FAIRMONT STATE UNIVERSITY

School of Nursing
Associate Degree Program

STUDENT HANDBOOK
2010-2012

REVIEWED/REVISED
August 2010
Welcome

Dear Students:

Welcome or welcome back to Fairmont State University and to the School of Nursing and Allied Health Administration! You have made two excellent career choices with choosing FSU and nursing!

I hope that this will be a rewarding and exciting year for you! It will be an exciting year for the School of Nursing as we have an National league for Nursing Accrediting Commission (NLNAC) Site Visit for continuing accreditation October 5-7, 2010 and you will be an important part of that process!

I am looking forward to seeing our returning students and meeting our new first year students. As your schedule permits, please stop by my office, ED 245, and let me know how you are doing. I am also interested in your thoughts and ideas about the programs. I have an open door policy, so if my door is open, you are most welcome. If you wish to talk for a period, please schedule an appointment so that our time will be uninterrupted.

Now, a few words about this handbook, and why it is essential that you know the policies it contains. The faculty and students of the School of Nursing have prepared this handbook. The purpose of producing such a manual is to ensure that the policies of the School are public and accessible.

The School of Nursing policies are nondiscriminatory and are congruent with the mission and goals of the University. The task of educating practitioners, who are prepared to safely practice professional nursing at the generalist level, mandates that certain nursing academic and clinical conduct requirements be more stringently delineated than general University requirements. In the event that a School of Nursing policy differs from the general University policy, communication of that difference occurs via this handbook.

The School of Nursing Handbook is accessible to students on our Web page at http://www.fairmontstate.edu/files/u242/ADNStudent_Handbook.pdf. This handbook is NOT to be regarded as an irrevocable contract between the student and the School of Nursing. The School reserves the right to make and designate the effective date of curricula policies and other regulations, at any time such changes are considered desirable or necessary.

Policies affecting nursing students are developed and revised through the action of various nursing committees and are finalized by the faculty. Any changes throughout the year will be announced to students with discussion and an appropriate timeline for implementation.

If you have questions or concerns about any of the policies in the handbook, please direct them to a faculty member, your academic advisor, your class representative, or me.

Have a wonderful year!

Sincerely,

Mary Sharon Boni

Mary Sharon Boni. PhD, RN
Dean and Professor School of Nursing and Allied Health Administration
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Program Description

The Associate Degree Nursing Program at Fairmont State is designed to prepare graduates for a challenging and satisfying career as a registered nurse. The curriculum includes a balance of nursing and non-nursing courses. Students have the opportunity to apply nursing theory and skills in the campus laboratories, simulation labs, and a variety of health care agencies. Clinical settings may include hospitals in Morgantown, Clarksburg, Fairmont, and Weston as well as nursing homes, rehabilitation centers, schools, clinics, and physicians’ offices. Students are required to provide their own transportation to all clinical experiences.

Associate degree nurses are qualified to work in hospitals, nursing homes, physicians’ offices, and clinics. Graduates of our program have been employed in most states and Canada. Graduates also have continued in higher education and have received their baccalaureate, master’s, and doctoral degrees in nursing and other related fields. Graduates of the Associate Degree Nursing Program are eligible to be considered for admission to the Fairmont State Bachelor of Science in Nursing Program once they are licensed.

The FSU Associate Degree Nursing Program is accredited by the West Virginia Board of Examiners for Registered Professional Nurses (WVBOERPN) and the National League for Nursing Accrediting Commission (NLNAC). Graduates of the program are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) to become licensed as a registered nurse.

West Virginia Board of Examiners for Registered Professional Nurses
101 Dee Drive, Suite 102
Charleston WV 25311
304-538-3596
http://www.wvrnboard.com
email: RNboard@state.WV.US

National League for Nursing Accrediting Commission (NLNAC)
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
404-975-5000
http://www.nlnac.org

Revised August 2010
Mission Statement

The mission of the Fairmont State Associate Degree Nursing Program is to provide quality-nursing education to people in north central West Virginia and beyond.

Approved: 5/1/98
Revised: 4/19/01
Approved 8/ 2010
Philosophy

The faculty of the School of Nursing accepts and supports Fairmont State's mission related to personal growth, lifelong learning, academic excellence, career development, cultural diversity, and community service. In harmony with the University's mission, the purpose of the Nursing Program is to provide a quality education in a supportive learning environment, which prepares the graduate for the practice of nursing and for the continuation of nursing education. The philosophy is based upon beliefs about client, environment, health, nursing, and education.

The client's existence involves life processes that are in constant change through interaction with forces in the environment. Although human existence contains elements of similarity, each individual is unique due to a genetic heritage, culture, and individual life experiences. The client functions within a set of beliefs and values with the potential to become self-actualized.

The client strives to maximize health potential in the environment, responding as a whole to any threat or change. Patterns of interaction within the environment are dynamic and affect the physiological, psychosocial, developmental, and spiritual processes to influence the client's behavior and health. Society, as a component of the environment, interacts with the health care system.

Health is a dynamic pattern of functioning involving life processes directed toward the goal of maximum health potential. The perception of health is individualized and interrelated among social, physical, psychological, and environmental factors as well as past experiences. The availability of resources influences health and serves to decrease vulnerability of the client.

Nursing is the diagnosis and treatment of human responses to actual or potential health problems. The practice of nursing is interpersonal and caring. Nursing integrates critical thinking, communication, and therapeutic interventions based on nursing knowledge and research. The nursing process is the organizing framework used to maximize the health potential of individuals and families.

Learning is an active, continuous, and cumulative process, which combines cognitive, affective, and psychomotor components to effect behavioral changes. Encompassed in an atmosphere of trust, this process involves active participation by the learner and the educator. The learner is responsible for self-direction, self-understanding, and self-evaluation. The educator is responsible for creating an atmosphere that facilitates learning, and thus motivates, guides, clarifies, evaluates, and challenges the learner. Together, the learner and the educator, are responsible for developing a greater understanding between theory and practice. This understanding, along with a climate that considers individual students' needs, contributes to the highest standards of teaching and learning.

Nursing education, which should be housed in an institution of higher learning, is concerned with the achievement of specific goals. A balance of nursing and general education courses assists the learner to synthesize knowledge from the physical, biological, behavioral and social sciences and develop the motivation for lifelong learning. Learning experiences within the nursing curriculum progress from the simple to the complex and are planned and guided by the faculty to achieve these goals. Critical thinking is the basis for the nurse’s application and use of knowledge and experience in making reasoned decisions.

The scope of associate degree nursing practice focuses on direct client care and is defined by the roles of care provider, teacher, communicator, manager, and member within the profession of nursing. The Associate Degree Nursing graduate incorporates political, legal, ethical, moral, responsible, accountable, and professional dimensions in a variety of settings. The nurse strives to improve the discipline of nursing and its
contribution to society through participation in professional organizations. Nursing is committed to the value of collegiality, respect for peers, the need for lifelong learning, and continual growth toward expert practice.
Conceptual Model

for

Associate Degree Nursing Education

CRITICAL THINKING

ACCOUNTABILITY AND RESPONSIBILITY

NURSING PROCESS

COMMUNICATION

THERAPEUTIC NURSING INTERVENTIONS

ROLE DEVELOPMENT

CLIENT  ENVIRONMENT  HEALTH  NURSING
ANA Standards of Care

The nursing faculty have accepted the Standards of Care and the Standards of Professional Performance from the American Nurses Association as found in the Scope and Standards of Nursing Practice, 2004.

STANDARDS OF CARE

STANDARD I. ASSESSMENT
The nurse collects patient health data.

STANDARD II. DIAGNOSIS
The nurse analyzes the assessment data in determining diagnoses.

STANDARD III. OUTCOME IDENTIFICATION
The nurse identifies expected outcomes individualized to the patient.

STANDARD IV. PLANNING
The nurse develops a plan of care that prescribes interventions to attain expected outcomes.

STANDARD V. IMPLEMENTATION
The nurse implements the interventions identified in the plan of care.

STANDARD VI. EVALUATION
The nurse evaluates the patient’s progress toward attainment of outcomes.
ANA Standards of Professional Performance

STANDARD I. QUALITY OF CARE
The nurse systematically evaluates the quality and effectiveness of nursing practice.

STANDARD II. PERFORMANCE APPRAISAL
The nurse evaluates one’s own nursing practice in relation to professional practice standards and relevant statutes and regulations.

STANDARD III. EDUCATION
The nurse acquires and maintains current knowledge in nursing practice.

STANDARD IV. COLLEGIALLY
The nurse contributes to the professional development of peers and other health care providers as colleagues.

STANDARD V. ETHICS
The nurse’s decisions and actions on behalf of clients are determined in an ethical manner.

STANDARD VI. COLLABORATION
The nurse collaborates with the client, family, and other health care providers in providing patient care.

