

BSN STUDENT HANDBOOK



FAIRMONT STATE

*Revised
March 2009*

INTRODUCTION

The Bachelor of Science in Nursing Program is designed for registered nurses who desire a baccalaureate degree in nursing. It provides career mobility for the associate degree and diploma graduate nurse. The program is designed to prepare nurse generalists who possess the professional competence to provide and coordinate care in situations of health promotion, health maintenance, and health restoration. The program also provides the student an opportunity to acquire certification in School Health Nursing. The program's purpose is to provide a base for graduate study and to prepare graduates to assume accountability for nursing practice in the roles of clinical generalist, client advocate, manager, leader, research consumer and lifelong learner.

The faculty of the Department of Nursing welcome you to the BSN Program. The mission of the College and the Nursing Program is to provide a quality education in a diverse and supportive learning environment that fosters individual growth, career development, life-long learning, and a commitment to excellence in academic and community pursuits.

The BSN Program is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, phone (202) 887-6791.

Reviewed 1/14/09

Assumptions of the RN-BSN Student Population

1. The first professional nursing degree is the Bachelor of Science which prepares a generalist practitioner.
2. Registered Nurse students are adult learners, making concepts and techniques related to adult learners appropriate for the program.
3. Registered Nurse students are licensed practitioners who do not require the close direct supervision of clinical activities found in generic nursing programs.
4. Clinical experiences for Registered Nurses are viewed as a means of expanding and refining basic nursing knowledge and skills acquired in associate degree or diploma nursing programs.
5. Quality baccalaureate nursing education can be designed to build on prior nursing education and experiences without duplicating content or experiences.
6. Nursing courses completed in an associate degree or diploma nursing program provide a base of nursing content.
7. Nursing clinical experiences completed in an associate degree or diploma nursing program are concentrated in acute care settings with limited community-based clinical experiences.
8. Registered Nurse students enter the BSN Program with an academic background equivalent to that required for junior status.
9. The majority of those Registered Nurse students who return to school to obtain a baccalaureate degree are employed at least part-time.
10. Registered Nurse students continue to assume multiple roles in addition to that of student.

Reviewed 1/14/09

Program Outcomes

1. Seventy-five percent of BSN students will graduate with a Bachelor's Degree in Nursing.
2. Twenty-five percent of BSN graduates will indicate that they will pursue professional certification or graduate study within five years of graduation.
3. Ninety percent of BSN graduates will state that they have met the graduate outcomes.
4. Ninety percent of BSN graduates will report that their professional nursing role has been expanded.
5. Eighty percent of BSN graduates will practice nursing in West Virginia within one year of graduation.
6. Ninety percent of BSN graduates will report program satisfaction at a level of 3 out of 5 or greater.

Revised: 1/14/09

Validation of Prior Learning

Fairmont State and the Department of Nursing validate prior learning in nursing through several mechanisms. These include:

1. Graduation from a state approved nursing program.
2. Unencumbered licensure to practice as a Registered Nurse in West Virginia.
3. For graduates of a diploma nursing program, their diploma nursing course credits will be held in escrow upon entering the RN to BSN program. When a student completes 14 credits in the nursing major with a C or above, the 35 credits come out of escrow and are credited to the student's official transcript.
4. Transfer credit may be granted for nursing courses taken at accredited colleges and universities. The course syllabus is reviewed by BSN faculty to determine if content is equivalent to the nursing courses at Fairmont State. In order to obtain nursing credit, the student must have achieved a grade of "C" or higher.

Revised: 1/14/09

PROGRAM DESCRIPTION

The Bachelor of Science in Nursing Program is designed for registered nurses who desire a baccalaureate degree in nursing. It provides career mobility for the associate degree and diploma graduate nurse. The program is designed to prepare nurse generalists who possess the professional competence to provide and coordinate care in situations of health promotion, maintenance, and restoration. The program aims to provide a base for graduate study and to prepare graduates to assume accountability for nursing practice in the roles of nurse generalist, client advocate, leader, manager, research consumer and lifelong learner.

The curriculum is individually designed on the basis of the student's academic background. A minimum of 128 approved credit hours is required. This includes 30 upper division nursing credits. The program can be completed in two full-time academic years or one academic year if the general studies and support courses have been completed in advance. Students may enroll on a full-time or part-time basis. Nursing courses will be offered in the evening and on line when possible. Students must earn a grade of "C" or above in all required courses.

