FORT HAYS STATE UNIVERSITY
COLLEGE OF HEALTH AND BEHAVORIAL SCIENCES

~DEPARTMENT OF NURSING~

UNDERGRADUATE NURSING STUDENT HANDBOOK

2017

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Fort Hays State University
College of Health and Behavioral Sciences
Department of Nursing

Undergraduate Nursing Program

Welcome to the Undergraduate Nursing Program at Fort Hays State University!

As an undergraduate nursing student, your current knowledge, experiences and skills will be incorporated into the new knowledge, experiences, and skills you will develop as you prepare for a career in nursing. The Bachelor of Science in Nursing (BSN) program prepares you to be a nurse generalist primarily focused in rural nursing.

As you review this handbook, be aware that it is applicable to both on-campus and off-campus (RN-BSN outreach) students. Any questions concerning content within this handbook should be directed to your advisor.

I am confident that you will find our faculty and staff to be well qualified, personable, and sincerely interested in you and your progress in the program. Please feel free to contact me at any time as you progress in the program with questions or concerns you may have. It is our goal to make this the highest quality educational experience you will have in your lifetime.

The faculty wishes you much success in the Undergraduate Nursing Program.

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NOTE: This edition of the Undergraduate Nursing Student Handbook takes precedence over editions previously printed.

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UNDERGRADUATE NURSING STUDENT HANDBOOK

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INTRODUCTION

The Department of Nursing, Bachelor of Science in Nursing (BSN) Program is approved by the Kansas State Board of Nursing and accredited by the Commission on Collegiate Nursing Education (CCNE). The program offers study for the Bachelor of Science in Nursing (BSN) degree.

STUDENT SUPPORT

Acronyms

AA	Associate of Arts
AACN:	American Association of Colleges of Nursing
AAS	Associate of Applied Science
ANA:	American Nurses Association
ANCC:	American Nurses Credentialing Center
APA:	American Psychological Association
AS	Associate of Science-Nursing
BSN:	Bachelor of Science in Nursing
CCNE:	Commission on Collegiate Nursing Education
DON:	Department of Nursing
FHANS	Fort Hays Association of Nursing Students
FHSU:	Fort Hays State University
GPA:	Grade point average
HIPAA:	Health Insurance Portability and Accountability Act
KSBN:	Kansas State Board of Nursing
LOA	Leave of Absence
NGAP	Nursing Guaranteed Admission Program
RN to BSN	Registered Nurse to Bachelors of Science in Nursing
SGA:	Student Government Association
TAA	Transfer Articulation Agreement

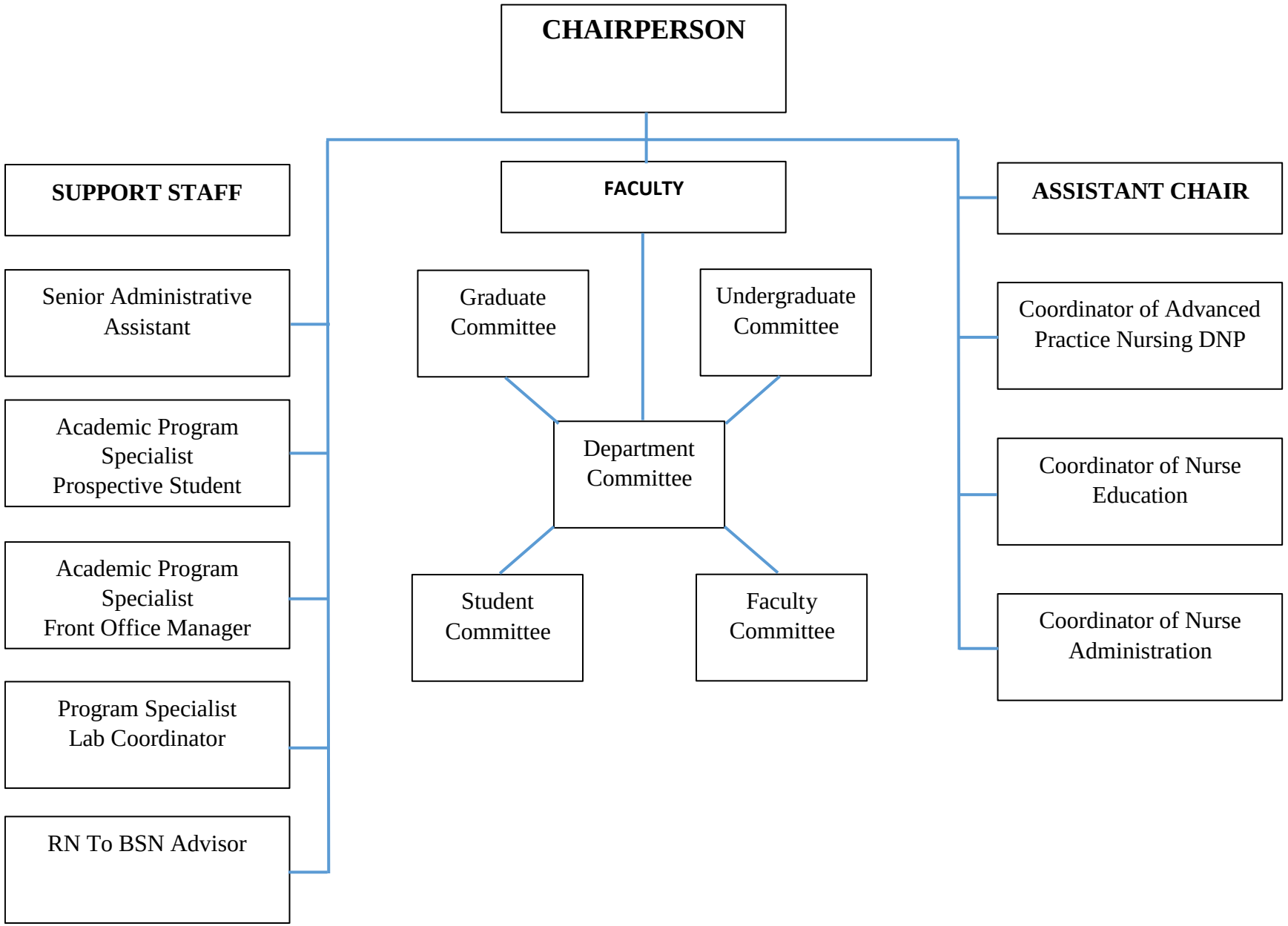
MISSION OF THE DEPARTMENT

The mission of the Department of Nursing is to provide high quality liberal arts based undergraduate and graduate education utilizing the standards of professional nursing.

Departmental Goals

The overall goals of the Department of Nursing reflect the commitment to the mission of the department and are congruent with the mission statements of the university and college. The ordering of the goals does not indicate a hierarchical priority. Goals are viewed as being important for actualizing the mission of the department.

1. To prepare professional nurse generalists at the undergraduate level who are capable of practicing in various settings, and who possess the foundation for graduate study.
2. To prepare competent graduate level nurses in advanced nursing.
3. To prepare nurses at the doctoral level capable of being a healthcare leader.
4. To offer a nursing curriculum using advanced informational technology.
5. To improve health care delivery.
6. To prepare faculty and graduates for the future needs of a global society, while integrating a humanistic understanding of diverse populations.
7. To use the expertise of faculty and students in providing public service activities.
8. To engage faculty and students in scholarly activities and to disseminate research findings for the benefit of society and the nursing discipline.