STANDARD VII. RESEARCH
The nurse uses research findings in practice.

STANDARD VIII. RESOURCE UTILIZATION
The nurse considers factors related to safety, effectiveness, and cost in planning and delivering patient care.

Adopted 4/4/02
Reviewed 8/2010
Associate Degree

Program Outcomes

At least 80% of entering students will graduate within three years.

At least 88% of the graduates will be successful when taking the NCLEX-RN for the first time.

At least 85% of the graduates will rate the program as satisfactory or above.

At least 95% of the graduates will gain employment as a nurse, or enroll in higher education, within 6 months of graduation.

At least 85% of employers will rate graduate performance as satisfactory or above.
**Associate Degree Graduate Outcomes**

- Initiate client care using critical thinking skills to make reasoned decisions.
- Practice social and professional accountability and responsibility.
- Synthesize knowledge from nursing and the physical, biological, behavioral, and social sciences to implement the nursing process.
- Establish effective therapeutic communication with clients.
- Demonstrate safe and competent therapeutic nursing interventions.
- Coordinate client care functioning in the multiple roles of care provider, teacher, communicator, manager, and member of the profession.
Progression and Graduation

To remain in the nursing program, a student must receive a grade of "C" or above in every nursing course and in every required support course. Failure to meet either of these requirements will result in dismissal from the program. All courses must be completed by the semester displayed in the model schedule. Readmission (see Reentry Policy) is on the basis of space availability, the completion of a program exit interview, letter of petition to be readmitted submitted to the Student Advocacy Committee, Student Advocacy Committee review, and mutual student/faculty contract. Students may be readmitted only one time.

To graduate from the nursing program, a student must have a grade of "C" or above in every nursing and support course and a cumulative 2.0 or higher grade point average. The college requires a grade of “C” or above in English 1104 and 1108 to graduate.

Graduates of the program are eligible to take the National Council Licensing Examination for licensure as a Registered Nurse. For licensure in West Virginia, candidates must meet the following legal requirements delineated in the West Virginia Code 30-7-6

http://www.legis.state.wv.us/WVCODE/code.cfm?chap=30&art=7#1 and Legislative Rule, 19-3- 3, 3.1.a.

http://www.wvrnboard.com/default2.asp?active_page_id=74

These requirements are:

1. Is of good moral character and has not engaged in professional misconduct as noted in Legislative Rule 19-3-14
2. Has completed an approved four-year high school course of study or the equivalent thereof.
3. Has completed an accredited program of registered professional nursing education and holds a diploma of a school accredited by the board.
4. Has an unremarkable criminal background check.
5. Has not been convicted of a felony or violated any standards listed in 30-7-11 of the WV Code for Registered Professional Nurses.
6. Records of misdemeanors or felonies must be submitted to the WV Board of Examiners before graduation.

***Occurrences of misdemeanors or felonies must be discussed with the dean for the School of Nursing upon admission to the program.

Revised 8/2010
Competency Based Testing Program

The School of Nursing utilizes standardized competency testing for admission screening and for evaluation of students’ nursing knowledge throughout the program, and for program outcome benchmarking.

Thus, testing is required throughout the program. Students are assessed a nonrefundable testing fee at the beginning of each semester. Requirements for progression within the program, remediation within a course, and demonstration of course content competencies are provided in each course syllabi.

Students must take the end of program competency examination for graduation.
# Model Schedule

## Associate Degree Nursing Curriculum

### Traditional ASN Program

#### Fall Semester - First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>ENGL</td>
<td>1104</td>
<td>Written English I</td>
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<tr>
<td>NURS</td>
<td>1100</td>
<td>Intro to Therapeutic Comm &amp; Assessment</td>
<td>1</td>
</tr>
<tr>
<td>NURS</td>
<td>1101</td>
<td>Fundamentals of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>FOSM</td>
<td>1110</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HLCA/BIOL</td>
<td>1170/1171</td>
<td>Anatomy &amp; Physiology</td>
<td>4</td>
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#### Spring Semester - First Year

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<tbody>
<tr>
<td>NURS</td>
<td>1108</td>
<td>Nursing Care of Adults I</td>
<td>6</td>
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<tr>
<td>NURS</td>
<td>1109</td>
<td>Maternal Newborn Nursing</td>
<td>3</td>
</tr>
<tr>
<td>ALLH</td>
<td>1110</td>
<td>Pharmacology I</td>
<td>1</td>
</tr>
<tr>
<td>BIOL</td>
<td>2205</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PSYC</td>
<td>1101</td>
<td>Intro to Psychology</td>
<td>3</td>
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<td><strong>Total credits</strong></td>
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#### Fall Semester - Second Year

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<td>Mental Health Nursing</td>
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<td>Nursing Care of Adults II</td>
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</tr>
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<td>2110</td>
<td>Pharmacology II</td>
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<tr>
<td>ENGL</td>
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<tr>
<td>SOCY</td>
<td>1110</td>
<td>Intro to Sociology</td>
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#### Spring Semester - Second Year

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<tr>
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<td>2209</td>
<td>Nursing of Children</td>
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<td>NURS</td>
<td>2212</td>
<td>Advances Nursing Care</td>
<td>4</td>
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<td>2211</td>
<td>Contemporary Nursing &amp; Management</td>
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<td>Pharmacology III</td>
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**TOTAL**: 69

*** Students are encouraged to work in a healthcare facility between their first and second years of the program.***
Model Schedule

Associate Degree Nursing Curriculum

LPN (Licensed Practical Nurse) entering the Traditional ASN Program

**PRE REQUISITES**

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<td>Fundamentals of Nursing ***</td>
<td>6</td>
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<td>FISM</td>
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<td>Nutrition -Credit by exam</td>
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<tr>
<td>HLCA/BIOL</td>
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<td>Anatomy &amp; Physiology- Credit by exam</td>
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*** Credit given for having an unencumbered LPN License

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**Total:** 69
## Model Schedule

### Associate Degree Nursing Curriculum

**LPN (Licensed Practical Nurse) entering the NON-Traditional ASN Program**

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<td>1104</td>
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<tr>
<td>ENGL</td>
<td>1108</td>
<td>Written English II</td>
<td>3</td>
</tr>
<tr>
<td>PSYC</td>
<td>1101</td>
<td>Intro to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCY</td>
<td>1110</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>NURS</td>
<td>1109</td>
<td>Maternal &amp; Newborn Nursing- credit by exam</td>
<td>3</td>
</tr>
<tr>
<td>NURS</td>
<td>1101</td>
<td>Fundamentals of Nursing *** credit</td>
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<tr>
<td>FOSM</td>
<td>1110</td>
<td>Nutrition -Credit by exam/or course</td>
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<tr>
<td>HLCA/</td>
<td>1170/</td>
<td>Anatomy &amp; Physiology-Credit by exam/or</td>
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</tr>
<tr>
<td>BIOL</td>
<td>1171</td>
<td>course</td>
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</tr>
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*** Credit given for having an unencumbered LPN License

### Summer Semester

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<tr>
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<tr>
<td>NURS</td>
<td>1100</td>
<td>Intro to Therapeutic Comm &amp; Assessment</td>
<td>1</td>
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<tr>
<td>NURS</td>
<td>1102</td>
<td>Transition for LPNs</td>
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<tr>
<td>NURS</td>
<td>1108</td>
<td>Nursing Care of Adults I</td>
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<tr>
<td>NURS</td>
<td>2203</td>
<td>Mental Health Nursing</td>
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### Fall Semester

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<td>Nursing Care of Adults II</td>
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<td>BIOL</td>
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### Spring Semester

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<tr>
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<td>Pharmacology III</td>
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<td>NURS</td>
<td>2209</td>
<td>Nursing of Children</td>
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<td>NURS</td>
<td>2212</td>
<td>Advanced Nursing Care</td>
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<td>NURS</td>
<td>2211</td>
<td>Contemporary Nursing &amp; Management</td>
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Total: 69
ASN Course Descriptions

ALLH 1101 PHARMACOLOGY I 1 Credit
The first course of three is designed to introduce basic concepts of classification, action and implications related to the administration of medications within the context of the body’s organ systems. Content to be emphasized but not limited to include drugs used for problems with pain control, fluid and electrolytes, maternal-newborn and the immune, gastrointestinal, reproductive systems. PR: Students admitted to the school of nursing, NURS 1100 and NURS 1101. CR: NURS 1108 and NURS 1109.

ALLH 2110 PHARMACOLOGY II 1 Credit
The second course of three is designed to introduce the basic concepts of classification action and implications related to the administration of medications within the context of the body’s organ systems. Content to be emphasized but not limited to include drugs used for problems with mental health and the nervous, musculoskeletal, respiratory, cardiac and renal system. PR: ALLH 1101 and BIOL 2205. CR: NURS 2203 and NURS 2208.