All applicants seeking admission to the Bachelor of Science in Nursing Program are required to:

1. Meet the general admission requirements of Fairmont State.
2. Hold an unencumbered license to practice as a registered nurse in West Virginia.
3. Submit an application for admission, designating the major as Baccalaureate in Nursing, to the Director of Admissions. The following information must also be submitted by the same date.
 - a. Official college or diploma program transcripts including graduation date and degree.
 - b. Evidence of current CPR certification (must be provided prior to beginning clinical courses).
 - c. Completed health form and/or clinical agency health requirement.
4. Have transfer courses evaluated by the Director of Admissions.

Registered nurses who have not completed the required lower division courses are encouraged to contact the Department of Nursing for advisement purposes.

Admission to the program is required for enrollment in clinical nursing courses.

All required support courses must be completed prior to or concurrently with Nursing 4440.

The Bachelor of Science in Nursing Program is accredited by the Commission on Collegiate Nursing Education.

Revised: 1/14/09

The mission of the Fairmont State Baccalaureate Degree in Nursing Program is to offer quality nursing education to nurses in North Central West Virginia and beyond. The program of instruction prepares nurses to restore, maintain, and promote health and to provide complex care to clients in diverse settings. Resources and energies are focused on students and the community through education, scholarly activities, and service. These endeavors strengthen the quality of nursing care provided to health care consumers and enables nurses to meet the challenge of professional nursing practice and a lifetime of learning.

**Developed: 1999
Revised April 2007
Reviewed 1/14/09**

Philosophy of the Bachelor of Science in Nursing Program

The School of Nursing is an integral component of Fairmont State, committed to the education of nurses at the under-graduate level. In concurrence with the mission of the university, the nursing faculty accept the responsibility of providing a caring, educational environment in which the learner can gain the depth and breadth of knowledge in the humanities, natural sciences, and social sciences. The integration of the student's intellectual, personal, ethical, and cultural development, coupled with a general education foundation encourages and promotes the growth of every student. By fostering professional growth, the faculty encourage the student to become a positive influence on the nursing profession and society.

The philosophy of the School of Nursing is based upon the beliefs about humanity, environment, health, and nursing.

Humanity

The human being is a biopsychosocial open system which is more than the sum of its parts, and is in constant interaction with the internal and external environment. This interaction is characterized by change. Within this changing world, the person must adapt to maintain integrity of self. The human being is unique, creative, and self-determined. Humans are influenced by individual cultural values, beliefs, customs, and practices when making health choices. Individuals have the ability to make health choices from many possibilities and to act purposefully and rationally to achieve maximum health potential based on their perceived ability to control their environment.

Health

Health is a dynamic, transitional state viewed on a wellness -illness continuum. Clients fluctuate along the wellness-illness continuum with the goal of attaining their maximum health potential. Placement on the continuum is influenced by the individual's values, beliefs, culture, heritage, prior and current life experiences, as well as the environment at large. These perceptions are mirrored in both individual and societal patterns of health behaviors. Health behaviors hold unique meaning for human beings as they seek maximum health potential.

Environment

The environment is multi-dimensional, dynamic, and interactive with human beings. It is composed of the internal and external forces that act on the individual. The external environment includes family; community; and cultural values, beliefs; and customs. The internal environment consists of interactions among cognitive, emotional, and physical components. Internal and external environments interact to influence the individual's unique responses to health. Through planned interventions, the nurse becomes a purposeful agent to influence the quality of the individual's interaction with the environment.

Professional Nursing

Nursing is an art as well as a science. The science of nursing involves the use of theories, scientific principles, and the use of research in nursing practice. The art of nursing is practiced through the intuitive and therapeutic use of self to enhance the nurse-client process in a variety of health care settings, utilizing a diversity of roles. These skills are employed to promote positive health care choices and enhance levels of health.

Nursing, as a profession, provides a holistic discipline of practice to others through the establishment of relationships purposely focused toward health potential. These relationships are characterized by the establishment of trust, meaningful communication, and an attitude of caring. Shared activities of the nurse - client process are identification of needs, negotiation of goals, decision making, planning, implementation, and evaluation. The process of critical thinking is a systematic method of inquiry, analysis, and synthesis that gives depth and breadth to the practice of professional nursing.

The nurse prepared, as a generalist, at the baccalaureate level promotes optimal health in individuals, families, communities, and groups by recognizing, influencing, and implementing social, environmental, economic, and potential practices that impact health. The nurse is also a consumer of research findings in a practice setting and identifies future research questions.

