ASSOCIATE OF SCIENCE IN NURSING PROGRAM

STUDENT HANDBOOK 2023 - 2024

Department of Nursing

College of Health Sciences and Human Services

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PennWest University of Pennsylvania's
Equal Educational Opportunity Statement

It is the policy of PennWest University of Pennsylvania that there shall be equal opportunity in all of its educational programs, services, and benefits, and there shall be no discrimination with regard to a student's or prospective student's race, color, religion, sex, national origin, disability, age, sexual orientation/affection, veteran status, or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations. Direct equal opportunity inquiries to Ms. Amy E. Salsgiver, Executive Director of Equity and Title IX, Title IX Coordinator, 210 Carrier Administration Building, Clarion, PA 16214-1232, (814) 393-2109.

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The Associate of Science in Nursing Program is accredited by the Accreditation Commission for Education in Nursing

Accreditation Commission for Education in Nursing
3390 Peachtree Rd. NE Suite 1400
Atlanta, GA. 30326
P: 404-975-5000 F: 404-975-5020
www.acenursing.org

And approved by the Pennsylvania State Board of Nursing

Pennsylvania State Board of Nursing
P.O. Box 2649
Harrisburg, PA 17105-2649
P: 717-783-7142 F: 717-783-0822
State Board of Nursing (pa.gov)

MISSION, PURPOSE, VISION, AND PROGRAM OUTCOMES

Mission of PennWest University and the Department of Nursing

PennWest Western University empowers students to build meaningful lives through a broad array of nationally accredited undergraduate and graduate programs, career-focused learning, and an unwavering focus on student success. A regional comprehensive university, PennWest provides accessible, high value higher education on its three premier residential campuses in western Pennsylvania and its virtual campus.

Mission of the Department of Nursing:

The mission of PennWest University's Department of Nursing is to provide a quality education in nursing across the collegiate continuum that is affordable, accessible, and responsible to the changing healthcare landscape.

Associate of Science in Nursing Program Purpose

The PennWest University of Pennsylvania Associate of Science in Nursing Program prepares technical nurses to exhibit integrity and ethical behavior, and to provide holistic patient centered care, with dignity and respect for diversity. The two-year Associate of Science in Nursing Program provides educational experiences that promote Patient-Centered Care, Teamwork and Collaboration, Evidenced-based practice, Quality Improvement, Safety, and the use of Informatics in Nursing. The program encourages students to aspire towards excellence and provides the graduate with a foundation for further education. Upon completion of the program, the graduate will be eligible to take the national licensure examination.

ASN Vision

The Associate of Science in Nursing Program will provide educational experiences that promote patient centered care, fosters teamwork and collaboration, and emphasizes patient safety. Graduates will be prepared to utilize information technology and evidence-based practice to promote and improve healthcare across the lifespan.

Values for the ASN program

- Excellence
- Diversity and inclusion
- Integrity and ethical practice
- Patient-centered care
- Excellent care based on evidence-based practice
- Collaboration across disciplines

The Associate of Science in Nursing program prepares nurses who provide quality care to patients of all ages in a variety of settings and creates a foundation for lifelong learning.

Curricular Threads

The curriculum is designed to build students' knowledge, skills, and attitudes at each level to prepare students to provide:

- culturally competent, patient-centered care is based on evidence-based practice.

- utilize clinical judgment skills to provide safe care across the lifespan.
- gather and interpret information through patient, family, or community assessment.
- review of the electronic health record.
- collaboration with other members of the health care team to enhance patient care.
- effectively communicate with patients and other members of the healthcare team.

ASN Program Outcomes

The PennWest University of Pennsylvania Associate of Science in Nursing Program prepares the graduate to:

1. **Patient-centered care**: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
2. **Teamwork and Collaboration**: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
3. **Evidenced-based practice**: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
4. **Quality Improvement**: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
5. **Safety**: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
6. **Informatics**: Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making.

ASN Core Values and Course Competencies

Competency (Core values/threads)	NURS PROC I Course Competency	NURS PROC II Course Competency	NURS PROC III Course Competency	NURS PROC IV Course Competency
Patient-centered care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.	Describe and define the role of the registered nurse in the administration of patient centered care.	Recognize how the nursing process, when implemented, is able to provide safe, quality, patient-centered care and promote the health of women, infants, children, and acutely ill patients.	Develop strategies that provide holistic, ethical, diverse, and culturally competent care to patients and their families across the lifespan for improved comfort and outcomes. Empower patients and their families by equipping them with concepts of safe and cost-effective care delivery.	Develop strategies that provide holistic, ethical, diverse, and culturally competent care to patients and their families across the lifespan for improved comfort and outcomes. Empower patients and their families by equipping them with concepts of safe and cost-effective care delivery.
Teamwork and Collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care	Describe the role and responsibility of the registered nurse as a member of the interdisciplinary healthcare team.	Recognize and describe the role of the registered nurse, and interdisciplinary healthcare teams in the promotion of health of women, infants, children, and acutely ill patients.	Identify strategic methods for establishing effective communication between patients, families, and other members of the interdisciplinary team. Contribute to the delivery of safe and effective care through the knowledge of scope of practice and role as a member of the interdisciplinary team. Analyze barriers to collaboration and facilitate methods for overcoming conflict	Identify strategic methods for establishing effective communication between patients, families, and other members of the interdisciplinary team. Contribute to the delivery of safe and effective care through the knowledge of scope of practice and personal role as a member of the interdisciplinary team. Analyze barriers to collaboration and facilitate methods for overcoming conflict.

Evidenced-based practice: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.	Describe and identify various methods that consist of evidence-based practice to develop nursing actions.	Describe the basis for nursing actions, considering research, evidence-based practices, culture, and patient preferences.	Identify valid and reliable evidence-based research and sources. Apply evidence-based research to the nursing process, pharmacological. management of and clinical practice for the provision of safe, high-quality care of patients with complex health problems.	Identify valid and reliable evidence-based research and sources. Apply evidence-based research to the nursing process, pharmacological management of, and clinical practice for the provision of safe, high-quality care and the promotion of the health of patients with complex health problems.
Quality Improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.	Recognize that outcomes of care processes are continuously monitored by the collection and analysis of data, which is utilized in determining the need for change.	Recognize and describe the registered nurse's role in the use of data to monitor the outcomes of patient care and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.	Appraise outcomes of care processes are continuously monitored by the collection and analysis of data, which is utilized in determining the need for change.	Appraise outcomes of care processes that are continuously monitored by the collection and analysis of data, which is utilized in determining the need for change.
Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.	Describe how the nursing process is used to provide safe quality care and promote the health of the elderly and chronically ill patients.	Recognize and apply the nursing process to provide safe quality care and promote the health of patients of diverse populations.	Distinguish unsafe care practices, including medication delivery and management of unsafe patient care environments to create a culture of safety through open communication and error reporting.	Distinguish unsafe care practices, including medication management and delivery, and unsafe patient care environments to create a culture of safety through open communication and error reporting. Determine the role of technology used for the

			Determine the role of technology used for the delivery of safe, patient centered care. Describe how error analysis is used to improve outcomes and develop national patient safety initiatives. Identify nursing implications for the safe delivery of medications.	delivery of safe, patient centered care. Describe how error analysis is used to improve outcomes and develop national patient safety initiatives. Identify nursing implications for the safe delivery of medications.
Informatics: Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.	Demonstrate information technology knowledge by utilizing electronic health records.	Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.	Identify the use of technology for communication, patient safety, and the delivery of quality patient care. Identify the role of technology in safely managing and delivering medications.	Identify the use of technology for communication, patient safety, and the delivery of quality patient care. Identify the role of technology in safely managing and delivering medications.

PROGRAM OUTCOMES

In accordance with ACEN Standard V, PennWest University of Pennsylvania ASN faculty and staff perform ongoing assessment and evaluation of program outcomes. The information obtained from the program and Student Learning Outcomes; along with feedback from parties of interest, are utilized to make changes in the program.

The following are program outcomes that are assessed and evaluated on an ongoing basis:

- 80% of the ASN graduates will pass the licensure exam on the first attempt.
- 65% of the ASN graduates will complete the program within three years.
- 90% of the ASN graduates will rate their overall satisfaction with the program as agree or strongly agree.
- 90% of the employers will agree or strongly agree that the ASN graduate is prepared for entry-level positions within their organization.
- 100% of ASN graduates who have passed NCLEX-RN and desire employment will be employed.

PENNWEST DEPARTMENT OF NURSING
ATTENDANCE, ABSENCE POLICY/PROCEDURE

CLASS / CLINICAL:
In keeping with the University Policy, students are expected to attend each nursing class (this includes theory/didactic classes, the skills labs, and the clinical portion of nursing). Absence does not excuse the student from coursework and the responsibility to complete assignments on time. Punctual attendance is mandatory. Should class or clinical absence occur for any reason, the following guidelines will apply specifically to the Nursing Department attendance policy:

- Excused class or clinical absence **may be** approved by the faculty member in the event of a personal or medical emergency, which may include, but is not limited to: medical illness, maternity leave, auto accident, death in the immediate family, and military leave. Students must notify faculty prior to missing class/clinical unless circumstances prohibit the student from doing so.
- The maximum number of excused class absences shall not exceed 20% of the scheduled class meetings in a given semester, regardless of the reason. Failure to meet the minimum class requirement for attendance will result in an "Incomplete" or an "F" grade, and may affect the student's successful progression in the program. Course syllabi will define percentages for an individual class.
- Absences in skills labs are recognized as clinical hours.
- The maximum number of excused clinical absences shall not exceed 10% of the scheduled clinical days in a given semester, regardless of the reason. Failure to meet minimum clinical requirements for attendance will result in an "Incomplete," "Fail," or "F" grade. Course syllabi will define the percentage for individual clinical courses.
- All unexcused class absences shall not exceed the number of classes held in a week, or one absence per credit hour, and will lower the course grade by ½ letter grade for each additional unexcused class absence. Failure to meet the minimum class requirement for attendance will result in an "Incomplete" or an "F" grade.

- Unexcused clinical absence **is *not permitted*** under any circumstance and provides grounds for clinical and course failure.
- Students are not permitted to be more than 5 minutes late for a theory course unless there are prior arrangements or communication with the instructor.
- Students are expected to arrive at the appointed start time for class and 15 minutes prior to the start time of clinical and be prepared to begin the experience. Tardiness to clinical will result in a clinical failure for the day.
- No more than two clinical failures are permitted in a rotation experience. More than two documented clinical failures will result in failure in the clinical course.

In the event of an unexpected absence such as a serious illness (ex: an illness requiring hospitalization or emergency surgery) or military deployment, a valid excuse will be granted following receipt of a medical excuse from the student's physician or a copy of the military orders from the student's military command. However, the above conditions apply to these situations.

PLEASE NOTE: Any / all excuses must be **turned in at the beginning of the next class attended in order to be considered.**

By signing this form, I am stating that I have read and understand the above policy and procedure regarding a missed nursing lecture or clinical.

_____	_____	_____
(Printed Name)	(Student Signature)	Date

Student Professional Conduct and Grievance Committee: AC/MB/RB/GH/NE – 2/6/2023

Requirements for Graduation

To receive an Associate of Science in Nursing Degree from PennWest University of Pennsylvania the student must meet the following requirements:

1. Complete the Associate of Science in Nursing curriculum – 60 credits, 15 of the last 30 of which must be earned at PennWest University of Pennsylvania.

2. Complete all nursing course requirements within 3 calendar years of formal admission to the program.

3. Students must attain a C- or above in MATH 1030, PSYC 1000/2200, BIOL 2810/2811(A&P I) and BIOL 3810/3811(A&P II), COMJ 1010(or higher), and English 1200.

4. Attain an overall cumulative quality point average of 2.75 on a 4.00 scale.

Academic/Clinical Grading

In an effort to achieve the rigor and high academic standards associated with successful completion of the National Licensure Exam (NCLEX-RN), the nursing faculty developed academic standards that are higher and more stringent than the university at large. Students must earn a grade of "B-" or higher in each of all of the required theory/didactic nursing courses, and a passing grade is required in all clinical courses.

Department of Nursing ASN Grading Scale:

96 – 100%	A
93 – 95%	A -
90 – 92%	B +
87 – 89%	B
84 – 86%	B -
81 – 83%	C +
78 – 80%	C
75 – 77%	C -
72 – 74%	D +
69 – 71%	D
66 – 68%	D -
Below 66%	E

Retention/Progression

The nursing faculty have implemented a Retention and Progression policy is to assist students who are experiencing academic and/or clinical difficulty to succeed and progress through the program.

In an effort to help students succeed, students who are struggling academically will be encouraged by faculty to take advantage of the resources available within the department and throughout the campus and university. To maintain consistency, the faculty will review the retention policy with the students at the beginning of each course. In the event a student is struggling in a particular course, students are encouraged to meet with the professor to establish an individualized plan (algorithm/learning contract) to ensure success. Refer to Appendix: E for a copy of the Retention and Progression Policy, Procedure, and Algorithm.

The ASN courses are sequential and must be taken in order. In order to progress through the program, the student must:

- Maintain an overall quality point average (QPA) of 2.75 on a 4.0 scale.,
- Receive a B - (83~~4~~% or higher) in all theory/didactic nursing courses,
- Passing grade in all clinical courses,
- Achieve a minimum grade of a "C-" or better in PSYC 1000 and PSYC 2200 before beginning the fall semester of the 2nd year.
- Achieve a minimum grade of a "C-" or better in BIOL 2810/2811(A&P I) and BIOL 3810/3811(A&P II) before beginning the fall semester of the 2nd year.
- BIOL 2810/2811 (A&P I can be completed the summer prior to beginning the program or must be successfully completed during the first fall semester. A&P II can be completed

during the summer prior to beginning the program or must be successfully completed during the first spring semester.
- Students who are unsuccessful in A&P I during the first fall semester but successful in all nursing courses while maintaining required GPA, may request permission from the Department of Nursing and A&P Professor to continue with A&P II in the spring semester. The student will need to repeat A&P I during the summer semester before starting the second year.
- Students who are unsuccessful in A&P II in the spring semester but successful in all nursing courses while maintaining required GPA, may request permission from the Department of Nursing and A&P Professor to repeat A&P II during the summer semester before starting the second year.
- Online Biology courses are not transferable in this program.
- Approval for transferring A&P credits from other institutions is at the discretion of the Dean.

*Failure to achieve these milestones will result in dismissal from the program.

In addition, students must also achieve a minimum grade of a "C-" in English 1200, Math 1030, Communication course, PSYC 1000, and PSYC 2200 to graduate.