ALLH 2210 PHARMACOLOGY III 1 Credit
The third course of three is designed to introduce the basic concept of classification action and implications related to the administration of medications within the context of the body’s organ systems. Content to be emphasized but not limited to include the use of medications in critical and complex situations and with children. PR: ALLH 2110 and NURS 2208. CR: NURS 2209 and NURS 2212.

NURS 1100 INTRO TO THERAPEUTIC COMMUNICATION AND HEALTH ASSESSMENT 1 Credit
This course is designed to introduce the beginning student to the fundamentals of therapeutic communication and health assessment. Technical skills necessary to patient assessment will be covered. Factors, such as developmental levels, sociocultural differences, mental and emotional status, which influence the techniques of communication and health assessment, will be explored. Emphasis will be placed on integrating appropriate communication techniques with assessment skills in various patient scenarios. (.5 hours class, 1.5 hours lab per week). PR: admission to the ASN program. CR: NURS 1101 and BIOL 1170.

NURS 1101 FUNDAMENTALS OF NURSING 6 Credits
This course is designed to introduce the beginning student to the nursing process and it’s application in clinical practice, and the role of nurse as care provider. The lecture portion presents those concepts essential to the practice of nursing. The laboratory and simulated experiences involve the implementation of nursing, assessment, and communication skills related to basic needs and life processes of individual clients (4 hours class, 6 hours lab per week). PR: Admission to the ASN program. CR: NURS 1100 and FOSM 1110.

NURS 1102 TRANSITION FOR LICENSED PRACTICAL NURSES 1 Credit
This course introduces the concepts and processes necessary to nursing practice. University and status as a Licensed Practical Nurse or a graduate of a practical nursing program. PR: Admission to the ASN program.
NURS 1108 NURSING CARE OF ADULTS I 6 Credits
This course is designed to assist students to gain knowledge of common health problems of adults and to use the nursing process, and the nursing roles of care provider, communicator, and teacher to assist individuals to promote and attain health. Emphasis is placed on the following life processes: protective function-perioperative and oncology; fluid and electrolytes, and metabolism-diabetes and endocrine; elimination-GI; development-reproductive. The other life processes are considered as they apply throughout the course. Selected laboratory experiences in caring for hospitalized clients using simulated experiences and primary nursing will enable the student to acquire knowledge and skills to integrate and use knowledge and skills to implement effective nursing care and to meet client needs. The student is expected to integrate and use knowledge and skills acquired in prerequisite courses (4 hours class, 6 hours lab per week). PR: NURS 1100 and BIOL 1170. CR: ALLH 1110 and NURS 1109.

NURS 1109 MATERNAL & NEWBORN NURSING 3 Credits
This course is designed to introduce the student to the physiological, psychological, and social changes related to the child-bearing process as it affects both the mother and the family unit. Emphasis is placed on the normal processes. The student is expected to incorporate knowledge and skills that have been acquired in previous courses. The student will participate in clinical and simulated experiences to enhance his/her knowledge and skills in maternal and newborn health nursing and to practice the nursing roles of care provider, teacher and communicator. Antepartal and postpartal experiences include visits to various local clinics and offices providing women’s health care and the opportunity to observe a wide range of providers, including nurse midwives, physicians, and nurse practitioners. Clinical experiences will also be in the maternity departments of several local hospitals where students will be able to observe and care for neonates, work with the new family unit, and care for women during the labor and delivery process. (2 hours class, 3 hours lab per week). PR: NURS 1101 and FOSM 1110 CR: ALLH 1110 and NURS 1108.

NURS 1199 SPECIAL TOPICS IN NURSING 1-12 Credits
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 in degree and certificate programs. Offered as needed.

NURS 2203 MENTAL HEALTH NURSING 3 Credits
This course is a study of the concepts of mental health and common problems of mental illness as they affect the individual and family. Selected laboratory and simulated experiences enable the student to develop the knowledge and skills to use the nursing process to meet the needs of hospitalized clients having a functional disorder. This course stresses self-awareness, improving therapeutic communication skills, and establishing interpersonal relationships. Topics also include maladaptive behavioral patterns, current therapies, community mental health resources, and the role of nurse as communicator, teacher, and care provider. The life processes of protective function, psychosocial environment, and developmental concepts are addressed as they apply throughout the course. (2 hours class, 3 hours lab per wk). PR: NURS 1109 and PSYC 1101. CR: NURS 2208 and ALLH 2210.
NURS 2208 NURSING CARE OF ADULTS II  
7 Credits  
This course is designed to assist students to gain knowledge of common health problems of adults and to use the nursing process in assisting individuals and families to promote and attain health. Emphasis is placed on the life process of: oxygenation-respiratory, vascular/hematologic, and cardiac; sensorimotor-musculoskeletal, neurological/eye and ear; elimination-renal. The other life processes are considered as they apply throughout the course. Selected laboratory experiences in caring for clients in the hospital, community agencies, and simulated experiences will enable the student to acquire the knowledge and skills, to implement effective client care and to meet the client’s needs. The nursing role of manager of care is developed with the involvement of the student in team nursing. Leadership, delegation, and collaboration are explored by the student while assuming roles of team leader, medication nurse, and patient educator (5 hours class, 6 hours lab per wk). PR: NURS 1108 and ALLH 1110. CR: NURS 2203 and ALLH 2110.

NURS 2209 NURSING OF CHILDREN  
4 Credits  
This course is designed to help the student gain a better awareness of the sequence of normal growth and development during the life processes of childhood. Students will examine health problems, disorders and illnesses common to children in each stage of development, from infancy through adolescence. A family-centered approach to child care, utilizing the nursing process, is emphasized. Special consideration is given to preventive and teaching aspects of concern to the patient and family. Selected clinical and simulated experiences will include care of children in healthcare and community agencies. (3 hours class, 3 hours lab per week.)

NURS 2211 CONTEMPORARY NURSING & MANAGEMENT  
3 Credits  
This is a capstone course designed to facilitate the transition from the role of student to the role of Registered Professional Nurse. This course addresses trends, issues, and management of health care. The student is expected to select a preceptor/role model to assist with the role transition as member of a profession through precepted clinical experience. This clinical experience is tailored to the student’s interest and professional goals with emphasis on socialization into the nursing profession, management of multiple clients and application of clinical judgment skills. (2 hours class and 3 hours of clinical preceptorship per week). PR: NURS 2203 and NURS 2208. CR: ALLH 2210 and NURS 2209.

NURSING 2212 ADVANCED NURSING CARE  
4 Credits  
This course is designed to assist students to gain knowledge of complex and critical health problems and to use the nursing process to identify nursing interventions to promote the health of the individual and their family. Emphasis is placed on critical health problems of the life processes of: protective function, oxygenation, sensorimotor, elimination, and reproduction. Other content to be included will be emergency and disaster nursing and care of the high risk pregnant client and neonate. Selected laboratory experiences in caring for clients in acute care facilities and simulated experiences will enable the student to acquire knowledge and skill related to the theory content and to the nursing roles of care provider, communicator, educator, member of a profession, and manager of care. (3 class hours, 3 lab hours per week). PR: NURS 2208 and ALLH 2110. CR: ALLH 2210 and NURS 2209.
General Policies

Academic Honesty: Fairmont State University values the academic honesty of students. A student must always submit work that represents original words or ideas. If any submitted content is used that does not represent the student's original words or ideas, the student must make clear the extent to which such sources were used through the use of appropriate citation in accordance with the current edition of the *Publication Manual of the American Psychological Association* (APA manual). Words or ideas that require citations include, but are not limited to, all hardcopy or electronic publications of cited material, whether copyrighted or not.

Academic dishonesty reflected by cheating, plagiarism, and/or falsifying records may be grounds for dismissal from the FSU nursing program. The School of Nursing accepts and supports the Fairmont State policy on academic dishonesty.

Accreditation: The Fairmont State Nursing Program is accredited by the
- West Virginia Board of Examiners For Registered Professional Nurses, 101 Dee Drive, Suite 102, Charleston WV 25311, telephone number 304-558-3596; and
- National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia, 30326, telephone number 404-975-5000.

Advisory System: Each nursing student will be assigned an academic advisor who is a member of the nursing faculty. The advisor will have access to a computer folder that includes a copy of the student transcript of courses taken and credits earned. The advisor will assist the student in selecting courses to meet the requirements of the program, but the student is responsible for knowing these requirements and for taking the initiative to make and keep appointments for conferences with the advisor prior to pre-registration. Students are also required to register for classes after receiving a pin number from their advisor. All nursing faculty are available to address student difficulties. Faculty will post scheduled office hours by their office door as to when they will be available for pre-registering advisees and other issues.