CHAIRPERSON
SUPPORT STAFF
FACULTY
ASSISTANT CHAIR
Senior Administrative Assistant
Academic Program Specialist Prospective Student
Academic Program Specialist Front Office Manager
Program Specialist Lab Coordinator
RN To BSN Advisor
Graduate Committee
Undergraduate Committee
Department Committee
Student Committee
Faculty Committee
Coordinator of Advanced Practice Nursing DNP
Coordinator of Nurse Education
Coordinator of Nurse Administration

NURSING PROGRAM PHILOSOPHICAL STATEMENTS

The Department of Nursing has adopted the following core philosophy. This Core Philosophy provides a basis for the undergraduate nursing and the graduate nursing philosophical statements.

Human: The human is the focus of interest for the discipline of nursing. Humans are considered as individuals and as aggregates or groups within a holistic framework.

Environment: Environment is a dynamic interplay among political, economical, technological, societal, and other influences in which a human, aggregates and/or groups interact concerning health care, health care delivery and/or systems.

Health: Health is a dynamic pandimensional state of being uniquely defined within a cultural context by individuals, aggregates, or society. Health is a focus of nursing attention, not as an end in itself, but as a means to life that is meaningful and manageable.

Nursing: Nursing is a unique body of science influencing the health of humans. The implementation of nursing science and the art of nursing is nursing practice. Therefore, nursing is a blend of both science and art.

Learning: Learning is a uniquely active process of lifelong growth that endures over time and includes multiple ways of knowing. The learner uses personal motivation and accepts responsibility to continue inquiry and develop competence.

Baccalaureate Nursing Education combines courses in the liberal arts along with courses in nursing theory and practice to prepare students to become an entry level professional nurse generalist.

UNDERGRADUATE CURRICULUM

Nursing, as a professional discipline, is based on knowledge from the natural and social sciences, and humanities. A background in these related disciplines is required for entry into the nursing curriculum.

The foundation of nursing curricula is provided by the concepts of nursing theories; nursing process; professional role; trends; ethics/legal process; critical thinking; decision-making; communication; human health potential; and therapeutic nursing interventions for health promotion, maintenance and restoration across the lifespan. Learning progresses from simple to complex.

Throughout all aspects of the curriculum, undergraduate students examine value systems, legal and ethical concerns, and nursing research findings to improve professional nursing practice. Undergraduate nursing students study leadership qualities and practice management administrative functions in clinical settings with nurse managers. The faculty believes that the theory and practicum components of the curriculum provide the base for the beginning practice of professional nursing and the foundation for graduate study nursing.

BSN AFFINITY DIAGRAM

Program Outcome	BSN Essential	Concept	QSEN	Assessment and Benchmark	Results
1) Assimilate science based and nursing theories to apply to client care and population health.	Essentials I, VII, IX	**Theory** "An organized coherent and systematic articulation of a set of statements related to significant questions in a discipline that are communicated in a meaningful whole. It is a symbolic depiction of aspects of reality that are discovered or invented for describing, explaining, and predicting or prescribing responses, events, situations, conditions, or relationships" (Meleis, 20, p. 29). Meleis (p.29) defines nursing theory as "a conceptualization of some aspect of reality (invented or discovered) that pertains to nursing. The conceptualization is articulated for the purpose of describing, explaining, predicting or prescribing nursing care." A multiplicity of theories are incorporated into the curriculum to afford a foundation for practice. Lifespan Is the period during which the individual state is functional (between birth & death) and there is an understanding of all phases	Patient-Centered Care	**NURS 431L & NURS 631L Preceptor Evaluation Survey: 80% of students will rate a "3" or better for question 15:** utilize and contribute to the nursing process	

		of human life. The life span of a human being is influenced by life experiences within and individual family, aggregate, culture, and community.			
2) Demonstrate leader and followership behaviors in organizations and health care systems.	Essentials II, V	**Leadership:** Leadership, as an evolving dynamic pattern, is the ability to motivate and inspire others to form different ways of thinking, feeling, or acting. The nurse must develop leader behaviors before providing leadership to others. Leaders emerge within groups based on the situation and context.	Quality Improvement/ Teamwork & Collaboration	**NURS 431L & NURS 631L Preceptor Evaluation Survey: 80% of student will rate a "3" or better for question 28:** advocate for clients Change project: **80% of students will successfully complete the assigned Change Project with a "B" average or greater.**	
3) Utilize informatics to plan, deliver and improve care processes and client outcomes.	Essential IV	**Care Process** A scientific, clinical reasoning approach to client care that includes assessment, analysis, planning, implementation and evaluation (NCLEX-RN Test Plan, 2010).The nurse uses many skills to collect information, which may include observation, interview, physical examination, inquiry and intuition to assess health across the lifespan in a variety of settings (Craven	Informatics/ Patient Centered Care	**NURS 431L & NURS 631L Preceptor Evaluation Survey: 80% of student will rate a "3" or better for question 34:** utilize healthcare technology(documentation, electronic health record, databases, healthcare equipment) Change project: **80% of students will successfully complete the assigned**	

		& Hirnle, 1996). Technology "A combination of computer science, information science, and nursing science designed to assist in the management and processing of nursing data, information, and knowledge to support the practice of nursing and the delivery of nursing care" (Graves & Corcoran, 1989). Information technology is used by nurses to care for patients, conduct administration, and implement education (Hannah, Ball, & Edwards, 1994).		**Change Project with a "B" average or greater.**	
4) Advocate for patient safety and quality care through influencing of health care policy.	Essentials II, V	**Leadership:** Leadership, as an evolving dynamic pattern, is the ability to motivate and inspire others to form different ways of thinking, feeling, or acting. The nurse must develop leader behaviors before providing leadership to others. Leaders emerge within groups based on the situation and context.	Safety	**NURS 431L & NURS 631L Preceptor Evaluation Survey: 80% of student will rate a "3" or better for question 33:** demonstrate knowledge of healthcare delivery systems and/or political systems Change project: **80% of students will successfully complete the assigned Change Project with a "B" average or greater.**	

5) Critique and apply research findings to improve patient care outcomes.	Essential III	Research: "A diligent, systematic inquiry or study that validates and refines existing knowledge and develops new knowledge . . . that develops an experiential body of knowledge for a discipline" (Burns & Grove, 2011). Research guides and is influenced by practice.	evidence based practice	Change project: **80% of students will successfully complete the assigned Change Project with a "B" average or greater.** **Exit Survey: 80% of student will rate a "4" or better for question 4:** Utilize research findings in research practice.	
6) Collaborate with other disciplines to provide comprehensive nursing care in an ever-changing global health.	Essentials VI, VII	**Communication** Verbal and nonverbal interactions between the nurse and the client, the client's significant others and the other members of the health care team. Events and activities associated with client care are validated in written and/or electronic records that reflect standards of practice and accountability in the provision of care (NCLEX-RN Test Plan, 2010). Global health	Teamwork & Collaboration	**NURS 431L & NURS 631L Preceptor Evaluation Survey: 80% of student will rate a "3" or better for question 11:** work collaboratively with staff and/or interdisciplinary team **Exit Survey: 80% of student will rate a "4" or better for question 2:** Utilize communication strategies effectively in diverse nursing practice	
7) Demonstrate professionalism by integrating core values into practice role.	Essentials VIII, IX	**Caring** Interaction of the nurse and client in an atmosphere of mutual respect and trust. In this collaborative environment, the nurse provides encouragement, hope, support and compassion to help achieve desired	Teamwork & Collaboration	**NURS 431L & NURS 631L Preceptor Evaluation Survey: 80% of student will rate a "3" or better for question 3, 4, & 5:** maintain client confidentiality, adhere to professional	

