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 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 intended to supply accurate information to the reader. However, 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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CRITERIA FOR DETERMINING
SCOPE OF PRACTICE FOR LICENSED NURSES

AND

GUIDELINES FOR DETERMINING ACTS
THAT MAY BE DELEGATED OR ASSIGNED
BY LICENSED NURSES

Revised by:
The West Virginia Board of Examiners for Registered Professional Nurses and
The West Virginia State Board of Examiners for Licensed Practical Nurses

Date: June 17, 2009
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 several foreign countries. 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 2011
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.
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 ASN Curricular Model
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, 2005.

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 dean of nursing, 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 http://apps.sos.wv.gov/adlaw/csr/index.aspx.

These requirements are:

1. Is of good moral character and has not engaged in professional misconduct as noted in Legislative Rule 19-3-14 (Appendix A)
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 8/2011
General Application Questions on the WVBOERPN’s Licensure Application


20. Do you hold or have you held any other professional or occupational licensure or certification?

If you answer YES to either 20 a or 20 b provide certified copies of related documents and a written narrative explaining the details of what happened.

20.a. Has a complaint ever been filed against the above listed license(s) of certification(s)?

20.b. Has action ever been taken against the above license(s) or certification(s)?

21. Do you have a child support obligation?

22. Do you have an arrearage that equals or exceeds the amount of child support payable for six months?

23. Are you the subject of a child support subpoena or warrant?

24. Do you own all or part of a business that operates within WV? If YES, list the FEIN#

WV Code 21A-2-6 (18) provides that a board may not issue or renew a license for you to engage in the practice of a profession if you are in default under either the unemployment compensation laws or the worker’s compensation laws, or under both laws of this State.

If answering YES to ANY of the questions below attach an explanation and certified copies of related court documents if applicable. Traffic violations resulting in conviction must be reported.

25. Have you ever committed an act of academic dishonesty resulting in disciplinary action by the school?

26. Have you EVER been convicted of a felony or a misdemeanor or pled nolo contendere to any crime, had records expunged or been pardoned? (List speeding tickets only if you have received three speeding tickets in the last two years.)

27. Have you ever or are you currently abusing prescription or over-the-counter medications?

28. Have you ever or are you currently using illegal drugs?
29. Is there any reason why your access to narcotics or substances of abuse should be restricted or limited?

30. Do you currently possess any condition which may in any way impair your ability to practice or otherwise alter your behavior as it relates to the practice of registered professional nursing?

31. If you hold a professional or occupational license or certification of any kind, has your practice ever been monitored for any reason through disciplinary action or otherwise, by any facility, board or group?

WV Code 30-7-11. Denial, revocation or suspension of license; grounds for discipline.

The Board shall have the power to deny, revoke or suspend any license to practice registered professional nursing issued or applied for in accordance with the provisions of this article, or to otherwise discipline a licensee or applicant upon proof that he or she:

(a) Is or was guilty of fraud or deceit in procuring or attempting to procure a license to practice registered professional nursing; or
(b) Has been convicted of a felony; or
(c) Is unfit or incompetent by reason of negligence, habits or other causes; or
(d) Is habitually intemperate or is addicted to the use of habit-forming drugs; or
(e) Is mentally incompetent; or
(f) Is guilty of conduct derogatory to the morals or standing of the profession of registered nursing; or
(g) Is practicing or attempting to practice registered professional nursing without a license or registration; or
(h) Has willfully or repeatedly violated any of the provisions in this article.
Student with Disabilities

The FSU School of Nursing and Allied Health Administration complies with the University’s admission policy in response to the Americans with disabilities Act. Students admitted to the associate degree of nursing program are expected to be able to complete curriculum requirements which include physical, cognitive, and behavioral skills that are essential to the function of the entry level professional nurse. Reasonable accommodations will be made in order that nursing students with disabilities can successfully complete the nursing program; however, the successful candidate for graduation is expected to perform in a reasonably independent manner as outlined in the Core Performance Standards. Any student or applicant for admission who believes he/she cannot meet the Core Performance Standards should seek assistance by contacting Andrea Pammer, Director of Disability Services in 307 Colebank Hall.

Core Performance Standards

Core Performance Standards as adapted from the Southern Council on Collegiate Education for Nursing and from the Validation Study, “Functional Abilities Essential for Nursing Practice” by the National Council of State Boards of Nursing.

The core performance standards set forth cognitive, sensory, affective and psychomotor performance requirements for nurses. Under the ADA, the FSU nursing programs do not base admission, acceptance or continued enrollment on the core performance standards. Instead, the standards are used to assist applicants and students in the determination of need for ADA related accommodations and medications. The core performance standards are intended to constitute an objective measure of:

1. A qualified applicant’s ability with or without accommodations to meet the program performance requirements.
2. Accommodations required by a matriculated student who seeks accommodations under the ADA.

Applicants and students with disabilities seeking accommodations under the ADA, must contact Andrea Pammer in the Disability Services & Psychological Services at 304-367-4072, Colebank Hall room 307.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Standards</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical thinking</td>
<td>Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation.</td>
<td>Identification of cause/effect relationships in clinical situations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use of the scientific method in the development of patient care plans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evaluation of the effectiveness of nursing interventions</td>
</tr>
</tbody>
</table>
| Professional Relationships | Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups | Establishment of rapport with patients/clients and colleagues  
Capacity to engage in successful conflict resolution  
Peer accountability |
|---------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Communication             | Communication adeptness sufficient for verbal and written professional interactions             | Explanation of treatment procedures, initiation of health teaching.  
Documentation and interpretation of nursing actions and patient/client responses |
| Mobility                  | Physical abilities sufficient for movement from room to room and in small spaces                 | Movement about patient's room, work spaces and treatment areas  
Administration of rescue procedures-cardiopulmonary resuscitation |
| Motor skills              | Gross and fine motor abilities sufficient for providing safe, effective nursing care            | Calibration and use of equipment  
Therapeutic positioning of patients |
| Hearing                   | Auditory ability sufficient for monitoring and assessing health needs                           | Ability to hear monitoring device alarm and other emergency signals  
Ability to discern auscultatory sounds and cries for help |
| Visual                    | Visual ability sufficient for observation and assessment necessary in patient care              | Ability to observe patient's condition and responses to treatments |
| Tactile Sense             | Tactile ability sufficient for physical assessment                                             | Ability to palpate in physical examinations and various therapeutic interventions |
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 and must meet benchmark in order to pass NURS 2212. A grade of incomplete will be given until the benchmark score is achieved. An incomplete grade in NURS 2212 will delay the issuance of a completed transcript for graduation.
## Model Schedule--Traditional ASN Program