Each student who has a grade below a "C" in nursing and/or support courses at mid-term is to make an appointment for a conference with the advisor. Students may not progress to the next nursing course with a D or F in a required nursing or support course. Students are also responsible for attending any additional advisor-advisee meetings as scheduled and announced. Any changes in schedules for nursing students must be cleared through the student’s nursing advisor or through the Dean of Nursing. Advice from anyone other than these persons may be in error and could cause problems relating to eligibility for the next nursing course or for graduation.

Appeal of a Final Course Grade: Only a final course grade may be appealed. Students have only two bases for appeal: miscalculation of the final course grade by the instructor, or failure by the instructor to credit work required for the final grade. This process will not address matters such as course content, interpretations of items on evaluative instruments, or approaches to instruction or grading standards.

The student must submit his/her written appeal to the appropriate party within two days of the beginning of the next semester. The written appeal must include all reasons in support of the appeal. The grade originally assigned will stand unless and until it is changed following appeal.

The Chain of Appeal is as follows:
1. The individual instructor.
2. The team coordinator.
3. The team coordinator and course faculty.
4. The Dean for the School of Nursing and Allied Health Administration.
5. The Associate Provost
6. The Provost and the Vic President of Academic Affairs.
Assessment of Student Academic Achievement: The FSU SON is committed to providing quality educational opportunities and experiences for every student. While grades are one measure of student performance, grades alone do not provide the school with the necessary data to ascertain areas of the curriculum that are strong as well as areas that need improvement. Therefore, nursing students must participate in periodic assessment activities as directed by the SON. At the conclusion of each semester, students are required to take standardized tests after the completion of specified nursing courses (NURS1101, NURS1108, NURS 1109, NURS 2203, NURS 2208, NURS 2209). Students are also required to take a comprehensive standardized exam after completing the nursing program and participating in a review session. Assessment data may also be collected at additional times at the discretion of the SON. The purpose of gathering assessment data is to monitor the quality of the nursing courses and to improve, when necessary, the educational experience of students.

Attendance: To ensure success throughout the nursing program, it is highly recommended that students attend all lecture and course material presentations. Absences from clinical cannot exceed 10% of the total clinical hours for each course.

Class Organization: Each nursing class elects class officer. In addition, each class elects a representative to serve on the School of Nursing Faculty and Curriculum Committees. Two faculty members will serve as the class advisors. The class advisors must be notified in advance of all class meetings and activities.

Classroom Policies and Expectations:

- Visitors are not permitted in the classroom without prior permission of the instructor.
- All phones and beepers are to be on silent or turned off while class is in session as well as during testing periods.
- All phones are to be put away during class and testing periods.
- Laptops in the classroom are to be used only for accessing class material.
- Respect should be given to instructors and peers; unnecessary conversation or disturbances will not be tolerated and will result in expulsion from class.
- Students are expected to be on time for class and to be present for the entire class period.
- Video-taping of lecture is not permitted.
- Audio-taping of class is permitted. However, no recording devices are allowed to be placed on the instructor’s podium and posting of audio-recordings on the blackboard discussion boards is not allowed.

Clinical Agencies: Clinical experiences are arranged in various agencies in local counties. Transportation is the student’s responsibility. Clinical times and sites will vary. Students will be required to travel to distant clinical agencies. Due to the large number of students in each class and the limited agency availability, faculty will make clinical site assignments.

Competency Achievement Tests: The student is required to take competency achievement tests upon completion of selected nursing courses. These fees are subject to change and are assessed at the beginning of each semester. This is a non-refundable fee. The results of achievement testing validate learning and help to inform students of how they are progressing while in the program and test results are a good indicator of the likelihood of the student passing the licensure exam.

Course Evaluation: Students will be given the opportunity to evaluate the course, the clinical experiences, and the faculty at the end of each nursing course in an anonymous manner. These evaluations are to be completed in a constructive and professional manner. The information from the evaluation is to be used by the instructor as a guide for improvement of the course.
**CPR Certification:** Students are required to have CPR Health Care Provider certification through the American Heart Association or the American Red Cross **prior to beginning (August 1)** the nursing program and students must maintain a current CPR card throughout the program. Information must be entered into the Immunization Tracker.

**Criminal Background Check:** Students must have a completed criminal background check through certifiedbackground.com by August 1. If a criminal background check comes back as positive, a student must discuss the results with the dean for the School of Nursing and AHA and the student may not be admitted to the program.

**Drug/Alcohol Screening Policy:** Students must complete an annual drug screen between June 1 and July 31 each year and have the results uploaded into their Magnus account. Additionally, students may be subject to random drug/alcohol screening or psychiatric evaluation at their expense if their behavior puts patients, faculty, or peers in jeopardy. A positive drug/alcohol screening and unauthorized use of controlled substances will be causes for dismissal from the nursing program.

**Ethical Code:** One of the most important professional practice standards of nursing is to uphold the confidentiality of health record information and to protect the individual’s right to privacy in the collection and disclosure of personally identifiable medical and social information. Medical and social information documented in the medical record, or told to the student directly, is highly personal and sensitive. Because it is the patient’s information, it may be disclosed only as the patient authorizes or as required by the “Office for Civil Rights” (To view the entire Rule, and for other additional helpful information about how it applies, see the OCR website: [http://www.hhs.gov/ocr/hipaa](http://www.hhs.gov/ocr/hipaa)). It is a violation of the FSU SON Standards of Safe Clinical Practice for any student to reveal or discuss information about any client outside the clinical setting. Any student violations will be referred to the Dean of Nursing for possible disciplinary action.

**Grading System** The percentage the student earns will not be “rounded up” when determining the student’s grade for any nursing class.

- A – 92-100%
- B – 84-91.99%
- C – 75.0-83.99%
- D – 65.0-74.99%
- F - < 65%

Each Nursing course is based on specific objectives, which are listed in the course syllabus. Some of the ways in which learning may be evaluated include written assignments, participation, nursing assessments and care plans, quizzes, examinations, computer assisted instruction, article critiques, and presentations.

**Clinical Performance:** Clinical performance will be graded satisfactory/unsatisfactory. Each student must receive a clinical satisfactory grade to pass a clinical nursing course.

**Course Requirements:** All course requirements must be fulfilled in order to pass the course.

**Late Written Assignments:** If an assignment is not submitted to the instructor by the time and date specified, three point will be deducted from the point total for each school day that an assignment is not turned in. If the student has a problem completing an assignment within the required time, other arrangements might be possible in extenuating circumstance. The student desiring a time extension must submit a written request to the course coordinator prior to the specified assignment due date. Permission for additional time may be given at the coordinator’s discretion. If arrangements are made for additional time, the student will be responsible for turning in the appropriate materials with in the arranged time or will receive a zero for that assignment.
**Bonus Points:** Bonus points will not be awarded in any class.

**Points for IDEA Forms:** At the end of the semester, students are expected to complete online evaluations of faculty. The course instructor has the option of assigning points for completion of the IDEA forms. The evaluation points will not be added to the student’s point total unless he/she has achieved an average of at least 75 on course exams and assignments.

**Point “Weighting”:** Exams given by the course instructors will be worth at least 75% of the point total for each class. KAPLAN exams will be worth 10% of the total (if students are required to take a standardized test, ie: Kaplan, upon completion of the course). Other course assignments (excluding exams) will be worth no more than 15% of the point total for the course.

**Graduation and Licensure:** In the spring semester (generally prior to March) of the second year, students should initiate the process for applying for licensure.

- It is the student’s responsibility to obtain the necessary information and forms for applying to take the NCLEX-RN licensing examination for licensure by accessing the Board of Nursing web site in the state where the student plans to practice after graduation.
- To graduate, a student must officially apply for a degree and pay the graduation fee in the Office of the Registrar no later than 45 days prior to the planned graduation date.
- The student must apply for transcripts to be sent from the registrar’s office to the respective Board of Nursing. The West Virginia RN Board web site address is: [http://www.wvrnboard.com](http://www.wvrnboard.com).
- Students can download applications for licensure, applications to take the NCLEX-RN through Pearson VUE, and information about the required Criminal Background Check from the website.
- The cost is approximately $300 for testing, licensing and the criminal background check.
- ***It may take the registrar 4-6 weeks to prepare the final transcripts and send them to the nursing boards AND it may take 4-6 weeks for your criminal background checks to be completed Students should plan their work schedules accordingly.

**Requirement for Graduation:** Associate Degree nursing students are required to take a comprehensive review course followed by a comprehensive exit exam, during or upon completion of the spring semester of their last year in the program. The cost of the comprehensive review course and test are included in the cost of the student’s testing package.

**Grievances:** Students who have a grievance should consult the Fairmont State Student Handbook for the appropriate procedure to be followed. Concerns should be handled professionally, **FSU ADN STUDENT HANDBOOK** following the chain of command. This means that complaints should first be addressed by the faculty member, then the team coordinator, then the course team, then the Student Advocacy Committee (if appropriate), and then the dean. Students can also submit concerns to their class representative, who then relays the information to the faculty during general nursing faculty meetings.