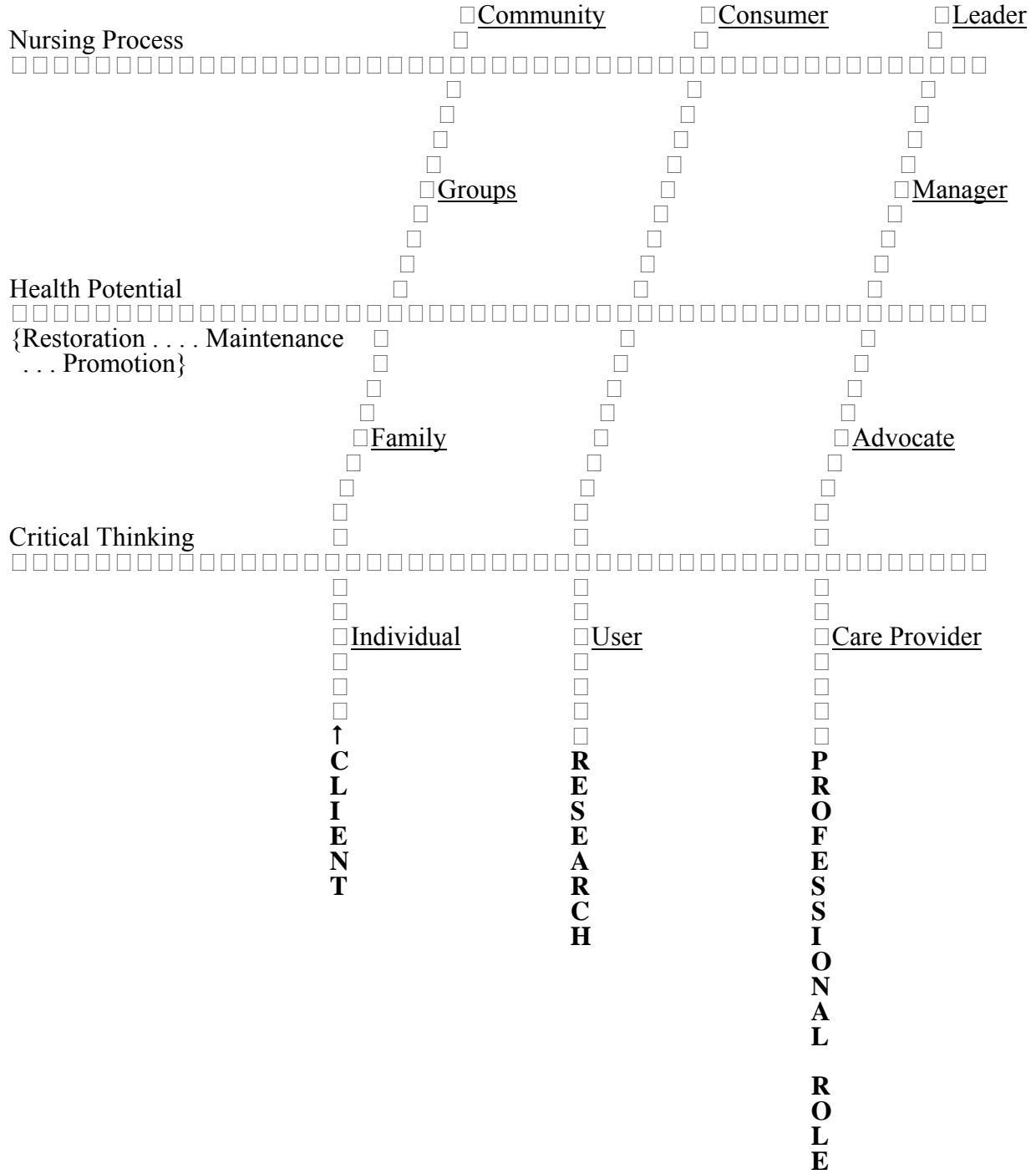
Nursing Education

Nursing education provides the opportunity for the learner to recognize, develop, and create skills, attitudes, and processes necessary to promote health. The teacher is a guide, resource person, role model, and facilitator of learning. Teaching is the process of co-creating with the learner a social and intellectual environment that fosters caring, systematic inquiry, ethical decision making, and critical thinking. This environment promotes a commitment to lifelong learning. The learner brings to the teaching-learning environment a broad range and depth of life experiences. The learning environment involves both formal and informal interaction between the teacher and the learner. Both have an awareness of their responsibility, their accountability, and demonstrate mutual respect. The faculty recognize that the non-traditional adult learner has needs that require flexible and innovative teaching-learning approaches.

The practice of professional nursing begins at the baccalaureate level. Together, the teacher and the student seek meaningful learning experiences that empower the learner to assume the role of professional nurse. The desired outcome of professional nursing practice is to promote the health of clients within the context of an ever changing multi-cultural society. This outcome is realized through the use of the nursing process and the implementation of the professional nursing roles of care provider, advocate, manager, and leader. Baccalaureate education at Fairmont State provides the graduate with a solid foundation for lifelong professional development, as well as preparation for formal graduate education.