### Fall Semester - First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>1104</td>
<td>Written English I</td>
<td>3</td>
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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>1101</td>
<td>Fundamentals of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>FOSM</td>
<td>1110</td>
<td>Nutrition</td>
<td>3</td>
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<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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<th>Title</th>
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</thead>
<tbody>
<tr>
<td>NURS</td>
<td>1108</td>
<td>Nursing Care of Adults I</td>
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</tr>
<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>
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<tr>
<td>BIOL</td>
<td>2205</td>
<td>Technical Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PSYC</td>
<td>1101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
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<td></td>
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### Fall Semester - Second Year

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<td>Mental Health Nursing</td>
<td>3</td>
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<td>2208</td>
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<td>Pharmacology II</td>
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<td>Written English II</td>
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<tr>
<td>SOCY</td>
<td>1110</td>
<td>Introductory Sociology</td>
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</tr>
<tr>
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<td><strong>Total credits</strong></td>
<td><strong>17</strong></td>
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### Spring Semester- Second Year

<table>
<thead>
<tr>
<th>Course</th>
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<th>Title</th>
<th>Credits</th>
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<tbody>
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<td>NURS</td>
<td>2212</td>
<td>Advanced Nursing Care</td>
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<tr>
<td>NURS</td>
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<td>Contemporary Nursing &amp; Management</td>
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<td>3</td>
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<tr>
<td>ELECTIVE</td>
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<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total credits</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

### TOTAL

**69**

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

*** Please note that students must have successfully completed HLCA 1170/1171, Anatomy and Physiology and FOSM 1110, Nutrition, prior to taking NURS 1108, NURS 1109 and ALLH 1110.

Students must have successfully completed BIOL 2205, Technical Microbiology and PSYC 1101, Introduction to Psychology, prior to taking NURS 2203, NURS 2208 and ALLH 2110.
# Model Schedule --LPN Traditional

**PRE REQUISITES**

## Fall Semester - First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>1104</td>
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<td>1100</td>
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<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 -Credit by exam</td>
<td>3</td>
</tr>
<tr>
<td>HLCA/</td>
<td>1170/</td>
<td>Anatomy &amp; Physiology- Credit by exam</td>
<td>4</td>
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<tr>
<td>BIOL</td>
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<tr>
<td>NURS</td>
<td>1102</td>
<td>Transition for LPNs</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total credits: 18**

*** Credit given for having an unencumbered LPN License

## Spring Semester - First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS</td>
<td>1108</td>
<td>Nursing Care of Adults I</td>
<td>6</td>
</tr>
<tr>
<td>NURS</td>
<td>1109</td>
<td>Maternal &amp; Newborn Nursing- credit by exam</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>Technical Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PSYC</td>
<td>1101</td>
<td>Introduction to Psychology</td>
<td>3</td>
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</tbody>
</table>

**Total credits: 17**

## Fall Semester - Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS</td>
<td>2203</td>
<td>Mental Health Nursing</td>
<td>3</td>
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<tr>
<td>NURS</td>
<td>2208</td>
<td>Nursing Care of Adults II</td>
<td>7</td>
</tr>
<tr>
<td>ALLH</td>
<td>2110</td>
<td>Pharmacology II</td>
<td>1</td>
</tr>
<tr>
<td>ENGL</td>
<td>1108</td>
<td>Written English II</td>
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</tr>
<tr>
<td>SOCY</td>
<td>1110</td>
<td>Introductory Sociology</td>
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</table>

**Total credits: 17**

## Spring Semester - Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NURS</td>
<td>2209</td>
<td>Nursing of Children</td>
<td>4</td>
</tr>
<tr>
<td>NURS</td>
<td>2212</td>
<td>Advanced Nursing Care</td>
<td>4</td>
</tr>
<tr>
<td>NURS</td>
<td>2211</td>
<td>Contemporary Nursing &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>ALLH</td>
<td>2210</td>
<td>Pharmacology III</td>
<td>1</td>
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<tr>
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<tr>
<td>ELECTIVE</td>
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</table>

**Total credits: 18**

**Total: 70**

*** Please note that students must have successfully completed HLCA 1170/1171, Anatomy and Physiology and FOSM 1110, Nutrition, prior to taking NURS 1108, NURS 1109 and ALLH 1110.

Students must have successfully completed BIOL 2205, Technical Microbiology and PSYC 1101, Introduction to Psychology, prior to taking NURS 2203, NURS 2208 and ALLH 2110.
Model Schedule—LPN Non-Traditional

Associate Degree Nursing Curriculum

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

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>ENGL</td>
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<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>
<td>6</td>
</tr>
<tr>
<td>FOSM</td>
<td>1110</td>
<td>Nutrition - Credit by exam/or course</td>
<td>3</td>
</tr>
<tr>
<td>HLCA/B</td>
<td>1170/</td>
<td>Anatomy &amp; Physiology - Credit by exam/or course</td>
<td>4</td>
</tr>
<tr>
<td>BIOL</td>
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<td><strong>Total credits</strong></td>
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*** Credit given for having an unencumbered LPN License

Summer Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ALLH</td>
<td>1110</td>
<td>Pharmacology 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>1102</td>
<td>Transition for LPNs</td>
<td>1</td>
</tr>
<tr>
<td>NURS</td>
<td>1108</td>
<td>Nursing Care of Adults I</td>
<td>6</td>
</tr>
<tr>
<td>NURS</td>
<td>2203</td>
<td>Mental Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total credits</strong></td>
<td>12</td>
</tr>
</tbody>
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Fall Semester

<table>
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<th>Number</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ALLH</td>
<td>2110</td>
<td>Pharmacology II</td>
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<tr>
<td>NURS</td>
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<td>Nursing Care of Adults II</td>
<td>7</td>
</tr>
<tr>
<td>BIOL</td>
<td>2205</td>
<td>Technical Microbiology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total credits</strong></td>
<td>12</td>
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</table>

Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLH</td>
<td>2210</td>
<td>Pharmacology III</td>
<td>1</td>
</tr>
<tr>
<td>NURS</td>
<td>2209</td>
<td>Nursing of Children</td>
<td>4</td>
</tr>
<tr>
<td>NURS</td>
<td>2212</td>
<td>Advanced Nursing Care</td>
<td>4</td>
</tr>
<tr>
<td>NURS</td>
<td>2211</td>
<td>Contemporary Nursing &amp; Management</td>
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<tr>
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<td><strong>Total credits</strong></td>
<td>12</td>
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</tbody>
</table>

**Total: 70**

LPNs are encouraged to work in an acute care hospital during this program in order to enhance their clinical competencies.
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 its 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  
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; 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  
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  
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  
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  
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  
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  
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  
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. Additionally, any violation of academic honesty must be reported to the WV Board of Examiners for Registered Professional Nurses.

