***Every effort is made to provide information that is current and accurate. The Department of Nursing reserves the right to make changes whenever such action is deemed appropriate or necessary. Any changes made are approved according to DON policies and procedures.
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.

Associate Professor and Chair
785.628.4511
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http://www.fhsu.edu/nursing/

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

AACN: American Association of Colleges of Nursing
AANP: American Association of Nurse Practitioner
ANA: American Nurses Association
ANCC: American Nurses Credentialing Center
APA: American Psychological Association
APN: Advanced Practice Nursing
APRN: Advanced Registered Nurse Practitioner
BSN: Bachelor of Science in Nursing

CCNE: Commission on Collegiate Nursing Education

DON: Department of Nursing
FDON: Faculty of the Department of Nursing
FHANS: Fort Hays Association of Nursing Students
FHSU: Fort Hays State University
FNP: Family Nurse Practitioner
GPA: Grade point average
HIPAA: Health Insurance Portability and Accountability Act
KSBN: Kansas State Board of Nursing
MAT: Miller Analogy Test
MSN: Masters of Science in Nursing
NA: Nursing Administration
NE: Nursing Education
SGA: Student Government Association
SLC: Student Life Committee
TT: Tiger Tracks
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. A major commitment of the department focuses on using unique opportunities that may include scholarship, service, and health care delivery. Advanced informational technology is integral to serving the educational needs of diverse populations in various work environments. Technology serves as a link between the rural cultures of western Kansas and the diverse global community.

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; all goals are viewed as being important for actualizing the department mission.

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 expert graduate level nurses in advanced nursing.
3. To offer a nursing curriculum using advanced informational technology.
4. To improve health care delivery.
5. To prepare faculty and graduates for the future needs of a global society, while integrating a humanistic understanding of diverse populations.
6. To use the expertise of faculty and students in providing public service activities.
7. To engage faculty and students in scholarly activities and to disseminate research findings for the benefit of society and the nursing discipline.
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.
Fort Hays State University

Department of Nursing

Schematic Model
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.

CURRICULUM CONCEPTS

Curricular strands form the basis for the organizing framework of the curriculum.

Curriculum Concepts:

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.

Theory
Theory is a systematic abstraction of reality that is organized by words or other symbols (Chinn & Kramer, 1995). The purpose of theory may vary, however, it is organized, has a pattern and provides a basis for practice. A variety of theories are used in this curriculum to provide a basis for practice.

Research
Research is a process of systematic inquiry. Multiple ways of knowing are valued. Research guides and is influenced by practice.

Learning
Learning is the gaining of knowledge by various methods, including practice, study, and instruction (Craven & Hirnle, 1996). Learning may be independent, interdependent, or experiential. Individuals have their own learning styles. Critical thinking is a major component of learning within professional education.
Caring
Caring is the art, practice and science of professional caring. Caring is not only central to nursing but is also complementary to the science of caring (Watson, 1985). Caring includes but is not limited to compassion, competence, confidence, conscience, commitment, and comportment (Roach, 1984). The compassion of caring is a way of life that is developed from one’s relationship with human beings. Competence includes “having the knowledge, judgment, skills, energy, experience and motivation required to respond adequately to the demands on one’s professional responsibilities” (Roach, 1984, p. 22). Confidence fosters trust, communicates truth, and creates relationships of respect without dependency, violence, paternalism, fear or powerlessness. Conscience is a state of moral awareness that is a deliberate, intentional, meaningful response, and is a state that effects the actions of human beings on one another. Commitment is “a complex affective response characterized by a convergence between one’s desires and one’s obligations, and by a deliberate choice to act in accordance with them” (Roach, 1984, p. 25). Comportment is reflected in demeanor and can be symbolized in dress, language etc.

Caring pertains to relationship(s) whether it is one to one, one to several, or several to several. Caring can be effected by an individual’s perception of life and health. Using the process of professional caring generates movement toward growth and self-actualization (Bevis, 1989).

Lifespan
Lifespan is the individualized state of developmental potential from birth to death encompassing the whole human being. The life span of a human being is influenced by life experiences within an individual, family, aggregate, culture, and community.

Professionalism
Professionalism is the essence of values, attitudes, beliefs, behavior, and actions. Within a practice discipline, the professional nurse uses education, experience, legal and ethical standards, and the context to guide practice in a variety of situations.

Care Process
Care Process is gathering information about health, analyzing and synthesizing data, and making judgments about nursing interventions based on the findings. Assessment includes understanding the individual, family, aggregates, or community and utilizing data from organizations and systems in planning and developing care (AACN Educational Standards and Special Projects, 1999). 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 & Hirnle, 1996).