Developed: January 30, 1998
Reviewed: March 2005
Reviewed: 1/14/09

ORGANIZATIONAL FRAMEWORK



Developed: January 30, 2000
 Reviewed: March 2005
 Reviewed: 1/14/09

DEFINITION OF TERMS

Critical Thinking A method of inquiry that involves analyzing, synthesizing and evaluating knowledge for the purpose of problem solving and decision making.

Nursing Process An interpersonal, caring, continuous sequence of steps or phases that organize the activities of nursing into an effective framework in order to maximize the health potential of individuals, families, groups and communities.

Health Potential A relative state along a continuum ranging from the ideal state of being to serve illness to death; the ability to adapt to illness and to reach the highest level of functioning.

Restoration Curative Care; nursing care that has as its goal recovery from disease

Maintenance Preventing illness and maintaining maximal function

Promotion Interventions and behaviors that increase the level of wellness.

Client A consumer of health care who engages the professional services of a health care provider to achieve a higher level of health.

Individual The human being considered separately from his group or from society.

Family Two or more persons joined together by bonds sharing an emotional closeness and who identify themselves as family.

Group Two or more people classified together because of common characteristics or interests.

Community People and the relationships that emerge among them as they develop and use in common some agencies and institutions and a physical environment. This includes individuals, families, groups and communities.

Professional Role Is a gradual process of change and differentiation from a basic care provider to a more advanced level of complexity that includes the roles of:

- **Care Provider** The nurse employs evaluative clinical judgments based upon systematic nursing assessment and planning skills to develop a plan of care for enhancing health potential.
- **Advocate** Implements actions on behalf of another person or organization.
- **Manager** The coordinator and integrator of resources through planning, organizing and directing to accomplish specific objectives.
- **Leader** Influence the activities of others toward goal setting through knowledge, self awareness and communication.

Research A scientific process that validates and refines existing knowledge and generates new knowledge that directly and indirectly influences nursing practice.

- **User** Demonstrates awareness of the value or relevance of research in Nursing
- **Consumer** Reads, interprets, identifies nursing problems and evaluates research for applicability to nursing practice.

Developed: January 30, 1998

Reviewed: March 2005

Reviewed: March 2008

Graduates of the program should be able to:

1. Synthesize empirical and theoretical knowledge from nursing and general education including social sciences, natural sciences, mathematics, English, and humanities as a framework for professional clinical practice.
2. Employ effective communication in verbal, nonverbal, and technological aspects of nursing care.
3. Evaluate the effectiveness of the nursing process in assessing health status, planning, and implementing care in cooperation with individuals, families, groups, and community.
4. Assess the effectiveness of planned change to assure an environment conducive to maximizing health potential for individuals, families, and communities.
5. Assume responsibility for self-direction in life-long learning, maintain legal and ethical standards, and participate in activities that contribute to personal and professional growth.
6. Provide care for individuals, families, and groups incorporating evidence based practice.
7. Synthesize a personal philosophy of nursing which incorporates responsibility and accountability as an advocate for the consumer of health care and one's own practice and profession.
8. Collaborate with other health team members to promote maximum health potential.
9. Use the critical thinking process to solve problems and make decisions in the professional nursing roles of care provider, advocate, manager and leader.

BSN COURSE DESCRIPTIONS

Nursing 3320 - Health Assessment

4 hours

This course is designed to develop skills as a care provider in health/physical assessment. It includes assessment techniques, how to assess clients of various racial and cultural groups and the assessment of clients across the life span. The nursing process and critical thinking skills are used to synthesize information to promote health potential. Faculty-supervised campus laboratory experience is employed to students' skills. (3 hours class, 2 hours lab per week). PR: Admission to the nursing program or instructor's permission. Fall semester only.

Nursing 3330 - Health Deviations

3 hours

This course covers pathophysiologic mechanisms and their effect upon health potential. With the help of case studies, students will apply theoretical knowledge to patient situations through utilization of the nursing process. (3 hours class per week). PR: Admission to the nursing program or instructor's permission. Spring semester only.

Nursing 3350 - Professional Nursing Concepts

3 hours

This course is designed to assist the registered nurse in exploring concepts and theories relevant to professional nursing. Areas explored include: theories of nursing, beliefs, assumptions and values of the nurse-client relationship, socialization to the professional nursing role, health and health care delivery systems and the nursing process. (3 hours class per week). PR: Admission to nursing program and NURS. 3320; or NURS 3320 may be taken concurrently. Fall semester only.