**Health:** Any major changes in health status or a pregnancy must be reported to your advisor and clinical instructor and may require having another physical examination or written consent from a health care provider to continue in the program.

**Health Form:** The completed health form supplied by the Nursing Program must be entered into the Immunization Tracker by the **August 1, 2010.** If the completed health form has not been submitted, the student will be dropped from the program.

**Health Insurance:** Fairmont State does not provide individual health and accident insurance. The student is responsible for expenses incurred as a result of illnesses or accidents including those that might occur in the clinical area.
Immunizations: All students must have proof of vaccination and/or immunity for all required immunizations entered into the Immunization Tracker by **August 1, 2010**. The health form lists the following requirements:

- PPD annually (Need 2-Step if it has been longer than 12 months since last PPD)
- Chest x-ray if PPD is positive
- Tetanus Toxoid current to within 10 years; Tdap immunization (Adacel vaccination)
- MMR and proof of positive titer for all 3 components
- Proof of Varicella immunization and a positive titer
- Hepatitis B proof of immunity or initial dose by August 1
- Hepatitis B positive titer at least 6 months after last injection or an HBV booster if titer is negative
- 5 panel urine drug screen

A waiver form must be signed by students who are unable to take the Hepatitis B vaccine. If the required proof of immunization is not submitted by August 1, the student will be dropped from the program. (Proof=copies of immunity results or official immunization record.) If a student declines to take the Hepatitis B vaccine, the health care agency has the right to decide where the student may practice in the facility, and this may affect the student’s clinical experience. All information must be entered into the Magnus Immunization Tracker.

Invasive Procedures: Performing invasive procedures puts people at risk for injury and students are not to practice any invasive procedures on themselves or anyone else in an unsupervised setting. When in the clinical area, the only time a student should perform an invasive procedure is as part of client care and with instructor supervision.

Legal Documents: Students are not to witness legal documents, such as consent forms, in the clinical setting. Students are not legally covered for this responsibility.

Lockers: Lockers will be assigned. At the end of each semester, lockers are to be emptied. At the end of each year, locks are to be removed.

Name Change: A change in name and/or address must be reported promptly to the Dean of Nursing and to the Registrar's Office.

Policies: Changes, revisions or drafting of new policies in the SON are accomplished through committee action with documentation recorded in committee minutes. The appropriate committee then makes recommendations to the ADN Faculty Committee. If approved, the new or revised policies are communicated to the students in class and notification is also posted on Blackboard/Vista and on the School of Nursing website as appropriate.

Professional Periodicals: Students will be required to review current articles in nursing publications for nursing courses. The faculty suggest that the students subscribe to either AJN, Nursing, or RN magazines. Electronic journals are available through the Fairmont State Library databases from the library home page using “FirstSearch” “CINAHL/ EBSCOhost” or Essential Nursing Collection (via OVID). The FSU Library continuously updates their professional database. Check the library often for your research needs.

Skills Lab Security Codes: Security access codes will be assigned to each student to serve as entry codes to the skills and computer labs. Individual codes are not to be shared with any other persons.
Student Health Service Center: The Student Health Service Center provides a variety of outpatient services for all enrolled students. Services provided include acute illness care, health counseling and guidance, physical assessments, and health issues information groups. Based on availability, educational materials on various health concerns can be obtained from the nurse. The Student Health Service Center is located in the Falcon Center and is staffed by a registered nurse. Hours of operation are variable, but are always posted on the door. Students are responsible for all costs incurred for any medical referrals made off campus. Students who miss class due to illness, etc. may obtain written verification if seen by Health Service personnel. Students who are injured in the clinical agency should abide by clinical agency guidelines. Any fees incurred are to be paid for by the student.

Student Nurses’ Association: All students are encouraged to become members of the Fairmont State University Student Nurses’ Association, the WVSNA and the NSNA. According to students, benefits derived from these memberships include discounts on journals and books, many free services, professional growth, and increased self-esteem and confidence. Liability Insurance: Fairmont State carries liability insurance for students in clinical practice. Coverage includes $1,000,000 for each claim. The University covers the complete cost of the insurance for the student. This insurance does not apply when students are engaged in activities other than those sponsored by the School of Nursing and Allied Health Administration.

Test Policy: All tests must be taken when scheduled, unless an excused absence is obtained from the instructor. The nursing program employs timed testing because NCLEX allows 1.36 minutes per question.

Procedures to be Followed During Testing:
• During actual testing, students are not permitted to ask the proctors questions regarding the exam.
• Students may write questions, regarding the exam on clean paper provided by the instructor to turn in at the end of the exam period.
• Students must also remove hats, drinks, and all items from their desk.
• Calculators will be provided as needed.
• Tests and students questions pertaining to the test will be reviewed by the faculty.

Procedure for Online Testing:
• Some nursing courses offer online testing and students will be required to download and install Respondus Lock Down Brower™. This is a custom browser that locks down the testing environment. When students use Respondus Lock Down Browsers™, they are unable to print, copy, go to another URL, or access other applications. When an assessment is started, students are locked into it until they submit the test for grading.
• This is a requirement for taking any online test in the School of Nursing and Allied Health Administration.

Procedure for Appeal of a Test Question:
• Student will have 4 days from the test/test review (whichever is later) to submit the Question Review Form to appeal a test question.
• This form is to be submitted to the faculty member who taught the content for the test.
• The faculty member will present the information regarding the question to the course faculty members.
• The faculty members will collectively determine is a grade adjustment should be offered.
• After this four-day period, no changes will be considered.

Textbooks: Do not sell required and recommended nursing textbooks. They will be used throughout the program.
Scholarships

The SONAHA gratefully acknowledges and appreciates the support and generosity of our donors who make nursing education possible for our students.

**Emma Jo Church**
Awarded annually for tuition and books
Second year nursing student
Need based
2.0 minimal GPA
Preference if “VolunTEEN” or Volunteer of FGH
Selected by the Executive Committee of the Volunteer Association of Fairmont General Hospital
Deadline for application is March 31

**S.M. Kisner Family Endowed**
Non-traditional student
Completed 24 hours of course work and admitted to FSU Nursing Program
GPA 3.0 for initial award & is renewable
Yearly progress report required
Selected by SON Scholarship Committee
Deadline for application is August 31

**Harry and Margaret Lamb**
Full-time nursing student
Financial need or scores in top 25% for nursing admission scores
GPA 3.0 for renewal
Preference to Marion County students then WV students
Nontraditional or second-degree nursing students
Deadline for application is August 31

**Mary Reitz Leeming Memorial**
Awarded annually
Nursing major–ASN or BSN
Need based
Selected by the department scholarship committee
Deadline for application is August 31

**Jo S. Mallano Memorial**
Second year ASN student
Full-time student
GPA 3.0
Renewable
Deadline for application is August 31
**Nola A. Matthew Nursing and AHA Endowed Scholarship**
Selection determined by the SON Scholarship Committee
Deadline for application is August 31

**Juanita “Fletch” Pearson Memorial**
Non-traditional ASN student from WV
GPA 3.0
Selection determined by the SON Scholarship Committee
Deadline for application is August 31

**Rural Health/Claude and Stazie Morris Roder Scholarship**
Awarded annually
Nursing major
ASN or BSN with one year of completed study
3.5 GPA preferred (3.0 GPA minimum)
Rural health/community service emphasis
Selected by the department scholarship committee
Deadline for application is March 31

**Madge Rogers Memorial**
Awarded annually
Nursing major
ASN or BSN with one year of completed study
3.5 GPA
No other aid from the Foundation
Selected by the department scholarship committee
Deadline for application is August 31

**Andee Pollastrini Scholarship**
Non-traditional student in ASN or BSN
Deadline for application is August 31

**William and Linda Ullan Scholarship**
Actively pursuing a BSN
Preference to WV resident who demonstrate need and making academic progress
Renewable up to 4 years, but not guaranteed
Selected by the department scholarship committee
Deadline for application is March 31

**Mary Josephine Wagner**
Awarded for each semester
At least $600 per semester
Completed one year of nursing school
Financial need
Selected by the Mary Josephine Wagner Scholarship Fund, Inc. Committee
Deadline for application is August 31 and December 31

The Scholarship Committee will distribute applications for all scholarships.

***If you receive a scholarship, it is appreciated if you send a thank you note to the donor via the Fairmont State Foundation.
Uniform and Professional Attire

When you enter the Fairmont State Nursing Program, you represent the Nursing profession and the University. Respect your chosen career and dress accordingly. These requirements are to be observed for all clinical experiences: skills, simulation, and agency labs.

