items after the due date, students will be notified by the PCC through email and phone. Students will be given an additional 48 hours after notification by the PCC to comply. If site-specific compliance is not completed within the 48 hours, the student will be considered non-compliant, and the Chair will be notified.
   b. The due date for site-specific compliance requirements for May AT is May 1st at noon. *Noted exception: if an admitted May AT student does not receive their Jewell log-in credentials prior to April 10th, the Program Clinical Coordinator will communicate, in writing, an appropriate due date (usually 5 business days after the student receives their Jewell log-in credentials). A personal phone call will also be made to ensure the student is aware of said due date. If the student does not meet this 5 business day due date, the Chair will meet with them during the first weeks of classes.
4. If a student is non-compliant, the student, Course and Clinical Coordinator, and the advisors will be informed by the Chair of the Nursing Department via email:
   a. For any incomplete and/or late compliance item(s) the student will have five percentage (5%) points deducted from the final course grade in each clinical course the student is enrolled in.
   b. The student will meet with the Chair about the non-compliance. The Chair will initiate the Performance Feedback Form (PFF) process with the student and discuss the process to comply.
   c. For incomplete compliance items and/or late compliance items the student will be held accountable for the policies of the course, be at risk for not being permitted to attend clinical orientation and/or attend clinical, failing clinical and/or failing the course.
   d. Late and/or noncompliance resulting in course final grade deductions may result in failing the clinical course or clinical courses student is currently enrolled.
   e. Students not attending clinical orientation may not attend clinical and must drop the course
   f. The student may not return to class, clinical or attend clinical orientation for the related course(s) until the compliance documentation is verified by the CCC or the PCC.
   g. If a second occurrence of noncompliance occurs in a semester, the Chair and student will complete a PFF and the APC will work with the students on a performance improvement plan.
5. Upon verification that compliance is complete, the Chair will inform the student, faculty and advisors via email.

Rev 5/2017
Rationale

1. Current students receive a list of required compliance items and the deadline at least twenty-one (21) calendar days prior to due date. In most cases students are notified thirty (30) days or more prior.
2. The Clinical Compliance Coordinator (CCC) or Program Clinical Coordinator (PCC) must check each clinical compliance item prior to sending it to a clinical agency. Clinical compliance verification is due to clinical agencies three (3) weeks prior to clinical orientations and may fall during semester breaks. Influenza is required mid-fall semester.
3. When a student does not meet the compliance due date clinical agencies will not allow him/her to attend.

Procedure:
The due dates for clinical compliance are detailed below. Students must remain compliant during the entire semester regardless of clinical dates.

<table>
<thead>
<tr>
<th>Type</th>
<th>Compliance Item</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Clinical Compliance</td>
<td>• WJC Release of Information</td>
<td>Noon on the last business day of the August each year.</td>
</tr>
<tr>
<td></td>
<td>• Health Insurance Acknowledgement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• WJC Student Handbook Acknowledgment/Quiz</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• CNE Confidentiality</td>
<td></td>
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<tr>
<td></td>
<td>• Drug Screen Consent</td>
<td></td>
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<tr>
<td></td>
<td>• Emergency Contact Information</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Incomplete immunization series in process (i.e. Hep B, MMR, Varicella)</td>
<td>Noon on the last business day of the renewal/completion month (i.e. TB previously received March 13th are due for renewal by March 31st). For renewals in December, the due date is the last day of November. Renewals in May are due the last day of April</td>
</tr>
<tr>
<td>Ongoing Clinical Compliance</td>
<td>• TB, BLS, and Tdap/Td renewal</td>
<td>Noon on the last business day of the renewal/completion month (i.e. TB previously received March 13th are due for renewal by March 31st). For renewals in December, the due date is the last day of November. Renewals in May are due the last day of April</td>
</tr>
<tr>
<td></td>
<td>• Incomplete immunization series in process (i.e. Hep B, MMR, Varicella)</td>
<td>Noon on the last business day of the renewal/completion month (i.e. TB previously received March 13th are due for renewal by March 31st). For renewals in December, the due date is the last day of November. Renewals in May are due the last day of April</td>
</tr>
<tr>
<td>Influenza</td>
<td>• Seasonal influenza</td>
<td>Noon on the Wednesday before WJC fall break.</td>
</tr>
</tbody>
</table>
1. Site-specific compliance requirements will be given to students thirty (30) to forty-five (45) days prior to clinical orientations. If students have missing or incomplete site-specific compliance items after the due date, students will be notified by the PCC through email and phone. Students will be given an additional 48 hours to comply after the notification by the PCC. If site-specific compliance is not completed within the 48 hours, the student will be considered non-compliant, and the Chair will be notified.