Accreditation: The Fairmont State Associate Degree 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 faculty advisor is responsible for advising the student related to academic registration and planning and problem resolution toward successful program completion. The faculty advisor serves as consultant, mentor, coordinator, and advocate related to scheduling, registration, academic performance and program completion. 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 and completing 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 courses. Students are also responsible for completing all required prerequisite courses for program progression and 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

If appeals are not satisfactorily resolved at the above levels, the student may pursue the University’s Grade Appeal Policy as found in the FSU Student Handbook, http://www.fairmontstate.edu/publications/campushandbooks/studenthandbook/studenthandbook.pdf

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 in the last semester of the nursing program and participate 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. Clinical attendance is required. Clinical attendance policies are noted in each clinical course syllabus.

Career Services: The Office of Career Services provides students and alumni with a variety of benefits including career exploration, life planning, and job searching assistance. Students can utilize career counseling and online software to clarify their options. An extensive career resource library is also available. The Office of Career Services is located in Suite 300 Colebank Hall and is open Monday through Friday, 8:00 a.m. to 4:00 p.m. Evening appointments may be made by arrangement. (304) 367-4214.

Class Organization: Each nursing class elects class officer. In addition, each class elects a representative to serve on the School of Nursing Faculty Committee. 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.
- Laptops are required for testing.
- 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. Testing 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. Test results are also a good indicator of the likelihood of the student passing the licensure exam.

**Confidentiality:** Confidentiality and Privacy mean that patients have the right to control who will see or know their protected health information. With the enactment of the Health Insurance Portability and Accountability Act of 1996 (HIPPA), a patient’s right to have his/her health information kept private, secure, and confidential became more than just an ethical obligation of healthcare providers; it became a federal law. Confidentiality includes spoken and written words including all social media (phones, answering machines, texting, Facebook, twittering, etc.) Protected Health Information includes patient identity, address, age, social security number, and any other personal information the person has provided. In addition, protected health information includes why a person is sick or in the hospital, what treatments or medications he/she may receive, and other observations about his/her condition or past health conditions. Violations of confidentiality can result in dismissal from the nursing program and civil or criminal penalties.

**Counseling Services:** Professional counselors whose offices are located in Student Affairs, 3rd floor Colebank Hall, provide counseling services. Counselors provide assistance with personal problems, problems of social relationships, test taking anxiety, and the understanding of oneself and others. The professional counselors are trained in clinical practice and counseling to deal with issues common to the college population. Contacts with the Counseling Center are held in strict confidence. Appointments can be made by calling 367-4792 or in person at 306 Colebank Hall.

**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 August 1st for 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 (in any forum as noted under confidentiality), 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** For grading purposes, clinical courses will be broken down into three components: (1) Testing component, (2) Assignment component, and (3) Clinical component. In order to pass the course, you must pass all three of the components. A student with a final score of less than 75% in either the testing component or the assignment component, OR with an unsatisfactory in the clinical component, will not be allowed to progress in the nursing program. If a student has a final grade for one component of less than 75% or unsatisfactory, the grade given for the course will be “D”. If a student has a final grade for two components of less than 75% or unsatisfactory, the grade given for the course will be “F”. Grades will not be rounded up. Students who do not meet passing requirements must withdraw from the program and refer to the readmission criteria in the SON student handbook. Grades are awarded on the following percentage scale:

A = 92%–100%  
B = 84%–91%  
C = 75% - 83%  
D = 66%–74%  
F = 0-65%

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, class 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 points will be deducted from the assignment 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 then be responsible for turning in the appropriate materials within the arranged time or will receive a zero for that assignment.

**Bonus Points:** Bonus points will not be awarded in any class.

**Graduation and Licensure:** In the spring semester (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 website 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 website 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.***

*** September 9, 2011 is the deadline to apply for May 2012 graduation

**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 and follow the appropriate 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. Grievances that are not resolved satisfactorily within the School of Nursing and Allied Health Administration should be addressed according to the appropriate University’s Appeal or Grievance Policies.

**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 healthcare provider to continue in the program. Following a medical condition, a surgery or pregnancy, a physician written “May Return to Clinical” slip must be turned into the course coordinator before a student will be permitted to attend any clinical labs.

**Health Form:** The completed health form supplied by the Nursing Program must be entered into the Immunization Tracker by the **August 1, 2011.** 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, 2011.** 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 (done annually between June 1 and July 31 and submitted by Aug. 1)

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.

**Incident reporting:** Any student/patient/instructor incident occurring in a clinical or academic setting must be documented and reported to the course coordinator and the dean of the SONAHA. An incident is any unplanned event, which may cause actual or potential risk of harm, jeopardize safety of health and welfare, or cause injury to a student, instructor or patient. A completed incident report provides a timely, accurate summary of the unusual event for risk management purposes, for use in follow-up interventions, and for problem solving to prevent similar incidents.

**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.

**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.

**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.
**Non-Traditional Students:** Over the past two decades, enrollment of adult learners at Fairmont State University has grown in both absolute numbers and in proportion to total enrollment. With this increase, the college recognizes the need for a pro-active approach to meeting the non-traditional student’s individualistic and special needs. The unique circumstances of the non-traditional student requires that the college offer special support services in order for these students to achieve academic success and to enhance the students’ capacities to become self-directed, lifelong learners. Students needing assistance should contact the advisor for non-traditional students in Room 207 of the Hardway Building.

**Personal Conduct Regarding Professionalism:** Nursing students will exhibit behavior which reflects professional nursing standards of conduct, the ANA Code for Nurses and the Nurse Practice Act of West Virginia. Nursing faculty will serve as role models in demonstrating professional nursing standards of conduct.

**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 ASN 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 web site as appropriate.

**Professional Periodicals:** Students will be required to review current articles in nursing publications for nursing courses. 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. Nursing textbooks may also offer current research articles.

**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 nurse practitioner and support staff. 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 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.
Test Policy: All tests must be taken when scheduled, unless an excused absence is obtained from the instructor. The nursing program employs timed testing.

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 via email to all course faculty members.
- The faculty member will present the information regarding the question to the course faculty members.
- The faculty members will collectively determine if a grade adjustment should be offered.
- After this four-day period, no changes will be considered.

Procedure when you Miss an Exam and wish to Appeal the Penalty
- Failure to take an exam when scheduled will result in a 10% reduction
- A written appeal must be given to the course coordinator stating the reason for missing the exam and the basis for the appeal. Only extreme extenuating circumstances (hospitalization, accident, death of an immediate family member, etc) will be considered.
- A panel of faculty will determine if the deduction will be given back to the student.

Textbooks: Do not sell required any recommended nursing textbooks. They will be used throughout the program. Bundling of textbooks is recommended. Computer programs may also be required.