Theory/Didactic Courses in which students must earn a minimum of a "B - " in order to progress through the program are the following:

- NURS 1010
- NURS 1020
- NURS 1210
- NURS 1310
- NURS 2010
- NURS 2020
- NURS 2030

*Failure to earn a minimum of an 84%, "B - " in any of these Theory/Didactic courses will result in dismissal from the program.

Clinical courses are graded "pass/fail". A student is evaluated according to behavioral criteria based on the program and course objectives which must be met in order to receive a passing grade in clinical. Failure to receive a "passing" grade in the following any of the following course will result in dismissal from the program.

NURS 1110
NURS 1120
NURS 2110
NURS 2120

Students must complete the ASN program within three (3) calendar years of formal admission to the program. A student needing additional time, must submit a written request for extension to the chair of the nursing department.

A student who does not meet the above standards is dismissed from the ASN Program and should refer to the ASN Dismissal Policy.

Academic Dismissal

A student will be dismissed from the Associate of Science in Nursing (ASN) Program for any of the following reasons:

1. Failure to obtain an 84%, "B - " in all ASN required nursing courses, and a "C-" in BIOL 2810/2811(A&P I) and BIOL 3810/3811(A&P II).

2. Failure to obtain a "P" (pass) in all ASN clinical courses.

3. Failure to attain a cumulative QPA of 2.75 on a 4.0 scale.

4. Failure to comply with ASN policies and procedures.

5. Serious misconduct or disciplinary involvement resulting in dismissal from the university (see PennWest University's policy on dismissal from the university which can be found in the handbook.pdf (PennWest.edu)).

A student dismissed from the university is also dismissed from the ASN program; however, a student dismissed from the ASN program is not necessarily dismissed from the university.

A student who is dismissed from the ASN program will be informed by letter. The student may choose to:

1. Continue to take required general education courses and reapply for readmission to the program. Refer to Readmission Policy in this handbook.

2. Remain at the university and pursue another course of study.

3. Withdraw from the university.

4. Appeal dismissal (See handbook.pdf (PennWest.edu)).

Student(s) who are dismissed from the ASN Program are strongly encouraged to utilize their academic advisor to assist in problem solving and planning to meet their goals.

Readmission

1. Students who have been dismissed for academic reasons are **NOT guaranteed** readmission. Students are permitted only **one readmission** to the nursing program.

2. The only students who are eligible to reapply to the ASN program are those students who have met the requirements listed above for leave of absence.

3. Students must request readmission **in writing,** and address reason for the dismissal or withdrawal and if applicable, what the student has done or plans to do to improve academic performance. The letter must be sent to:

Chairperson/Nurse Administrator
Department of Nursing

PennWest University of Pennsylvania
1801 West First Street
Oil City, PA 16301

4. Requests for readmission into the next academic year **must** be received by the chairperson:

    a. **No later than March 31 for the Fall semester**
    b. **No later than October 30 for the Spring semester**

5. After the written request is received, the student will receive letter from the Chairperson identifying a meeting with a faculty advisor to address reasons for dismissal or withdrawal, and if applicable, what the student has done or plans to improve academic performance and/or to meet the requirements of the program. In the case of a medical leave of absence the student must submit a new Core Performance Standards Agreement (see Appendix K) signed by the health care provider and the student, along with a statement from the health care provider documenting resolution of the medical concerns.

6. For readmission, students must have a **QPA of 2.75** or better. For fall semester readmission the QPA requirement must be met by the end of the spring semester, for spring readmission the QPA requirement must be met by the end of the fall semester. The nursing department does not "round" QPAs.

7. Any student requesting readmission must show evidence of completion of remediation (i.e., NCLEX questions or Case Studies) for any content areas in which they have achieved less than 84% on an exam, in any course in which they are not successful. The student will meet with the faculty member of the course to develop a Plan for Remediation. Students are encouraged to meet with the instructor as early as possible so that ample time is available to complete the remediation before a decision regarding readmission is considered.

8. Students who have withdrawn for other than academic reasons or who have been granted a leave of absence, must seek readmission within one year from the date of withdrawal and will be readmitted to the ASN program on a **space available basis.**

9. Students must apply for readmission within **one year** from the date of dismissal.

10. Students who are not readmitted within the one-year period will be considered new applicants and must complete the admission process. Students are not guaranteed readmission. Students who are considered new applicants will be given consideration for admission along with all other eligible student applications.

11. Students who are readmitted after unsuccessful completion of nursing courses must also repeat all nursing courses for the semester in which they were unsuccessful upon readmission to the program. LPNs who had received credit for prior learning for Fundamentals courses and are unsuccessful in the first semester will be required to take NURS 1010, 1110, 1210, and 1310 upon readmission. Students are strongly encouraged to speak with someone in the financial aid office about the effect that this might have on financial aid.

12. Readmission to the nursing program is based on the professional judgment of the nursing faculty and is contingent upon class size (**space available).** Faculty evaluate the student's request for readmission and grant or deny the petition according to the student's general

academic history, nursing course grades, cumulative GPA, clinical evaluations, completion of required remediation, and potential for success.

13. Students will be notified in writing of the faculty decision regarding readmission.

14. Students who are readmitted are required to submit the following forms for clinical coursework: signed felony policy; student signed core performance form; fingerprinting report; child abuse clearance; state police criminal clearance, all dated no sooner than 60 days prior to the return date of the semester. Any other items, such as liability insurance or CPR that are also expiring must be updated and submitted.

Leave of Absence:

Any student requesting a leave of absence from the nursing program must submit a request in writing to the chair of the Department of Nursing. This letter must include a reason for requesting the leave and the student's plans for return. A leave of absence is not granted for academic underachievement.

1. The chair has the right to request a personal interview with the student requesting the leave before a decision is made.

2. Each leave of absence will be handled individually according to the specific need, academic standing, and clinical performance. Supporting documentation may be required.

3. The chair will present the request to the nursing faculty with all pertinent information.

4. The program faculty will recommend denial or granting of the leave of absence.

5. No leave of absence will be granted for longer than one year or two full semesters.

6. If the leave is granted, the student will be informed of such and must withdraw officially from the nursing program. At this time the student will be informed of any conditional requirements for return.

7. Only one (1) Leave of Absence is permitted while enrolled in the ASN program.

Student Conduct

PennWest University students are expected to regulate their conduct according to the laws of society, of which the university is a part, as well as the rules of the educational community. It is an implicit expectation of the educational community that student members will engage in the activities associated with that role. Students in this class are not permitted to disrupt or interfere with the educational opportunity afforded to all students. If disruptive behavior is observed:

- First offense: The student will be asked to curtail the behavior and meet with the professor.

- Second offense: The student will be asked to leave the class and will be referred to the nursing chair with possible referral to Judicial Affairs.

Further information may be found in the Student Rights, Regulations, and Procedures Handbook which may be found at handbook.pdf (PennWest.edu)

Computer/Internet and Printing Capabilities

ASN students are required to have computer access, printing capabilities and Internet access. The ASN student is referred to Computing Services web page: to learn about the computer services resources. ASN students are responsible for maintaining computer access and contacting support as needed to resolve any issues interfering with Internet access. Important information about technology at PennWest University is found at Student Technology Orientation website. The Student Technology Orientation reviews computer requirements, software programs, computer services offered, FAQs, and where to go for help.

Use of Electronic Devices

Use of all electronic devices for note taking and other documentation (i.e., iPad, laptops) in the clinical setting MUST receive approval of the faculty. The use of communication devices (i.e., cell phones, apple watches, etc.,) are strictly forbidden during classroom and clinical experiences. Students must obtain permission of faculty to record any class. Recordings are for personal use only. The clinical faculty may approve specific electronic devices. Please advise those who may need to contact you in an emergency to call either the Department of Nursing, Venango (814-393-1251), Somerset (814-393-2734) or the clinical agency and ask for your instructor. Each faculty will provide specific information at the start of each course as to emergency notification. Any messages will be promptly delivered to the student. Violation of this policy will result in disciplinary action and/or unsatisfactory clinical evaluation.

Test Procedure - See Appendix F

Examinations and/or quizzes are scheduled to be given during the regularly scheduled class time, unless otherwise identified by the instructor. This includes exams on D2L and ATI exams. It is expected that the student will complete the exam/quiz during the scheduled class time. Unless the student has an identified and documented learning disability ***prior*** to the exam/quiz, there will be no extra time allotted for the completion of the exam/quiz. The examination schedule is posted well in advance of the actual test date, and therefore, students are expected to take the examination on the scheduled day. In addition, a comprehensive final examination will be given during "finals" week. Only excused absences will be accepted. Makeup of an examination will be scheduled at the **convenience of the instructor for excused absences. The instructor is not required to give makeup examinations and/or quizzes, nor accept class work missed as a result of an unexcused absence.**

Review of an Exam

Students may schedule an appointment to meet with the instructor to review an exam **within one week of receiving grades for that examination**. During the review of an exam, students may write down the topic, but are ***not*** allowed to write down specific test questions for personal use. Students may only review one exam at a time, and at the discretion of the instructor. See Appendix F for further details.

Competency Based Testing Program

The Department of Nursing utilizes standardized competency testing for evaluation of students' nursing knowledge throughout the program. Students are required to purchase testing packages as part of their book bundles. Requirements for progression within the program, remediation within a course, and demonstration of course content competencies are provided in each course syllabi.

At the end of program **all** ASN students will be required to complete an exit exam to determine readiness to take NCLEX in their final semester. Remediation is based on the assessment score (NCLEX-RN pass rate predictability). See Appendix F for further details.

Social Media Policy - See Appendix G

The Department of Nursing supports the use of social media to reach audiences important to the University such as students, prospective students, faculty and staff. The Department of Nursing's presence or participation on social media sites is guided by university policy. This policy applies to Department of Nursing students who engage in Internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. According to the American Nurses Association (ANA) (2012), distribution of sensitive and confidential information is protected under Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) whether discussed through traditional communication channels or through social media.

Students enrolled in the ASN program are prohibited from disclosing through social media the following:

- Protected health Information
- Lecture material and/or exam material
- Confidential, non-public, or proprietary information about families, clinical facility staff or clinical institutions.
- Comments that express or imply sponsorship or endorsement by the Department of Nursing or PennWest University unless you are officially authorized to act in this capacity for this purpose on behalf of the University or the Department.

Examples of social media include *but are not limited to* LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, Twitter, Facebook, YouTube, Snap Chat, Tik Tok, InstaGram, and MySpace, etc.

ITV – Classes

In the event a class or course is taught using ITV technology, the use of TV equipment, microphone, camera, D2L, and Microsoft products are required.

- Audio or video recording of classroom meetings is not allowed.
- The instructor reserved the right to alter the course calendar, topics, and assignments based on the class learning needs.
- Cell phones should be turned off in the ITV classroom; they may create audio disturbances even if they are muted.
- In the ITV classroom environment, state your name when asking a question. Inform the instructor if you are having audio or visual issues to provide ideal learning.

Smoking and Smokeless Tobacco

Smoking is strictly prohibited within 25 feet of campus buildings. Students are also required to comply with institutional policies while attending clinical rotations. The use of e-cigarettes and smokeless tobacco are also prohibited in classrooms and clinical settings.

Acknowledgement of Handbook Policies - See Appendix C

Upon initial entrance (and readmission) into the ASN program and each fall semester thereafter, students are required to read the ASN Handbook. All students are expected to follow the policies and procedures within the handbook. The ASN Student Handbook is reviewed annually and updated as needed. The student handbook can be found on the Department of Nursing website. Students should seek clarification, if needed, before signing the acknowledgment. The signed document will be placed in the student's file.

Communicating Policy Changes

Any changes in policy which are made during the academic year, either by the University or by the Department of Nursing will be communicated to the students by written communication via email.

Student Records

A statement of Students Rights, Regulations, and Procedures are made available on an online handbook from the office of Judicial Affairs. The privacy rights of parents and students with respect to educational records are enunciated in the General Education Provisions Act.
http://ousearch.omniupdate.com/texis/search/redir.html?query=Judicial+affairs&pr=clarion&prox=page&rorder=500&rprox=750&rdfreq=500&rwfreq=750&rlead=750&rdepth=31&sufs=1&order=r&rankBias=HMTLBias&u=https%3A//www.clarion.edu/student-life/student-affairs/conduct-policies-and-judicial-services/&redirKey=1eba1b8bb210502525d8944e8ad61876fd43ab2e

Students' education records, except that information, which is otherwise public, are confidential in nature. Release of these records shall occur only upon written consent of the student or upon subpoena. Exceptions to this requirement are: (1) the release of records to administrators and faculty of the university when such information is necessary to conduct their university duties; and (2) the release of records for research when the identity of the student can be protected and when the researcher can assure acceptable standards of confidentiality. If such assurance is questionable, the university shall obtain the consent of the student prior to the release of information.

Maintenance of Records * *specific to nursing; and differ from University Policy*

1. No record of information shall be made or retained unless there is a demonstrable need for it which has a reasonably substantial relevance to the educational and related purposes of the university. *Nursing Student files shall be secured in a locked area**

2. *Nursing Health Forms are confidential in nature and cannot be released without student's written permission. * Will be kept for 5 years following exit from or completion of the program and kept in locked archives room.*

3. Students shall have the right to inspect their records, the release of which requires the student's consent. The inspection or review of a record requires the student personally make such a request at the office in which the record is maintained by completing an Inspection-Request Form. *A student may only review his or her record in the presence of the Nurse Administrator/Dept Chair, and/or Faculty member**

4. Every record containing information about a student's character shall state when the information was acquired and the name and position of the person who gave it.

5. The right to inspect records does not include direct access to medical, psychiatric, or counseling records which are used solely in connection with treatment. (i.e. Nursing Health Forms)

6. For additional information relating to maintenance of Records and Release procedures, please refer to at: handbook.pdf (PennWest.edu)

Transcripts

Pennsylvania Western University has partnered with the National Student Clearinghouse to provide 24/7 online transcript ordering. It is quick, simple, and secure!

https://my.PennWest.edu/registrar/transcripts

Academic Honesty

The Department of Nursing's position on academic honesty is consistent with the *Academic Honesty Policy* (stated below) of PennWest University found in the on-line at: University Undergraduate Catalog Students at PennWest University shall maintain a high standard of honesty in scholastic work. As members of the university community, students have a responsibility to be familiar with the conduct regulations found in the university catalogs, handbook.pdf (PennWest.edu) and other university documents. Among the conduct regulations addressed are acts of academic dishonesty, including plagiarism or cheating on assignments, examinations, or other academic work, or without prior approval of the instructor, submitting work already done for another course.