		outcomes (NCLEX-RN Test Plan, 2010). **Professional** Focuses on the highest ideal, follows a code of ethics, and is seen as a lifetime commitment. The professional nursing practice model includes professional values, professional relationships, a care delivery model, management or governance and professional recognition awards. **Learning** Facilitation of the acquisition of knowledge, skills and attitudes promoting a change in behavior (NCLEX-RN Test Plan, 2010). Learning may be independent, interdependent, or experiential. Individuals have their own learning styles. Learning is lifelong.		standards, & demonstrate professional honesty **Exit Survey: 80% of student will rate a "4" or better for question 5:** Utilize professional, legal, and ethical standards when evaluating nursing practice.	
Collaborate with other disciplines to provide comprehensive nursing care in an ever-changing global health.	Essentials VI, VII	**Communication:** Verbal and nonverbal interactions between the nurse and the client, the client's significant others and the other members of the health care team. Events and activities associated with client care are validated in written and/or electronic records	Teamwork & Collaboration	**NURS 431L & NURS 631L Preceptor Evaluation: 80% of students will be rated a "3" or better for question 11:** work collaboratively with staff and/or interdisciplinary team **Exit Survey: 80% of student**	

		that reflect standards of practice and accountability in the provision of care (NCLEX-RN Test Plan, 2010). **Global health:** Refers to health concerns that cross national borders. It is the increased awareness that health is a basic human right and a global good that needs to be promoted and protected by the global community. Global health arises from concerns about the continued and growing disparities in health between nations and within nations. Global health requires an understanding of societal and environmental contributors to disease and the biological causes of diseases.		**will rate a "4" or better for question 54:** Communication strategies for diverse populations	
Demonstrate professionalism by integrating core values into practice role.	Essentials VIII, IX	**Caring:** Interaction of the nurse and client in an atmosphere of mutual respect and trust. In this collaborative environment, the nurse provides encouragement, hope, support and compassion to help achieve desired outcomes (NCLEX-RN Test Plan, 2010). **Professional:** Focuses on the highest ideal, follows a code of	Teamwork & Collaboration	**NURS 431L & NURS 631L Preceptor Evaluation: 80% of student will be rated a "3" or better for question 3, 4, & 5:** maintain client confidentiality, adhere to professional standards, & demonstrate professional honesty **Exit Survey: 80% of student will rate a "4" or better for**	

		ethics, and is seen as a lifetime commitment. The professional nursing practice model includes professional values, professional relationships, a care delivery model, management or governance and professional recognition awards. **Learning:** Facilitation of the acquisition of knowledge, skills and attitudes promoting a change in behavior (NCLEX-RN Test Plan, 2010). Learning may be independent, interdependent, or experiential. Individuals have their own learning styles. Learning is lifelong.		**question 17:** Utilize professional, legal, and ethical standards when evaluating nursing practice.	

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Meleis, A. I. (2012). *Theoretical nursing: Development and progress* (5th ed.). Philadelphia: Lippincott, Williams, & Wilkens.

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UNDERGRADUATE NURSING PROGRAM INFORMATION

A. BSN ON-CAMPUS ADMISSION REQUIREMENTS

1. Undergraduate Requirements

For all courses taken prior to and during the course of study, the student will provide an official transcript(s) to the Office of the Registrar.

2. Degree Summary

Each student is responsible for obtaining a Degree Summary from the Office of the Registrar at least once per year. The advisor and student are to complete the initial form and the student is to return the form to the Office of the Registrar. A copy of the Degree Summary should be in the students' academic file at the request of the Registrar's Office. Students are to review degree summary with their advisor.

3. Admission Requirements

a. Submit application for admission.
b. Write admission essay
c. Participate in interview process if minimum criteria met.
d. Complete pre-requisites with a grade of 'C' or higher.
e. Achieve a cumulative grade point average (GPA) of at least a 2.75 on a 4.0 scale at time of application.
f. Obtain at least a 69% on the Kaplan Nursing Admission Test (KNAT) at time of application. The KNAT can only be taken two (2) times. KNAT is required for all applications.
g. A clear background check. (Information to be provided upon admission)
h. A clear drug screening test. (Information to be provided upon admission)

4. Admission Status

a. Full admission is offered when admission requirements above have been met pending space and competitive status.
b. Conditional admission may be offered to a student who has not completed all pre-requisites.
c. Guaranteed admission status. (NGAP does not require application process including essay, interview, and KNAT)
d. Conditional waiting.

B. ADMISSION EXPECTATIONS

1. Sensory and Motor Coordination or Function Skills

Students must be able to execute gross and fine motor movements required to provide assessment, general care, and emergency treatment of clients. Some examples of the necessary skills include the following: (not all inclusive)

Ability to:

a. Administer CPR.
b. Use the assessment skills of palpation, auscultation, and percussion.
c. Assist in moving and lifting clients using proper body mechanics.
d. Perform clinical skills, such as initiating intravenous therapy and catheter insertion.
e. Determine changes in skin temperature.

2. Observational Skills

Students must be able to perform observational skills necessary to assess the health needs of clients through auditory, visual, and tactile abilities. Some examples of the necessary skills include the following: (not all inclusive)

Ability to:

a. Auscultate with stethoscope to assess blood pressure and to assess heart, lung, and
b. abdominal sounds.
c. See color changes in the skin; changes in pupil reaction.
d. Accurately read calibrations on a syringe.

3. Communications Skills

Students must be able to speak, to hear, and to observe clients in order to do complete and accurate assessments of client status. Communication includes verbal, reading, writing, and non-verbal behaviors that reflect sensitivity, clarity, and mutual comprehension. Some examples of the necessary skills include the following:

Ability to:

a. Initiate, maintain, and terminate a therapeutic nurse/client relationship.
b. Share pertinent client assessment and other information with colleagues interprofessional health care team.
c. Give verbal and written reports with clarity.
d. Document accurately and clearly in written and electronic format.
e. Perform client/family teaching that results in reciprocal
f. comprehension.

4. Intellectual, Conceptual, Integrative, and Quantitative Abilities

Students must have sufficient critical reasoning-skills in the practice of nursing. The students will problem solve clinical issues and situations by synthesizing information in an analytical, deliberative, evaluative, and decisive manner. Examples of needed cognitive skills include but are not limited to the following:

Ability to:

a. Accurately identify nursing problems from all assessment client data.
b. Analyze data to formulate client health care needs and nursing diagnoses.
c. Utilize critical reasoning to develop a plan of care and implement nursing
d. interventions relevant to client needs.
e. Synthesize assessment findings to evaluate the effectiveness of actions in meeting client needs for nursing care.
f. Create an alternative plan of care, if the current plan is ineffective.

5. Behavioral and Social Attributes

Students must possess the emotional stability to enable them to develop therapeutic relationships and successfully communicate with individuals and aggregates from a variety of social, emotional, cultural, and developmental levels. Students should possess the qualities of self awareness, emotional maturity, objectivity, flexibility, empathy, and integrity. Adherence to academic honesty is an expectation of all students in the nursing program. Students should be emotionally able to handle demanding workloads and to function effectively under stress.

6. English Competency

Students whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL). Log onto https://www.fhsu.edu/future-international/Language-Requirements/ for more information.

C. BSN ON-CAMPUS PROGRESSION

1. Progression Requirements

Throughout the nursing program, students must maintain or secure:

a. A grade of C or better in all courses required for the nursing major.
b. A 2.75 cumulative grade point average (GPA)
c. Clinical clearance must be maintained throughout the program.
    1. CPR certification.
    2. Health insurance.
    3. Professional liability insurance.
    4. Immunizations as required or physician signed waiver.
    5. A yearly physical exam.