Tutoring Program: Fairmont State University provides an accredited tutoring program, which has been certified by the College Reading & Learning Association (CRLA) International Tutor Certification program. Tutoring is provided for most basic skills courses and a variety of other courses each semester. All students are entitled to free tutoring each semester. Students registered with documented academic accommodations through Disability Services can receive additional services as needed and available. Peer and professional tutors are available through Tutorial Services at 2nd Level Library on a drop-in basis and by appointment. The office houses study carrels and support materials for one-on-one or small group tutoring sessions. For further information, contact the Director of Tutorial Services at 2nd Level Library or at 367-4294.
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 pant uniforms and hosiery with dress uniforms. 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
   d. no jewelry may be worn in any other piercings (tongue, brow, nose, etc.)
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. Make-up 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.

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 is the standard white nursing uniform. The uniform can be a nursing knee length dress uniform, pants uniform, or new scrubs and white nursing shoes (no high heels or clogs). If a dress is worn, white hosiery is to be worn with it. White socks may be worn with the pants uniform. No colored uniforms are permitted.

You must present with a professional appearance and adhere to the nursing uniform policy with respect to jewelry and hair. Thus, jewelry includes only 1 pair of small earrings, a wedding band, and a watch. 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 given to each graduate. The graduate may take the evaluation to Career Services to be included in the graduate’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.

Accepted: 11/14/86, Reviewed: 8/2010
Exit Interview

Fairmont State University School of Nursing

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. Describe the campus counseling services utilized at Fairmont State?

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

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

6. Indicate your previous clinical instructors.

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

8. 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)

9. 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 1 for fall semester and by October 1 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 before the student left the university.
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 1 for consideration for the fall semester and by October 1 for the spring semester.
4. Applicants for readmission must possess a 2.0 cumulative average or higher 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 followed by full faculty approval.

Accepted: 11/14/86  
Revised: 08/2011
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. 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 students request to be readmitted.

5. Faculty may have some discretion in evaluating the above criteria especially of 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 ASN program:
1. Meet with advisor and submit written request.
2. Compete an exit interview.
3. Meet with Dean of Nursing.
4. Dean and advisor will take written request to Student Advocacy Committee.
5. Additional documentation may be required to clarify the circumstances for the request.
6. 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: 8/2011

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: 5/5/10
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: 9/2011
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 Violation 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 Violation 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.
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 _______

50
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

$500  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

$500  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
Transition into the RN-BSN Program

Students who are currently enrolled in the Associate Degree Nursing Program who plan to continue their education through the BSN-RN track may transition 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. Since it is important for students to progress from the physiologic normals to the abnormals, it is strongly recommended that Nursing 3320, Health Assessment, be the first class taken. ASN 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 ASN 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.
# Model Schedule: Bachelor of Science in Nursing

## Junior Year - Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>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>INFO 1100</td>
<td>Computer Concepts and Application</td>
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<tr>
<td>or demonstrated competency</td>
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<td></td>
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<tr>
<td>MATH</td>
<td>Math 1107 or Acceptable Option</td>
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## Junior Year - Spring Semester

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<td>Health Deviations</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3360</td>
<td>Ethical Decision Making in Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>Psychology 2240 or Bus 3310 or Soc 2240</td>
<td>3/4</td>
</tr>
<tr>
<td>COMM</td>
<td>Communication 2200, 2201, or 2202</td>
<td>3</td>
</tr>
<tr>
<td>History/Philosophy</td>
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## Senior Year - Fall Semester

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<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>
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</tr>
<tr>
<td>or MGMT 3308</td>
<td>Personnel Management</td>
<td></td>
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<tr>
<td>English</td>
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</tr>
<tr>
<td>Artistic/Creative</td>
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## Senior Year - Spring Semester

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<th>Credits</th>
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<tr>
<td>NURS 4430</td>
<td>Leadership &amp; Management in Nursing Practice</td>
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<tr>
<td>NURS 4440</td>
<td>Nursing Practicum</td>
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<td>English</td>
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<td></td>
<td><strong>Total</strong></td>
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</tbody>
</table>

Need **128** total credits for graduation.
# Model Schedule: Accelerated BSN

## FALL

<table>
<thead>
<tr>
<th>Course</th>
<th>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>
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## SPRING

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3330</td>
<td>Health Deviations</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3360</td>
<td>Ethical Decision Making in Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4430</td>
<td>Leadership and Management</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
- 8 hours Public Health
- 8 hours Occupational Health
- 8 hours School Health
- 23 hours Health Promotion Activity (planning & participation)
- 8 hours Community Assessment
- 8 hours Family Assessment
- 17 hours CAI’s and Videos (on own time)
- 4 hours Simulations
- 6 hours Clinical Log
- 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 9/2010
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.

APPROVED: 2004
Reviewed: 2010
Appendix A: WVBORPN Legislative Rule 19-3-14

Professional Misconduct
§19-3-14. Professional Misconduct

14.1. Conduct, including, but not limited to the following, if proven by a preponderance of evidence, constitutes professional misconduct subject to disciplinary action pursuant to W. Va. Code § 30-7-11(f). The applicant or licensee:

14.1.a. failed to adhere to common and current standards for professional nursing practice, including but not limited to standards established by a national professional nursing organization, nursing research, nursing education, or the board;

14.1.b. failed to adhere to established standards in the practice setting to safeguard patient care;

14.1.c. knowingly committed an act which could adversely affect the physical or psychological welfare of a patient;

14.1.d. abandoned patients by terminating responsibility for nursing care, intervention, or observation without properly notifying appropriate personnel and ensuring the safety of patients;

14.1.e. practiced or offered to practice beyond the scope permitted by law or accepted and performed professional responsibilities that the licensee knows or has reason to know that he or she is not licensed, qualified, or competent to perform;

14.1.f. impersonated another licensed practitioner;

14.1.g. permitted another person to use the licensee's license for any purpose;

14.1.h. permitted, aided, or abetted an unlicensed, uncertified, or unregistered person to perform activities requiring a license, certificate, or registration;

14.1.i. delegated professional responsibilities to a person when the licensee delegating the responsibilities knows or has reason to know that person is not qualified by training, experience or licensure to perform them;

14.1.j. practiced registered professional nursing while his or her license is suspended, lapsed, or inactive;

14.1.k. failed to comply with terms and conditions as may be imposed by the board based upon previous disciplinary action of the board;

14.1.l. practiced professional nursing while the ability to safely and effectively practice is compromised by alcohol or drugs;

14.1.m. is addicted to a controlled substance;

14.1.n. is a chronic or persistent alcoholic;

14.1.o. engaged in dishonorable, unethical or unprofessional conduct of a character likely to deceive, defraud or harm the public or any member of the public; thus, not exercising good professional character;

14.1.p. practiced professional nursing while the ability to safely and effectively practice was
compromised by physical or mental disability;