Students shall avoid all forms of academic dishonesty, including but not limited to:

1. **Plagiarism-** the use of another's words without attribution and without enclosing the words in quotation marks. Plagiarism may also be defined as the act of taking the ideas or expression of ideas of another person and representing them as one's own-even if the original paper has been paraphrased or otherwise modified. A close or extended paraphrase may also be considered plagiarism even if the source is named.
2. **Collusion-** when specifically prohibited in advance by the instructor, collaborating with another person in the preparation of notes, themes, reports, or other written work offered for credit.
3. **Cheating on an examination or quiz-** giving or receiving information or using prepared material on an examination or quiz. (this includes the use of scrap paper that may be given to use during an exam).
4. **Falsification of data-** manufacturing data, falsification of information, including providing false or misleading information, or selective use of data to support a particular conclusion or to avoid conducting actual research.

Complaints of academic dishonesty may be brought against a student by any member of the academic community. Sanctions for academic dishonesty can range from a failing grade on a particular assignment or examination to dismissal from the university, based on the seriousness of the action and whether it is part of a pattern of academic dishonesty. Sanctions extending beyond a particular course, such as suspension or dismissal from an academic program or from the university can only be imposed as a result of complaints filed under the Disciplinary Procedures Code and addressed through a formal hearing before the Conduct Board.

Instructors imposing a lowered or failing grade on an assignment or course as a result of a charge of academic dishonesty must inform the student in writing of the charge. Students have the right to appeal instructor decisions related to academic honesty either (1) through the Grade Appeal Process handbook.pdf (PennWest.edu) or (2) directly to the university Conduct Board by contacting the Office of Judicial and Mediation Services. A student may not appeal through both procedures. Should a student appeal through the second option, the board will schedule a hearing at which the faculty member will explain the charge and resultant academic action; the student shall then have an opportunity to address the allegation. The decision of the Conduct Board shall be final.

Rather than imposing a lowered or failing grade on an assignment or for a course, an instructor may choose to report an allegation of academic dishonesty directly to the Office of Judicial & Mediation Services. This process automatically results in a formal hearing before the university Conduct Board. Should the board find the student in violation of the academic honesty policy, the student may appeal the decision and/or penalty to the university president. The decision of the president shall be final.

Student Responsibility for Academic Requirements

Provisions in the PennWest *Undergraduate Catalog* cannot be considered an irrevocable contract between the university and the student. The university makes every effort to keep information in the catalog current. It must reserve the right, however, to amend any academic, administrative, or disciplinary policies or regulations and to update fees or service charges described in this catalog without prior notice to people affected.

Students are held responsible for reading and understanding the academic, administrative, and disciplinary policies or regulations and for understanding general education requirements. They are held responsible for the requirements of a major in effect at the time they officially declare a major. If students change majors, they are responsible for the requirements of the major in effect when they officially change majors.

Requirements for graduation as well as those for various curricula and degree programs may change after students matriculate at PennWest. In most instances, such changes will not be retroactive, although students will have the option to elect to meet the new program requirements, if desired. Changes in professional certifications or licensure standards may cause an exemption of this policy.

Library Services

Library Catalog: Students may access the library's catalog from home through PennWest University's Library home page. The PennWest University Library home page can be found at https://library.PennWest.edu/home. From the library home pages, students are directed to various links such as library information, the library catalog, online journals, reference web sites, and other academic links.

Online Journals: Online journals and other digital databases can be accessed from home via the library home pages. All students have automatic access to PennWest University digital databases when they are registered for classes.

Interlibrary Loan Request: Requests for interlibrary loan can be placed from PennWest University Library's home pages. Students should request interlibrary loans from the campus at which they are attending classes.

Computer Access and Technology

All students are provided with usernames and passwords to utilize the various computer services.

In addition to the traditional forms of communication, nursing students will utilize university email, Desire 2 Learn Brightspace (D2L), and MyPennWest. Eagle Mail is the PennWest University Student Email service. (D2L) learning management system is used for all online courses and the ASN program. my.PennWest.edu is the student information system for PennWest University. Students, faculty, and staff utilize my.PennWest.edu for registration, course schedule, grades, financial aid, billing, and many other services.

Nursing students are expected to use the university ecommunication systems when corresponding with nursing faculty, administration, and staff.

Class Cancellation Notification

Possible decisions on university operations in the event of a weather-related emergency will be communicated via the Eagle Alert emergency text system. To receive text alerts on your cellphone about PennWest University cancellations or closing, sign up for Eagle Alerts.

If PennWest University classes or university operations are canceled or if university operations are canceled after the workday has started, return to this page (www.PennWest.edu/emergency) for more information.

Student Eagle Alert accounts are created in one of two methods. The first and preferred method is for students to self-register. To do so…
Sign-In to myPennWest Experience Portal using your PennWest username and password. In your Quick Access card click on the

link. Follow the prompts to enter your cell phone number and carrier. You will be prompted for a validation code that the system will send to the phone number that you entered. Enter that code select "Validate" to finalize your registration. You must complete the validation process in order to receive alerts. You can add up to two additional phone numbers and up to three e-mail addresses in a similar fashion.

Advisement

It is the purpose of the academic advisement program at PennWest University to

- assist students in their growth and development.
- promote advisor-advisee relationships characterized by trust, mutual respect, and openness.
- establish a climate of purposeful learning which maximizes student growth and minimizes student withdrawal.

In the advisor-advisee relationship, the student is primarily responsible for seeking academic advisement from the advisor. The central roles and responsibilities of the advisor are to:

1. Assist students in developing sound academic programs by:
   a. exploring with students their individual interests, abilities, and goals.
   b. assisting students in developing an academic plan that satisfies graduation requirements.
   c. offering advice in the selection and sequencing of courses which meet requirements for general education, major, and electives.
   d. monitoring student progress and helping students make desired adaptations in their programs.

2. Make known to students the programs, resources, and services available in the university.

3. Be a responsive listener to students and to assist them by referral to specialized sources of help when needed.

4. Discuss matters of general university adjustment with students.

5. Keep informed about university policies, regulations, programs, and procedures in order to accurately answer student questions and concerns.

In the advisor-advisee relationship, the student's responsibilities are:

1. Meet with their advisor as frequently as necessary to keep the advisor informed about changes in progress, course selection and career goals.

2. Seek sources of information which will assist them in making life/career decisions.

3. Contact the advisor when confronted with major academic problems and to keep the advisor aware of other problems which may affect their academic performance.

4. Meet all graduation requirements, following the academic plan established in consultation with their advisor.

5. Maintain personal records of academic progress and to resolve any discrepancies on the official grade reports; and

6. Become knowledgeable about university regulations, program requirements, and procedures.

For more information on advising, contact the University Advising Services Center in 419 Becht Hall or the Center's Website at: University Advising Services

Class Registration

The following is a brief synopsis from the Registrar's Office Registration Page at; https://my.PennWest.edu/registrar for the steps involved in registering for classes at PennWest University. It is the responsibility of the student to be aware of University regulations and requirements as published in the PennWest University Catalog and the ASN Student Handbook. Please review this webpage for more information.

Advisement & Preparing for Registration

1. Each semester all students (both graduate and undergraduate) should prepare for registration several weeks ahead of time using the following steps: Look forward to and read your registration scheduling email. This email is sent to your Eagle Mail account and directs you to your my.PennWest.edu account for your registration scheduling time, earned credit hours, advisor(s), and any registration holds.

2. Review your academic progress. This can be done through your my.PennWest.edu Degree Works Report (degree audit).

3. Address any registration holds you have on your account. Contact each office that has a hold on your account and take the appropriate action to remove the hold. Students should correct holds at least 24 hours in advance of registering.

4. Make an appointment to see your advisor during their regularly scheduled office hours. It is important for you to discuss your academic progress with your advisor. A discussion with your advisor prior to registration can help you clarify any degree or graduation requirements and help you avoid the Drop/Add/Swap process. Several departments activate an advisor hold flag which must be removed prior to registration. First year freshmen and new transfer students are required to meet with their advisor to review and discuss degree requirements. The advisor hold will be removed to permit registration after that meeting. Students should

always bring the following to their advisement appointment: a proposed class schedule, alternate course selections, and any questions you have for your advisor.

5. Plan a tentative course schedule. Be certain to check course availability, general education flags and requirements, co-requisite and pre-requisite courses, and any additional restrictions for a course. Also, pay special attention to course notes. These notes list restrictions or special circumstances. Be sure to show your advisor your tentative schedule during your advising appointment. Students should not enroll in an elective course without prior approval from their advisor. Continue to check course availability on the web until the time you register. This will help determine your need for alternate course selections.

Registering for Classes

The order of priority scheduling is based on the number of credits the student has earned, starting with the highest credits earned.

Instructions for Registering for Classes:
In order to register for classes, you must login to my.PennWest.edu and go to Student Self-Service.

Before Registering Each Semester

- Update your address, phone, and emergency contact information.
- See your advisor.
- Check for holds.
- View your enrollment date.

Other MyPennWest Services

MyPennWest provides a comprehensive set of on-line student services. Access MyPennWest to:

- Add, Drop or Swap a class.
- View your student account or make a payment.
- View financial aid.
- View your schedule.
- View your course history.
- View your grades.

Student Services

In order to provide activities and services designed to promote students' academic and personal development, the Student Affairs Division at PennWest University has professional staff assigned to a variety of areas. Students are referred to PennWest University's Undergraduate Catalog for a brief description of the available services. For more detailed information, students should call the Student Affairs Office at 814-393-2351. Available services include, but are not limited to the following: career, personal counseling, health, learning support, and financial aid.

Student Involvement in Governance

There are many opportunities for students to become actively involved in governance for The College of Health Sciences and Human Services. Students can enjoy various student run clubs and organizations at PennWest University, including the Nursing Club, Student Senate, and various

committees. These organizations help students become acclimated to college life and provide valuable skills and knowledge for their educational and professional career.

Student Rights

The Student and University Affairs Office promotes responsible citizenship by protecting student rights and maintaining the principles outlined in the Student Rights Handbook at handbook.pdf (PennWest.edu). The office administers campus disciplinary procedures, seeks to maintain a positive living and learning environment and encourages the building of a respectful and inclusive community.

The office also serves as a resource to the University community regarding conflict management and resolution by providing services that promote the development of critical life skills. A mediation service was recently added to assist students in resolving interpersonal conflicts. Trained mediators guide the process, and the parties voluntarily participate in a structured setting to reach a workable solution.

Grade Appeal Process

Disagreements between students and faculty members concerning grades, yet not related to alleged violation of the academic honesty policy, should be appealed in the following manner.

The student should first discuss the problem with the faculty member who issued the grade. If not resolved to the student's satisfaction, they should then discuss the matter with the appropriate department chair. Subsequent appeals may be heard in private conference with the student or in a conference involving both the student and faculty member by the college dean and provost, in that order. The decision of the provost shall be final. Should the department chair be the faculty member who issued the grade in question, the student may proceed immediately to a meeting with the college dean after discussing the grade with the faculty member(s). Should the dean be the faculty member who issued the grade in question, the student should proceed to a meeting with the appropriate department chair after discussing the grade with the course instructor; a subsequent appeal may be made to the provost. The student, faculty member, and department chair must be informed of the decision at each administrative level. All grade appeals must be initiated no later than six months after the final course grade has been issued.

Cases involving an alleged violation of students' academic rights may be heard by the university Conduct Board. A student who has a grievance involving academic rights must file a complaint with the vice president for student and university affairs to initiate the hearing. Policy retrieved from the *Student Rights, Regulations and Procedures Online Handbook* located at the Conduct Policy handbook.pdf (PennWest.edu).

EXPENSES AND FINANCIAL AID

Complete information regarding tuition, fees, payments schedules, residency status and student accounts can be found in the "Financial Aid" section of the PennWest University Catalog at: https://www.clarion.edu/tuition-and-financial-aid/

Withdrawals

Individual Course Withdrawal Policy

Students may withdraw from individual courses through the tenth week of the fall or spring semesters. For sessions with special start and end dates, summer, and winter sessions, the withdrawal date deadline will be published and available on the PennWest webpage or through the Office of the Registrar. A withdrawal beyond this deadline for extenuating circumstances (e.g., illness, family tragedy) will require approval by the academic dean; failing or performing poorly in a course does not constitute an extenuating circumstance. Course withdrawals will be recorded as "W" grades on the student's transcript. Ceasing to attend class does not constitute an official withdrawal from the course. The student must follow the procedure outlined in this policy to enact a course withdrawal. Any student who is receiving federal financial aid should be aware that withdrawing from one or more courses may affect their full-time status at the University and impact their eligibility for financial aid. It is highly recommended that students seek the advice of their academic advisor, course instructors, financial aid advisor, and other appropriate University staff prior to making the decision to withdrawal from a course. Students may Drop a course from their schedule during the Add-Drop period, which extends through the eighth calendar day of the semester, excluding holidays and when the University is closed. For non-traditional terms (i.e., winter session; summer sessions; sessions within a semester), this period will cover 8.57 percent of the class days. Dropping a course during this period is not considered a Withdrawal, incurs no penalty and does not appear on the transcript.

Procedure(s) 1. The student may withdraw from a course through the PennWest self-service portal. This action must occur before the end of the tenth week of a regular semester, or by the posted date for special terms. 2. The Office of the Registrar will update the student record to reflect the withdrawal. 3. A course withdrawal beyond the deadline may be requested to the academic dean for extenuating circumstances (e.g., illness, family tragedy) up through the last instructional day of the semester or term. Such requests must be made in writing to the academic dean over the student's program and include an explanation as to why the withdrawal did not occur by the deadline, and documentation of the extenuating circumstance(s). For dual-enrollment students and those without a declared major, such requests should be made to the academic dean responsible for the course.

Withdrawal from the University

Students seeking to withdraw from ALL courses should carefully consider such an important decision and its impact on their academic career and financial status. Students may withdraw from the University through the tenth week of the Fall or Spring semesters. For sessions with special start and end dates, Summer, and Winter sessions, the withdrawal date deadline will be published and available on the PennWest webpage or through the Office of the Registrar. A withdrawal beyond this deadline for extenuating circumstances (e.g., illness, family tragedy) will require approval by the academic dean; failing or performing poorly in courses does not constitute an extenuating circumstance. If a University Withdrawal Form is not received by the deadline, a failing grade may be recorded for the affected course(s). Ceasing to attend classes does not constitute an official university withdrawal. The student must officially withdraw from the University. The Office of the Registrar will update student records to reflect the withdrawal and provide a periodic report to all relevant university offices identifying students who have processed a total withdrawal. Any student who is receiving federal financial aid should be aware that a total withdrawal will likely result in their financial aid being adjusted and reduced. This may result in

owing payment to the University and possibly reducing future eligibility for financial aid. Students should contact the Financial Aid Office prior to making a university withdrawal decision. If applicable, any residential student who withdraws from the university must inform the Office of Residence Life and Housing within 24 hours of their withdrawal action. The student will be required to sign out of their residence hall and turn in their room key within 24 to 48 hours after withdrawal from the university. It is highly recommended that students seek the advice of their academic advisor, course instructors, financial aid advisor, and other appropriate university staff prior to making the decision to withdraw from the university.