2. **Student Success Plan**

   If assessment of a student's work in a nursing course shows a lack of academic progress, the faculty and student will initiate a **written student success plan.**

   a. A midterm/midpoint grade of less than a C will require a student success plan.
   b. A final nursing course grade of D or U, the student will contact the course instructor and his/her advisor to schedule a meeting to discuss the unsatisfactory grade. The student, instructor, and advisor will discuss strategies for the student to implement that may enhance performance when repeating the course. Refer to the progression policy.
   c. A student who earns a D or a U or Withdraw from either a nursing theory course or its respective practicum, lab or application course must repeat both of the courses even if he/she earned a passing grades in one of the courses. When a course is repeated, the student must re-enroll and pay the necessary fees. The student who is re-enrolling in a course must be sure that he/she enters the repeat upon enrollment.
   d. Upon successful completion of a repeated nursing course, students may progress in the nursing program provided that the overall GPA is 2.75 or higher and there is available space for the student in the progression of courses.
   e. If, after repeating the nursing course (excluding any nursing elective course), the student earns a second failing grade or withdrawal, the student will be dismissed from the program. *Failure or withdrawal of any two nursing courses, D, U, or W, following admission to the nursing program, will result in dismissal from the program* (See Reasons for Dismissal). Students may follow the University Appeal Process.

Admission to the Department of Nursing does not guarantee progression or graduation.

3. **Failure to Meet or Maintain Required GPA**

   a. If the student's GPA falls **below** 2.75 (without rounding), the student must contact their advisor to schedule a meeting to discuss the unacceptable GPA.
   b. The student and advisor will formulate a student success plan, which will address how the student will proceed. The student success plan will consist of a letter requesting permission to progress in the nursing program. This letter is to be written by the student and given to his/her advisor.
   c. The student success plan and student letter along with the recommendation from Undergraduate Committee will be forwarded to the Chair.

d. To remain in the program a student must maintain a GPA of 2.75. Each advisor is responsible for monitoring their advisees' overall GPAs each semester. Any student with a GPA below 2.75 must be reported to the Undergraduate Chair.

4. Course Sequencing

a. Once admitted, students must successfully complete all courses for each semester before progressing to the next semester of nursing courses.
b. Students are expected to complete any "Incomplete" nursing courses before progressing in the nursing curriculum.

5. Leave of Absence from Nursing Program

For on-campus admitted nursing students, a Leave of Absence (LOA) form is submitted to the Chair indicating the need to "stop out" with plans to continue in the program in the future. Students must consider that returning to the program is dependent upon space being available as class size is limited

Students requesting a leave of absence need to discuss the reason for this request with their advisor. The LOA form can be obtained from their advisor. The completed LOA form is submitted to the Department of Nursing Chair. (Refer to University Student Handbook – Policies and Procedures)

Readmission following a LOA requires appropriate documentation by the student as determined by the advisor with a letter requesting readmission.

D. ACADEMIC INFORMATION

The course instructor will indicate the criteria for successful completion of the course, this will be published in the course syllabus at the beginning of each semester. Additional course specific requirements related to testing may also apply.

1. Grade of Incomplete

A grade of Incomplete (I) is assigned at the discretion of the instructor when work is of otherwise passing quality but incomplete, usually for reasons beyond the student's control. A student may request a grade of Incomplete from the instructor prior to the end of the course. The student must be doing satisfactory work (as indicated in course syllabus) for the request to be considered.

2. Grade Appeal

A grade appeal refers to the final grade in a course, not to individual assignments within a course. Students may start the informal grade appeal process even though the final grade has not been posted (Refer to University Student Handbook – Policies and Procedures)

3. Grading Scale

Grading Scale per instructor syllabi.

4. Testing Process

Each course will have its own schedule for testing/evaluation. The course instructor will provide specific information regarding testing/evaluation process including the policy on make-up testing. When taking a test, the rules are as follows:

a. No books or papers may be left on the desktop or taken into a testing room. (Paper necessary for calculating problems may be obtained from and returned to the instructor.)
b. Students are to allow as much space as possible between themselves and other students in the room.
c. No talking or signals between students are permitted. No PDAs, cell phones, camera phones etc. are allowed in the testing area.
d. Students may not consult dictionaries or other sources of information (e.g. internet) without the permission of the instructor.
e. Permission must be obtained to leave a testing room once the test is in progress.
f. Student violation of the above rules may result in the student receiving a 0% for the test being taken during the time the infraction occurred.
g. Violation of the Academic Honesty Policy will not be tolerated. (See section on Academic Honesty and the section on Plagiarism and Academic Misconduct.)

h. Violation of instructor's directives for computer testing will not be tolerated.

It is the student's responsibility to notify the instructor prior to missing a test. If a make-up test is permitted, it must be taken on the day assigned by the instructor.

5. Written Assignments

All written work must be legible, well organized, and shall follow the current American Psychological Association (APA) writing style.

The course instructor will indicate what the written assignments are, what guidelines to follow, the grading process, the due date, and the consequences for late papers. Quality written work is required with attention to neatness, format, grammar, and punctuation as well as content. Papers shall be computer generated following APA style unless the instructor indicates otherwise.

All papers submitted as partial fulfillment of the requirements of each course are the property of the Department of Nursing as evidence of student achievement. Random samples are retained in student files and are reviewed by accrediting teams. Therefore, it is a student's responsibility to make copies of all work he/she wishes to retain prior to submitting the work to the instructor.

6. Lecture and Practicum Attendance

The Department of Nursing follows the policies on class attendance which is in the University Student Handbook. It is the student's responsibility (both on-campus and off-campus students) to notify his/her instructor prior to missing a class or on-line assignment and to arrange to make up all work missed. In the event a student cannot attend a clinical practicum experience, the student must notify the instructor prior to the scheduled clinical activity and the clinical agency as directed.

A course grade of U (unsatisfactory) may be given for excessive absences. Each instructor will provide criteria to define what is meant by "excessive absences".

The Office of Student Affairs requires that the course instructor report any student with 3 or more absences when the instructor does not know the cause of the absences.

In consideration of the developmental norms of children, the confinement of a classroom setting, the purpose for the classes, and the difficulties that may arise for the child, parent, students and teacher, students are asked not to bring their children to classes or to the learning laboratory.

Students are to follow university policy on class attendance as found in the University Student Handbook. Students may be dismissed from class, lab, or practicum at the instructor's discretion. Students will contact the Chair to seek readmission to the course.

7. Policy on Academic Honesty

Students who compromise the integrity of the academic process are subject to disciplinary action at the discretion of the instructor which could, ultimately, result in a failing grade for the course. This behavior could ultimately result in immediate dismissal from the program as evaluated by the Undergraduate Committee and the Chairperson of the Department. The student is assured of due process and right of appeal as established by the University-level appeals procedures.

8. Plagiarism and Academic Misconduct

Students who submit materials containing another person's work without giving the proper credit are committing plagiarism. This action may result in a zero for the assignment, failure of a course, and/or grounds for dismissal from the nursing program (see University Student Handbook).

E. REASONS FOR DISMISSAL

Grounds for dismissal from the Undergraduate Nursing Program include **but are not limited to:**

1. Falsifying documents.
2. Cheating and/or plagiarism or other forms of academic dishonesty.
3. Inability to meet psychomotor requirements of the program.
4. Failure to meet nursing program/course objectives/outcomes.
5. Being under the influence of illegal/habit forming drugs or alcohol during course activities.
6. Failure to maintain confidentiality.
7. Failure to maintain a cumulative GPA of 2.75.
8. Unsafe professional or clinical practice.
9. Failure (D or U) or Withdrawal (W) of two required nursing courses.
10. Failure to maintain a clear background check while in the nursing program.
11. Failure to maintain clinical clearance through the program.

F. LABORATORY/PRACTICUM REQUISITES

1. Requirements Prior to Beginning Clinical Practicum

Prior to beginning each clinical nursing course and throughout the nursing program, the student must obtain and submit verification of:

a. CPR certification (continuous)
b. Health insurance (continuous)
c. Professional liability insurance (continuous)

d. A yearly negative TB skin test or chest x-ray for a positive TB skin test every year. If a TB skin test is positive, the student will follow the protocol recommended by the Kansas Department of Health and Environment to provide proof that compliance to treatment has been followed.
e. Physical exam yearly
f. Immunizations as required or physician signed waiver

The Department of Nursing requires each student to provide proof of the requirements listed above. Photocopies of these documents will become a part of the student's file. Students are not to be allowed to participate in the clinical rotations until the above items (a-g) are met.