14.1.q. refused or failed to report for a physical or mental examination, including but not limited to laboratory or other tests, requested by the board;

14.1.r. provided false or incorrect information to an employer or potential employer regarding the status of a license, or failed to inform an employer or potential employer of a change in the status of a license;

14.1.s. knowingly falsified an application for employment;

14.1.t. knowingly provided false information regarding completion of educational programs;

14.1.u. falsified patient records, intentionally charted incorrectly;

14.1.v. improperly, incompletely, or illegibly documented the delivery of nursing care, including but not limited to treatment or medication;

14.1.w. knowingly made or filed a false report;

14.1.x. knowingly or negligently failed to file a report or record required by state or federal law;

14.1.y. willfully impeded or obstructed the filing of a report or record required by state or federal law;

14.1.z. induced another person to file a false report or obstructed the filing of a report required by state or federal law;

14.1.aa. failed to report to the board within thirty (30) days, knowledge of a violation by a registered professional nurse of W. Va. Code §§ 30-7-1 et seq., 30-15-1 et seq., this rule, any other applicable state law or rule or any applicable federal law or regulation;

14.1.bb. failed to report through proper channels a violation of any applicable state law or rule, any applicable federal law or regulation or the incompetent, unethical, illegal, or impaired practice of another person who provided health care;

14.1.cc. impeded or obstructed an investigation by the board by failing to comply or respond to requests for action or information, whether the failure was known or negligent;

14.1.dd. violated any provision of W. Va. Code §30-7-1 et seq., or rules governing the practice of registered professional nursing, or a rule or order of the board, or failed to comply with a subpoena or subpoena duces tecum issued by the board;

14.1.ee. failed to register or notify the board of any changes of name or mailing address;

14.1.ff. failed to accept certified mail from the board, when mailed to the licensee’s last address on record in the board’s office;

14.1.gg. failed to disclose to the board a criminal conviction in any jurisdiction;

14.1.hh. was convicted of a misdemeanor with substantial relationship to the practice of
registered professional nursing, in a court of competent jurisdiction.

14.1.ii. failed to disclose information when required by the board concerning treatment or counseling for substance abuse, or participation in any professional peer assistance program;

14.1.jj. provided false information on any application, or any other document submitted to the board for the purpose of licensure, advanced practice recognition, or prescriptive authority;

14.1.kk. misappropriated medications, supplies, or personal items of a patient or employer;

14.1.ll. self-administered or otherwise took into his or her body any prescription drug in any way not in accordance with a legal, valid prescription or used any illicit drug;

14.1.mm. prescribed, dispensed, administered, mixed or otherwise prepared a prescription drug, including any controlled substance under state or federal law, not in accordance with accepted nursing practice standards or not in accordance with the board's rule Limited Prescriptive Authority For Nurses in Advanced Practice, §19 CSR 8;

14.1.nn. physically or verbally abused, or failed to provide adequate protection or safety for an incapacitated individual in the context of a nurse-patient/client relationship;

14.1.oo. used the nurse-patient/client relationship to exploit a patient or client;

14.1.pp. engaged a patient or client in sexual activity or became romantically involved with a patient or client while still responsible for the care of that patient or client;

14.1.qq. failed to maintain appropriate professional boundaries in the nurse-patient/client relationship;

14.1.rr. failed to report that his or her license to practice registered professional nursing in any other state, territory, jurisdiction or foreign nation was revoked, suspended, restricted or limited, or otherwise acted against, that he or she was subjected to any other disciplinary action by the licensing authority, or that he or she was denied licensure in any other state, territory, jurisdiction, or foreign nation;

14.1.ss. violated the confidentiality of information or knowledge concerning a patient;

14.1.tt. practiced registered professional nursing by way of telecommunications or otherwise, in any other state, territory, jurisdiction, or foreign nation, without a license to do so and not in accordance with the law of that state, territory jurisdiction, or foreign nation; or

14.1.uu. was found guilty for improper professional practice or professional misconduct by a duly authorized professional disciplinary agency or licensing or certifying body or board in this or another state or territory, where the conduct upon which the finding was based would, if committed in this state, constitute professional misconduct under the laws of this state, may serve as a basis for disciplinary action by this board.
Appendix B: Criteria for Determining Scope of Practice
CRITERIA FOR DETERMINING
SCOPE OF PRACTICE FOR LICENSED NURSES
AND
GUIDELINES FOR DETERMINING ACTS
THAT MAY BE DELEGATED OR ASSIGNED
BY LICENSED NURSES

Revised by:
The West Virginia Board of Examiners
for Registered Professional Nurses
and
The West Virginia State Board of Examiners
for Licensed Practical Nurses

Date: June 17, 2009
INTRODUCTION

The intent of this document is to present a process to determine acts appropriate to nursing at various levels, and acts appropriate for delegation to the licensed practical nurse, as well as to those acts appropriate for assignment to unlicensed assistive personnel. Individuals must consult the law, applicable rules and Board position statements in making a practice decision. Related position statements are included in the Appendix of this document. Additional law, rules or position statements may be developed after the publication of this document. The nurse must assure that current publications are referenced when using the Models in this publication.

Changes in health care delivery are occurring in health care organizations throughout West Virginia and the nation. These changes could lead to role confusion. In view of the mandates of the West Virginia Board of Examiners for Registered Professional Nurses and the West Virginia State Board of Examiners for Licensed Practical Nurses to act in the best interest of public safety and health, the respective boards support professional collaboration to deliver competent care and treatment of the client in a safe, professional and cost effective manner.

The guidelines contained in this document provide comprehensive criteria and examples for use in the decision making process required to determine acts that are appropriate to nursing at various levels, and acts appropriate for delegation to the licensed practical nurse as well as to those acts appropriate for assignment to unlicensed assistive personnel. The guidelines, however, do not have the force and effect of law except as provided through the Legal Standards of Practice, WV 19 CSR10 and WV 10 CSR 3.

"Many nurses would like a "yes" or "no" answer to questions about the delegation of nursing practice, however, in most cases it is not that simple. In reality, the answer to most questions is "it depends". It depends upon the complexity of the task to be delegated. It depends upon the care needs of the client, as assessed by the registered professional nurse. It depends upon the educational preparation, skills, and ability of the licensed practical nurse or unlicensed person to whom the task is to be delegated/assigned. And, it depends upon the availability and accessibility of essential resources including supervision, while the task is being performed. Nursing judgment is the essential element in every delegation or assignment decision."1

Licensees are expected to read this entire document then refer back to the portions that will assist in making a final decision. Thus, this document is best used when an individual has the time to review all related information so the foundation for decision-making is present when a quick decision is required.
DEFINITIONS

Accountability Being responsible or answerable for actions or inactions of
self or others in the context of delegated or assigned.