Communication
Communication is the interchange of information between, or among two or more individuals through a system of sending and receiving messages. There are three forms of communication. The first two forms are verbal, which involves the spoken and written word, and nonverbal, which can include but is not limited to body movements, voice tone, appearance, and silence. The third form is metacommunication, which includes anything that is taken into account when interpreting what is happening. Communication can take place through various media including one-on-one, in groups, through written messages, and through technology such as telephone, computer, and faxes (Craven & Hirnle, 1996).
Global Society
Global Society is the ever-changing philosophical and/or actual milieu in which nursing education and nursing practice take place. Working within the global society requires the ability to practice with diverse groups/aggregates in diverse locations. This also requires utilizing and adapting skills to meet the acute care, long term care, health promotion, and disease prevention needs of others.


Nursing students completing the undergraduate curriculum of the FHSU Department of Nursing will display ability to:

**Curriculum Outcomes**

<table>
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<tr>
<th>Strands</th>
<th>Junior Year Outcomes</th>
<th>BSN Outcomes</th>
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| Leadership, as an evolving dynamic pattern, is the ability to motivate and inspire others to enhance health and the discipline of nursing. The nurse must develop leader behaviors before providing leadership to others. Leaders emerge within groups based on the situation and context. | 1) Describe leadership behaviors.  
2) Demonstrate leader, leadership, and followership behaviors in diverse situations.  
3) Explain the social, political and economic factors of human, aggregates and organizations.  
4) Value the role of a leader. | 1) Demonstrate leader, leadership, and followership behaviors based on an analysis of the situation and an understanding of the social, political, and economic factors of humans, aggregates, and organizations.  
2) Display the characteristics of a leader.  
3) Value the role of the leader. |
| Theory is a systematic abstraction of reality that is organized by words or other symbols (Chinn & Kramer, 1995). Theory is organized, has a pattern and provides a base for practice; the purpose varies. A variety of theories are used in this curriculum to provide a basis for practice. | 1) Select an appropriate theory in selected situations in the practice of professional nursing. | 1) Use appropriate theories in the practice of professional nursing. |
| Research is a process of systematic inquiry. Multiple ways of knowing are valued. Research guides and is influenced by practice. | 1) Select appropriate research in the practice of professional nursing. | 1) Use appropriate research in the practice of professional nursing.  
2) Critique appropriate research in the practice of professional nursing.  
3) Use the professional nursing knowledge base.  
4) Access the professional nursing knowledge base. |
| Professionalism is the essence of values, attitudes, beliefs, behavior and actions. Within a practice discipline, the professional nurse uses education, experience, legal and ethical standards, and the context to guide practice in a variety of situations. | 1) Demonstrate professionalism through values, attitudes, beliefs, behaviors and actions in diverse settings.  
2) Recognize the role of the professional organization and political policy making. | 1) Display professionalism by asserting the right and responsibility to practice nursing through values, attitudes, beliefs, behaviors, and actions.  
2) Value the role of the professional organization and political policy making. |
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<th>Strands</th>
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<th>BSN Outcomes</th>
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<td><strong>Caring</strong></td>
<td>1) Display professional caring through compassion, competence, confidence, conscience, commitment and comportment (Roach, 1984).</td>
<td>1) Display professional caring through compassion, competence, confidence, conscience, commitment and comportment (Roach, 1984) which generates movement toward self growth and self-actualization (Bevis, 1989).</td>
</tr>
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<td>2) Using the process of professional caring generates movement toward self growth and self-actualization (Bevis, 1989).</td>
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<tr>
<td><strong>Communication</strong></td>
<td>1) Demonstrate effective and therapeutic communication to interface with humans, family, aggregates or community to effect professional caring and positively influence health.</td>
<td>1) Collaborate with others for effective and therapeutic communication to interface with humans, family, aggregates, or community to effect professional caring and positively influence health.</td>
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<td>2) Use available technology in nursing practice.</td>
<td>2) Use available technology to influence the discipline of nursing.</td>
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<td><strong>Lifespan</strong></td>
<td>1) Describe the role of other health team members and the individual, family, aggregate or community.</td>
<td>1) Collaborate with other health team members and the individual, family, aggregate, or community to attain a state of health that is meaningful and manageable throughout the lifespan.</td>
</tr>
<tr>
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<td>2) Use a knowledge of lifespan in nursing practice.</td>
<td>2) Incorporate a knowledge of lifespan in nursing practice.</td>
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<tr>
<td>Strands</td>
<td>Junior Year Outcomes</td>
<td>BSN Outcomes</td>
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| **Care Process** is gathering information about health, analyzing and synthesizing data, and making judgments about nursing interventions based on the findings. Assessment includes understanding the individual, family, aggregates or community and utilizing data from organizations and systems in planning and developing care (AACN). The nurse used 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 & Hirnle, 1996). | 1) Demonstrate assessment of individuals, families, aggregates or communities through observation, interviews, inquiry, intuition and physical examination in a variety of settings based on the analysis and synthesis of information gathered.  
2) Make judgments about planning & delivering of care.  
3) Implement and evaluate outcomes and propose change in care as necessary. | 1) Generate assessment of individuals, aggregates, and community through observation, interviews, inquiry, intuition, and physical examination in a variety of settings based on the analysis and synthesis of information gathered.  
2) Coordinate planning and delivery of care.  
3) Make judgments about delivering care.  
4) Implement, evaluate, and initiate change in care as necessary. |
| **Learning** is the gaining of knowledge by various methods, including practice, study, instruction (Craven & Hirnle, 1996). Learning may be independent, interdependent or experiential. Individuals have their own learning styles. Critical thinking is a major component of learning within professional education. | 1) Participate actively as a self-directed learner.  
2) Participate in creative problem solving.  
3) Explain self-directed lifelong learning and multiple ways of knowing. | 1) Participate in an active self-directed lifelong learning growth process using multiple ways of knowing.  
2) Appreciate a self-directed lifelong learning growth process.  
3) Exhibit critical thinking in professional practice. |
| **Global Society** is the ever changing philosophical &/or actual milieu in which nursing education and nursing practice take place. Working within the global society requires the ability to practice with diverse aggregate/groups and in diverse locations. This also requires utilizing and adapting skills to meet the acute care, long term care, health promotion, and disease prevention needs of others. | 1) Participate in providing comprehensive nursing care in an ever-changing global society by utilizing and adapting skills to meet the health care needs of diverse aggregates/groups in diverse settings. | 1) Collaborate to provide comprehensive nursing care in an ever-changing global society by utilizing and adapting skills to meet the health care needs of diverse aggregate/groups in a variety of situations. |
UNDERGRADUATE NURSING PROGRAM INFORMATION