2. Health Requirements

Students are required to comply with the health requirements of the health agencies in which they have clinical experiences, which may include requirements beyond those listed above. The student may be asked to present proof of compliance and must do so in order to participate in the agency experience. Failure to comply could jeopardize continuance in the nursing program.

Students with an illness are required to contact the instructor prior to the clinical rotations. A statement of release from a physician or Student Health may be necessary before returning to the clinical setting. If a leave of absence (LOA) is required, contact your advisor.

3. Policy on Confidentiality

Students are required to maintain confidentiality in accordance with the Health Insurance Portability and Accountability Act (HIPAA) regarding all clinical experiences and assignments. Failure to do so may result in IMMEDIATE DISMISSAL FROM THE NURSING PROGRAM. Each student will be required to sign a confidentiality agreement form. Separate confidentiality forms may be required by the clinical agencies. HIPPA violations will be reported to the applicable clinical agency.

4. Practicum Preparation

Preparation for clinical practicum is mandatory. If unprepared, the student will be asked to leave the clinical area and not return until adequately prepared and deemed safe by the instructor to give client care. At the beginning of the practicum course the instructor will indicate what constitutes adequate preparation.

5. Transportation to Clinical Agencies

Students need to make their own arrangements for transportation and lodging to health care agencies for clinical experiences. Students will sign a travel waiver every semester.

6. Clinical Signature

All on campus BSN students will use FHSU/NS, and RNs will use FHSU/RN or following their name when signing client documents. Additional requirements related to clinical signatures may apply to some clinical facilities, and must be followed.

7. Sensitivity to Products Used in Clinical Practice/Labs

Each semester, students must inform instructors if they have allergies to any product they might come into contact with during their program of study, *e.g.* latex, powder, antibiotics, etc.

8. Clinical Make-Ups

Clinical make-up days are at the discretion of the instructor. Refer to each individual course syllabus.

9. Practicum Performance Evaluation Process

In the laboratory/clinical setting, the student will be evaluated by practicum instructors and preceptors as indicated in the course syllabus.

10. Misconduct During Clinical Experiences

Misconduct during clinical/laboratory experiences is not acceptable and is subject to penalties
up to and including dismissal from the nursing program. Misconduct would include, but not be limited to, the following:

a. Failure to adhere to client safety standards.
b. Failure to adhere to safe medication administration standards.
c. Failure to report to the instructor or other health care member an error made when providing client care.
d. Failure to report to the instructor an observed error by another student made while providing client care.
e. Performing a first time nursing action without seeking supervision from the instructor or staff nurse.
f. Documentation on the client record of nursing actions not performed by the student.
g. Breaking confidentiality of client information/records from any theory course or clinical experience. This includes <u>all</u> forms of social media, such as, but not limited to: Facebook, Twitter, Instagram, Snapchat, etc.
h. Printing off or making photocopies of clients medical records (such as for assignments).
i. Fabricating write-ups, such as clinical experience and activities, journaling or assignments.

11. Unsafe Nursing Practice

Students must maintain a safe clinical practice based on their previous nursing knowledge. Failure to meet professional or clinical agency standards resulting

in client injury or reasonable probability of injury, may result in disciplinary action or dismissal from the nursing program.

12. Infection Control Guidelines

Students will comply with the following recommendations. The Centers for Disease Control and Prevention (CDC) has stated that "Universal blood and body fluid precautions should be consistently used in the care of all clients."

13. Clinical Contracts

Students must verify that the Department of Nursing has a clinical contract with an agency of choice for any preceptorship experience. No clinical activity is to be initiated until the student has obtained instructor approval to use the agency.

14. Smoking

Students are not permitted to smoke while in uniform or during a clinical day.

15. Clinical Observation Activities

Only the student is to attend the clinical observation, practicum, client data collection or preceptorship. No visitors, friends, or children are to be in the clinical agency with the student.

The student in a designated clinical observation is to only observe. Students can use their "five senses" during the observation to assess a client, but in NO CASE is the assessment by students to direct nursing care or implementation. The nurse in charge must make his/her own independent assessment and then intervene accordingly.

G. GENERAL INFORMATION

1. Licensure

Please be advised that nursing licenses may be denied or disciplined by the Kansas State Board of Nursing (KSBN). Possible grounds for such action may include being guilty of any felony or being guilty of a misdemeanor that involves an illegal drug offense or a felony crime against a person. Also considered are patterns of practice and other behaviors exhibiting an apparent incapacity to practice nursing. All criminal history must be revealed to and will be evaluated by the KSBN **BEFORE** licensure is granted or denied.

2. Civility

All students seeking services in the department of nursing will communicate respectfully with faculty and staff. This includes verbal and written communication. Students will address faculty with proper honorifics (Dr. or Professor). Only if the faculty member indicates otherwise will the faculty member be addressed differently. Inappropriate remarks will be reported to the Department Chair.

3. **Students with Disabilities**
   Disabled students requiring accommodations must notify the Disability Student Services Coordinator to coordinate reasonable accommodations.

4. **Laboratories**
   The Department of Nursing laboratories are used by students during assigned class sessions, by sign-up appointment, and during supervised free lab times. During instructional and practice laboratory sessions, students will perform fundamental nursing procedures on each other and/or on simulators as directed by the instructor.

5. **Change in Student's contact information**
   When a student's name, address, or phone number changes, the student is required to notify instructors, the Front Office (STH120), and update Tiger Tracks. While in the nursing program, all students must be accessible by telephone or some other acceptable means of telecommunication in case the instructor needs to reach them quickly.

6. **Employment while in Nursing Program**
   Unlicensed students who seek employment in health agencies while pursuing their education in nursing will work within the employing institution's guidelines for unlicensed personnel. The Nurse Practice Act for the State of Kansas does not hold any legal classification for employed nursing students. Students who are working in health agencies should not wear any part of the student uniform identifiable with FHSU Department of Nursing.

   It is recommended that a full-time student in the nursing program not exceed 20 hours of any kind of employment per week. Excess work hours could dramatically impact school performance.

7. **Alcohol and Drug Policy**
   In keeping with the nursing profession's responsibility for protecting the public from harm while providing nursing care; clinical agencies, and/or the Department of Nursing are requiring on-campus BSN students who provide care to clients to undergo drug testing. RN to BSN students are subject to drug and alcohol testing as required by clinical affiliation. All students in the on-campus BSN program will undergo drug testing as a condition of admission starting fall 2016. Students may be required to have a drug or alcohol screening if they appear impaired while in the nursing program (classroom and/or practicum). Students will pay all fees for such screening unless clinical agencies provide this service for students. If a student does not comply upon request, program dismissal may be recommended. (See Appendix B)

8. **Background Checks**
In keeping with the nursing profession's responsibility for protecting the public from harm while providing nursing care; clinical agencies, and/or the Department of Nursing require that all nursing students obtain a background check as directed by the Department of Nursing. If necessary, additional back ground checks may be submitted after admission to the program. If upon request the student does not comply, immediate dismissal may occur.

9. **Requirements for Licensed Practical Nurses (LPN)**
NURS 104L Fundamentals of Nursing and NURS 103 Introduction to Nursing will be waived with proof of LPN licensure. LPN students must complete all other pre-requisites prior to nursing program admission.

10. **University Catalog and Departmental Handbook**
It is the responsibility of nursing students to obtain the University Student Handbook and the most current Department of Nursing Undergraduate Nursing Student Handbook through the FHSU website. Students are responsible for the information contained in these documents and any changes posted at the beginning of each semester.