Advanced Practice Nurse A registered professional nurse practicing
nursing at a level, which requires substantial theoretical knowledge in a
specialized area of nursing practice and proficient clinical utilization of the
knowledge in implementing the nursing process. The competencies of
specialists include but are not limited to the ability to assess, conceptualize,
diagnose, analyze, plan, implement, and evaluate complex problems related
to health.

Assignment Designating nursing activities to be performed by another
nurse or nursing assistive personnel that are consistent with his/her scope
of practice (licensed person) or role description (unlicensed person).
(NCSBN)

Competence Possessing verifiable knowledge and skill to perform an
activity or task safely and effectively.

Delegation Transferring to a competent individual the authority to
perform a selected nursing task in a selected situation. (NCSBN)

Licensed Practical Nurse “Practical Nursing” means the performance for
compensation of selected nursing acts in the care of the ill, injured or infirm
under the direction of a registered professional nurse or licensed physician
or licensed dentist, and not requiring the substantial specialized skill,
judgment and knowledge required in professional nursing. (Code of WV §30-
7A-1)

§30-7A-2. Use of titles. (a) Any person licensed pursuant to this article
may use the title "licensed practical nurse," "practical nurse" and the
abbreviation "L.P.N" or the term "nurse". Except as otherwise provided in
article seven of this chapter, no other person may assume such title, or use
such abbreviation, or any other words, letters, figures, signs, or devices to
indicate that the person using the same is a licensed practical nurse or a
practical nurse.

Registered Professional Nurse “Registered professional nursing” shall
mean the performance for compensation of any service requiring substantial
specialized judgment and skill based on knowledge and application of
principles of nursing derived from biological, physical and social sciences,
such as responsible supervision of a patient requiring skill in observation of
symptoms and reactions and the accurate recording of the facts, or the
supervision and teaching of other persons with respect to such principles of
nursing, or in the administration of medications and treatments as
prescribed by a licensed physician or a licensed dentist, or the application of
such nursing procedures as involve understanding of cause and effect in
order to safeguard life and health of a patient and others.
(Code of WV §30-7-1)
§30-7-10. Use of titles.
Any person licensed pursuant to this article may use the title "registered nurse" and the abbreviation "R.N." or the term "nurse". Except as otherwise provided in article seven-a of this chapter, no other person may assume a title or use abbreviations or any other words, letters, figures, signs, or devices to indicate that the person using the same is a registered professional nurse.

Responsible Liable to legal review or in the case of fault to penalties; able to answer for one's conduct or obligation; able to choose for one's self right from wrong.

Unlicensed Assistive Personnel (UAP) Any unlicensed person, regardless of title, to whom nursing tasks are delegated or assigned

AGENCY REFERENCES
There are a variety of agencies that have laws and standards that directly affect the practice of nursing and health care. Some of the most commonly referenced agencies are provided herein.

OHFLAC Office of Health Facility Licensure and Certification; a division of the West Virginia Department of Health and Human Resources responsible for promulgation of Rules regulating various types of health care facilities.
Web site: www.wvdhr.org/ohflac/
Phone: 304-558-0050

NCSBN National Council for State Boards of Nursing is the national association providing assistance to nursing regulatory boards.
This association authors many regulatory related documents and research. This association has also developed a paper on Delegation.
Web site: www.ncsbn.org
Phone: 312-525-3600

BOM Board of Medicine regulates the practice of medical doctors, podiatrists and physician assistants.
Web site: www.wvdhr.org/wvbom/
Phone: 304-558-2921

BOO Board of Osteopathy regulates the practice of osteopathic physicians, surgeons and osteopathic physician assistants.
Web site: www.wvboardosteop.org/
Phone: 304-723-4638

BOP Board of Pharmacy regulates the practice of pharmacists, pharmacy technicians and pharmaceutical services
Web site: www.wvbp.org/
Phone: 304-558-0558
Nurse Aide Registry  The state agency responsible for the regulation of certified nurse aides and the abuse registry.  Web site:  http://www.wvdhhr.org/ohfac/NurseAide/  Phone: 304-558-0688

WVNA  West Virginia Nurses Association (WVNA) is the West Virginia chapter of the American Nurses Association (ANA).  Web site:  www.wvnurses.org  Phone: 304-342-1169

ANA  American Nurses Association is the national professional organization for nurses. This association has developed many standards of practice for nursing including the Code of Ethics.  Web site:  www.nursingworld.org
CRITERIA FOR DETERMINING SCOPE OF PRACTICE FOR THE LICENSED NURSE

You may use the process explained below to determine, on an individual basis, if a specific activity or task is within the scope of practice for a registered professional nurse or a licensed practical nurse.

I. DEFINE THE ISSUE
   Clearly define the activity or task to be performed. Steps essential in this process include:

   A. CLARIFICATION OF THE ISSUE: What is the issue or problem? Gather facts that may influence the decision. Are there written policies and procedures available that relate to this act? Is this a new expectation or just new to you? What is the decision to be made and where, (in what setting or organization), will it take place? Has the issue been discussed previously?

   B. ASSESSMENT OF SKILLS AND KNOWLEDGE: What skills and knowledge are required? Do you possess those skills? Is your competence documented? Who is available to assist you? Who has that skill and knowledge? Is that person accessible to you?

   C. IDENTIFICATION OF OPTIONS: What are possible solutions? What are the risks? What are the implications of your decision: How serious are the consequences? Should you choose to perform an act, you are responsible for performing it accurately and safely.

II. REVIEW EXISTING LAWS, POLICIES, AND STANDARDS OF NURSING PRACTICE

   Both the RN and LPN are responsible for implementing the nursing process in the delivery of nursing care. The Boards receive many questions about the LPN's role in the assessment component of the nursing process. While the law does not specifically address the issue of the LPN's role in the assessment process, the rule clearly places the responsibility for the analysis of the data on the RN. It is the responsibility of the LPN to contribute to that data analysis by collecting objective and subjective data at the direction of the RN and by reporting and documenting the information collected. (from the OBON SOP brochure 2005).