A. 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 no later than the completion of the second semester sophomore year of the nursing program.

3. Admission Requirements
   a. Submit application for admission.
   b. Obtain three references from non-relatives.
   c. Complete pre-requisites with a grade of ‘C’ or higher.
   d. Achieve a cumulative grade point average (GPA) of at least a 2.75 on a 4.0 scale.
   e. Obtain a passing score on the Kaplan Nursing Admission Test (KNAT).
   f. Produce a copy of CNA card during the admission procedure.
   g. Demonstrate proficiency in math calculations for medication administration by successfully passing N290 with a cumulative letter grade of “A”.

4. Full Admission Status
   Full Admission is offered when admission requirements above have been met pending space and competitive status.

5. Conditional Admission Status
   a. A letter of Conditional Admission may be offered to a student who has not completed all pre-requisites.

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 patients. 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 patients 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 abdominal sounds.
   b. See color changes in the skin; changes in pupil reaction.
   c. Accurately read calibrations on a syringe.

3. Communications Skills

Students must be able to speak, to hear, and to observe patients 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: (not all inclusive but not limited to)

Ability to:
   a. initiate, maintain, and terminate a therapeutic nurse/patient relationship.
   b. share pertinent patient 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 patient/family teaching that results in reciprocal 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 patient data.
   b. analyze data to formulate patient health care needs and nursing diagnoses.
   c. utilize critical reasoning to develop a plan of care and implement nursing interventions relevant to-patient needs.
   d. synthesize assessment findings to evaluate the effectiveness of actions in meeting patient needs for nursing care.
   e. devise an alternative plan of care if the current plan was ineffective or needs more time.
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) and have a score of 20 in writing, 20 in speaking, 19 in reading, and 14 in listening. In addition, students must take the Test of Spoken English (TSE) and have a score of 230 or better. Passing scores are required prior to admission to the nursing program.

C. 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. CPR certification.
d. health insurance.
e. professional liability insurance.
f. immunizations as required or physician signed waiver.
g. a yearly physical exam.

summative test scores- As noted on each specific course syllabi.