Procedure(s) 1. The student may withdraw from all courses by either indicating a university withdrawal (i.e., withdrawal from all courses) through the PennWest self-service portal, or by completing the University Withdrawal Form and submitting it to the Office of the Registrar. This action must occur before the end of the tenth week of a regular semester, or by the posted date for special terms. 2. For an on-campus residential student, the student shall notify the Office of Residence Life and Housing of their withdrawal within 24 hours of taking this action. The student will have 24-48 hours to remove their items from the residence hall. 3. The Office of the Registrar will update the student record to reflect the withdrawal and notify relevant university offices. 4. A university withdrawal beyond the deadline may be requested to the academic dean for extenuating circumstances (e.g., illness, family tragedy) up through the last instructional day of the semester or term. Such requests must be made in writing to the academic dean over the student's program and include an explanation as to why the withdrawal did not occur by the deadline, and documentation of the extenuating circumstance(s). For dual-enrollment students and those without a declared major, such requests should be made to the Dean of the College of Arts and Humanities.

Refunds for Withdrawals

University Refunds of tuition and fees for class withdrawal are granted in accordance with the policy established by the Pennsylvania State System of Higher Education Board of Governors and are subject to change at any time by the board. Information can be found here: https://www.clarion.edu/tuition-and-financial-aid/billing-and-payments/refunds.html

Financial Aid

Information about financial assistance available to undergraduate students may be obtained by contacting the Financial Aid Office at PennWest University at 1-800-672-7171 option 2 or at PennWest University at 814-393-2315. Scholarship information is available through Venango Admissions or the University website.

ASN students may apply for federal financial aid such as Grants and Stafford loans. Eligibility for federal aid is determined by the Free Application of Federal Student Aid (FAFSA).

A number of scholarships are available to PennWest University students. Scholarships are made available by businesses, service organizations, and the PennWest University Foundation. Each of the sponsoring agencies set certain criteria for their scholarship(s). Students are requested to submit one application to the PennWest University Scholarship Committee. The committee will make a determination of all the scholarships for which the applicant is eligible and consider him/her for each one of them.

Scholarships not administered by the PennWest University Scholarship Committee may require a separate application sent to the sponsor. Students will be notified of the application process for scholarships administered through the department of Nursing via email. Applications for scholarships can be done through the My PennWest Portal.

CLINICAL REQUIREMENTS

Due to mandated regulations, various health care agencies, organizations, and community agencies require verification of specific clearances and health requirements of individuals working in these settings. All PennWest University nursing students are required to complete and file the following items / forms:

- CPR certification
- Felony form
- PPD testing
- Immunization records, including yearly influenza and COVID vaccination(s).
- Liability insurance
- Core performance *and* student core performance (signed by healthcare provider and student)
- "Request for Criminal Record Check" (Act 34)
- "Child Abuse History Clearance" (Act 33)
- FBI background clearance which includes fingerprinting.
- Drug testing
- **Specific requirements will be included each year for student completion.**

CPR Certification

All nursing students are required to maintain certification in cardiopulmonary resuscitation (CPR) throughout their enrollment in the nursing program. Students must be certified in adult, infant, and child CPR as well as the use of the AED. Students will not be permitted to engage in clinical practice without proof of current CPR certification, "CPR for the Healthcare Professional." CPR can be a blended classroom but may not be totally online.

Felony Form

The Felony Policy will be reviewed and signed by students each year.

Tuberculosis Testing

Testing for tuberculosis is required prior to admission and must be repeated before beginning the second year of the ASN program. A two-step PPD or TbGold test is required. A chest XRAY will be required for positive PPD tests. Clinical requirements will be updated and sent to students prior to each upcoming year.

Vaccinations

In addition to the clinical requirements above, additional immunizations/proof of immunity may be required by clinical agencies.

- **Coronavirus Vaccination Policy**
  PennWest University does not require students to be vaccinated against the coronavirus (Covid19), however, some clinical facilities require students to be fully vaccinated. Clinical assignments are based on the goals and objectives of the course and not vaccination status. Students are required to comply with the requirements of the assigned clinical facility.

  PennWest University does not require students to be vaccinated against the coronavirus (Covid19), however, some clinical facilities require students to be fully vaccinated. Clinical assignments are based on the goals and objectives of the course and not vaccination status. *Students are required to comply with the requirements of the assigned clinical facility.*

- **Influenza Vaccination Policy**
  In accordance with policies of clinical agencies, nursing students are required to have an annual Influenza vaccine prior to October 15 of each academic year. This date could fluctuate depending upon our clinical partners' requirements. Written verification must be provided that the vaccine was received. This proof is to be given to the nursing secretary. Any student NOT receiving the vaccine may be required to wear a mask when in clinical per the policy of that clinical agency.

Liability Insurance

The terms accountability and liability reflect the expanded responsibilities of today's practicing nurse. Nurses are being required to assume complete responsibility for their own judgments, decisions, and actions.

Nurse Practice Acts places the burden of liability upon the individual nurse. In addition to moral and ethical accountability nurses must assume full legal responsibility for their nursing practice. For this reason, the Department of Nursing of PennWest University requires that each Associate of Science in Nursing student have liability insurance during their nursing education. It is the responsibility of the nursing student to obtain appropriate insurance coverage prior to admission into the Associate of Science in Nursing Program. Information regarding liability insurance for nursing students is obtained through the Department of Nursing at Venango.

Core Performance

Students have an ethical duty to report any health condition that would pose a risk to their patients or interfere with the performance of their duties. Both the student and the examining health care provider must initial a set of Program Performance Standards, indicating that there is no apparent reason why the student would be unable to perform the duties of a nursing student.

Clearances

Due to mandated regulations, various health care agencies, organizations, and community agencies require verification of criminal clearance of individuals working in these settings. Since the Department of Nursing utilizes numerous agencies with this requirement, all PennWest University nursing students must file a "Request for Criminal Record Check" (Act 34) with the Pennsylvania State Police, and a "Child Abuse History Clearance" (Act 33) with the Department of Public Welfare. All students will be required to have a FBI background clearance which includes fingerprinting.

Students will not be permitted in a clinical course without all clearances being on file in the nursing department.

All clearances must be dated within three months (3 months) of entering the program. Application forms and detailed instructions are included with the admission packet and are available from the secretary in the Department of Nursing at PennWest and/or Venango Campuses.

Processing of the application can take several weeks, so it is advisable to begin application as soon as possible. These clearances will be valid for the time a student is enrolled in the ASN program. If a student takes a leave of absence or is otherwise separated from the ASN program, new clearances must be submitted and dated within 60 days prior to the return to the program.

Criminal Convictions-Criminal Convictions listed under Section 3113(e) of Act 53 of the Pennsylvania Code may constitute grounds by the Pennsylvania State Board of Nursing to refuse to issue a professional license. In the event a student has been convicted of a crime as identified in Act 53 of the Pennsylvania Code, the student will need to meet with the Chair/Nurse Administrator to discuss the conviction and determine whether or not he or she wants to continue to pursue a degree in nursing. The Pennsylvania State Board of Nursing reviews all cases on an individual basis and makes a determination regarding licensure at the time of application. The State Board of Nursing will not provide a statement in advance whether or not a professional nursing license will be issued to an individual convicted of a criminal offense.

Clinical Attire

The Department of Nursing requires that each nursing student purchase at least two complete uniforms and one matching jacket to be worn during the two years in the Associate of Science in Nursing Program at PennWest University of Pennsylvania. The uniform will have the PennWest University designation on the fabric. Other uniform requirements include the following: white shoes (no open toes or clogs) and white or navy socks to be worn with pants uniforms and flesh colored hosiery with a skirt uniform. Any hair coverings should be white or navy in color. No artificial nails are allowed due to infection control issues. The student is expected to follow any/all regulations set by the clinical facility; this may include (but not limited to), covering any tattoos, naturally occurring hair color, no piercings except for one pair of studded earrings, long fingernails, and gel polish nails.

Students will also be provided with a Nursing Student Photo Identification Badge (different from the PennWest University Student Identification). The badge replaces the name pin and **must** be worn at all clinical sites. The badge is non-transferable to any other student and will have validity markings added at the start of each semester. The badge **must** be returned to the nursing department at the end of each semester and upon leaving the ASN program. Students are expected to wear their uniform and name badge to all clinical and on campus clinical lab experiences. Uniforms are **NOT** to be worn to other classes or in the community.

Clinical Rotations

Clinical assignments are made by the faculty. Throughout the ASN program, students will rotate between several agencies; Students must be available for variations in length (6 hour and/or 12 hour) and times (morning, afternoon, evening) and days (Mondays-Fridays) of clinical experiences. On occasion, weekend clinical rotations must be scheduled.

Transportation

Students must assume all responsibility for transportation to and from the assigned clinical agency. Reliable transportation is necessary as "car-pooling" is not always an option. Most clinical agencies are within a 50-mile radius of campus.

Clinical Evaluation

Clinical evaluation is a process for determining that nursing students are achieving the established goals identified in the clinical learning objectives. Because nursing is a practice profession, clinical experiences are essential and are regulated within an educational program by the state's Nurse Practice Act. No individual can be certified as a graduate without successfully passing both the clinical and didactic portions of the educational program.

In addition to the statutory regulations regarding the safe practice of nursing, there are a number of professional ethical regulations or codes which also establish guidelines for safe practice and are recognized internationally (Patient's Bill of Rights, International council of Nurses Code for Nurses, American Nurses Association). If a student cannot demonstrate an ability to deliver care at the expected level required in a course, the faculty member has a responsibility and the authority to remove the student so as not to compromise safety and welfare of the assigned client.

As part of contractual agreements with clinical agencies, the institution may request a student not be assigned if their health, behavior, or performance is found unacceptable to the standard of the institution.

Clinical agencies may, at any time, request additional requirements be met prior to participation in a clinical experience at that agency. This may include, but is not limited to, substance abuse testing.

Clinical evaluation within the ASN program at PennWest University of Pennsylvania measures the student's ability in relation to established standards and objectives, **not** in comparison to the performance of other students.

The Clinical Evaluation Tool is a means by which students will have ongoing evaluation of their clinical progress during clinical rotations. Anecdotal notes are written, at least, bi-weekly by nursing faculty and a graded (pass/fail) clinical evaluation is given at mid-term and end of the semester. The grade considers both the anecdotal record and evidence of progress over time. Students must receive a "pass" grade at the conclusion of each clinical rotation in order to progress/graduate.

Students receiving a "needs improvement" or an "unsatisfactory" on anecdotal notes or at each clinical rotation in order to progress/graduate.

Students receiving a "needs improvement" or an "unsatisfactory" on anecdotal notes or at mid-term clinical evaluation must make an appointment to meet with the appropriate faculty member within one week to initiate a learning contract. See Retention Policy and Procedure for additional information (Appendix E).

NOTE: During all clinical rotations, students are expected to evaluate themselves (mid-term and final). This self-perception of progress is reviewed with the faculty in light of the faculty's evaluation and differences are discussed. Students are encouraged to comment in writing on their evaluation.

At PennWest University, the curriculum is designed to build students' knowledge, skills, and attitudes at each level to prepare student to:

- provide culturally competent, patient centered care is based on evidence-based practice.
- utilize clinical judgment skills to provide safe care across the life span.
- gather and interpret information through patient, family, or community; assessment, review of the electronic health record, and through collaboration with other members of the health care team to enhance patient care; and
- effectively communicate with patients and other members of the healthcare team.

Administration of Medications

1. All students must pass a written medication administration test **prior** to being permitted to pass medications in the clinical area. Specific details are provided at the beginning of the semester. See Math Exam Policy (Appendix H).

2. Students are expected to assume responsibility for their own learning and client safety by:
   a. reading a variety of resources.
   b. preparing adequate pre-clinical references for medications to be given.
   c. assimilating information necessary for safe functioning in the clinical setting.
   d. questioning the clinical instructor when uncertain about any medication.
   e. prior to passing medications in the clinical area, students must successfully pass the medication skills test.

3. All students must seek direct supervision of the clinical instructor, or their designee, when administering any medications.

4. First year students must seek direct supervision of the clinical instructor when:
   a. administering all medications.
   b. calculating drug dosages.

*Please check with your instructor prior to administering any high-risk medications. Some facilities do not permit students to administer certain medications.

Infection Control Guidelines

Basic infection Prevention and Control Guidelines can be found on the Center for Disease Control and Prevention (CDC) website: https://www.cdc.gov/infectioncontrol/guidelines/index.html

Standard Precautions

Standard Precautions aim to reduce the risk of disease transmission in the health care setting, even when the source of infection is not known. Standard Precautions are designed for use with all patients who present in the health care setting and apply to:

- Blood and most body fluids whether or not they contain blood.
- Broken skin
- Mucous membranes

To reduce the risk of disease transmission in the health care setting, the Department of Nursing required the use of the following Standard Precautions:

1. Wash hand immediately with soap and water before and after examining patients and after any contact with blood, body fluids and contaminated items – whether or not gloves were worn. Soap containing an antimicrobial agent is recommended.

2. Wear clean, ordinary thin gloves anytime there is contact with blood, body fluids, mucous membrane and broken skin. Change gloves between tasks or procedures on the same patient. Before going to another patient, remove gloves promptly and wash hands immediately, and then put on new gloves.

3. Wear a mask, protective eyewear and gown during any patient-care activity when splashes or sprays of body fluid are likely. Remove the soiled gown as soon as possible and wash hands.

4. Handle needles and other sharp instruments safely. Do not recap needles. Make sure contaminated equipment is not reused with another patient until it has been cleaned, disinfected, and sterilized properly. Dispose of non-reusable needles, syringes, and other sharp patient-care instruments in puncture-resistant containers.

5. Routinely clean and disinfect frequently touched surfaces including beds, bed rails, patient examination tables and bedside tables.

6. Clean and disinfect soiled linens and launder them safely. Avoid direct contact with items soiled with blood and body fluids.

7. Place a patient whose blood or body fluids are likely to contaminate surfaces or other patients in an isolation room or area.

8. Minimize the use of invasive procedures to avoid the potential for injury and accidental exposure. Use oral rather than injectable medications whenever possible.

Specialized Precautions

Student will utilize specific precautions designated by the infection control/facility requirements.