Nursing 3360 – Ethical Decision Making in Health Care

3 hours

This course focuses on developing critical thinking skills and applying them to complex nursing situations. It will include ethics and their application to nursing practice. (3 hours class per week). PR: Nursing 3320, NURS 3350. CR: 3330 may be taken concurrently. Spring semester only. Accelerated program: Instructor's permission.

Nursing 3399 - Special Topics in Nursing

1-12 hours

This course is concerned with special studies in selected topics, to be determined by the instructor and approved by the School's dean. Credits earned will be applicable as free electives.

Nursing 4400 - Research in Nursing Practice

3 hours

This course analyzes the scientific process, with emphasis on its application to nursing. Students will develop an understanding of the logical process of research, reasoning and the scientific inquiry necessary to carry out studies of nursing interest (3 hours class per week). PR: NURS 3320, NURS 3330, NURS 3350, NURS 3360, NURS 4440; or NURS 4440 may be taken concurrently. Accelerated Program: Instructor's permission. Fall semester only.

Nursing 4410 - Community Health Nursing **6 hours**

This course focuses on the theories and principles underlying current community health nursing practices. Emphasis is placed on the client and family, including appropriate nursing intervention for individuals, families and groups in outpatient settings and in the home. Topics include application of the nursing process to community-based intervention in health maintenance, health promotion and restoration, and utilization of community resources (3 hours class, 6 hour lab per week). PR: Nursing 3320, NURS 3330, NURS 3350, NURS 3360, and NURS 4400; or NURS 4440 may be taken concurrently. Accelerated Program: Instructor's Permission. Fall semester only.

Nursing 4430 - Leadership and Management in Nursing Practice **3 hours**

This course explores theories of leadership and management as they relate to nursing and health potential. Emphasis is given to strategies appropriate for the individual, family, groups and the community in the practice setting. The course also includes an examination of motivational theories, role development, group processes, change theory and communication skills, as well as authority and accountability (3 hours class per week). PR: MGMT 2209 or MGMT 3308. CR: NURS 4440 may be taken concurrently. Spring semester only. Accelerated Program: Instructor's permission.

Nursing 4440 - Nursing Practicum Writing Intensive **5 hours**

This course assists students in the integration of theory and practice as they approach completion of the nursing major. Students choose a clinical area to carry out nursing activities that promote health potential. Goals include development of autonomy in nursing practice, skill in clinical decision making and judgment and professional role development (2 hour class, 6 hours lab per week). PR: MGMT 3308 and Nursing 4410 or concurrent enrollment in NURS 4430. Spring semester only. Accelerated program: Instructor's permission.

Nursing 4441 - School Nurse Practicum **4 hours**

The School Nurse Practicum is designed to help Registered Nurses meet West Virginia Board of Education standards for practicing school nurses. This specialization prepares nurses for their role in health restoration, maintenance and promotion and as an advocate for children and families.(One hour class, 6 hours lab per week).

Nursing 4499 - Special Topics in Nursing **1 -12 hours**

This course is concerned with special studies in selected topics, to be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives.

**Fairmont State
BSN Program
Clinical Preceptor Guidelines**

Concept of Clinical Preceptor

Clinical preceptorship is a mentoring educational strategy during which a relationship develops between the student, clinical preceptor in a health delivery agency, and faculty. The preceptor assists the student in gaining clinical experience to facilitate that attainment of course, professional, and personal learning objectives.

Preceptor Qualifications

1. The clinical preceptor should have a bachelor's degree or higher in nursing. The preceptor must be a registered nurse with recognized expertise in an area of clinical practice as evidenced by years of experience and/or certification.
2. The clinical preceptor should have good communication skills, a positive influence on peers and students, and be available to precept for the designated period.

Preceptor Responsibilities

1. The preceptor will orient students to the agency's physical facilities, policies, and procedures consistent with the role students will assume.
2. The preceptor will serve as a resource person and role model for the student.
3. The preceptor will collaborate with the student and faculty regarding methods and strategies to meet the student's learning objectives.
4. The preceptor will assess the learning experiences available and arrange for experiences and use of resources.
5. The preceptor will facilitate the students' learning by periodic feedback to students and faculty regarding clinical performance.
6. The preceptor will communicate with the faculty any concerns and/or problems in relation to the students' role and learning experience.
7. The preceptor will participate in the evaluation of the student and the clinical experience.