2. Absence of Course Success

a. If assessment of a student’s work in a nursing course shows a lack of academic progress, the faculty and student may initiate a written plan of improvement.
b. If a final nursing course grade falls below a “C”, 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.
e. A student who earns a “D” or a “U” in 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 grade 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, the student will be referred to the student Life Committee for a recommendation regarding progression. Failure of two nursing courses following admission to the nursing program is considered to be grounds for dismissal from the program (See Reasons for Dismissal)

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 his/her advisor to schedule a meeting to discuss the unacceptable GPA.

b. The student and advisor will formulate a plan of action which will address how the student will proceed. The plan of action will include:
   a) 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 plan of action and student letter along with the recommendation from Undergraduate Committee will be forwarded to the Chair.

3a. 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. For any admitted student who has a GPA below 2.75, must be reported to the Undergraduate Committee.

4. Course Sequencing

a. Once admitted, students must successfully complete all courses for every semester before progressing to the next semester of nursing courses.

b. RN-BSN 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. The LOA form can be obtained from the advisor. (Refer to University Student Handbook – Policies and Procedures)
D. **READMISSION**

Complete the following for readmission consideration:

1. contact advisor
2. develop plan of study or remediation for possible readmission
3. complete application for readmission
4. obtain updated degree summary
5. submit letter to Undergraduate Committee requesting readmission
6. provide documentation of having completed the plan of study

Once a Undergraduate Committee recommendation has been forwarded to the Chair, a letter will be sent to the student indicating if the request is or is not granted. If readmission is granted, it is only if space is available.

E. **RE-ENTRY FOLLOWING A LEAVE OF ABSENCE**

Contact Advisor

1. complete application for readmission
2. submit letter to Undergraduate Committee requesting re-entry

Once a Undergraduate Committee recommendation has been forwarded to the Chair, a letter will be sent to the student indicating if the request is or is not granted, which includes a consideration of space availability.

F. **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. **Grades of “U”**

   Courses must be completed within the time frame indicated in the class course schedules or course syllabi. Failure to do so may result in a grade of unsatisfactory (U).
3. **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)

4. **Grading Scale**

Grading Scale per instructor syllabi

5. **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.

6. **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.

If student papers are not returned for filing after being graded, a grade of “I” may be given for the course.

7. 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.

8. 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.
9. **Plagiarism and Academic Misconduct**

Students who submit materials containing another person’s work without giving the proper credit are committing plagiarism. This action may be grounds for dismissal from the nursing program (see University Student Handbook).

**G. 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 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 of two required nursing courses.
10. failure of any nursing course following re-admission into the nursing program
11. Failure to maintain a clear background check while in the nursing program.

**H. 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 5 years
e. physical exam yearly
f. immunizations as required or physician signed waiver
g. background checks

*If the TB skin test is positive, the student will follow the protocol recommended by the Kansas State Department of Health and Environment or provide proof that compliance to treatment has been followed.*
Each semester, the Department of Nursing requires each student to provide a photocopy as proof of “a” through “f” as listed above. These photocopies will become a part of the student’s file. Students will not be allowed to work in the clinical areas until the above items (a-g) are met. Background checks (item g) are kept in a secure location and are not a part of the student’s file.

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.

If a student has a long-term illness (misses more than three consecutive school days), a statement of release from a physician or Student Health may be necessary before returning to the clinical setting. Contact your advisor for more information.

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 upon admission to the nursing program as well as for specific clinical agencies as required.

4. **Practicum Preparation**

Preparation for clinical practicum is mandatory. If unprepared, the student will be asked to leave the clinical area and not return to the clinical area until adequately prepared and deemed safe by the instructor to give patient 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.

6. **Clinical Signature**

All basic students will use FHSU/NS, and RNs will use FHSU/RN or following their name when signing patient 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**

Once admitted, students must inform the Department of Nursing 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 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 safe medication administration standards.
   b. failure to report to the instructor or other health care member an error that you made when providing patient care.
   c. failure to report to the instructor an error you observed another student make while providing patient care.
   d. performing a nursing action or without seeking supervision from the instructor or staff nurse for procedures being performed for the first time.
   e. documentation on the patient record of nursing actions that you did not perform.
   f. breaking confidentiality of patient information/records (including observation experiences, home visitation, community agencies etc.). This includes all forms of social media including, but not limited to: Facebook, Twitter, Instagram, Snapchat, & Birds Eye.
   a. printing off or making photocopies of patient medical records (such as for assignments).
   h. 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 base. When a student fails to meet professional or clinical agency standards that result in injury or reasonable probability of injury, this is grounds for disciplinary action or dismissal from the nursing program.
12. **Infection Control Guidelines**

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 patients.”

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, patient 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 patient, 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.

I. **GENERAL INFORMATION FOR BASIC, LPN, AND RN STUDENTS**

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. **Students with Disabilities**

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

The Department of Nursing laboratories consist of simulation rooms, debriefing room and a small computer room. The Simulation Laboratories are used by students during assigned class sessions, by sign-up appointment, and during "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.