There is a required FSU nursing student uniform. White leather shoes, a stethoscope, scissors, name pin, and watch with a second hand are required. White socks may be worn with the pants uniform. Students will wear uniform jacket with the FSU emblem, and a name pin. Safety precautions and professional appearance require that beards and mustaches be closely trimmed.

The following policies are to be observed when wearing your uniform:

1. The only jewelry to be worn with the uniform is:
   a. a plain wedding band (no stones)
   b. one pair of small (no dangling) stud earrings worn in the ears only
   c. a watch with a second hand

2. Hair must be neat and secured back, up, and off the shoulders

3. Fingernails must be kept short. No nail polish or artificial nails are to be worn

4. Makeup should be used in moderation

5. Sweaters are not to be worn when caring for patients. FSU white lab coats and ID tag may be worn over uniform while caring for patients

6. All students must wear a FSU student nurse uniform

7. Please be aware that strong odors such as hair spray, perfume, smoke, and body odor may be offensive or hazardous to patients and co-workers and thus may warrant the student being asked to leave the hospital or agency. It is best to use only unscented products when in uniform.

8. Tatoos are to be covered.

9. A clean uniform should be worn for each clinical experience.

Uniforms are only to be worn in skills and simulation labs and on clinical units. Lab coat must be worn over uniforms when traveling to and from instructional settings.

Wear a clean uniform to each clinical experience.

The above regulations are based on policies of the clinical agencies and the FSU School of Nursing. For the protection of you, your patient, and others, student uniforms are not to be worn outside the clinical agencies. In addition, students are required to adhere to clinical agency uniform requirements.
Uniform and Professional Attire for Pinning Ceremony

The uniform for pinning consists of the standard white dress of knee length or pantsuit and white nursing shoes, or a student may choose to wear their student uniform. If a dress is worn, white hosiery is to be worn with it. White socks may be worn with the pants uniform. Male graduates wear white nursing shoes, white socks, and a standard white nursing or student uniform. New white scrubs may also be worn. No colored uniforms are permitted.

You must present with a professional appearance and keep jewelry conservative and to a minimum. Hair must be neat and secured back, up, and off the shoulders.
Clinical Evaluation Policies

1. In a nursing course with clinical experience, the student must perform at the satisfactory level in clinical experience in order to pass the course.
2. The instructors for each course will determine what constitutes satisfactory performance.
3. Evaluation of student clinical performance will be based on the degree of attainment of stated objectives. The instructors will determine if the student has attained the objectives necessary to be a safe practitioner.
4. Students will be given ongoing feedback related to their clinical performance throughout the semester.
5. A student is to be given a verbal and written warning of unsatisfactory clinical performance as soon as it becomes evident.
6. The Dean of Nursing must be consulted promptly regarding issues violating legal, ethical, or moral standards of practice. A conference will be held between the student, instructor, and dean as a first priority.
7. Reports to the Dean of Nursing will be made on the following instances:
   a. Students’ unsatisfactory performance
   b. Conflict between student and instructor
   c. Other special problems
8. In the last semester of the program, a validation of accomplished program outcomes will be sent to Career Services to be included in the student’s placement packet. Prospective employers can contact Career Services to receive a copy of this evaluation.
Withdrawal Policy

Should a student decide to leave/withdraw from the Nursing Program for any reason, the following must be completed:

1. Make an appointment with your assigned faculty advisor and a member of the current nursing course faculty.
2. Meet with current course faculty to develop an individual consent agreement.
3. Meet with assigned faculty advisor to complete official university forms for withdrawal and to complete the exit process. Sign the Exit Interview form.

In order for a student to reenter the program, it is essential that the student meet with their faculty advisor for an exit interview before leaving the University. Upon exit from the course, an individual consent agreement will be developed between the student and appropriate faculty describing the conditions for returning to the program.

Reentry to the program is not guaranteed. It will be granted in terms of meeting the conditions described in the exit agreement, space availability, and evaluation by the Student Advocacy Committee.
Fairmont State University School of Nursing

Exit Interview

Student________________________

Date entered program____ Date exiting program______ LOA_____ Academic failure_____ 

1. Which of the following affected your ability to concentrate or do your best in the nursing program? 
   Academic__Clinical__Personal___Other___
   Comments:

2. Describe the efforts made with nursing faculty during the semester regarding improvement in the program.

3. 

4. Describe the campus counseling services utilized at Fairmont State?

5. What changes would help you to become more successful in the future?

6. Describe in detail your remediation plans for returning to the program.

7. Indicate your previous clinical instructors.

8. Verbalize the procedure that must be followed for returning to the program. Copy was given to the student. _____ Student Initials

9. Indicate the courses that you have passed and failed during the semester in which you left the program. Indicate the semester in which you left the program and the semester and year you plan on returning. (Please use the academic progression plan)

10. Contact information: Address, email, phone where you can be reached.

I understand that I must apply for readmission to the program by the required date March 15 for fall semester and by October 15 for the Spring semester. Readmission into the nursing program is based on availability of space and the review of records.

Student Signature: __________________________ Date: __________________________

Advisor Signature: __________________________ Date: __________________________
Reentry Criteria

1. Students will be allowed to reenter the nursing program only ONE time.
2. The student must have participated in an exit interview.
3. A letter of intent stating that the student is seeking readmission must be sent to the Student Advocacy Committee. This letter must be received by March 15 for consideration for the fall semester and by October 15 for the spring semester.
4. Applicants for readmission must possess a 2.0 cumulative average to be considered.
5. Applicants for readmission will be considered on a space available basis determined by instructor/student ratio availability of clinical experience, and an evaluation of the student's performance while enrolled in the program as well as reasons for withdrawal.
6. Applications for readmission will be evaluated on the basis of academic performance. Students are considered for readmission in the following order:
   A. Withdrawal for non-academic reasons
   B. Withdrawal for academic reasons
      a. D, F, or W in a required support course
      b. D, F, or W in a required nursing course
7. Individuals who have not been enrolled in nursing courses for two or more academic years must demonstrate proficiency in completed nursing courses. This may be accomplished through department exams or standardized proficiency exams. Audit of completed courses may be recommended or required.
8. The student must meet the conditions of the consent agreement. See the withdrawal policy/LOA policy.
9. Students must meet withdrawal policy requirements to qualify for readmission.
10. Students must meet withdrawal LOA policy requirements to qualify for reentry.
11. Readmission will be subject to Student Advocacy Committee approval.
Reentry Criteria Checklist

The following criteria must be met by the student and will be evaluated by Student Advocacy Committee for the consideration of student readmission. Students will be readmitted to the nursing program only ONE time.

1. ______ The student must participate in an exit interview with faculty advisor. Date of interview: ___________________. Advising faculty will complete the exit interview form.

2. ______ The student took a leave of absence from the program. These students will receive priority consideration for readmission. Students must follow the guidelines for the LEAVE OF ABSENCE POLICY found in the Associate Degree Nursing Student Handbook.

3. ______ The student must submit a letter of intent requesting readmission to the program to the Dean of Nursing. The letter must be received by March 15 for consideration for the fall semester and by October 15 for the spring semester or summer terms.

The following criteria will be examined for readmission for academic failure or withdraw:

   a. ______ Failure/Withdraw of Nursing Course Grade_____
   b. ______ Failure/Withdraw of Support Course Grade_____
   c. ______ Number of Violations in Safe Clinical Practice
   d. ______ Attempted hours____ Earned hours____ Cumulative FSU GPA_____
   e. ______ Associate Degree Nursing Program GPA_____
   f. ______ Letter of intent to reenter the program and plan for success

Applicants for readmission will be ranked on the basis of academic performance. Priority consideration will be given to students who were successful in one of the two nursing courses in the semester.

4. ______ Students who gained clinical experience in nursing during the period not enrolled in the nursing program will also be considered.

   ______________________ Type of Experience
   ______________________ Written evidence must be submitted of this experience upon the student's request to be readmitted.

5. Faculty may have some discretion in evaluating the above criteria especially if the student had performed unsafe clinical nursing practice as evidenced by violations in safe clinical practice.
Leave of Absence Policy

Students may request a leave of absence (LOA) for extraordinary circumstances. Rationale for the LOA is to be identified by the student in writing and submitted to the student’s advisor. LOA is not the same as a withdrawal.

Procedure for obtaining a LOA from the ADN program:
1. Meet with advisor and submit written request.
2. Meet with Dean of Nursing.
3. Dean and advisor will take written request to Student Advocacy Committee.
4. Additional documentation may be required to clarify the circumstances for the request.
5. Student Advocacy committee will evaluate the contract, which will be designed to suit the circumstances of the student’s request and may include the following:
   a. Program to be completed within 5 years of initial admission
   b. Must return within 2 years of LOA date
   c. Potential date of Readmission: ______________________
   d. If LOA was due to a physical or emotional problem, the student will need to provide documentation from a health care provider that states the student is capable of returning to nursing practice
   e. To complete a LOA process, a student must withdraw from all nursing courses (See the Withdrawal Policy).