2. If a student has any overdue compliance the CCC or PCC will notify the Department Chair.
   a. For any incomplete and/or late compliance item(s) the student will have five percentage (5%) point deducted from the final course grade in each clinical course the student is enrolled in.
   b. The student will meet with the Chair regarding the missing or incomplete compliance items. The Chair will initiate the Performance Feedback Form (PFF) process with the student and discuss the process to comply.
   c. For incomplete compliance items and/or late compliance items the student will be held accountable for the policies of the course, be at risk for not being permitted to attend clinical orientation and/or attend clinical, failing clinical and/or failing the course.
   d. Late and/or noncompliance resulting in course final grade deductions may result in failing the clinical course or clinical courses student is currently enrolled.
   e. Students not attending clinical orientation may not attend clinical and must drop the course.
   f. The student may not return to class, clinical or attend clinical orientation for the related course(s) until the compliance documentation is verified by the CCC or the PCC.

Compliance in Progress
1. In progress is defined as an incomplete immunizations series in process.
2. If the CCC, PCC or Chair deems the student’s compliance to be “in progress,” the student may be allowed to attend class and/or clinical at the discretion of the Chair.
3. If the “in progress” compliance item(s) are not completed on time, the student will be non-compliant, and the procedure for overdue/late compliance item(s) will be followed as stated above.
APPENDIX M – Clearance for Participation in Clinical

William Jewell College Nursing Department

Student’s Name

Please answer the following questions regarding the Nursing Student’s condition by circling the appropriate response below.

Recommended restrictions or additional comments: ________________________________

<table>
<thead>
<tr>
<th>Activity</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able to lift up to 50 pounds. (Duties may include lifting patients and medical equipment.)</td>
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<tr>
<td>Able to sit, walk and stand for extended periods of time. (Students are expected to complete a full 12 hour shift during clinical work.)</td>
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<tr>
<td>Able to twist, bend, reach, pull and push. (Duties may include positioning and moving patients and medical equipment.)</td>
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<tr>
<td>Physically able to perform chest compressions for CPR.</td>
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<tr>
<td>Able to grasp with fine motor and manual dexterity. (Duties may include working with medical equipment and wearing gloves.)</td>
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<tr>
<td>Free from communicable diseases.</td>
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<tr>
<td>Tactile sensation is intact. (Duties may include feeling pulses.)</td>
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<tr>
<td>Eyesight/Vision is accurate. (Duties may include reading medication labels.)</td>
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<td></td>
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<tr>
<td>Mental ability to adapt to continually changing environment.</td>
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<td></td>
</tr>
<tr>
<td>Emotional stability. (Duties require maintaining a therapeutic relationship with patients, families, and other health team members.)</td>
<td></td>
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</tbody>
</table>

If you answered no to any of the above questions, please explain in detail:
I certify that the student is fit for duty and does not pose a significant risk to the health and safety of those in the clinical area.

_________________________   ___________________
Physician Signature  Date

_________________________
Printed Name

Facility Name, Address & Phone number
The Student Request to APC Form is available for student use in submitting requests to the Nursing Admissions and Progressions Committee (APC). Request must be submitted to APC one semester prior to the potential semester of request and 14 business days prior to the end the fall or spring semester. **Please note that additional information may be requested by APC to assist with this process.

Name__________________________________ Date________________

Request:
Please describe your request. Include rationale for the request and specific plans that you will implement in relation to the request.

Additional Information:
Please include additional information that may be helpful to the Admissions and Progressions Committee.

Signature________________________________________

Response:
Admissions and Progressions Committee response to the request:

Signature of Admissions and Progressions Chair______________________ Date______________

Signature of Student indicating reading of the
Admissions and Progressions Committee response. __________________________ Date__________
<table>
<thead>
<tr>
<th>Course</th>
<th>Clinical/Lab Hours</th>
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</thead>
<tbody>
<tr>
<td>NUR 232 Physical Examination and Health Assessment</td>
<td>12</td>
</tr>
<tr>
<td>NUR 242 Pharmacology</td>
<td>-</td>
</tr>
<tr>
<td>NUR 250 Fundamentals of Nursing and Health Care</td>
<td>42</td>
</tr>
<tr>
<td>NUR 301 Human Pathophysiology</td>
<td>-</td>
</tr>
<tr>
<td>NUR 311 Nutrition</td>
<td>-</td>
</tr>
<tr>
<td>NUR 312 Nursing Professionalism</td>
<td>-</td>
</tr>
<tr>
<td>NUR 320 Adult Health Nursing</td>
<td>148</td>
</tr>
<tr>
<td>NUR 362 Gerontology</td>
<td>16</td>
</tr>
<tr>
<td>NUR 370 Psychiatric – Mental Health</td>
<td>42</td>
</tr>
<tr>
<td>NUR 372 Health Care Research, Theory and Practice</td>
<td>-</td>
</tr>
<tr>
<td>NUR 380 Community Health Nursing</td>
<td>42</td>
</tr>
<tr>
<td>NUR 390 Family Centered Nursing</td>
<td>Peds 42/OB 42</td>
</tr>
<tr>
<td>NUR 470 Critical Care Nursing</td>
<td>84</td>
</tr>
<tr>
<td>NUR 480 Role Transition in Nursing</td>
<td>-</td>
</tr>
<tr>
<td>NUR 490 Capstone: Role Transition in Nursing</td>
<td>140</td>
</tr>
<tr>
<td><strong>TOTAL Clinical Hours</strong></td>
<td><strong>610</strong></td>
</tr>
</tbody>
</table>