Students are required to comply with the University's policies related to Covid 19. In the event that a student does not comply with the policies, he or she is subject to disciplinary action. When Mask mandates are in place, masks must be worn in doors except when in a room by yourself. Other precautions may be implemented as the number of cases increases in the region.

Clinical experiences are an essential component of a student's nursing education. At the same time, everyone's health and safety are paramount. In order to keep everyone safe, students are expected to comply with the clinical facility's policies and procedures related to the Covid 19. This includes completing the required screening process, completing the required orientation/training, and wearing the appropriate personal protective equipment.

Disaster and Safety Protocols at Clinical Facilities

All students are expected to follow the Emergency 'CODE' protocols established at each clinical facility. Facility specific protocols will be reviewed during clinical orientation. In the case of an actual bomb threat or actual fire, the students are to gather as a group with their instructor, destination prearranged, and will immediately leave the facility.

STUDENT LIFE

Student Identification Cards*

PennWest University student identification cards are used to access meal plans, library services, copying/printing, campus activities, and the Oil City YMCA. Student IDs can also purchase goods and materials with Eagle Dollars. Add Flex Dollars/Eagle Dollars to your account at https://www.clarion.edu/student-life/living-at-clarion/eagle-id-cards/getfunds.html. It is the student's responsibility to ensure that the ID card remains in working condition. If the ID card is lost or damaged, it must be replaced by the student. For any issues with ID cards visit https://www.clarion.edu/student-life/living-at-clarion/eagle-id-cards/ for more information. *Subject to change based on academic year related to integration*

Student Housing

Apartment-style residence facilities for students are directly across the street from the campus. Applications for Venango student apartments can be found at https://www.clarion.edu/locations/clarion-university-venango/student-life-at-venango/housing/venango-student-housing-application.html. More information about the apartments is available by visiting https://www.clarion.edu/locations/clarion-university-venango/student-life-at-venango/housing/index.html.

Parking Regulations

Students enrolled in the ASN Program are eligible for parking privileges at all campuses. At PennWest Campus, Venango students are permitted to park in the commuter designated lots. Students may secure a parking permit online at https://www.clarion.edu/student-life/public-safety/parking-services/ Students will then pick up their permits in Public Safety Office in 103 Suhr Library and Learning Commons. The cost of the permit will be added to the tuition bill from PennWest University.

PENNWEST UNIVERSITY OF PENNSYLVANIA
DEPARTMENT OF NURSING
ASSOCIATE OF SCIENCE IN NURSING

Curriculum Plan

	Clock Hours		
FIRST SEMESTER	Lec.	Lab	Credit
NURS 1010 Nursing Process I	4	0	4
NURS 1110 Nursing Process I: Clinical Practice	0	6	2
NURS 1210 Nursing Process I: Practice Laboratory	0	3	1
NURS 1310 Nursing Health Assessment	2	0	2
BIOL 2810/2811 Anatomy and Physiology I	4	2	4
PSYC 1000 General Psychology	3	0	3
	13	**11**	**16**
SECOND SEMESTER			
NURS 1020 Nursing Process II	5	0	5
NURS 1120 Nursing Process II: Clinical Practice	0	12	4
BIOL 3810/3811 Anatomy and Physiology II	4	2	4
PSYC 2200 Developmental Psychology	3	0	3

	12	**14**	**16**
THIRD SEMESTER			
NURS 2010 Nursing Process III	5	0	5
NURS 2110 Nursing Process III: Clinical Practice	0	12	4
MATH 1030 Math for Health Sciences	3	0	3
ENGL 1200 College Composition	3	0	3
	11	**12**	**15**
FOURTH SEMESTER			
NURS 2020 Nursing Process IV	5	0	5
NURS 2120 Nursing Process IV: Clinical Practice	0	12	4
NURS 2030 Nursing Seminar	2	0	2
COMJ 1010 Public Speaking	3	0	3
	10	**12**	**14**

Total Credits=61
1 Hour Lecture=1 Credit
3 Hour Nursing Laboratory=1 Credit 2
Hour Biology Laboratory=1 Credit

Curriculum Requirements

I. Liberal Education Skills ..... **6 credits**
   A. College Composition ..... 3 credits
   B. Math for Health Sciences *(>110)* ..... 3 credits

II. Liberal Knowledge..... **17 credits**
   A. Biological Sciences
      - Anatomy & Physiology I ..... 4 credits
      - Anatomy & Physiology II ..... 4 credits

   B. Social and Behavioral Sciences
      - General Psychology ..... 3 credits
      - Developmental Psychology ..... 3 credits

   C. Arts and Humanities
      - COMJ (Choose from several)..... 3 credits

III. Nursing ..... **38 credits**

   A. Nursing Process I: Fund of Nursing Practice ..... 4 credits
   B. Nursing Process I: Fund of Nurs Clinical Practice ..... 2 credits
   C. Nursing Process I: Fund of Nurs Practice Lab ..... 1 credit
   D. Nursing Health Assessment..... 2 credits
   E. Nursing Process II ..... 5 credits
   F. Nursing Process II Clinical Practice ..... 4 credits

G. Nursing Process III ..... 5 credits
H. Nursing Process III Clinical Practice ..... 4 credits
I. Nursing Process IV ..... 5 credits
J. Nursing Process IV Clinical Practice ..... 4 credits
K. Nursing Seminar ..... 2 credits

TOTAL ..... **61 Credits**

Course Descriptions

NURS 1010 Nursing Process I: Fundamentals of Nursing Practice (4 crs)
Introduces students to the concepts of the multiple dimensions of patient centered care within the healthcare environment. Emphasizes the nursing process as the basis for collaborative, patient centered care. Provides the theoretical foundation for the development of cognitive, psychomotor, and communication skills necessary to function effectively within nursing and inter-professional teams that provide care for clients based on open communication, mutual respect, and shared decision making to achieve quality patient care. Four lecture hours per week.
Students must obtain a score of B- (84%) or greater to advance to the next nursing semester. **Pre-requisites and/or co-requisites**: minimum grade of "C-"in BIOL 2810/2811 and PSY 1000. **Co-requisites**: NURS 1110, 1210, and 1310. Fall, annually.

NURS 1110 Nursing Process I: Fundamentals of Nursing Clinical Practice (2crs)
Clinical practice experience provides opportunities for the student to implement the objectives identified in NURS 1010, 1210, and 1310. Students caring for clients in the long-term care setting will recognize the client and/or client representative as being in control and participating as a full partner in the provision of compassionate, coordinated care, which is, based respect for the client's preferences, values, and needs. Six clinical hours weekly.
Co- requisites: NURS 1010, 1210 and 1310. Fall, annually.

NURS 1210 Nursing Process I: Fundamentals of Nursing Practice Lab (1cr)
Provides students with the opportunity to learn basic nursing skills required to deliver nursing interventions to clients experiencing alterations in their health status. NURS 1210 enables students to acquire beginning skills and confidence through practice in the campus learning laboratory. Students must obtain a score of B- (84%) or greater to advance to the next nursing semester.
Co-requisite: this course is taken in conjunction with Nursing 1010, 1110, and 1310. Required of all ASN students. Fall, annually.

NURS 1310 Nursing Health Assessment (2crs)
This course teaches students the beginning patient centered assessment skills through client interviews, health histories, and physical assessments. Students will also learn the essentials of effective communication skills during a client interview and assessment process. In addition, students will demonstrate an understanding of obtaining vital signs, pain assessment, and performing physical examinations of body systems. Also, students will recognize the importance for recognizing the various client ethnic, cultural, spiritual, and social backgrounds during the

interview and assessment phases. Students must obtain a score of B- (84%) or greater to advance to the next nursing semester.
Required for all ASN students. Open to any student with permission of the instructor. 2 credits. Fall. Annually.

NURS 1020 Nursing Process II (5crs)

This course focuses on the application of the best current evidence-based nursing practice in acute care settings to individuals across the lifespan while integrating interdisciplinary collaboration in acute care. Evidence-based nursing practice is utilized as it relates to the care of clients in with maternal and childcare, musculoskeletal, gastrointestinal, and gynecologic dysfunction for delivery of optimal health care. Students must obtain a score of B- (84%) or greater to advance to the next nursing semester. Four class hours weekly.

Pre-requisites: Minimum grade of "B-" in NURS 1010, 1210, 1310, minimum grade of "C-" in BIOL 2810/2811 and "Pass" in NURS 1110. **Co-requisite**: NURS 1120. BIOL 3810, 3811 and PSYC 2200 can be taken as a prerequisite or a corequisite. Spring, annually.

NURS 1120 Nursing Process II: Clinical Practice (4crs)

Clinical practice experience provides opportunities for the student to implement the objectives identified in NURS 1020. Clinical experiences will include effective communication and collaboration with the healthcare team and the utilization of the EHR for the implementation of safe and quality care. Students provide care and education for clients across the life span having musculoskeletal, gastrointestinal, women's health dysfunctions in addition to obstetrical care. Provides opportunities for the administration of medications and development of skills in comprehensive client assessment Twelve clinical hours weekly.
Co-requisites: to NURS 1020, PSYC 2200. **Pre-requisites**: Minimum grade of "B-" in NURS 1010, 1210, 1310, minimum grade of "C-" in BIOL 2810/2811 and "Pass" in NURS 1110. Spring, annually.

NURS 2010 Nursing Process III (5crs)

Focuses on the application of the nursing process to providing patient centered care to individuals across the life span while integrating interdisciplinary collaboration in acute care and community settings for safe and cost-effective practice. Utilizes the nursing process in the application of evidence-based practice and technology to measure and assess quality patient outcomes. These concepts are applied to the care and pharmacological management of clients having cancer, cardiovascular, respiratory, sensory, and urinary and renal dysfunctions. Students must obtain a score of B- (84%) or greater to advance to the next nursing semester.
Co-requisite: NURS 2110. **Pre-requisites:** Minimum grade of "B-" in NURS 1020, minimum grade of "C-" in BIOL 3810/3811 and PSYC 2200, and "Pass" in NURS 1120. Fall, annually.

NURS 2110 Nursing process III: Clinical Practice (4crs)

Clinical practice experience provides opportunities for students to implement objectives identified in NURS 2010 through the application of holistic, culturally diverse, patient centered care. Clinical experiences will include effective communication and collaboration with the healthcare team and the utilization of the EHR for the implementation of safe and quality care. Students provide care and education for clients across the life span having cancer, respiratory, cardiovascular, sensory, urinary and renal dysfunctions. Provides opportunities for the

administration of medications and development of skills in comprehensive client assessment. Twelve clinical hours weekly. **Co-requisite**: NURS 2010. **Pre-requisite:** minimum grade of "B-" in NURS 1020, Minimum grade of "C-" in BIOL 3810/3811, and "Pass" in NURS 1120. Fall, annually.

NURS 2020 Nursing Process IV(5crs)

Focuses on the application of the nursing process to providing patient centered care to individuals across the life span while integrating interdisciplinary collaboration in acute care and community settings for safe and cost-effective practice. Utilizes the nursing process in the application of evidence-based practice and technology to measure and assess quality patient outcomes. These concepts are applied to the care and pharmacological management of clients having cancer, cardiovascular, respiratory, sensory, and urinary and renal dysfunctions. Students must obtain a score of B- (84%) or greater to advance to the next nursing semester. **Co-requisite**: NURS 2030 and 2120. **Pre-requisites**: Minimum grade of "B-" in NURS 2010 and "Pass" in NURS 2110. Spring, annually.

NURS 2030 Nursing Seminar (2crs)

Introduces students to relevant issues and current and future trends in nursing and healthcare. Provides opportunities for students to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. Emphasizes role transition from student to graduate nurse. **Pre-requisites**: Minimum grade of "B-" in NURS 1010, 1020, and 2010. Spring, annually. **Co-requisites:** NURS 2020 and NURS 2120.

NURS 2120 Nursing Process III: Clinical Practice(4crs)

Clinical practice experience provides opportunities to implement objectives identified in NURS 2020 and 2030 through the utilization of holistic, culturally diverse, patient centered care. Clinical experiences will include effective communication and collaboration with the healthcare team, and the utilization of the electronic health record for the implementation of safe and high-quality care. Provides opportunities for the administration of all medications and development of skills in comprehensive client assessment. Students care for acutely ill clients across the life span having immune, neurologic, endocrine, and psychiatric-mental health dysfunctions. Provides opportunities for the delivery of care to increasing numbers of clients and guided practice in refining interpersonal and decision-making skills required of the graduate nurse. Twelve clinical hours weekly. **Co-requisites**: NURS 2020 and 2030. **Prerequisites:** Minimum grade of "B-" in NURS 2010 and "Pass" in NURS 2110. Spring, annually.

SIMULATION LAB POLICIES AND PROCEDURES

The College of Health Sciences & Human Services Simulation Lab Mission Statement

The Simulation Lab helps demonstrate the core values of the ASN program by providing a state-of-the-art simulation-based research and training center that will assist students in the advancement of quality patient care and safety.
This aim will be accomplished through enhancement of multidisciplinary health care research and education, thus fulfilling these goals:

1. To create a safe environment for patients by using simulation and other state of the art educational technology in the training and assessment of the healthcare system professionals.
2. To provide a well-equipped, state-of-the-art teaching, ideal learning, and research environment and area for independent and supervised practice, throughout the students' academic career.
3. To provide resources and to promote the acquisition of basic as well as advanced skills and / or behaviors that are considered essential for undergraduate nursing students and advanced practice roles to master.
4. Evaluation of the learner outcomes such as knowledge gained, self-efficacy, behavioral changes, technology competency, and procedural accuracy that change or occur as a result of simulation-based education.

Simulation Lab Environment

The Simulation Lab environment is considered a professional environment. All lab users shall respect the privacy, rights, privileges, health, and safety of others.

Expected Behavior

The Simulation Lab environment is nonthreatening and professional, thus enhancing learning. Users are expected to remain respectful at all times. Because the scenarios can appear life-like, anxiety levels can escalate. During simulation, especially the debriefing segment, individuals are asked to refrain from negative comments that are meant to demoralize. This is an open learning environment. Positive feedback and suggestions for improvement are encouraged. The staff encourages the learners to think out loud and work as a team.

Treatment Rooms

If a real individual (actor/actress) is used as a standardized patient, then shoes must be removed prior to bed access. No other individuals are allowed in bed while a simulation mannequin is in the bed.

Food or Drink

No food or drink is permitted in the College of Education, Health Science and Human Services Simulation Lab, including the control rooms.

Writing Utensils

The use of pens can damage the simulation mannequins. Please use pencils in the appropriate areas within the simulation area.