Adopted: 9/17/04
Reviewed: 8/2010

Dismissal from the Program

Dismissal from the nursing program will be determined on an individual basis. Problem behaviors such as academic dishonesty, drug use, and violation of the ethical code, which are mentioned in the Nursing Student Handbook, can be reasons for dismissal; however, there may be other situations, which could be cause for dismissal.

If the possibility for dismissal arises, the student will meet with the Dean of Nursing and at least two designated faculty members. These individuals will determine if a dismissal is warranted or a consent agreement can be reached.

Accepted: 4/4/02
Reviewed: 5/5/06
Student Responsibility Statement

Instructions: Please read carefully and decide if you can commit to these requirements. Your signature on this document indicates that you have received and read the Fairmont State University ASN Student Handbook and accept the conditions of the agreement.

1. I am aware that the following characteristics are necessary to complete the nursing program and be employed as a nurse. I must be able to:
   a) perform medium to heavy work
   b) walk and stand on hard surfaces for prolonged periods of time
   c) climb stairs, stoop, kneel, and crouch
   d) reach, stretch, feel, lift, push, and pull
   e) hear acutely for auscultation of vital sign measurement or have appropriate corrective device
   f) see acutely close-up and at a distance, have depth perception, discriminate colors, or have appropriate correction
   g) communicate both verbally and in writing - grammar, punctuation, and spelling are critical
   h) function in stressful situations
   i) demonstrate integrity, honesty, and reliability

2. Once admitted to the nursing program, I understand it is my responsibility to read and adhere to all policies and procedures of Fairmont State as defined in the FSU Catalog, Student Handbook, and the ASN Student Handbook.

3. It is my responsibility once admitted to the program to see that a completed physical exam form, appropriate laboratory studies, and immunization records are delivered to the nursing office. I realize that this information may be released to the clinical agencies affiliated with this program.

4. It is my responsibility once admitted to the program to see that a completed criminal background check is submitted to the Nursing Office. I realize that this information may be released to the clinical agencies affiliated with the program. I also understand that an affiliating clinical agency, and the School of Nursing based on information obtained in the criminal background check may refuse to allow me to practice in an agency and may require me to withdraw from the nursing program.

5. It is my responsibility once admitted to the program to see that I have a current Health Care Provider CPR card.

6. I am aware that any major change in health status, including pregnancy, must be reported to my advisor and clinical instructor. An additional evaluation and release of information by an appropriate health care provider may be required.

7. I realize that I may be subject to random drug screening or psychiatric evaluation at my expense if my behavior puts patients, faculty, peers, or myself in jeopardy. Unauthorized use of controlled substances or demonstration of repeated intemperate behavior will be cause for dismissal from the nursing program.

8. I realize that I am expected to attend and to be on time for all nursing classes and clinical experiences.

9. I will be responsible for payment of the testing fee at the beginning of each semester for required nursing achievement exams as described in the Student Handbook.
10. I understand that travel is required while enrolled in the nursing program and it is my responsibility. I may be assigned to more than one of the hospitals used for clinical experience in Morgantown, Fairmont, Weston, or Clarksburg while enrolled in the nursing program. I acknowledge that the faculty reserves the right to make final clinical placement decisions.

11. If I have not demonstrated competency with information from nursing or support courses, I may be required to complete a remediation plan.

12. I have been informed that Fairmont State does not provide individual health and accident insurance. I will be responsible for any expense incurred as a result of illness or accident while in the nursing program.

13. I understand that if I leave the nursing program for any reason (academic, withdrawal, LOA) I must meet the requirements for reentry by the deadlines listed. I know that reentry is not automatic and only one readmission opportunity is allowed.

14. Students may request a leave of absence for extraordinary circumstances, but must abide by the Leave of Absence policy to gain reentry into the program.

15. I am aware that I may or may not be allowed to take the licensure exam for Registered Nurses if I have been convicted of a felony or have violated any of the WV Code and Legislative Rules for Registered Professional Nurses in Sections 30-7-11, 19-3-2, and 19-3-14. I further understand that I must submit any information regarding a conviction for felony or misdemeanor to the Dean of Nursing upon admission to or during the program.

16. I further understand that failure to provide the above information or any falsification of records will result in immediate dismissal from the nursing program.

17. Reasonable accommodations that will not alter the scope of the program for any of the above requirements may be requested in writing to the Dean of Nursing and the Office of Student Disability Services. Requests will be evaluated on an individual basis. Reasonable disability accommodations must be made and approved by the Coordinator for Services for Students with Disabilities. Documentation of the disability that is to be accommodated for is required.

If any of the above statements are not fully understood, it is my responsibility to request clarification from the Dean of Nursing.

With a clear understanding of what is required of me to be admitted to and to remain in FSU’s Associate Degree Nursing program, I will date, sign, and retain a copy of this statement for future reference.

Date ___/___/___
Print Name __________________________
Signature __________________________

Revised: 9/2010
Safe Clinical Practice

There are certain professional characteristics involving responsibility and accountability, which are expected in all clinical courses. In order to provide safe care to patients, these behaviors must be met consistently. These behaviors include but are not limited to:

+ Preparing appropriately for clinical practice as described in course syllabi
+ Arriving promptly to clinical.
+ Complying with designated dress code.
+ Assuming the role of client advocate by maintaining client confidentiality and protecting client’s legal rights at all times.
+ Abiding by Section 30-7-11, 19-3-2, and 19-3-14 of the West Virginia Code and Legislative Rules for Registered Professional Nurses.
+ Practicing within the boundaries of the nursing student role.
+ Demonstrating the application of previously learned skills and principles in providing nursing care.
+ Administering medications, treatments, and care responsibly according to guidelines provided by the School of Nursing and agency.
+ Complying with the Standards of Professional Performance found in the FSU School of Nursing Student Handbook.

Acknowledgment

I have read the Fairmont State School of Nursing Standards for Safe Clinical Practice. I understand that these requirements are expectations, which guide my clinical practice, and will be incorporated into the evaluation of my clinical performance in all clinical courses. Failure to meet these requirements may result in my removal from the clinical area, which may result in clinical failure.

Signature: ________________________________ Date: ____________________
Standards of Safe Clinical Practice

Policy: In order to assure safe clinical practice, students must abide by the Standards of Safe Clinical Practice. Should a student fail to meet one of the Standards, the following will occur.

A. First failure - A verbal reprimand will be given to the student. In addition, the Safe Clinical Practice form will be completed, shared with the student, and placed in the student’s folder. Based upon the seriousness of the infraction, dismissal from the program is possible.

B. Second failure - The Safe Clinical Practice form will be completed and shared with the student. The form will be copied and sent to the Fairmont State Dean of Nursing. The original form will go into the student’s folder. The Dean will review the form and make a recommendation regarding further action.

C. If the student has not been dismissed and remains in the Nursing Program following the above disciplinary action, any additional violation will be documented and referred as above to the Dean of Nursing.
FAIRMONT STATE
SCHOOL OF NURSING

Violation of Standards of Safe Clinical Practice Form

STUDENT ____________________________________________________________

INSTRUCTOR _______________________________________________________

DATE ______ / ______ / ______ TIME ________ Place ____________________

WHICH REQUIREMENT FOR SAFE CLINICAL PRACTICE WAS VIOLATED?
________________________________________

DESCRIPTION OF INCIDENT:

ACTION TAKEN:

STUDENT COMMENTS:

PRECAUTIONS TO PREVENT FUTURE SIMILAR VIOLATIONS:

STUDENT’S SIGNATURE ____________________________ DATE ___________

INSTRUCTOR’S SIGNATURE _______________________ DATE ___________

DEAN’S SIGNATURE _____________________________ DATE ___________
Approximate Extra Costs for Nursing Students

Admission & First Year

$200  Uniforms, stethoscope, scissors, lift belt
$200-500  Physical exam, immunizations, titers, drug screen, criminal background check
$1400  Textbooks and lab supplies
$310  Standardized Testing Fee ($155 per semester)
$75  Magnus Immunization tracker Account
$36  National Student Nurses Association dues (optional)
$25  Wimba headset for non-traditional LPN students

Transportation to and from surrounding clinical agencies

First Semester Second Year

$300  Textbooks
$50  Hepatitis B Titer
$20-$50  Drug screen
$25  Magnus Immunization Tracker renewal
$155  Standardized Testing Fee
$36  NSNA dues (optional)

Transportation to and from surrounding clinical agencies

Second Semester Second Year

$300  Textbooks
$350  NCLEX fees, passport photo, criminal background check
$50  Criminal Background Check
$155  Standardized Testing Fee
$50-$175  FSU Nursing pin
$35-45  Graduation pictures and composite of class (optional)
$50  Graduation fee (includes cost of cap and gown)

++ Transportation to and from clinical agencies
Acceleration into the BSN-RN Program

Students who are currently enrolled in the Associate Degree Nursing Program who plan to continue their education through the BSN-RN track may accelerate into the Bachelors of Science Nursing (BSN) Program in the second year of their Associate Degree classes. Students are eligible to enroll in Nursing 3320 Health Assessment and in Nursing 3330 Health Deviations with consent of the instructor and a grade of B or better in both NURS 1108 and NURS 1109. (If a student has a grade of C in NURS 1108 or 1109, the student can be admitted to the program on probation). Since it is important for students to progress from the normal to the abnormal, we strongly recommend that Nursing 3320, Health Assessment, be the first class they take. Students are still held responsible to meet all of the requirements to graduate with the Associate Degree at the end of their second year of nursing. Students must also successfully complete their licensing exam to continue in the Bachelors of Science Nursing Program.