4. **Contacting Instructors or Advisor**

As directed by each individual instructor.

5. **Change in Student’s Name, Address, or Phone Number**

When a student's name, address, or phone number changes, the student is required to notify instructors, the Administrative Assistant (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 may ask that nursing students submit to drug screenings. Students will pay all fees for such screenings unless clinical agencies provide this service for students. If upon request the student does not comply, it could be grounds for immediate dismissal. Students may be required to have a drug screening if they appear impaired while in the nursing program.
Until results are obtained, the student will remain in the clinical setting but not have patient contact. The student must provide their advisor and the chair with the results of the drug screen. Positive results may be grounds for immediate dismissal. If the results are negative, time spent waiting for the test results will be counted as clinical time.

8. Background Searches

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 requires that all nursing students obtain a background check as directed by the Department of Nursing. If upon request the student does not comply, it would be grounds for immediate dismissal.

9. Student Bulletin Board

Bulletin boards for Pre-Nursing, Sophomore, Junior and Senior students in the nursing major are located across the hall from the Practice Lab (STH 116). Bulletin boards at least once a week for announcements and other information.

10. Advanced Standing for Licensed Practical Nurses (LPN)

Policies for Advanced Standing for LPN students can be found in Appendix A.

11. 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.

12. Verification of Understanding the Undergraduate Nursing Student Handbook

All students in NURS 312 Nursing Concepts will complete the Receipt of Undergraduate Nursing Program Nursing Student Handbook Verification after reading and discussing the handbook in class.

13. Departmental Committees

Students are encouraged to participate in selected departmental and undergraduate committees. Students volunteer or are elected to serve on committees.

14. 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 advisement student progress in
the program. Students may request a change of advisor by contacting the front office Administrative Assistant.

15. **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.

16. **Undergraduate Nursing Program Honors and Awards (Leora B. Stroup and Sigma Theta Tau)**

The Leora B. Stroup Award is presented at the pre-commencement ceremony each semester to qualified recipients.

The Leora B. Stroup Award is presented to three graduates including a Undergraduate Nursing Program on-campus student, an Registered Nurse to Bachelor of Science in Nursing(RN_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 award is presented at the pre-commencement activity each semester and 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_BSN)

17. **Special Nursing Fees (Approximate)**
Students in nursing programs have expenses in addition to the usual University costs. Some of these approximate costs are:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liability Insurance: Upon admission</td>
<td>$30-35/yr</td>
</tr>
<tr>
<td>FHANS dues</td>
<td>$5/yr</td>
</tr>
<tr>
<td>(Optional national dues of $30/yr)</td>
<td></td>
</tr>
<tr>
<td>Kaplan Nurse Entrance Test</td>
<td>$35</td>
</tr>
<tr>
<td>Immunizations:</td>
<td>$100-250/yr</td>
</tr>
<tr>
<td>(Proof verification required.)</td>
<td></td>
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</tbody>
</table>
Yearly Physical Exam $10-up/yr

CPR Certification $25-30/2 yrs
(AHA Healthcare Provider Certification required)

Background Check $60

Supplies and Uniforms:

- Uniform Shirts (Scrub tops Health-E-Quip $100-150
  Polo Shirts Goodwins)
- Lab Coat $20-40
- Name Badge $10-20
- Shoes $30-50
- Watch with second hand $10-50
- Stethoscope $100 and up
- Scissors, Pen Light, Hemostat, Pocket Saver $30-40

Textbooks:
- first semester of nursing courses $1200-1500
- other semesters of nursing courses $200+

Review Program Senior Year $280-$360

Graduation Fees: (SrYr)
- Pictures $40 and up
- School Pin $40 and up
- KSBN Application $75
- NCLEX Fee $275 +

Outside travel and hotel expenses may apply in some courses.

18. Standardized Testing and Benchmarking

Basic nursing students will be required to take standardized tests during their course of study.

19. Financial Aid/Scholarships

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

J. 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
b. Black scrub tops with FHSU Nursing Department embroidered on the left upper chest.
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. Black or white shoes worn with socks.
d. White lab coats with FHSU Nursing Department embroidered logo on upper left chest.
e. A clean, fresh uniform is to be worn each clinical day. Good personal hygiene is required.
f. 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.
g. 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.). Student photo ID badges Access to patient records will be denied if the student is not in proper dress attire.
h. 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.
i. It is suggested that students purchase a minimum of two complete uniforms.

2. 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

3. 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.