Revised: 1/14/09

Faculty Responsibilities

1. The faculty will be responsible for the development of the course and learning objectives.
2. The faculty will orient students to the educational objectives and requirements of the course.
3. The faculty will orient preceptors to the educational objectives and requirements of the course.
4. The faculty will establish and maintain communication with the student and assigned preceptor on a regular basis throughout the course.
5. The faculty will serve as a resource person for the student and the preceptor.
6. The faculty will serve as a liaison for any conflict that may arise in the learning environment with the student and preceptor.
7. The faculty will collaborate with the preceptor to evaluate the student's performance.
8. The faculty will collaborate with the student to evaluate the preceptor's effectiveness.
9. The faculty will be responsible for all formal grades assigned to the student.

Student Responsibilities

1. Student will be responsible for choosing preceptor that help them meet clinical objectives.
2. Student will provide nursing faculty with clinical agency information for the purpose of developing a contract.
3. The student will share clinical objectives with preceptor.
4. The student will establish and maintain contact with faculty and assigned preceptor on a

regular basis.

5. The student upholds professional standards related to clinical experiences site such as attendance, professional courtesy and fulfillment of preceptor/clinical expectations.
6. The student will accurately document clinical hours.

Reviewed: 1/14/09
Developed: 1/14/09

**BACHELOR OF SCIENCE IN NURSING
FOR REGISTERED NURSES**

CATALOG YEAR _____

ADMISSION/PROGRESSION/GRADUATION

ADMISSION

Name Social Security Number

Address

City/State Zip Code County

Telephone (Home) Telephone (Work) FAX Number

Employment Status: Full-Time Part-Time Not Employed

ADN or Diploma and Date Completed

 Transcripts on File CPR Certification RN Licensure

GRADUATION

Date of Graduation _____ _____ Background Check

Revised: 3/2008

Progression (Fall 2008 Catalog)

	Credit Hours	Grade
<u>General Studies Requirements</u>		
Communication Skills		
ENGL 1104	Written English I3	_____
ENGL 1108	Written English II3	_____
COMM	Communication (2200, 2201, or 2202).....3	_____
INFO 1100	Computer Concepts (or competency)3	_____
Math		
MATH 1107	or acceptable option.....3	_____
Culture/Civilization Exploration		
ENGL	Literature (2220 or 2230).....3	_____
ENGL	Literature (2221 or 2231).....3	_____
HIST/PHIL	History or Philosophy from options.....3	_____
Creative Expression and Interdisciplinary Studies		
	Appreciation Course 1120 (Art, Music, or Theatre)3	_____
INTR 1100	Race Class and Gender or other option3	_____
Scientific Discovery		
BIOL 1170	Anatomy and Physiology.....4	_____
BIOL 2205	Microbiology4	_____
Society and Human Interactions		
PSYC 1101	Introduction to Psychology3	_____
SOCY 1110	Introduction to Sociology3	_____
<u>Support Course Requirements</u>		
Statistics*	PSYC 2240 or NUSN 33104/3	_____
	*Must be taken prior to or concurrent with NURS 4400	
MGMT*	Management (2209 or 3308).....3	_____
	*Must be taken prior to or concurrent with NURS 4430	
<u>Non-Nursing Free Electives</u>		
12/13	_____
	_____
	_____
	_____
	_____
<u>BSN Nursing Requirements</u>		
NURS 3320	Health Assessment (Fall)4	_____
NURS 3330	Health Deviations (Spring)3	_____
NURS 3350	Professional Nursing Concepts (Fall)3	_____
NURS 3360	Ethical Decision-Making in Health Care (Spring).....3	_____
NURS 4400	Research in Nursing Practice (Fall)3	_____
NURS 4410	Community Health Nursing (Fall)6	_____
NURS 4430	Leadership and Management (Spring).....3	_____
NURS 4440*	Practicum (Spring)(Writing intensive course)5	_____
	*Must complete all coursework prior to or concurrent with NURS 4440	

Total General Studies/Support Course Hours 50/51
Total Non-nursing Free Elective Hours 12/13
Total BSN Nursing Course Hours 30
Total Associate Degree Nursing Course Hours 35

Total Credits 128

FAIRMONT STATE UNIVERSITY

BACHELOR OF SCIENCE IN NURSING MODEL SCHEDULE

Junior Year – Fall Semester

NURS 3320	Health Assessment	4
NURS 3350	Professional Concepts	3
	Free Elective.....	3
INFO 1100	Computer Concepts and Application	3
	(or demonstrated competency)	
MATH	Math 1107 or Acceptable Option.....	3
	TOTAL	16

Junior Year – Spring Semester

NURS 3330	Health Deviations	3
NURS 3360	Ethical Decision Making in Health Care.....	3
Statistics	Psychology 2240 or	4
	Bus 3310 or Soc 2240	3
COMM	Communication 2200 or 2201 or 2202.....	3
History/Philosophy	Select from Liberal Studies options	3
	TOTAL	16(17)