After graduation from the ADN Program, students who wish to pursue the BS in Nursing must change their major in the Registrar’s Office. See a BSN faculty member for current information regarding program requirements.
# Bachelor of Science in Nursing

## Model Schedule

### Junior Year - Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3320</td>
<td>Health Assessment</td>
<td>4</td>
</tr>
<tr>
<td>NURS 3350</td>
<td>Professional Concepts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Free Elective</td>
<td>3</td>
</tr>
<tr>
<td>INFO 1100</td>
<td>Computer Concepts and Application</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(or demonstrated competency)</td>
<td></td>
</tr>
<tr>
<td>MATH</td>
<td>Math 1107 or Acceptable Option</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 16**

### Junior Year - Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NURS 3330</td>
<td>Health Deviations</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3360</td>
<td>Complex Nursing Situations</td>
<td>4</td>
</tr>
<tr>
<td>Statistics</td>
<td>Psychology 2240 or Bus 3310</td>
<td>3/4</td>
</tr>
<tr>
<td>COMM</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>2200, 2201, or 2202</td>
<td>History/Philosophy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Select from Liberal Studies options</td>
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</tr>
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</table>

**Total: 15(16)**

### Senior Year - Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 4400</td>
<td>Research in Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4410</td>
<td>Community Health Nursing</td>
<td>6</td>
</tr>
<tr>
<td>MGMT 2209</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MGMT 3308</td>
<td>Personnel Management</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>Select from Liberal Studies options for literature</td>
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</tr>
</tbody>
</table>

**Total: 15**

### Senior Year - Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 4430</td>
<td>Leadership &amp; Management in Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4440</td>
<td>Nursing Practicum</td>
<td>6</td>
</tr>
<tr>
<td>English</td>
<td>Select from Liberal Studies options for literature</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Free elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Artistic/Creative Options

<table>
<thead>
<tr>
<th>Options</th>
<th>ART 1120/MUSI 1120/THEA 1120/INTR 1120</th>
<th>Credits</th>
</tr>
</thead>
</table>

**Total: 17**

**Total: 63/64**

Need **128** total credits for graduation.
ACCELERATED BSN
Model Schedule

FALL

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3320</td>
<td>Health Assessment</td>
<td>4</td>
</tr>
<tr>
<td>NURS 3350</td>
<td>Professional Nursing Concepts</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4440</td>
<td>Community Health Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NURS 4400</td>
<td>Research in Nursing Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

SPRING

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3330</td>
<td>School or Occupational Health</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3360</td>
<td>Ethical Decision Making in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4430</td>
<td>Leadership and Management In Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4440</td>
<td>Nursing Practicum (capstone)</td>
<td>5</td>
</tr>
</tbody>
</table>

Community Nursing Labs
6 hours/week = 90 hours

- 16 hours School or Occupational Health
- 16 hours Ambulatory Care
- 8 hours Community Teaching Project (30 minute presentation)
- 7 hours prep time
- 8 hours Community Health Project (4 hours participation)
- 4 hours prep time
- 16 hours Home Health/Hospice
- 17 hours CAI’s and Videos (on own time)
- 9 hours Writing in Clinical Log and Family Assessment
- 90

Nursing Practicum
6 hours/week = 90 hours

Work with nurse preceptor

Plan, develop, and present a “project” through collaboration with preceptor. Preparation for project (research, handouts, power point, presenting time and discussions) with preceptor all count toward 90 hours. Work with your preceptor to “experience” their job.
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 9/2/04
Glossary of Terms

ACCOUNTABILITY/RESPONSIBILITY - Behaviors, which reflect legal, ethical, personal, interpersonal, and professional obligations to self, faculty, peers, the consumer and the agency personnel.

CLIENT - A consumer of health care who engages the professional services of another to achieve a higher level of health. The client can be an individual or a family.

COMMUNICATION - A dynamic, interactive process, which enables participants to formulate, convey and assimilate perceptions, thoughts, and ideas. It includes verbal and nonverbal interactions between two or more individuals, as well as various means of conveying messages (i.e., oral, written, and informatics technology).

COMMUNITY - The environment in which the client exists.

CRITICAL THINKING - A method of inquiry that involves analyzing, synthesizing, and evaluating alternatives for problem solving.

CULTURE - Learned patterns of behavior, values, and attitudes reflecting a way of life shared by a group of people and passed from one generation to the next.

ENVIRONMENT - The totality of circumstances within and surrounding the individual and family.

ETHICS - Principles of right and wrong governing relationships with others.

FAMILY - Group of interacting beings comprising a basic unit of society, which has some degree of permanence, commitment, and attachment.

HEALTH - Health is a dynamic pattern of functioning involving life processes directed toward the goal of maximum health potential.

HEALTH CARE SYSTEM - An organized apportionment of services and personnel to maximize the health potential of individuals and families.

HEALTH POTENTIAL - A state of health not yet realized.

HEALTH PROBLEMS - Any interference in the dynamic pattern of functioning involving life processes.

INDIVIDUAL - The human being considered separately from his group or from society.

LEGAL - Rules and regulations by which our society governs itself. This includes nursing standards for practice.

LIFELONG LEARNING - A commitment to maximize potential as a nursing professional through participation in educational activities including professional certification, membership in professional organizations, involvement in nursing research, reading professional journals, and participation in community activities.
LIFE PROCESSES - Those processes basic to human existence, which serve as a focus for the organization of nursing practice.

OXYGENATION - involves the transportation of oxygen to body cells and the removal of carbon dioxide through the respiratory, hematologic, and cardiovascular system.

SENSORY-MOTOR - function refers to an individual's constant interaction with his internal environment (body) and his external environment (surroundings) by means of the five senses, the central nervous system, and the musculoskeletal systems - comfort/pain, activity.

METABOLISM - is the process by which a person receives and utilizes the materials necessary for the maintenance of fluid and electrolyte balance, growth of body cells, synthesis of hormones and enzymes, production of energy, resistance to infection, and a sense of well-being.

ELIMINATION - a process in which the body selectively excretes the products of metabolism, and any excess substances for which it has no need, through the bowel and urinary tract.

PSYCHOSOCIAL ENVIRONMENT - encompasses an individual's mental and social status and ability to function. This environment includes one's self-image, self-esteem, goals, values, beliefs, and relationships.

PROTECTIVE FUNCTIONS - include the work expended by the body in attempting to maintain homeostasis and to ward off the effects of stressors on rest and sleep, hygiene and physical safety.

DEVELOPMENT - The process of psychological, social, intellectual, physical, and spiritual change that occurs throughout the life span of an individual, encompassing the ever-expanding repertoire of behaviors, skills, & capabilities that develop as a result of growth, maturation, and learning.

MORAL - Personal patterns of belief and behavior that define correct conduct.

NURSING - Nursing is the diagnosis and treatment of human responses to actual or potential health problems.

NURSING PROCESS - A 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 and families.

RESEARCH - Systematic collection and analysis of data to obtain new knowledge add to existing knowledge or find solutions to problems.

RECOGNIZE - To be aware of the existence of research. Apply -To use research findings in practice.

ROLE DEVELOPMENT - The scope and function of attitudes and activities associated with nursing that emphasize adaptability, responsibility, and accountability for practice. Roles include care provider, teacher, communicator, manager, and member of the profession.

SOCIETY - Is composed of individuals, families, groups, and communities having common goals and interests.

SPIRITUAL - Awareness of a power greater than ourselves.
TEACHING/LEARNING - A dynamic interpersonal, collaborative process using communication as its essential element for the purpose of maximizing health potential.

THERAPEUTIC NURSING INTERVENTIONS - Any interaction of the nurse with the client that is directed toward maximizing health potential.

VALUES - Personal beliefs about the worth of a given idea or behaviors formed throughout a lifetime using information the individual receives from the environment and relationships with society.

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