3. Cosmetics

a. No heavy makeup is to be worn.
b. No cologne, scented deodorant, or scented after-shave or other strongly scented body products are 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 is to be worn. Finger polish must a neutral color and not chipping.

5. 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.
K. 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 wanting more information should contact the FHANS advisor.

L. 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 be completed and submitted to Registrar's Office.
      Graduation pictures will be arranged by Senior II faculty.
   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 students 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 KSBN requires a completed, official student transcript.
      Transcript: Student must complete a transcript request form and submit it to the person designated.
3. **Checklist for Completing State Board Application**

Refer to KSBN website: [http://www.ksbn.org/forms/Initiallicense.pdf](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 Seniors 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 see if 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.

M. **ADDITIONAL INFORMATION FOR RN BACCALAUREATE OUTREACH (RN-BSN) STUDENTS**

1. **Registered Nurse Licensure**

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

2. **Academic Advising**

Academic advising is conducted by the Virtual College Academic Advisor.
Each student is to have a degree plan on file prior to admission to Undergraduate Nursing Program.

3. Advanced Standing

Baccalaureate Outreach RN nursing students may obtain “Advanced Standing” credit by submitting validation demonstrating successful completion of the NCLEX-RN.

Students who request and qualify for Advanced Standing may be granted up to a total of 37 credits in nursing. Course credit earned by Advanced Standing will be posted to the student’s transcript during the last semester of study.

Information can be found on the Nursing Department website.

4. Financial Aid/Scholarships

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

4. Admission

Admission to the University is different from admission to the Department of Nursing. All RN students are admitted to the university prior to taking FHSU courses or during enrollment in first semester courses. The University application can be completed on-line through the FHSU Nursing Webpage (/). Admission to the Department of Nursing may occur when a RN student has completed all the pre-requisite nursing courses. When RN students have completed the pre-requisite courses or are presently taking the last semester of pre-requisite courses, they should request the application admission packet from their advisor.

6. Degree Summary

The student is responsible to call their Degree Analyst in the Registrar’s Office for periodic updating of the degree summary. The student should request a personal copy of the degree summary. Advance Standing courses will not be reflected on the degree summary. The Advance Standing credit is posted in the last semester of enrollment.

7. Transcripts

Once RN students have sent official transcripts to Fort Hays State University, students should have regular communication with their Degree Analyst in the Office of the Registrar. Otherwise, if the student is not enrolled in a FHSU course and there is no indication to the Degree Analyst that the RN plans to continue the degree, the transcripts are destroyed. It is the student’s responsibility to contact the Degree Analyst to verify all transcripts from other institutions have been received in the Office of the Registrar. Future enrollment can be in jeopardy if transcripts are not received.
8. **Enrolling/Registering for Courses**

Once RN students are admitted to the university students may enroll themselves on-line by going to the FHSU Tiger Tracks. The student’s advisor can also complete the student registration during a scheduled telephone conference. If the student has not taken a course from FHSU for a few semesters he/she needs to go to the admissions site to update the information on this web page at no additional cost.

9. **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. In the application packet, students receive an order form for purchasing an official FHSU Department of Nursing ID photo badge.

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 professor 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.

Students must successfully complete NURS 631 (3 cr hrs) & 631L concurrently to meet program completion requirements. Incompletes are granted at the discretion of the instructor and follow university policy. **Failure to resolve an incomplete grade per FHSU policy will result in the need to re-enroll in BOTH courses (NURS 631/631L) to meet program completion requirements.**

10. **Transfer Articulation Agreement (Kansas/International)**

Students who obtain an AAS, AS or AA from a regionally accredited community college or university may complete Transfer Articulation (TA) refer to University Transfer Agreement and Articulation Guide. Students, generally diploma nurses, who are completing an associate’s degree while working toward the BSN **MUST** complete the associate’s degree at least one semester prior to completing the BSN.

11. **Transition (RN to BSN) Articulation**
All RN students must take the NURS 294 Nursing Transition course. This course MAY NOT be transferred to the FHSU transcript from another Department of Nursing.

12. **Graduation**

Early in the semester all graduating students must contact the Office of the Registrar to complete and verify that all requirements have been met for graduation.

For graduation, students must have a 2.0 overall GPA and 2.75 GPA in the nursing major.

13. **Academic Information**

If a RN is taking courses at another university/college to transfer to FHSU, the RN student should contact his/her Degree Analyst periodically. Transcripts are shredded if the Degree Analyst has not heard from the student in the last 4 to 6 semesters.

Overall GPA’s **do** include former course work (e.g. the associate degree courses). **ALL** courses needed for the degree are counted.