Simulation Control Room/Audio-Visual Equipment

The control room is only to be accessed by faculty or individuals that are granted permission specifically by the College of Health Science and Human Services Simulation Lab Coordinator and/or designees (College of Health Science and Human Services faculty members). The audio/visual equipment, including the laptops, is for simulation purposes only. Only individuals that are trained on the KB Port system may access and manipulate the audio/visual equipment.

Communication Devices

The Department of Nursing recognizes the extensive use and benefit of cellular phones and other communication devices, beepers, pagers, I Phones, texting, etc. However, use of these devices creates disruption and distraction. The use of these devices is strictly forbidden during a simulation. Please advise those who may need to contact you in an emergency to call the Department of Nursing Venango (814-676-6591, ext. 1252), Somerset (814-393-2734). Any messages will be promptly

delivered to you. Violation of this policy will result in disciplinary action and/or an unsatisfactory evaluation.

Universal Precautions

Proper cleaning of hands using hand sanitizer will be evaluated prior to using simulation. Hand sanitizer is to be used in the simulation environment in the same manner as the clinical environment. If health care institutional protocol would indicate, then don masks, gloves, and gowns in accordance with the scenario when practicing in the simulation center.

Tobacco

Use of cigarettes, cigars, pipes, chewing tobacco or smokeless and/or electronic cigarettes, is not allowed in the Simulation Lab at any time.

Pre-Scenario Activities

As directed by your faculty/instructor, institution, or association, all assigned pre-scenario activities should be completed prior to the simulation experience. Lack of preparation may result in an inability to participate in the scenario. Arrive 15 minutes prior to your simulation time dressed appropriately.

Adapted from the Robert Morris University RISE Center. Retrieved June 3, 2012, from RMU website: http://risecenter.rmu.edu/sites/RISE/policies/environment.asp

Access to Sim Lab

The Simulation Lab Coordinator, and faculty, Administration, and Campus Police are the only personnel allocated unlimited access. All other faculty and students must contact the appropriate personnel as listed above for access.

Faculty members/instructors must schedule instructional time via email prior to utilizing simulation rooms. The Simulation Lab Coordinator and/or designee will grant approval.
All users in the simulation center are required to maintain a clean environment. The simulation course instructor is responsible for ensuring that the lab is ready for the next clinical group.

Students must be supervised at all times while in the simulation center. The scheduled faculty member/instructor must be available throughout the instructional session. The scheduled faculty member/instructor or Sim Lab Coordinator and/or designee must exit last to ensure the doors are locked.

Students and/or faculty members/instructors are accountable for any damages incurred to the models or equipment while using the lab.

Adapted from the Robert Morris University RISE Center. Retrieved June 3, 2012, from website: http://risecenter.rmu.edu/sites/RISE/policies/access.asp

Simulation Laboratory Dress Code

Students of PennWest University Nursing Program are to follow the Guidelines for Professional Appearance Policy when practicing in the Simulation Lab.

Students should dress in clinical attire in accordance with their policy and procedures per clinical instructors. Students are to wear appropriate clinical attire – complete uniform – neat in appearance and bring necessary equipment (stethoscope, watch, pencil) for simulation experiences. No flip-flops or sandals are to be worn in the simulation area due to possible injury to feet due to heavy equipment or sharp objects. Closed toe shoes are required. Hair should be off face; appearance should be neat and organized and appropriate closed toe shoes should be worn. Stethoscopes and reference material can be used to help reference during simulation if permitted by the clinical instructor. Simulation experiences should be treated as realistic clinical experiences.
The dress code is considered to be a part of being prepared for clinical. Failure to wear your uniform and dress appropriately will result in an unsatisfactory for accountability and responsibility for the assigned clinical experience.
Adapted from the Robert Morris University RISE Center. Retrieved June 3, 2012, from RMU website: http://risecenter.rmu.edu/sites/RISE/policies/dressCode.asp

Care of Simulation Laboratory Supplies

All users have a vested interest in the maintenance of the lab and the equipment that is used within this environment. Failure to properly maintain and clean the environment and supplies is considered neglectful and may result in the loss of simulation center privileges as determined by the College of Health Science and Human Services Simulation Lab Coordinator and/or faculty.

The mannequins are very heavy. Use good judgment and proper body mechanics when manipulating the mannequins. Avoid using sharp instruments as much as possible around the mannequins.

Leave the area as you would leave your clinical area. The simulation center must remain neat, uncluttered, safe, and prepared for the next users of the simulation center. This includes, but is not limited to the following:

- All beds must be remade.
- Clean all supplies after use in the simulation experience. For example, urinals and bedpans should be drained, cleaned, and dried. Equipment is wiped clean.
- Clean the desk area.
- Chairs should be pushed in and organized.
- Organize materials on tables and in cabinets.
- Return all supplies to the appropriate areas. Dispose of all used supplies (i.e., wet gauze).
- Properly dispose of any sharps in the appropriate sharp's containers.
- Return equipment to the appropriate storage area.
- Placed soiled linen in the hamper. Please re-fold clean linens that can be re-used.
- Staff/instructors are to remain in the area until all others have exited.

Adapted from the Robert Morris University RISE Center. Retrieved June 3, 2012, from RMU website: http://risecenter.rmu.edu/sites/RISE/policies/careOfSupplies.asp

PennWest University Student Hospital: SIMULATION ADVISORY

Simulation is meant to create an environment that present nursing students with problem-solving experiences that require 'real time' assessment and interventions in a nonthreatening, supportive learning environment. As a setting for the provision of learning experiences, PennWest University Student Hospital is striving to provide learning experiences nursing students may or may not encounter in the clinical environment.

A Simulator's Bill of Rights

These rights can be exercised on the simulator / "patient's" behalf by the nursing instructors at PennWest University.

1. Students have the right to be able to "suspend disbelief" during the simulation. This means being able to act (pretend!) as if the mannequin is a real person and the simulation a real event!
2. The simulator / patient has the right to respectful and considerate care.
3. Simulator / patient has the right to know the identity of physicians, student nurses, and others involved in their care.
4. The simulator / patient has the right to and is encouraged to obtain from nursing students relevant, current, and understandable information concerning diagnosis, treatment, and prognosis related to their "care."
5. The simulator / patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action.
6. The simulator / patient has the right to have an advance directive (such as a living will, health care proxy, or durable power of attorney for health care) concerning with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy.
7. The simulator / patient has the right to every consideration of privacy. Case discussion, consultation, examination, and treatment should be conducted in order to protect each simulator / patient's privacy.
8. The simulator / patient has the right to expect that all communication and records pertaining to their care will be treated as confidential by the student (**review HIPPA practices**). The simulator/ patient has the right to expect that PennWest University Student Hospital will emphasize the confidentiality of this information when it releases it to any other parties entitled to review information in these records.
9. PennWest University Student Hospital is mandated to advise simulator "patient" of their rights under state law and hospital policy to make informed medical choices, ask if the simulator "patient" has an advance directive, and include that information in patient records.

Conclusion

The purpose of the simulation is meant to help bridge the gap between what is learned in nursing theory/lab and practice in the clinical setting. This is a time to put together all of the things you are learning in theory (how & why), assessment skills, nursing lab skills and clinical skills. One of the major benefits of using simulation is that it provides the opportunity for active / interactive learning without any risks to patient safety and leads to improvements in patient care. The nursing instructors at PennWest University work together to help provide this learning experience, and as explained in the introductory letter, this is not a graded experience, but one meant to help students learn.

References:

American Hospital Association. (1998). Patient Bill of Rights. Retrieved September 14, 2011, from website: American Hospital Association Home Page https://www.aha.org/ahasearch?search_api_fulltext=patient+bill+of+rights

Jefferies, P. (2007). Getting in S.T.E.P.with Simulations. Retrieved from http://www.thefreelibrary.com/Getting+in+S.T.E.P.+with+simulations%3a+simulations+take+educator...-a0177991434

APPENDIX A

AMERICAN NURSES ASSOCIATION
SCOPE AND STANDARDS OF PRACTICE (2021)

The Standards of Professional Nursing Practice consists of Standards of Practice and Standards of Professional Performance, which include the following:

Standards of Practice for the Registered Nurse

1. Assessment:
   RNs must be able to effectively collect data and patient information that is relative to their condition or situation. This is part of the assessment process.

2. Diagnosis:
   RNs must be able to analyze the data gathered during the assessment phrase, to determine potential or actual diagnoses.

3. Outcomes Identification:
   In part with the above, RNs should be able to effectively predict outcomes for the patient.

4. Planning:
   After identifying a diagnosis and outcomes, RNs must develop a plan or strategy to attain the best possible outcome for the patient in need.

5. Implementation:
   RNs can then implement the identified plan. This may be done by coordinating care for the patient, such as administering treatment, and/or promoting good health and safe healing environments.

6. Evaluation:
   After implementation, a nurse must monitor and evaluate the patient's progress towards the expected outcome or health goals.

Standards of Performance for Professional Nurses

"*Registered nurses are expected to engage in professional role activities, including leadership, appropriate to their education and position. Registered nurses are accountable for their professional actions to themselves, their healthcare consumers, their peers, and ultimately to society." They continue the standards with:*

7. Ethics:
   This means a nurse must practice ethically in their role.

8. Advocacy:
   Nurses are not just healthcare providers; they are also advocates for their patients. Nurses must demonstrate advocacy and support the needs of their patients, no matter their background.

9. Respectful and Equitable Practice:
   Nurses must be respectful of all patients, families, healthcare consumers, and professionals. They must demonstrate equitable care for all patients in need.

10. Communication:
    A registered nurse must be able to communicate effectively in all areas of practice, including with patients, families, and the greater medical team.

11. Collaboration:
    Nurses must also be able to collaborate with other healthcare team members, as well as the patient, as they conduct their nursing practice.

12. Leadership:
    Registered nurses are also leaders. They must demonstrate leadership skills within the profession.

13. Education:
    Nursing is always changing and evolving. RNs must always seek out ways to grow their knowledge, skills, and competence to reflect current nursing practice and future ways of thinking.

14. Scholarly Inquiry:
    Nurses are always learning, as the field advances. Therefore, RNs must help contribute to the profession through scholarly inquiry and research.

15. Quality of Practice:
    Quality of practice means that the nurse demonstrates and contributes to a high quality of care.

16. Professional Practice Evaluation:
    A nurse must be able to evaluate their own professionalism and practice, as well as the practice of others, in order to consistently grow and provide the best quality of care.

17. Resource Stewardship:
    Nurses must be able to utilize the appropriate resources to plan, provide, and sustain care services. They must also take care to ensure these services are safe, effective, and responsible.

18. Environmental Health: RNs must practice in an environmentally safe and healthy manner.

PENNWEST UNIVERSITY – Associate of Science in Nursing

APPENDIX B

SIMULATION LABORATORY DOCUMENTS
CONFIDENTIALITY AGREEMENT

As a nursing student enrolled in the ASN Program at Penn West University, I will actively participate in clinical nursing simulations. I understand that the content of these simulations will be kept confidential to maintain the integrity of the learning experience for me and my fellow students. It would be unethical for me to share any information regarding simulation scenarios with my fellow students. I will also be observing fellow students within the clinical simulation laboratory, and I will not discuss their performance with anyone outside of the simulation laboratory.

I fully understand and acknowledge that the unauthorized release, mishandling of confidential information or inappropriate exchange of information is prohibited, and serious consequences may occur if I violate this agreement. I will exemplify Penn West Nursing Department's values of integrity, respect for human dignity, and confidentiality.

I understand that this confidentiality agreement pertains to all nursing courses throughout the nursing program.

Student name (Print)_____

Student signature_____

Date_____

SIMULATION LABORATORY DOCUMENTS
PHOTOGRAPHY AGREEMENT

As a nursing student enrolled in the ASN program at Penn West University, I will actively be participating in clinical nursing simulations. I understand that photographs including video recording may be taken during the simulation experience. I agree that the nursing faculty at Penn West University may photograph me during the simulation and use these photographs for the benefit of the simulation experience and Penn West University Simulation Lab.

I understand that this photography agreement pertains to all nursing courses throughout the nursing program.

Student name (Print)_____

Student signature_____

Date _____

PENNWEST UNIVERSITY – Associate of Science in Nursing

APPENDIX C

ASN Student Handbook Acknowledgement Form

I have read the contents of the Associate of Science in Nursing Student Handbook and had the opportunity to ask questions. I agree to abide by all program and clinical policies as outlined in this handbook and PennWest University Undergraduate Catalog.

I understand that violation of these policies may result in disciplinary action, including dismissal from the ASN program.

A signed copy of this form will be placed in my nursing student file.

_____	_____	_____
(Printed Name)	(Student Signature)	Date

PENNWEST UNIVERSITY – Associate of Science in Nursing

APPENDIX D

EVENT REPORT

An event is any happening related to student performance, which is not consistent with the educational practices of the Nursing Program, or one in which the safety of the individual is jeopardized.