   The legislative rules which provide the legal standards of practice for RNs and LPN's in West Virginia are included in this document as appendices F and G. Based on the definitions of practice in the Code, the RN can independently engage in activities including assessing the health status of an individual, teaching, delegating, supervising and evaluating nursing practice. The LPN has a dependent role and provides care only at the direction of the RN, physician or dentist. (portions reworded from the OBON SOP brochure 2005).
Once the problem has been clearly defined, review existing laws, policies, and standards of nursing practice:

A. Definitions of nursing practice (§30-7-1 b) or advanced nursing practice (19 CSR 7) and the Legal Standards of Practice for the Registered Professional Nurse (19 CSR 10). (Definitions, page 2 & Appendix F, page 42)

B. Definition of practice for the licensed practical nurse (§30-7A-1.a) and Legal Standards of Practice for the Licensed Practical Nurse (10 CSR 3). (Definitions, page 2 & Appendix G, Page 46)

C. Medication Administration by Unlicensed Personnel (WV Code §16-50-1 et.seq.) (*Appendix I, page 52)

D. School Nurse Law and Rules
E. Dialysis Technician Law and Rules
F. Agency Accreditation Standards
G. National Council of State Boards of Nursing (NCSBN)
H. Office of Health Facility Licensure and Certification (OHFLAC)
I. Standards of practice of a national nursing specialty organization.
J. Positive and conclusive data in nursing literature and supported by nursing research
K. Established policy and procedure of employing facility or agency, as long as the policy and procedures are not in conflict with the law or rules.

Following a review of these items, ask yourself the following questions:

A. Is the act expressly addressed in existing law or rules and regulations for your licensure category? Is the activity or task consistent with the scope of practice for registered professional nurse or a licensed practical nurse?

B. Is the activity or task within the accepted standards of care? Would a reasonable and prudent nurse with similar training and experience perform the activity under similar circumstances?
III. MAKING THE DECISION

After defining the issue and reviewing significant materials, a decision must be made. To facilitate this process, ask yourself the following questions:

A. What is the best decision? When should it be done? By whom? What are the implications of your decision? How will you evaluate your decision? Is the act within the scope of practice for a registered professional nurse, or is it an advanced practitioner role? Should it be performed by the licensed practical nurse or can it be performed by an unlicensed individual?

B. Do you personally possess the depth and breadth of knowledge to perform the activity or task safely and effectively as demonstrated by knowledge acquired in a pre-licensure, post-basic or continuing education program?

C. Do you personally possess current clinical competence to perform the activity or task safely? Is this competence documented?

D. Are you physically and mentally capable of performing the activity safely?

E. Are you prepared to accept the consequences of your actions and assume accountability for provision of safe care?

If you answered in the affirmative to all of the questions above, you may perform the activity or task.

NOTE: A Scope of Practice Decision Model Follows
SCOPE OF PRACTICE DECISION MODEL
FOR THE APRN, RN AND LPN

Assess patient and define the activity or task

Decision 1

Yes

Decision 2

NO

STOP

Report/defer to qualified individual

No

STOP

Is this activity or task consistent with or permitted by the West Virginia Nurse Practice Act and Legal Standards of Practice for APRN, RN or LPN, or Position Statements issued by the Boards, or any other applicable law?

Is the skill for APRNs within the generally recognized scope and standards of your certifying body?

Is the act consistent with ALL of the following:
- Current National Nursing Standards?
- Current Nursing Literature/Research?
- Current Institutional Policy/Procedures?
- Current Agency Accreditation Standards?
- Current Board Position Statements?

Task taught in pre-licensure, post basic or approved continuing education program?
For APRNs, is the act something taught in your advanced nursing education program or continuing education training?

Is there a written order from a licensed physician, PA or APN or is there a signed written protocol?

Do you have the current knowledge and skill to perform the activity and is this documented?

Would a reasonable and prudent nurse perform the act?

Are you prepared to accept the consequences of your actions?

Do WRITTEN policies of employer allow you to perform the activity?

Decision 3

NO

STOP

Report/defer to qualified individual

Yes

Decision 4

NO

STOP

Report/defer to qualified individual

Yes

Decision 5

NO

STOP

Report/defer to qualified individual

Yes

Decision 6

NO

STOP

Report/defer to qualified individual

Yes

Decision 7

NO

STOP

Report/defer to qualified individual

Yes

Decision 8

NO

STOP

Report/defer to qualified individual

Yes

PROCEED

Report/defer to qualified individual
REGISTERED PROFESSIONAL NURSE RESPONSIBILITY AS A SUPERVISOR OF DELEGATED OR ASSIGNED ACTIVITIES

The focus of registered professional nursing is on the application of substantial specialized knowledge, judgment and nursing skill in the assessment, analysis, planning, implementation and evaluation of nursing care. The registered professional nurse is responsible and accountable for:

A. Clinical decision making regarding nursing care

B. Assuring that care is provided in a safe and competent manner

C. Determining which nursing acts in the implementation of care can be delegated or assigned and to whom

D. Providing direction and assistance, periodic observation and evaluation of effectiveness of acts performed by those under supervision

Only those nursing activities commensurate with the educational preparation and demonstrated ability of the person who will perform the act may be delegated or assigned. Entry-level nurses and those re-entering nursing will need continued education and support as they gain skills as supervisors of delegated skills and tasks.

2.2. “Direct supervision” means the activity of a registered professional nurse with an unencumbered license in West Virginia being present at all times in the same assigned physical work area as the person being supervised.

4.3. An applicant for licensure by examination who is a graduate of an accredited program in practical nursing, may work under the direct supervision of a registered professional nurse, licensed physician, or licensed dentist and render nursing services during the period between graduation and notification of the results of the first licensing examination following graduation upon issuance of a temporary permit from the board. The board shall issue a temporary permit, valid for up to ninety (90) days from the date of graduation, to cover the period of time between graduation and notification of the results of the first licensing examination.

4.5. The holder of a temporary permit shall work under the direct supervision of a licensee, until the applicant has successfully passed the NCLEX-RN and a license is issued.
FIVE RIGHTS OF DELEGATION/ASSIGNMENT

1. RIGHT TASK
   Right person is delegating or assigning the right task to the right person to be performed on the right person.

2. RIGHT PERSON
   Right person is delegating or assigning the right task to the right person to be performed on the right person.

3. RIGHT DIRECTION/COMMUNICATION
   Clear, concise description of the task, including its objective, limits and expectations.

4. RIGHT SUPERVISION
   Appropriate monitoring, evaluation, intervention, as needed and feedback.

5. RIGHT CIRCUMSTANCES
   Appropriate patient setting, available resources, etc.
GUIDELINES FOR DELEGATION OF NURSING ACTS
TO THE LICENSED PRACTICAL NURSE

The decision to delegate should be consistent with the time-honored and well
established nursing process, i.e., appropriate assessment, planning, implementation and evaluation by the nurse delegator. This necessarily
precludes a complete listing of tasks that can be routinely and uniformly
delegated for all patients in all situations. Rather, the nursing process and
decision to delegate must be based on careful analysis of the patient and
circumstances. The authority and qualifications of the proposed nurse
delegator are critical to delegation decisions. The Five Rights of Delegation
may facilitate appropriate delegation decisions. Consequences of error and
patient health and safety must be evaluated with each decision.