11. **Departmental Committees**
Students volunteers are chosen to serve on Department of Nursing Committees. Students are allowed to participate in general discussion, but are excluded from specific student information discussion and voting on agenda items.

12. **Student Advising**
Pre-nursing and admitted nursing students are assigned a faculty advisor. Student/advisor contact is very important for registration in classes and for advising student progress in the program. Students are expected to participate in the advising process. Students may request a change of advisor by contacting the Front Office Manager

13. **Grievance Procedure**
Student problems, concerns, or questions should initially be addressed to the course instructor or the advisor. If no resolution occurs, the next step is to contact the Chair of the Nursing Department. See University Student Handbook for process.

14. **Undergraduate Nursing Program Honors and Awards (Leora B. Stroup and Sigma Theta Tau)**
The Leora B. Stroup Award is presented at the pinning ceremony each semester to qualified recipients. The Leora B. Stroup Award is presented to three graduates including an Undergraduate Nursing Program on-campus student, a Registered Nurse to Bachelor of Science in Nursing (RN to BSN) student, and a graduate nursing student. Candidates must have a GPA of 3.25

or higher to be considered. In addition, the candidates submit evidence of their achievement in the following areas: professional, honors/awards, community involvement, and contributions in the clinical setting. Letters of recommendation are also submitted from a faculty person and someone with knowledge about the student's clinical performance other than faculty. The recipient's name is added to a plaque in the foyer of Stroup Hall.

Sigma Theta Tau International, Nu Zeta chapter, is the international honor society that recognizes superior achievements in nursing, encourages leadership development, fosters high nursing standards and strengthens the commitment to ideals of the profession. Membership is by invitation only. Undergraduate nursing students must be seniors with a grade point average of 3.0 or higher and be in the top 35% of their class. On-campus nursing students are considered a class, as are the students in the Registered Nurse to Bachelor of Science in Nursing (RN to BSN).

15. Special Nursing Fees (Approximate)

Students in nursing programs have expenses in addition to the usual University costs. Some of these approximate costs are:

Liability Insurance: Upon admission $30-35/yr

FHANS dues (optional) $5/yr

Kaplan Nurse Entrance Test $35

Immunizations: $100-250/yr
(Proof verification required.)

Yearly Physical Exam $10-up/yr

CPR Certification ..... $25-30/2 yrs
(AHA Healthcare Provider Certification required)
Background Check $60

Program lab fee includes $550
2 sets of scrubs
hemostat/scissors
initial drug testing
lab supplies for program
photo badge

Other Supplies provided by the student:
Lab Coat $20-40
Shoes $30-50
Watch with second hand $10-50
Stethoscope ..... $100 +
Textbooks:
first semester of nursing courses $1200-1500
other semesters of nursing courses ..... $200 +

Kaplan Fees ..... $135 + per semester

Graduation Fees: (Senior Year)
Pictures ..... $10 +
School Pin$ ..... 25 +
KSBN Application $75
NCLEX Fee ..... $275 +

Outside travel and hotel expenses will apply in some courses ..... $150 +

16. **Financial Aid/Scholarships**
Financial Aid and Scholarship opportunities may be found at:
http://www.fhsu.edu/admissions/Scholarships-and-Financial-Aid/

H. DRESS POLICY

A nursing student should portray a positive self-image within the professional role as a nurse.

1. **Uniforms for Admitted Students**
   a. Black scrub pants, that do not extend below the sole of one's shoes or Black skirts may also be worn with appropriate hose and shoes are also acceptable (pants provided with nursing program lab fee)
   b. Black scrub tops with FHSU Nursing Department embroidered on the left upper chest. (provided with nursing program lab fee)
   c. If it is necessary to wear a long sleeved shirt under the scrub top for warmth, the color should be white, gold or black.
   d. Black or white shoes worn with socks.
   e. White lab coats with FHSU Nursing Department embroidered logo on upper left chest.
   f. A clean, fresh uniform is to be worn each clinical day. Good personal hygiene is required.
   g. Sweat shirts, hoodies, and fleece jackets are not to be worn while giving direct client care; clean lab coats may be worn for additional warmth.
   h. When at the clinical agency preparing for a clinical experience, the uniform or a lab coat with professional attire is to be worn (no jeans, shorts, sweats, or tee shirts.)
   i. Student photo ID badge is required access to client records will be denied if the student is not in proper dress attire.
   j. When at the clinical agency, at a time other than the clinical experience, appropriate shoes and foot covering are to be worn. No open-toed shoes are allowed and shoes must be clean.
2. **Professional Dress Code**
   Students attending meetings or presentation should be dressed appropriately. Males are to wear dress pants and a button up shirt with or without a tie; no jeans. Females are to wear nice pants and an appropriate

top; dresses; no jeans. Inappropriate tops include deep v-cut or open backs or bare shoulders. Dresses should not be tight, form fitting, or deep v-cut. Dresses are to be no more than 2 inches above the knee cap in a standing position. Dresses greater than 2 inches above the knee cap will require tights or leggings. Noncompliance with the professional dress code will result in dismissal from the nursing program event. Assignments associated with the event will not be completed and will result in a zero.

3. Jewelry

a. FHSU Department of Nursing photo ID badge is to be worn only while at the clinical Agencies
b. The only jewelry items allowed are: watch, engagement or wedding rings, and one small stud placed in each earlobe. Visible body and tongue piercing jewelry is not acceptable in the clinical setting. Tattoos must be covered during clinical/lab activities. If there is a question concerning a visible tattoo, see course instructor for appropriate measures.
c. Refer to course syllabus for further requirements relating to professional appearance.

4. Hair

a. Hair, beards, and mustaches are to be clean and neat. If a groomed beard and/or mustache is not worn by males; face should be clean shaven.
b. Long hair must be pulled back so it does not fall forward into the face.

5. Cosmetics

a. No heavy makeup is to be worn.
b. No cologne, scented deodorant, scented after-shave, or other strongly scented body products are not permitted.
c. Fingernails are to be trimmed, no longer than one quarter inch beyond the end of the finger, rounded and clean. No artificial nails are to be worn. Finger polish must be a neutral color and not chipping.

6. **Cellular Phones**

a. All cell phones are to be turned off and/or on silent or vibrate mode while attending classes, unless other arrangements have been made with the instructor or as dictated by course syllabus.
b. Clinical agency policies for cell phones must be followed in the clinical setting.

I. DEPARTMENT OF NURSING STUDENT ORGANIZATIONS

Fort Hays Association of Nursing Students (FHANS)

The Fort Hays Association of Nursing Students (FHANS) is the official student nurse group in the Undergraduate Nursing Program. FHANS is affiliated with the Kansas Association of Nursing Students (KANS) and the National Student Nurses Association (NSNA). Any pre-nursing student or nursing student requesting more information should contact the FHANS advisor.

J. GRADUATION INFORMATION FOR SENIORS

The following items/activities need to be completed by Senior nursing students prior to graduating.
Students should check off the following items as they complete them.

1. Intent to Graduate

a. Intent to Graduate Form found on Tiger Tracks must to completed and submitted to Registrar's Office.
b. All necessary paperwork will be completed in class as conducted by Senior Administrative Assistant.
c. Make sure degree summary is up-to-date and accurate.

2. Kansas State Board of Nursing Application

In order to secure licensure, nursing students must pass the State Board Licensure Examination. The testing is conducted by appointment under the auspices of the Kansas State Board of Nursing.

a. Applications: Applications and forms will be provided to the student during the Senior II semester.
b. NCLEX application: Must be completed on-line one month prior to graduation.
c. KSBN form: Must be submitted online submitted one month prior to graduation.
d. Request for Transcript: KSBN requires a completed, official student transcript.