Senior Year –Fall Semester

NURS 4400	Research in Nursing Practice	3
NURS 4410	Community Health Nursing	6
MGMT 2209	Principles of Management.....	3
Or		
MGMT 3308	Personnel Management	
English	Select from Liberal Studies options for Literature.....	3
Artistic/Creative Expression	Select from Liberal Studies options	3
	TOTAL	18

Senior Year – Spring Semester

NURS 4430	Leadership & Management in Nursing Practice	3
NURS 4440	Nursing Practicum	5
English	Select from Liberal Studies options for Literature.....	3
	Free Elective.....	3
Artistic/Creative Options	ART 1120/MUSI 1120/THEA 1120/INTR1120.....	3
	TOTAL	17

..... **66/67 TOTAL**

School Nurse Certification

For School Nurse Certification, courses required include Education 2200 and the School Nurse Track in Nursing 4440. For returning BSN graduates, School Nurse Certification requires Education 2200 and Nursing 4441.

Revised 3/08

MODEL SCHEDULE
 BSN FAIRMONT STATE UNVIERSITY
 ACCELERATED TRACK

FALL SEMESTER	HOURS
NURS 3320 HEALTH ASSESSMENT	4
NURS 3350 PROFESSIONAL CONCEPTS	3
NURS 4400 RESEARCH IN NURSING PRACTICE	3
NURS 4410 COMMUNITY HEALTH NURSING	<u>6</u>
TOTAL	16

SPRING SEMESTER	
NURS 3330 HEALTH DEVIATIONS	3
NURS 3360 ETHICAL DECISION-MAKING IN HEALTH CARE	3
NURS 4430 LEADERSHIP & MANAGEMENT IN NURSING PRACTICE	3
NURS 4440 NURSING PRACTICUM	<u>5</u>
TOTAL	14

GENERAL POLICIES

ABSENCE POLICY. The absence policy will be given to you at the beginning of each course. The responsibility of knowing the policy rests with the student. Students are expected to attend regularly the class and lab session of courses in which they are registered. Regular attendance is necessary to the successful completion of a course of study.

ACADEMIC DISHONESTY. Academic dishonesty reflected by cheating, plagiarism, and falsifying records may be grounds for dismissal from the nursing program. See FS student handbook for further information.

ADVISORY SYSTEM. Each nursing student will be assigned an academic advisor who is a member of the nursing faculty. Your advisor will have a folder that includes a copy of your previous college transcript of courses taken and credits earned. Students who wish to transfer into the BSN Program will be evaluated on an individual basis. After you graduate from Fairmont State ADN Program you should go to the Student Services and have advisor changed to a BSN faculty member.

Your advisor will assist you in selecting courses to meet the requirements of the program, but you are responsible for knowing these requirements and for taking the initiative to make an appointment for a conference with your advisor prior to pre-registration.

All nursing faculty are available for student advising to assist in solving your problems and will have a schedule posted on their office door as to when they will be available for pre-registering advisees.

You are also responsible for attending any additional advisor-advisee meetings as scheduled and announced. Make no change in your program (adding, withdrawing, etc.) without your advisor's consent.

CLINICAL EXPERIENCE POLICIES. Students enrolled in a nursing course with a clinical component are responsible for providing documentation of a current West Virginia license as a registered nurse and current CPR provider certification. The student is responsible for meeting the health requirements of the selected clinical agency.

COMMITTEE MEMBERSHIP. There is one student representative from the BSN Program on the Faculty Committee.

APPLICATION FOR GRADUATION. Candidates for graduation must officially apply for a degree in the Office of Student Services. There is a fee associated with this application. This fee includes evaluation of your transcript, your diploma, and your cap and gown for the graduation ceremony. Students are responsible for meeting the deadlines for application for graduation.

CELL PHONES Cell phones are to be turned off during class and clinical times.

COURSE EVALUATION. Students will be given the opportunity to evaluate the course and the faculty at the end of each nursing course in an anonymous manner. The information from the evaluation is to be used by the instructor as a guide for improvement of the course.

CPR CERTIFICATION. You will be required to be CPR Certified in the Health Care Provider Course prior to beginning NURS 4410.

DIASBILITY SERVICES Services are available to any student, full or part time, who has a need because of a documented disability. It is the student’s responsibility to register for services with the coordinator of student’s with disabilities and to provide any necessary documentation to verify a disability of the need for accommodations. The coordinator of disability services located in the Turley Center, Room 304. The office phone is (304) 367-4686 or TDD # is 304-367-4906.

GRADES IN BSN SUPPORT COURSES A grade of “C” or above is required in all Nursing and support courses.