The Residency Requirement at FHSU requires that a student must take 30 or more hours of course work from FHSU to graduate.

Student can view an unofficial transcript at **via** Tiger Tracks.

14. **Distance Education**

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

a. Much like on-campus courses, distance education Virtual College courses may have costs that are above and beyond tuition and books, such as telephone calls to FHSU and mailing fees.

b. Course paperwork must be posted on Blackboard. Not all paperwork is returned to the student. Feedback may be given via e-mail or on Blackboard.

c. The RN-BSN delivery requires one clinical at the end of the program. Please be advised that some clinical agencies have specific requirements that must be met before the student can begin the clinical experience.

d. RN students are encouraged to plan clinical activities early

e. 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. the
   2. Clinical Requirements Form have been received in the nursing department.
3. The instructor will notify the student when he/she has been cleared to begin the clinical experience.

f. Faculty members must have access to students. Voice mail, Skype, or e-mail addresses are acceptable ways to facilitate this communication.

g. The chain-of-communication for questions is:
   1. If the question pertains to a course the following steps are requested:
      2. Ask the course instructor. If unsatisfied with the answer and no compromise can be made then –
      3. Ask the student advisor. If still not satisfied with the answer then -
      4. Ask the Chair of the Department.

h. Refer to the University Student Handbook regarding the Grievance Procedure.

i. If a proctor is used in courses for testing or for other instructional purposes, relatives may not serve as this monitor. A proctor is frequently another RN who is at least BSN prepared.

15. Leave of Absence from Program of Study

Admitted RN outreach nursing students, may submit a Leave of Absence (LOA) form to indicate the need to “stop out” with plans to continue in the program in the future. The LOA form can be obtained from their advisor In any case when an admitted RN does not take a nursing course and does not notify either the advisor for a two year period of time, the RN will no longer be considered as admitted to the Department of Nursing.
Appendix A

ADVANCED STANDING

for

Licensed Practical Nurses (LPN)

A. For Advanced Placement (Standing), the student must have passed the NCLEX-PN licensure exam and have a current LPN license. The student must have worked at least 1,000 hours in nursing practice within the past 3 years, if they have been out of school more than 5 years.

B. LPN students have one opportunity to successfully challenge out of Pharmacology.

C. LPN students may challenge Pharmacology by writing the NLN Pharmacology test. To be successful, the LPN student must score 70% or better, after which the student will receive credit (cr) on their transcript for NURS-340 Pharmacology. If the LPN student is unsuccessful in an NLN exam, he/she must enroll and complete the course. All fees for testing are paid by the student.

Advanced Standing Credit Pharmacology will be held in escrow and posted to the student’s transcript during the final semester the student is enrolled in the nursing program (see University Catalog for fee). Sixty hours from a four year college is required for graduation. Advance Standing Credit applies to these sixty hours.

D. The requirement of a CNA will be waived for LPN’s upon demonstrating successful completion of the NCLEX-PN exam.

E. LPN students must enroll and complete NURS 294 Nursing Transition as a bridge course from PN to BSN nursing and N 280 Foundations of Nursing prior to being admitted to the nursing program.
Appendix B

ADVANCED STANDING for Registered Nurses (RN)

A. To be eligible for the granting of credit for 37 hours of nursing coursework, RN students must have completed the Pre-Nursing Requirements, demonstrated successful completion of the NCLEX-RN exam, and can meet the guidelines covered in section C below.

B. Advanced Standing Credit for the courses will be held in escrow and posted to the student’s transcript during the final semester the student is enrolled in the nursing program (see University Catalog for fee). Sixty hours, of which the last 30 hours must be from FHSU, from a four year college is required for graduation. Advance Standing Credit applies to these sixty hours.

C. RN students admitted to the nursing program who graduated MORE than ten years ago from their basic program will need verification of 1,000 hours of nursing work experience in the three years prior to admission to the nursing program. Verification of nursing work experience will occur during the Department of Nursing admission process.

D. RN students who graduated MORE than ten years ago from their basic program and DO NOT have 1000 hours of nursing work experience in the three years prior to their admission to the nursing program will need to validate their nursing knowledge by successfully completing the following tests:

<table>
<thead>
<tr>
<th>Test</th>
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<tbody>
<tr>
<td>Nursing Care of Adults: Across Community Settings I</td>
</tr>
<tr>
<td>Nursing Care of Adults: Across Community Setting II</td>
</tr>
<tr>
<td>Nursing Care of Adults: Across Community Setting III</td>
</tr>
<tr>
<td>Maternity &amp; Child Health Nsg</td>
</tr>
<tr>
<td>Psychiatric Mental Health Nsg</td>
</tr>
<tr>
<td>Nsg Care of Children: Across Community Setting</td>
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</tbody>
</table>

If the RN student is unsuccessful in the NLN exam, the student must enroll and complete a course of study. All fees for testing are paid by the student.