Student must complete a transcript request form and submit it to the Registrar's Office. https://www.fhsu.edu/registrar/**transcripts**/

3. Checklist for Completing State Board Application

Refer to KSBN website: http://www.ksbn.org/forms/Initiallicense.pdf

4. Department of Nursing Pin

Prior to graduation, students are provided the opportunity to purchase FHSU nursing pins.
Graduating students are responsible for ordering and paying for the Department of Nursing pin.

5. Recognition Ceremony

Graduating candidates will be honored at a recognition ceremony held at the end of each semester and sponsored by the Department of Nursing. Further information may be obtained from the Office of the Department Chair.

6. Graduation Requirements

a. Early in the semester of graduation, all graduating students must contact the Office of the Registrar to complete and verify all requirements for graduation.
   Check with advisor and at Registrar's Office to verify all course requirements have been met.

b. For graduation, students must have a minimum of a 2.75 GPA in the nursing major and a 2.0 for the University.

c. Incomplete grades must be removed; check with your advisor and/or Registrar's Office, if necessary.

d. Library books must be returned to the library and all library fees, if any, paid.

e. Traffic tickets, if any, paid.

f. All university and departmental fees must be paid.

K. ADDITIONAL INFORMATION FOR VIRTUAL RN TO BSN PROGRAM STUDENTS

1. Admission

Admission to the University is different from admission to the Department of Nursing. All RN to BSN students must apply and be admitted both to Nursing CAS (Department of Nursing) and FHSU prior to taking courses.
Nursing CAS admission: http://www.fhsu.edu/nursing/RN-BSN-(On-LINE)/#ApplytoNursingCAS
FHSU admission: http://www.fhsu.edu/admissions/admissions-application/
A student may apply to the RN to BSN Program anytime when they have:

a. An active RN License issued in the United States

b. cumulative G.P.A. 2.50 or above

The following courses are program requisites and must be completed before the RN-BSN student is eligible for BSN graduation.

English Composition I (3 credit hours)
English Composition II (3 credit hours)
College Algebra or Liberal Arts Math (3 credit hours)
Statistics (3 credit hours)
Human Anatomy & Physiology + lab (5-8 credit hours)
Microbiology + lab (4 - 5 credit hours)
Chemistry (3 credit hours)
General Psychology (3 credit hours)
Introduction to Sociology (3 credit hours)
Oral Communication (3 credit hours)

Official Transcripts from **ALL** schools must be sent to FHSU Registrar's Office:
Registrar's Office
Fort Hays State University
600 Park Street, Hays, KS 67601

E-mail: registrar@fhsu.edu
Fax: 785-628-4085

2. Enrolling/Registering for Courses

Step by Step Guide to pre-enrolling & finalizing enrollment:
https://www.fhsu.edu/aace/tigerenroll/

3. Registered Nurse Licensure

Must have attended and graduated from an accredited nursing program. Said nursing program must have accreditation from CCNE, ACEN, or NLN at time of student graduation.

Prior to being admitted to the Department of Nursing, the nursing student must have a current U.S. registered nurse (RN) license. Such license must remain fully endorsed by the in-state board of nursing during the program of study.

4. RN-BSN Program Progression

Students in the RN-BSN program must maintain a 2.5 cumulative GPA. Students with a GPA of less than 2.5 will be recommended for dismissal from the RN-BSN program. Students must pass all RN-BSN program courses with a C or better. Grades resulting in a D, U, or W are considered failing. Two failed RN-BSN courses will result in a dismissal recommendation. Students may follow the University Appeal guidelines.

5. Advanced Standing Credit

As a Registered Nurse, you are eligible for Advanced Standing Credit (ASC) towards your BSN degree by demonstrating successful completion of the NCLEX-RN national exam. The University requires 45 upper division hours and 60 hours from a four-year institution. ASC can help you achieve these requirements. Students who qualify for ASC will be granted a total of 36 credit hours. These fees will total $400.00 for 16 nursing courses. Course credit earned by ASC will be posted to the student's transcript (once the fee is paid) during the final semester a student is enrolled in the nursing program. Below are the courses that will be credited.

NURS 310L Skills Lab
NURS 311 Health & Illness I
NURS 311L Health & Illness I Practicum
NURS 328 Mental Health Nursing
NURS 328L Mental Health Nursing Practicum
NURS 330 Health & Illness II
NURS 330L Health & Illness II Practicum
NURS 340 Pharmacology I
NURS 341 Pharmacology II
NURS 420 Maternal/Infant
NURS 420L Maternal/Infant Practicum
NURS 422 Pediatrics
NURS 422L Pediatrics Practicum
NURS 423 Concepts of Gerontology
NURS 430 Health & Illness III
NURS 430L Health & Illness III Practicum

6. Financial Aid/Scholarships

Financial Aid and Scholarship opportunities may be found at:
http://www.fhsu.edu/finaid/

7. Clinical

The one clinical internship course in the curriculum for RNs may be completed in agencies close to the RN's place of residence. The RN student's uniform is whatever is professionally appropriate in the particular agency where he/she is doing the practicum. The FHSU ID photo badge is required with all clinical nursing course activities. An ID photo badge that has been altered with tape, etc. is not an acceptable name pin. Information regarding purchase of the FHSU nametag will be provided during the appropriate course.

Internship courses will be completed with FHSU faculty and the use of a BSN prepared preceptor. All RNs are responsible for compliance with HIPAA guidelines for agencies utilized during the course, NURS 631L. Students are also responsible for being current with all immunizations as well as any other requirements needed for clinical practice in the health care agency used for the course. All preceptors are arranged by the RN student and must be cleared with the instructor of record. **Students may not attend any clinical agencies until the instructor of record has approved the student to begin the clinical experience.** Violation of this may jeopardize not only the course grade but also the RN's status as an admitted student in the Department of Nursing. The preceptor-signed form must be returned.

NURS 631 Integration of Professional Nursing for the RN and NURS 631L Internship for the RN are to be taken as the final courses concurrently in the RN to BSN curriculum. Incompletes are granted at the discretion of the instructor and follow university policy.

8. Transfer Articulation Agreement (Kansas/International)

Students who obtain an Associate Degree or transfer in 45 credit hours from a regionally accredited college or university complete the Transfer Articulation Agreement (TAA). https://www.fhsu.edu/registrar/transfer-agreement-articulatio

9. Transition (RN to BSN) Articulation

Students may transfer in up to 6 credit hours for nursing program courses. Course transfer request is obtained through the student's advisor. Diploma Nurses (without 45 transferable credit hours) will have a few more general-education classes to complete. More information is located here: http://www.fhsu.edu/coas/general-education/

10. Graduation

All potential graduates must file an intent to graduate (via TigerTracks) before the first day of classes, the last semester the student is in the program.

For graduation, students must have a 2.0 overall GPA and 2.50 GPA in the nursing major.

11. Academic Information

The residency requirement requires that a student must take a minimum of 30 credit hours from FHSU.

Student can view an unofficial transcript via Tiger Tracks.

12. On-line Educational Learning Environment

There are several items that a RN should keep in mind regarding distance education.

a. Student are responsible for checking their FHSU email on a regular basis. (At least once a week)
b. RN students are encouraged to plan clinical activities early.
c. Students **cannot start clinical** experiences until all requirements are completed.
    1. The FHSU instructor will notify the student upon approval of student's preceptor. It is highly recommended that the preceptor hold at least a BSN degree.
    2. Immunizations and other requirements has been received in the Department of Nursing.
    3. The instructor will notify the student when they have been cleared to begin the clinical experience.