Date of Event: Student:

Level of Student: Educator:

DESCRIPTION OF EVENT-By the student

Signature_____

DESCRIPTION OF EVENT-By the educator

Signature_____

OUTCOME OF EVENT

REPORT OF STUDENT CONFERENCE

DATE: _____

RECOMMENDATION:

DATE: _____

Reviewed by (signature):_____ Date: _____

PENNWEST UNIVERSITY – Associate of Science in Nursing

APPENDIX E
CONTRACT PLAN FOR SUCCESS

Student Name: _____ **Date:** _____

Comments: (e.g. Test scores/attendance/clinical issues)

Recommendations:

_____Learning Support Center

_____Peer tutoring/Study group

_____Read textbook and other required materials

_____Review notes within 24 hours of class & review all notes each week

_____ Practice relaxation techniques/thinking about thinking

_____Use flashcards, care maps, concept maps, or other visual helps

_____Practice NCLEX type questions r/t _____

_____Complete case studies r/t _____

_____Limit extracurricular activities

_____Meet with instructor weekly to review care plans/clinical activities/clinical work

_____Contact Office of Student Affairs regarding potential disability-related accommodations

_____Counseling: referred to _____

_____Other: _____

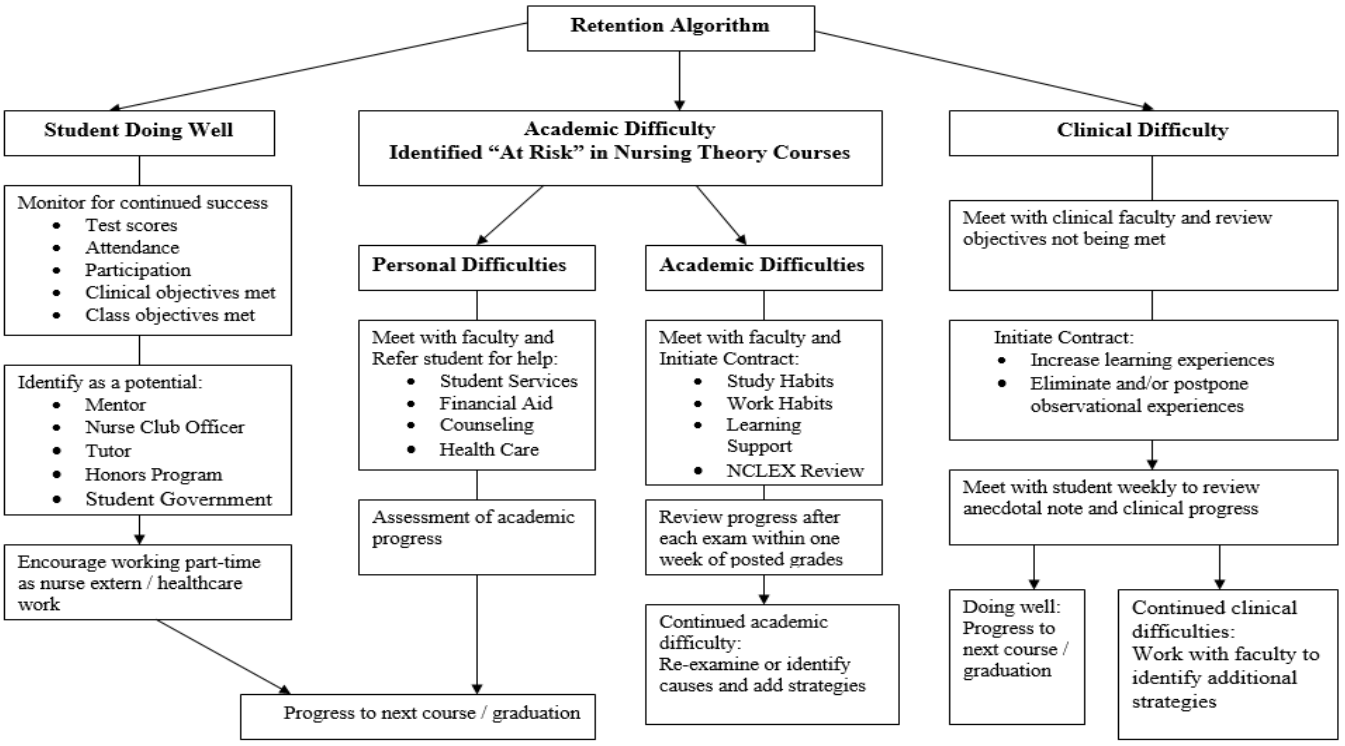
Signature of Faculty Member: _____

Signature of Student: _____

***Give student a copy and keep a copy for the student's records.**

Student: _____ **Faculty:** _____
Date Initialed: _____ **Course:** _____

PENNWEST UNIVERSITY OF PENNSYLVANIA - CLARION
DEPARTMENT OF NURSING
ASSOCIATE OF SCIENCE IN NURSING



APPENDIX F

Pennsylvania Western University - Department of Nursing

Exam Behavior Expectations

As a Nurse, I am proud of our profession. It is founded on knowledge, caring, and integrity. The public has voted Registered Nurses the most trusted profession for many years. During the program, your knowledge will grow, but *integrity is required on day one*. Students are reminded that they signed an integrity policy and must follow the ANA Code of Ethics and that breaching that policy will result in a zero for the exam, an "F" in the course, likely dismissal from the Nursing Program as well as a report to the University Judicial Board.

I appreciate that exam day is fraught with anxiety. The best anxiety reducer is adequate content preparation and familiarity with NCLEX-style testing. As part of your preparation, please know I require students to adhere to these Exam Behavior Expectations to uphold integrity. These expectations are consistent with NCLEX testing except length of time and breaks.

On exam day, students will:

- Come to class with no hoodies, hats/ headbands, smart watches, or electronic earbuds (noise-blocking earplugs are permitted). Long pants are preferred; however, shorts are permitted in warm weather.
- Come to class at least 10 minutes before the exam to allow time to get prepared. If the student is more than 5 minutes late, they will not be permitted to take the exam unless other arrangements have been made with the professor.
- Void/empty bladder before the exam. Most exams are 60-90 minutes and it is reasonable for all students to hold their urine for the exam period. ***Please inform the professor of special circumstances before the* exam.**
- Students may not leave exams in progress for any reason.
- **Turn off** all cell phones and electronic devices and place them in a backpack.
- Place the backpack and all materials in the front of the room or designated location.
- Select a seat (unless assigned) with only a pencil, eraser, and highlighter. Water/drinks are not permitted at the desk ***(See professor before exam for special circumstances).***
- Maintain a clear walkway for the aisles – the instructor will circulate the room during exam.
- Sit in the assigned seat with feet firmly on the ground. Shoes are to remain on during testing. Hands above the desk at all times.
- Only have the window with the exam open if the test is computerized. If other windows are found to be open during the exam, the student will automatically get a zero on the exam. Faculty will be monitoring the students' laptops during the entirety of the exam.
- Not talk or communicate with peers once the exam is distributed.
- Put name on the test booklet and the bubble sheet immediately upon receipt (if paper exam is used).
- Do Not direct your eyes or head toward another student's exam.
- Only nursing-issued calculators, scratch paper, and pencils are permitted.
- Utilize scratch paper for computation or thinking out loud and to cover the answer key at all times - only exposing the current row of answers. Put your name on the scratch sheet.

- Understand he/she is permitted - encouraged to write on the exam booklet as they read each questions/response (if paper exam is used).
- Do not get out of seat to ask questions during an exam on a question/response interpretation. In the event an issue arises that a grave error is discovered (miss numbering, etc. a student may raise their hand and the instructor will address.)
- Upon completion of the exam students will approach the professor and submit answer key, test packet, and scratch paper - all with name affixed (if a paper exam is used). If test is computerized, then close your laptop and place your scratch paper upside down on top.
- Not congregate outside the classroom doors upon completion of the exam as it is a distraction to those who are still testing.
- Not share any aspect of the exam with others in verbal or written/electronic form.

On exam day, the professor/proctor(s) will:

- Take attendance and validate all students' meet attire and assess hands/ arms and legs (if shorts) for writing/notes/symbols.
- **Provide multiple versions of the exam if there is inadequate student spacing.**
- Mark the test time on the board if paper exam (Start, 1/2 way, 10 mins, and end times). An announcement will be made 10 mins and 5 minutes of exam time. If the test is computerized, a clock is available on the screen.
- Walk around the room through the aisles during the exam.
- Count all exam booklets, answer keys, and scratch paper, validating one is submitted by each student. Missing materials will be considered a breach of integrity.
- Provide time for full test review one-on-one with faculty - by appointment only.

I have reviewed the Exam Behavior Requirements and agree to adhere to them as outlined above.

_____ _____ _____

Printed Name (Student) Signature of Student Date

APPENDIX G

Pennsylvania Western University
Department of Nursing
Social Media Policy

Purpose: The Department of Nursing supports the use of social media to reach audiences important to the University such as students, prospective students, faculty, and staff. The Department of Nursing's presence or participation on social media sites is guided by university policy. This policy applies to Department of Nursing students who engage in Internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. According to the American Nurses Association (ANA) (2012), distribution of sensitive and confidential information is protected under Health Insurance Portability and Accountability Act **(**HIPAA) and Family Educational Rights and Privacy Act (FERPA) whether discussed through traditional communication channels or through social media.

General Information: Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include ***but are not limited to*** LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, Twitter, Facebook, YouTube, Snap Chat, Tik Tok, InstaGram, and MySpace, etc.

Reference resources should be used to clarify the nurse's role and responsibilities. Please review the National Council State Boards of Nursing's (NCSBN) White Paper: A Nurse's Guide to Use of Social Media and the American Nurses Association's (ANA) Principles for Social Networking and 6 Tips for Nurses Using Social Media (2012). See website for the ANA used as a reference: https://www.nursingworld.org/~4af5ec/globalassets/docs/ana/ethics/6_tips_for_nurses_using_social_media_card_web.pdf

The intent of this policy is for the protection of sensitive and confidential information. As new technologies and social networking tools emerge this policy may/will need to be updated. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and university reputations. As a nursing student you will want to represent the University and the School in a fair, accurate and legal manner while protecting the brand and reputation of the institution.

PennWest Social Media Statement link:

https://files.pennwest.edu/policies/ad002-social-media.pdf

Policy: In your role as a nursing student, it is your responsibility to protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a nursing student.

- It is expected that during clinical and classes use of electronic devices employed for social media will be used only as authorized by faculty.

  No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. The Department of Nursing recognizes the extensive use and benefit of cellular phones and other communication devices, beepers, pagers, blackberries, etc. However, use of these devices creates disruption and distraction. The use of these devices is strictly forbidden during class. Please advise those who may need to contact you in an emergency to call the Department of Nursing. Any messages will be promptly delivered to you. Violation of this policy will result in disciplinary action and/or an unsatisfactory evaluation.

- Use of electronic devices, e.g., computers, notebooks, etc. during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student.
- Be aware of your association with Penn West University of Pennsylvania in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on Penn West University's behalf, unless you are authorized to do so in writing.
- HIPAA and FERPA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Additionally, it is understood that students must adhere to the academic honesty policy of Penn West University. Students are not allowed to post any lecture material, or material related to exam questions or quizzes on social media.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.

Procedure/Considerations

- There is no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about

to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.

- Future employers hold you to a high standard of behavior. By identifying yourself as a Penn West University nursing student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
- Nursing is one of the most trusted professions in the United States. Therefore, nursing students are preparing for a profession, which provides services to a public that also expects high standards of behavior.
- Respect your audience; please do not assume that everyone agrees with you.
- Adhere to all applicable university privacy and confidentiality policies.
- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, slanderous, libelous or obscene (as defined by the courts).
- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are responsible for regularly reviewing the terms of this policy.

Consequences

- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

By signing this Social Media Policy, I understand and agree to abide by the contents of this policy. I also understand the consequences of potential dismissal from the nursing program for violating this policy.

Name:_____

Date: _____

Signature: _____

Approved by faculty vote on 4/18/23 MCB

PENNWEST UNIVERSITY – Associate of Science in Nursing

APPENDIX H

MATH EXAM POLICY

Math Exam Policy:

The math exam must be completed and passed with a 95% score or better. All students will have three attempts to pass the math exam, if the first attempt is unsuccessful then the student must contact learning support services and initiate tutoring services as soon as possible. The student will be permitted to take the next math exam per the predetermined schedule listed below and must complete tutoring services after each unsuccessful math exam.

ASN students starting the full program in the first semester must take the math exams as follows: the 1st exam must be taken week 13 of NURS 1210, the 2nd exam must be taken week 15 of NURS 1210, and the 3rd exam must be taken week 1 of NURS 1120. Transferring or readmitted students starting in the second semester of the ASN program will have the opportunity to take the math exams during NURS 1120: the 1st exam must be taken during week 1, the 2nd exam must be taken during week 3, then the 3rd exam must be taken during week 5. LPN students will also have an opportunity to take the math exams as follows: the 1st exam must be taken during week 13 of NURS 1310, the 2nd exam must be taken during week 15, and the 3rd exam must be taken during the 1st week of NURS 1120.

All students who are unsuccessful with the first math exam are required to complete tutoring services at the learning support center and must also complete the *Learning Support Center Tutoring Session Agreement* form in order to take both the second and third math exams. The *Learning Support Center Tutoring Session Agreement* form must be turned in to the designated instructor administering the math exam. The second/third math exams will be administered by a designated nursing instructor according to times/dates that are available with their schedules. The student must arrange for a time and date for the second/third math exams with one of these designated nursing instructors.

A student will not be permitted to pass medications in NURS 1120 until the math exam is passed with a score of 95% or higher. A student who does not pass the math exam after three attempts, therefore cannot administer medications in NURS 1120. Any students unsuccessful on the 3rd math exam will be unable to meet the requirements of NURS 1120 due to medication administration being a component of the course expectations.

I have read, understand, agree to abide by the above math policy:

_____	_____	_____
(Printed Name)	(Student Signature)	Date

PENNWEST UNIVERSITY – Associate of Science in Nursing

APPENDIX I

UNSAFE CLINICAL PRACTICE POLICY

I. PURPOSE: The purpose of this policy is to establish clear expectations regarding student performance in the clinical setting and to explain the consequences of unsatisfactory, unsafe or unethical student clinical practice. The student and the nursing faculty have joint responsibility within their roles to ensure student nurses practice safely. Unsafe student practice increases risk for, or may cause, harm of various forms to patients and/or others. The Unsafe Clinical Practice Policy was developed to provide processes to follow when unsafe student practice is suspected or observed.

This policy shall apply to every nursing student enrolled in the College of Health Science and Human Services clinical or clinical lab courses within the nursing program.

II. EXPECTATIONS: Within their role as educators, clinical instructors are professionals who adhere to regulatory Standards of Practice for Registered Nurses, The College of Health Science and Human Services (CHHS) policies, and the American Nursing Association's (ANA) Code of Ethics. Clinical instructors use their professional judgment in the assessment of students. Clinical instructors are professionals responsible for guiding students to achieve clinical course outcomes. Within this role, clinical instructors continuously assess students, think critically about student practice, consider context, and promptly identify and deal with situations where students are not achieving the expected course outcomes.

The Nursing Faculty expects students to practice safely:

1. Students have the responsibility to practice competently, without undue risk to themselves or others, and to maintain fitness for duty throughout all clinical hours.
2. Students are expected to demonstrate growth in meeting the program outcomes in clinical practice through application of knowledge, skills and attitudes from previous and concurrent courses.
3. Students are expected to demonstrate growth in clinical practice as they progress through the course and to achieve the abilities-based learning outcomes described in the course blueprints and other appropriate documents.
4. Students are expected to be prepared for clinical practice in order to provide safe, competent patient care. Preparation expectations should be detailed in the course syllabi and course associated document(s).

When a faculty member makes a professional judgment that a student's psychological and/or physical condition or behavior is indicative of an inability to perform in accordance with courses specific clinical standards then the student may be asked to leave the clinical area. Any student who demonstrates unsatisfactory clinical performance (see DEFINITIONS section) may be placed on a clinical remediation plan or probation by the course or clinical faculty member, and/or the Undergraduate Coordinator. Any student who demonstrates clinically unsafe or unethical nursing

practice (see DEFINITIONS section) will be dismissed from the clinical area by the faculty and further action may be taken (see PROCEDURES below).