1. Delegation of acts beyond those taught in the basic educational program
   for the LPN should be based on a conscious decision of the registered
   nurse.

   - Practice beyond entry level for the LPN should not be automatic
     nor should it be based solely on length of experience.

2. Practice beyond entry level must be competency based.

   - Competency based practice is defined by structured educational
     activities which include assessment of learning and demonstration
     of skills.

3. Records of educational activities designed to enhance entry level
   knowledge, skill and ability must be maintained and available to the RN
   making the decision.

   - The employer and the employee must maintain records which
     include an outline of the educational content and an evaluation of
     achievement of educational objectives and demonstrated skills.

4. Competency based enhancement of practice must be reviewed
   periodically by the registered nurse.

   - Practice beyond the entry level should be more closely supervised.

5. Practice is limited to those activities addressed in the written policies and
   procedures of the employing agency, as long as those policies are not in
   conflict with West Virginia Law or rules.

   - Job descriptions and employing agency policies should specifically
     address functions that the LPN will be expected to perform as part
     of basic, as well as enhanced practice. Policies should also
     address the conditions under which the procedures and services
     are to be performed.
ACTIVITIES THAT MAY BE DELEGATED TO THE LPN

Activities appropriate for delegation to the LPN should be those that, after careful evaluation by the supervising RN, are expected to contain only one option. That is, the LPN is expected to be able to proceed through the established steps or an activity without encountering an unexpected response or reaction and competence in performance of the activity has been demonstrated.

ACTIVITIES THAT SHOULD NOT BE DELEGATED TO THE LPN

Activities that are NOT appropriate for delegation to an LPN are those that are likely to present decision making options, requiring in depth assessment and professional judgment in determining the next step to take as the provider proceeds through the steps of the activity.

GUIDELINES FOR ASSIGNING TASKS TO UNLICENSED PERSONNEL

There is a need and a place for competent, appropriately supervised, unlicensed assistive personnel in the delivery of affordable, quality health care. However, it must be remembered that unlicensed assistive personnel are to assist - not replace - the nurse. This, unlicensed assistive personnel should be assigned to the nurse to assist with patient care rather than be independently assigned to the patients.

ACTIVITIES THAT MAY BE ASSIGNED TO AN UNLICENSED PERSON

Nursing practice assigned to unlicensed assistive personnel is limited to performance of the basic nursing care services, such as taking vital signs, providing personal hygiene, comfort, nutrition, ambulation and environmental safety and protection. Unlicensed workers are PROHIBITED from performing any licensed nursing function that is specifically defined for licensed nurses in the nursing practice acts or rules of the Boards of Nursing, except as specifically provided in West Virginia Code and Rules (AMAPS, School Nurse, Dialysis Techs, EMS, etc.)

ACTIVITIES THAT SHOULD NOT BE ASSIGNED TO AN UNLICENSED PERSON

Activities that are not appropriate for assignment to an unlicensed person are those that require nursing judgment and skill and have substantial potential to jeopardize client safety and welfare. Except as specifically provided in law, (WV Code §16-50-1 et.seq. and other laws and rules). The Boards receive questions about delegation to medical assistants. Medical assistants are unlicensed personnel and have no defined scope of practice, have no laws or rules governing practice and may not be delegated activities by the nurse that require professional licensure (i.e. medication administration).
CLIENT SELF-CARE

The performance of nursing acts by the client for self-care or by the client’s family members does not constitute delegation or assignment of nursing acts to unlicensed personnel for compensation. Client and family education is a part of nursing practice. Nurses may teach and supervise the performance of activities by clients and family members who have demonstrated a willingness and an ability to perform the activity.

THE DIFFERENCE BETWEEN ‘ASSIGNMENT’ AND ‘DELEGATION’?

Understanding the difference between “delegation” and “assignment” can be a challenge. In an effort to help nurses better understand the concepts as they apply to this document and practice in West Virginia, the following paragraphs are provided:

Delegation is always downward. That is, delegation occurs when one individual has the authority to perform the task or activity, and transfers that authority to another competent individual. The RN delegating the task retains the responsibility for the decision to delegate. The person performing the task is responsible and accountable for that task and related activities.

Assignment means that a nurse designates another competent nurse or unlicensed person to be responsible for specific patients or selected nursing functions for specifically identified patients. Assignment occurs when the authority to do a task already exists. Both registered nurses and licensed practical nurses have a defined scope of practice established in law; therefore, RN to RN, and (when the activity is within the LPN’s scope of practice) RN to LPN, or LPN to LPN is an assignment.

The RN or LPN making the assignment retains the responsibility for the task being completed by a competent person.

An element of assignment exists in all delegation; however, assignment, which is horizontal in nature, does not require delegation. Both “assignment” and “delegation” decisions must be made by a licensed nurse on the basis of the skill levels of the care givers, patient or client care needs, and other considerations.

Nurses have always been accountable or responsible for their assignment decisions. Responsibility or answerability when delegating or assigning cannot be avoided.

NOTE: A Delegation/Assignment Decision Model follows:
Delegation/Assignment Decision Model

Before this model can be appropriately used the Scope of Practice Model must be applied to available staff

Do you have the competencies to perform the task you are delegating?

Is delegation of the act consistent with all of the following:
- Current National Nursing Standards?
- Current Nursing Literature/Research?
- Current Institution Policy/Procedures?
- Current Agency Accreditation Standards?
- Current Board Position Statements?
- Current West Virginia Code and Rules?

Is the task to be delegated by your medication administration?

Does the activity fall within the scope of provision of personal hygiene, vital signs, comfort, nutrition, ambulation, safety, protection or collection of specimens?

Does the act require substantial, specialized knowledge and skill, or nursing evaluation intervention or revision of goals/plans of care? It is not acceptable for intravenous cannulation to be delegated to an unlicensed individual.

Is the patient's condition stable and outcome of the act predictable?

Is the person's competency to perform the specific task demonstrated and documented?

* Board Position Statements are included in the Index of this publication

** AMAP School Nurse Dialysis Technicians EMS Personnel

Before this model can be appropriately used the Scope of Practice Model must be applied to available staff

Do Not Delegate

Do Not Delegate

Do Not Assign to unlicensed persons. This task may be delegated to another RN, APN or to a LPN, who has demonstrated and documented competence and the activity is within their respective scope of practice.

Do Not Delegate to LPN Delegate to RN or APN with demonstrated and documented competence

Do Not Delegate to LPN Delegate to RN or APN with demonstrated and documented competence

Do Not Delegate to LPN Delegate to RN or APN with demonstrated and documented competence

Report/Refer to qualified individual

Report/Refer to qualified individual

* May be delegated to RN or APN, who has demonstrated and documented competence, and the activity is within their respective scope of practice.

May be performed in select settings in accordance with West Virginia Code and Rules.