13. International Students: Bachelor of Science in Nursing (BSN) for Registered Nurses

a. Prior to coming to the United States:

1. Contact the Registrar's Office at 785-628-4223 for university application information.
2. If not already licensed in the United States, request the "Instructions for Professional Nurses Educated in Countries other than the United States" from the Kansas State Board of Nursing at the following address:
   Executive Administrator, Kansas State Board of Nursing
   Landon State Office Building Room Suite 1051
   900 SW Jackson, Topeka, Kansas 66612-1256 USA
   Telephone: 785-296-2967 or 785-296-5752;
3. Apply for Registered Nurse licensure examination (NCLEX-RN) that will be administered in the United States and some foreign countries by computer application.

b. Prior to admission to the Department of Nursing:

1. All out of country transcripts must be evaluated by the Commission of Graduates of Foreign Schools of Nursing (CGFNS). CGFNS also evaluates the general Education courses, but students must request the Full Education Course-by-Course Report for CGFNS. Contact CGFNS at www.cgfns.org.
2. Have license to practice in the United States of America (USA). This means you have already passed NCLEX-RN and received a license to practice as a RN.
3. Contact the Nursing Baccalaureate Outreach Student Advisor by email at skprickett@fhsu.edu.
4. While living outside the USA, international students can take at least 2 years to complete requirements for Kansas RN licensure. If an international student plans to complete the BSN inside the USA, a student should plan on spending at least one year competing deficiencies after arrival in the United States. During this time period prior to licensure, international students may take general education courses but may NOT take nursing courses.

APPENDIX A

SOCIAL MEDIA POLICY

PURPOSE:

Fort Hays State University 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 University presence or participation on social media sites is guided by university policy (http://www.fhsu.edu/socialmedia/guidelines/). 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. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

DEFINITIONS:

Social media in this context is defined as web-based and mobile platforms for user generated content that create interactive and highly accessible, and often public, dialogues (National Student Nurses Association, n.d.). Kaplan and Haenlein (2010) define social media as "a group of Internet-based applications that build on the ideological and technological foundations of Web 2.0, and that allow the creation and exchange of user-generated content" (p 61). Merriam-Webster dictionary (2015) defines social media as: forms of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos).

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:

- Blogging – Blogger, LiveJournal, Xanga
- Microblogging – Dailybooth, Foursquare, Boogle Buzz, Posterous, Tumblr, Twitter
- Postcasting – Blubrry
- Social Networking – Bedo, Facebook, Google+, Linkedin, MySpace, Orkut, Snapchat
- Social News Sharing – Digg, Reddit
- Social Bookmarking/Social Tagging – Delicious, Diigo, Google Reader, StumbleUpon
- Video Hosting – Vimeo, YouTube

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. 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 students you will want to represent the University and the Department in a fair, accurate and legal manner while protecting the brand and reputation of the institution.
When publishing information on social media sites remain aware that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others.

POLICY:

- It is expected that during clinicals use of PDAs and other devices employed for social media will be used only as authorized by faculty or facility. If a PDA is combined with a cell phone, it is expected that the cell phone aspect of the device is silenced.
- No personal phone conversations or texting are allowed at any time while in client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
- Use of computers (PDAs, 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. At NO time shall clients/clients be videotaped or photographed without written permission of the client and of the facility.
- Be aware of your association with Fort Hays State University 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 Fort Hays's behalf, unless you are authorized to do so in writing.
- HIPPA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- **You have sole responsibility** for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.
- Inadvertently or intentionally breaching client confidentiality/privacy can occur through a variety of situations and circumstances. Nursing students breach confidentiality or privacy by posting information through social media tool, such as: commenting on someone else's post that displays any information that may identify a client; referring to clients or their care; or posting videos or phots of client or anything that may identify a client. (NSNA)

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 clearheaded. 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 Fort Hays State University student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/clients. Ensure that content associated with you is consistent with your professional goals.
- Nursing students are preparing for a profession which provides services to a public that also expects high standards of behavior.
- Respect your audience.
- Adhere to all applicable university privacy and confidentiality policies http:/www.fhsu.edu/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, libelous or obscene.
- 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.
- Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
- Don't 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 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.).
- Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, clients/clients, or others with whom one has contact in the role of a FHSU Department of Nursing student.

EXAMPLES:

Scenario 1: Student Nurse on Facebook®

A case where there was no original intent to harm (NCSBN, 2011e), a nursing student wanted to remember the 3-year-old pediatric client she had been caring for, who had be receiving chemotherapy for leukemia at a children's hospital. She took his photo, with his room number visible in the background. She then posted his photo on her Facebook® wall for friends to see, writing about how brave her client was and how proud she was to be a nursing student. This student, like many who are naïve about social networks, did not realize that others can access posts even when appropriate privacy settings are in place. In this case, someone forwarded the information to a nurse at the children's hospital who then contacted her supervisor. Since the nursing program had a clear policy about student's not breaching confidentiality and the Health Insurance Portability and Accountability Act (HIPAA) violations (U.S. Department of Health & Human Services, 2012), the student was expelled from the program. Further, the nursing program was not allowed to utilize the children's hospital for pediatric clinical experiences and the hospital faced HIPAA violations.

Scenario 1: Student Nurse on Facebook

In one case (NCSBN, 2011e) nurses arrived on their unit to find a picture of a client, in her hospital gown with her backside exposed, in their emails. The staff who received this email did not know the source, so the forwarded it to others who had not received it to find out who might have sent it. In the course of the morning, this email was the subject of conversation with some nurses airing their concerns, but others finding it funny. No one reported it to the supervisor. By midday, hospital management became aware of the photo and began investigating because of their concern that the client's rights may have been violated. The local media found out and the story was covered so extensively that it made national news. Law enforcement became involved investigating whether sexual exploitation occurred. Hospital management placed the nurses on administrative leave while they reviewed the facility's rules that emphasize client rights, dignity, and protection. Management also reported the incident to the Board of Nursing (BON), which opened an investigation to determine whether state or federal regulations enforceable by the BON, such as confidentiality of health records, were violated. Eventually the client was identified and the hospital faced possible legal consequences. Had the nurses acted as professionals and reported the incident, this entire situation could have been avoided.

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APPENDIX B
FHSU NURSING STUDENT DRUG SCREENING POLICY

The FHSU Department of Nursing enforces a zero tolerance for impairment due to alcohol and/or drug use while on campus or in clinical affiliation experiences. Infringement of this policy will cancel the offer of admission. Those admitted to the nursing program will be subject to disciplinary action up to and including academic dismissal.

1. On-campus BSN student admission to the nursing program is contingent upon a drug screening test result indicating no evidence of drug use. A drug screening result indicating dilution of the sample will require a repeat drug test.

2. The cost of the (Quest Diagnostics) drug screening conducted for admission is included in the NURS 310 lab fee. The screening will be announced for a random date. Information regarding testing will be provided at the announcement.

3. In the event of a positive drug screening result, student admission to the on-campus BSN nursing program will be denied.

4. Positive drug screening results of currently enrolled nursing program students will result in suspension from the program pending review by the Chair/Dean/Provost/President.

5. Students may be permitted to take legally prescribed and/or over-the-counter medications consistent with appropriate medical treatment plans while on duty. However, when such prescribed or over-the-counter medications affect clinical judgment, the student's safety or the safety of others, the student will be removed from clinical. The Chair will be consulted to determine if the student is capable of continuing to participate in academic and clinical programs.

6. After admission to the nursing program, students suspected of drug or alcohol impairment while in the clinical or classroom areas will be removed from the area and required to undergo immediate drug and alcohol testing. Testing is at the student's expense. Impaired students will not be permitted to drive. The student will be suspended from all clinical/classroom activities until the investigation is complete.

7. In the event of medication administration/handling discrepancy (i.e., in the case of the improper documentation of narcotics) or in the event of a medical error, accident or injury, testing will be conducted according to the policy of the clinical agency.

8. Referrals for evaluation and counseling for drug and/or alcohol use will be a part of a plan for a student with a positive screening or incident related to drug or alcohol use.