E. All National League for Nursing (NLN) testing scores must be at 70% or above to be utilized for Advanced Placement (standing) credit.

F. RN students must enroll and complete NURS 294 Nursing Transition as a bridge course from ADN to BSN nursing.
Appendix C

**Your Path to Success: Enter Here**

1. Contact Department of Nursing
   785-628-4255

2. Acquire Adequate Home Computer and Internet Access

3. Send Official Transcripts to FHSU

4. Set up Advising Conference

5. Admission to FHSU
   http://www.fhsu.edu/future_students/

6. Receive Plan of Study

7. Semester Conferences with Advisor for Enrollment in Virtual College Courses

8. Complete On-Line Pre-Nursing Courses

9. Submit Application & Advanced Standing Forms

10. Admission to the Department of Nursing

11. 1. Complete Junior On-Line Nursing Courses
    2. Complete Senior On-Line Capstone Nursing Courses

12. Receive Advanced Standing Courses Credit

13. Achieve Graduation!!

14. All On-Line

15. Professional Nursing Practice
Appendix D

International Student Policy

INFORMATION FOR INTERNATIONAL STUDENTS:

BACHELOR OF SCIENCE IN NURSING (BSN)

FOR REGISTERED NURSES

A. Prior to coming to the United States:

1. If not licensed in the United States as a registered nurse, complete Test on Commission of Graduates of Foreign Schools of Nursing Evaluation (CGFNS)--deficiencies, if any, must be met;
   a. Contact CGFNS for an application packet at (215)222-8485 or go to www.cgfns.org If you take the CGFNS test the TOEFL is also taken at that time or within 2 years.

2. Take the Test of English as a Foreign Language (TOEFL) in country of origin--the test score must be at the level according to the Kansas State Board of Nursing. (NOTE: There is a difference between paper-based version test scores and computer-based version test scores. For example, the state of Kansas requirement for the TOEFL is 550 for the paper test: 213 for the computer test: or 83 for testing on the Internet [iBT]);
   a. The CGFNS’s requirements for TOEFL may be lower than the required TOEFL scores for Kansas State Board of Nursing (KSBN). It the student’s responsibility to check with both CGFNS and the KSBN and meet whichever requirements is greatest. Be sure to check on the requirement for writing, speaking, reading and listening with the iBT.

3. If English is not native language of country of origin, take the Test for Spoken English (TSE) in country of origin--the score must be according to CGFNS and FHSU score of 50 or above).
   NOTE: It is the student’s responsibility to check on both CGFNS and FHSU to obtain current scores.

4. 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;

5. 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 Fort Hays State University:

1. Contact the advisor for International Students, telephone 785-628-4276.

C. Prior to admission to Department of Nursing:

1. All transcripts must be evaluated by the CGFNS if the student plans to hold a RN license in KS. CGFNS also evaluates the general education courses but students must request the CES Full Education Course-by-Course Report from CGFNS.

2. Have license to practice in the United States of America (USA) (this means have already passed NCLEX-RN and received a license to practice as a RN); and

3. Contact the Nursing Baccalaureate Outreach Student Advisor
   Fort Hays State University, Department of Nursing; 600 Park Street; Hays, Kansas 67601-4099 USA;
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 completing 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 E

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
- 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 patient/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 patients/clients be videotaped or photographed without written permission of the patient/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 patient 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 patient; referring to patients or their care; or posting videos or photos of patient or anything that may identify a patient. (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/patients. 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 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.).
- 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 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 patient she had been caring for, who had been 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 patient 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 patient, 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 patient’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 patient 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 patient 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.

REFERENCES
APPENDIX F

RECEIPT OF UNDERGRADUATE NURSING PROGRAM NURSING STUDENT HANDBOOK

VERIFICATION

As part of my admission to Fort Hays State University Department of Nursing Undergraduate Nursing Program, I have received and reviewed the Undergraduate Nursing Student Handbook (2014) that contains information related to the requirements, policies, classroom/clinical experiences, as well as other regulations pertinent to my plan of study.

I verify that I have read the information contained in the handbook and agree to abide by policies stated in the handbook. Failure to submit this form would result in dismissal from the Undergraduate Nursing Program.

Print Your Name________________________________________

Signature______________________________________________

Date__________________________________________________