III. PROCEDURES: A faculty member may remove a student from the clinical area or deny access to the clinical area because of an unprofessional appearance, inadequate preparation or unsafe or unethical practice on that day. Inability to participate in clinical will result in a grade of unsatisfactory for the day and is considered an unexcused absence. If the same student needs to be dismissed from the clinical area on more than one occasion then the student may be removed from the course due to unsafe or unprofessional behavior.

When an incident occurs that a faculty member believes may constitute unsafe or unethical practice the faculty member shall immediately notify the student and instruct the student to leave the clinical setting. The faculty member shall notify the Undergraduate Coordinator and/or Nurse Administrator immediately following such an incident that prompted removal of the student from the clinical setting.

If the Department Chair/Nurse Administrator or designee determines that the incident is serious and therefore merits investigation by the Safety Committee, the Clinical Safety Committee will review the student's clinical performance evaluation(s), academic record and obtain any additional information which they deem important either prior to the hearing or after the hearing. Upon completion careful and deliberate review and analysis of all pertinent information, the Clinical Safety Committee will present a recommendation to the Chair/Nurse Administrator or designee, whose decision may include anything from dismissal of the original charge to dismissal of the student from the program of study.

The timeline for this recommendation may vary depending upon such factors as the need for additional information and the time in the semester. However, the written report should be presented within 5 business days if possible.

The Department Chair/Nurse Administrator or designee will then make a decision regarding the disposition of the complaint and notify the student in writing of the outcome.

The student has the right to follow the published University procedures in the event of course failure or program dismissal.

In the case of unsatisfactory clinical practice or of a referral from the Department Chair/Nurse Administrator or designee for remedial instruction, the clinical faculty member shall coordinate with the course faculty member on the development of a remediation plan.

The remediation process will be as follows:
The clinical faculty member will identify the specific skill(s)/behavior(s)/course content that require remediation. A clinical referral form will be completed and given to the student. The remediation plan must begin within 5 business days of the referral date.

After the student successfully completes the remediation, the appropriate faculty member will provide documentation and record the date of session(s) and place the form in the student file. Students who demonstrate consistently unsatisfactory clinical performance are at risk for course failure.

Every student in the program is expected to act in a safe and ethical manner consistent with the ANA Code of Ethics for Nurses.

Examples of unsafe or unethical practice include but are not limited to:

- Negligence in patient care.
- Unprofessional behavior either at the laboratory or at the clinical agency.
- Substantiated act(s) of patient abuse, either physical or verbal.
- Ongoing unsatisfactory performance documented by the clinical instructor.
- Neglect of duty with actual cause or potential to cause patient harm.
- Fraudulent or egregious acts.
- Demonstrated and/or documented patterns of incompetence.
- Personal conduct that adversely effects the learning environment and/or the instructor's ability to perform his/her responsibilities.
- Exhibiting aggressive or intimidating behavior (e.g., profanities, threats, loud talking, rudeness, verbal coercion) toward or in the presence of faculty, staff, peers, patients/clients or agency personnel.
- Falsifying a client's record.
- Violation of HIPAA regulations (i.e. breach of clients' confidentiality).
- Failure to adhere to principles of safe nursing practice (i.e. safe medication administration).
- Inadequate preparation for clinical responsibilities.
- Inability to recognize limitations and/or failure to seek appropriate help in time-sensitive situations.
- Dishonest communication with clients, families, faculty and/or agency staff.
- Denying responsibility for one's actions.

DEFINITIONS:

Unsatisfactory clinical practice is defined as a failure to perform up to the minimum standards established for the specific clinical experience.

Unsafe or unethical clinical practice is defined as behavior observed by or reported to faculty that is actually or potentially detrimental to the client, the client's family and/or to the health care agency.

Regulatory practices: The student practices within the boundaries of CHHS, the guidelines and objectives of the Department of Nursing, and follows the rules and regulations of the health care agency. Examples of unsafe, unsatisfactory or unacceptable performance include but are not limited to the following:

- failure to notify the agency and/or clinical instructor of clinical absence as outlined in the course descriptions.
- presenting for clinical practicum under the influence of drugs and/or alcohol.
- failure to make up clinical absences if deemed necessary by the clinical instructor. habitual unexcused tardiness to clinical assignments.

Continuum of Unsafe Practice

Unsafe practice occurrences, behavior, or patterns of behavior can pose differing levels or degrees of risk and/or harm to the patient that can be presented along a continuum from minimal risk (Level 3) to unacceptable risk (Level 2) to high risk or actual harm (Level 1).

Level 3 unsafe practice is a demonstration of, or potential for, unsafe practice where an occurrence, event, attitude, or student behavior presents minimal risk for patient harm. The clinical instructor would initiate a focused assessment process to further determine whether student practice is safe. It is recognized that safety of student clinical practice is a dynamic situation and a potential for unsafe practice, Level 3, may escalate at any time to Level 2 or 1 and, at that time, require the clinical instructor to initiate either the Collaborative Assessment of Student Abilities (CASA) Supplemental or immediate suspension from clinical and/or program processes.

Level 2 unsafe practice is an occurrence, event, attitude, student behavior, or pattern of behavior that places the patient or others at an unacceptable risk for harm (physical, emotional, psychosocial). With Level 2 unsafe student practice the clinical instructor initiates the Supplemental CASA process.

Examples of Level 2 unsafe practice include, but are not limited to, repeated medication errors, inadequate knowledge about medications, and lack of preparation for patient care. Unsafe student practice is identified or assessed and described by the clinical instructor using the CASA.

Level 1 unsafe practice is an occurrence, student behavior, or pattern of behavior that compromises patient safety and results in high risk for harm, or actually harms the patient or others. Level 1 unsafe practice requires initiation of the immediate suspension process whereby a student is not permitted to attend clinical practice and the Faculty of Nursing Unsafe Practice Review Committee (UPRC) is called to investigate the reported Level 1 unsafe practice. Level 1 unsafe practice is inconsistent with safe, competent patient care and results in high risk for harm, or actual harm.

Examples of Level 1 unsafe practice occurrences include, but are not limited to student:

- breach of patient confidentiality or privacy;
- display of violent behavior, angry emotional outbursts;
- display of anxiety, stress, or behavior(s) that raise the risk for patient harm;
- practice error or adverse event (i.e. medication, procedure or treatment);
- consistent display of inappropriate level of nursing knowledge, skill and/or ability to plan and deliver safe nursing care;
- failure to act to ensure the safety and well-being of a patient.

Level 1: Suspension Process

It is recognized that Level 1 unsafe practice can occur at any point during the clinical rotation and requires the clinical instructor to initiate the immediate suspension process. Level 1 unsafe practice is an occurrence, student behavior, or characteristic that compromises patient safety and results in high risk for harm, or actually harms the patient or others. Level 1 unsafe practice is inconsistent with the Canadian Nurse's Association Code of Ethics and places the patient at unacceptable risk for harm or actually causes harm.

The clinical instructor's responsibility when Level 1 unsafe nursing practice is observed or reported by another:

1. Documents in detail a written report of the unsafe practice case and circumstances, setting out the name of the student, the alleged facts, a description of the unsafe nature of the practice, and grounds warranting suspension, including names and evidence from witnesses, if applicable
2. Advises the student that the suspension process has been initiated
3. Discusses with the student the incident that led to the suspension process
4. Informs the student that suspension from clinical practice requires an investigation by the Committee.
5. Informs the student about Student Services in order to engage an Advocate for the student and appeal process.
6. Notify the Chair/Nurse Administrator or designee.

References:

American Nurse Association. (2018). About code of ethics. Retrieved from: https://www.bc.edu/content/dam/files/schools/son/pdf2/ANA%20code%20of%20ethics.pdf

New Brunswick School of Nursing. (2013). Unsafe practice policy.

Rutgers School of Nursing. (2017). RBHS policy: Student rights, responsibilities and disciplinary procedures. Retrieved from: https://nursing.camden.rutgers.edu/sites/nursing/files/Clinical%20Warning.pdf

The College of New Jersey Nursing. (2017). Behavior in practice settings. Retrieved from: https://nursing.tcnj.edu/students/policies/practice-settings/

PENNWEST UNIVERSITY – Associate of Science in Nursing

APPENDIX J

PENNWEST DEPARTMENT OF NURSING
ATTENDANCE, ABSENCE POLICY/PROCEDURE

CLASS / CLINICAL:

In keeping with the University Policy, students are expected to attend each nursing class (this includes theory/didactic classes, the skills labs, and the clinical portion of nursing). Absence does not excuse the student from coursework and the responsibility to complete assignments on time. Punctual attendance is mandatory. Should class or clinical absence occur for any reason, the following guidelines will apply specifically to the Nursing Department attendance policy:

- Excused class or clinical absence **may be** approved by the faculty member in the event of a personal or medical emergency, which may include, but is not limited to: medical illness, maternity leave, auto accident, death in the immediate family, and military leave. Students must notify faculty prior to missing class/clinical unless circumstances prohibit the student from doing so.
- The maximum number of excused class absences shall not exceed 20% of the scheduled class meetings in a given semester, regardless of the reason. Failure to meet the minimum class requirement for attendance will result in an "Incomplete" or an "F" grade, and may affect the student's successful progression in the program. Course syllabi will define percentages for an individual class.
- Absences in skills labs are recognized as clinical hours.
- The maximum number of excused clinical absences shall not exceed 10% of the scheduled clinical days in a given semester, regardless of the reason. Failure to meet minimum clinical requirements for attendance will result in an "Incomplete," "Fail," or "F" grade. Course syllabi will define the percentage for individual clinical courses.
- All unexcused class absences shall not exceed the number of classes held in a week, or one absence per credit hour, and will lower the course grade by ½ letter grade for each additional unexcused class absence. Failure to meet the minimum class requirement for attendance will result in an "Incomplete" or an "F" grade.
- Unexcused clinical absence **is *not permitted*** under any circumstance and provides grounds for clinical and course failure.
- Students are not permitted to be more than 5 minutes late for a theory course unless there are prior arrangements or communication with the instructor.
- Students are expected to arrive at the appointed start time for class and 15 minutes prior to the start time of clinical and be prepared to begin the experience. Tardiness to clinical will result in a clinical failure for the day.
- No more than two clinical failures are permitted in a rotation experience. More than two documented clinical failures will result in failure in the clinical course.

In the event of an unexpected absence such as a serious illness (ex: an illness requiring hospitalization or emergency surgery) or military deployment, a valid excuse will be granted following receipt of a medical excuse from the student's physician or a copy of the military orders from the student's military command. However, the above conditions apply to these situations.

PLEASE NOTE: Any / all excuses must be **turned in at the beginning of the next class attended in order to be considered.**

By signing this form, I am stating that I have read and understand the above policy and procedure regarding a missed nursing lecture or clinical.

_____ _____ Date: _____

(Printed name) (Student Signature)

PENNWEST UNIVERSITY – Associate of Science in Nursing

APPENDIX K

CORE PERFORMANCE STANDARDS (HEALTHCARE PROVIDER)

Students must be able to meet the core performance standards with or without reasonable accommodations or modifications in order to be admitted to and graduate from the nursing program and successfully complete its related clinical assignments. Students who are absent from the program due to injuries, certain illnesses (generally illnesses lasting more than one day), surgery, and childbirth will be required to have this form signed by their health care provider and submitted to the Chair of the nursing program before they are able to attend clinical and/or class. **The student and health care provider are asked to acknowledge that the student meets the following requirements. If restrictions are required, they must be specific and provided in writing (i.e. John Smith may not lift more than 10 pounds for the next two weeks). The student must satisfactorily:**

_____Possess the necessary sensory abilities required for performing physical assessment and maintaining client safety. *Example: Obtain and read vital signs, perform palpation functions of physical examination, hear heart sounds, auscultate breath sounds, visualize accurate medication dosages, read syringe markings, administer injectable and intravenous medications, detect odors indicating unsafe or changing clinical environmental conditions.

_____Communicate and interact with others. *Example: Explain treatment procedures, teach clients about health care, observe client responses to interventions, document in writing nursing assessments, interventions and client responses. Read and comprehend technical textbooks, periodicals, policy and procedure manuals, student handbook, etc. with an ongoing capacity to learn new information and skills.

_____Possess and use intellectual/critical thinking skills satisfactorily for clinical judgment. *Example: Identify cause-effect relationships in clinical situations, develop nursing care plans, interpret verbal and written orders accurately, make decisions in synthesizing client data, prioritize and deliver appropriate client care. Derive accurate mathematical answers for the administration of correct dosages of medications; count pulse and respiratory rates.

_____Demonstrate required motor skills. *Example: Perform cardio-pulmonary resuscitation and other clinical procedures necessary for nursing care, provide routine bedside care, assist with moving and ambulating clients, **lift and/or support at least 50 pounds**, calibrate and use equipment and monitors. Be capable of **full manual dexterity** of upper extremities, unrestricted movement of lower extremities, as well as neck, shoulders, back, and hips. Be able to bend and squat to touch the floor.

_____Demonstrate interpersonal abilities required to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds. *Example: Establish rapport with clients, family, peers, and other health team members.

_____Demonstrate appropriate behavioral/social skills. *Example: Demonstrate flexibility, calmness, and clear thinking in stressful environments and in unexpected situations; interact with sensitivity and caring with clients of diverse backgrounds.

In my clinical judgment, there are no known physical or mental reasons why this applicant cannot perform satisfactorily as a student in the ASN nursing program.

_____	_____	_____
(Printed Name)	(Student Signature)	Date
_____	_____	_____
(Printed Name)	(Healthcare Provider Signature)	Date

CORE PERFORMANCE STANDARDS AGREEMENT

Student Statement

My signature indicates that I have read the above document, discussed it with my health care provider, and believe that I am able to perform the core performance standards as listed, with or without reasonable accommodations, as outlined by my health care provider. I understand that if I am unable to meet the qualifications and conditions for application into the ASN program, it is my obligation to contact the Nurse Administration/Department Chair, Department of Nursing. I also agree that the Chair of the Department of Nursing may contact my health care provider to verify or clarify the information contained on this form.

If at any time prior to, during, or after admission to the Associate of Science in Nursing Program I believe that I need to be accommodated due to a disability, prolonged illness, injury, childbirth, etc., it is my responsibility to notify by telephone and in writing the Chair of the Department of Nursing (see above). If accommodations are needed for learning disabilities, please contact:

Coordinator: Mr. Ron Radaker, rradaker@PennWest.edu
Location: 109 Becht Hall
Hours: Monday-Friday 8 a.m. - 3 p.m.
Phone: 814-393-1877

***Please note: Students must be able to perform all duties outlined in the Core Performance Standards with or without reasonable accommodations in order to attend clinical and/or class.**

_____	_____	_____
(Printed Name)	(Student Signature)	Date