DRUG SCREENING POLICY Students may be subject to random drug screening or psychiatric evaluation at their expense if their behavior puts patients, faculty, or peers in jeopardy. Unauthorized use of controlled substances will be cause for dismissal from the nursing program.

BACKGROUND CHECKS

Students must have had a satisfactory Criminal Background Check prior to courses with a clinical component.

GRADING SYSTEM. The grade scale which determines the letter grade assigned for all Nursing courses with a clinical component is as follows:

92 to 100%.....	A
84 to 91%.....	B
75 to 83%.....	C
66 to 74%.....	D
Below 66%.....	F

GRADUATION PICTURES. Arrangements are made with a photographer for individual pictures of the

graduating class to be taken which are then made into a composite. It has been customary for a large composite to be made to be placed in the frames in the hallway outside the Nursing Department. Photo packages including a composite are available from the photographer at a reasonable cost.

HEALTH INSURANCE Fairmont State does not provide individual health and accident insurance. The student is responsible for expenses incurred as a result of illness or accidents including those that might occur in the clinical areas.

POLICIES Policies are changed in department meetings, with documentation recorded in faculty minutes. After approval by the appropriate college committee, if necessary, the new policies are communicated to the students on the first day of class when course policies are discussed.

NAME CHANGE A change in name and/or address is to be reported to your advisor and the Student Services Office in 248 HB.

NAME TAGS Students are responsible for getting own name tag for clinical use.

PINNING CEREMONY A pinning ceremony is traditionally held during the week of commencement for those students completing the Associate Degree in Nursing and the Bachelor of Science for Registered Nurses.

PROFESSIONAL MEMBERSHIP. Students are encouraged to join ANA and WVNA. This fosters high standards and a commitment to the nursing profession.

SCHOOL PINS. A school pin has been designed for BSN Program that is available to graduates. Orders are placed at the beginning of the spring semester before graduation. This coincides with orders for pins by the Associate Degree Nursing class.

STUDENT GRIEVANCE POLICY. The student Grievance and Appeal Process in the FSU catalog and also in the FSU Student Handbook. The Department of Nursing follows college policy.

WITHDRAWAL POLICY. In order to drop a required nursing or non-nursing course, the student must meet with his/her advisor. Some nursing courses are pre-requisites or courses to be taken concurrently with each other; therefore, a withdrawal from one nursing course may necessitate additional time, up to one year, to complete the program.

WRITTEN WORK. Preparation of written work should contribute to clear communication. All work must be type-written. Good writing is an art and a craft. Correct grammar facilitates clear communication. Ideas should be developed fully and logically. All formal papers are to follow APA format.

UNENCUMBERED RN LICENSE. At the beginning of each fall semester, of students enrolled in Nursing courses, the faculty will check with the Board of Examiners for Registered Nurses for unencumbered licensure.

CHILDREN IN THE CLASSROOM: NO Children are allowed in the classroom during class time.

SCHOOL NURSE CERTIFICATION

Students enrolled in the School Nurse Certification Program must meet the following criteria:

1. A minimal grade point average of 2.75
2. Give permission for a background check by the Criminal Investigation Bureau of the West Virginia State Police, including fingerprint examination.(cost incurred)
3. Have achieved acceptable scores on the Pre-Professional Skills Test (PPST).(cost incurred)
4. Students currently enrolled in the Bachelor's degree in Nursing Program have an option to take the school nurse certification track in Nursing 4440: Nursing Practicum. Additional requirement for School Nurse Certification track in NSG 4440 is Education 2200.
5. Students who have completed a Bachelor's Degree in Nursing and return for School Nurse Certification will be required to take **7** credit hours.

Education 2200	3 credit hours
Nursing 4441	<u>4</u> credit hours
	7 total additional hours

INDEX

Absences	22
Academic Dishonesty	22
Admission/Progression/Graduation	18
Advisory System	22
Application for Graduation	22
Assumption of the RN-BSN Student Population	2
Clinical Experience Policies	22
Committee Membership	22
Course Descriptions	13, 14
Course Evaluation	23
CPR Certification	23
Drug Screening	23
General Policies	22
Glossary of Terms	10
Grading System	23
Graduate Outcomes	12
Graduation Pictures	24
Introduction	1
Name Change	24
Model Schedule	20
Organizational Framework	9
Mission and Philosophy	6, 7, 8
Pinning Ceremony	24
Preceptor Guidelines	15
Program Description	5
Professional Memberships	22
Program Goals	3
School Nurse Certification	26
School Pins	24
Validating Prior Learning	4
Withdrawal Policy	24
Written Work	24