



## **RN-BSN Handbook**

***William Penn University***  
Division of Nursing  
**Oskaloosa, Iowa**

**Fall 2016**

## Table of Contents

WPU Mission.....	2
Nursing Mission & Philosophy .....	3
Program Outcomes.....	5
RN-BSN Admission Requirements .....	8
Post Admission Requirements .....	8
Cardio-Pulmonary Resuscitation (CPR) Requirement.....	9
Standard Precautions Education .....	9
Student Physical Examination Policy.....	9
Student Immunization Policy & Verification Form .....	10
HIPAA Education .....	12
Criminal Background & Abuse Registry .....	13
Functional Abilities.....	13
Course Descriptions.....	15
Course Map.....	16
Contact Hours .....	17
Academic Progression Policies .....	18
Accountability Agreement .....	18
Grading .....	18
Progression in the Nursing Major.....	19
Voluntary Withdrawal .....	20
Failed Nursing Courses .....	20
Nursing Leave of Absence.....	20
Nursing Licensure & Transfer Policies.....	20
Re-Admission to Nursing .....	21
Nursing Division Organizational Chart.....	22
WPU Organizational Chart.....	23
Faculty & Staff.....	24
Uniform Code.....	25
Health Requirements.....	26
Confidentiality.....	28
Unethical Behavior .....	28
Student Code of Conduct .....	28
Attendance & Absenteeism .....	29
Tardiness & Leaving Class Early.....	30
Cancellation of Classes .....	30
Scheduling Cancelled Classes .....	31
Incomplete Grade Policy.....	31
Repeating a Course.....	31
Changing a Grade .....	31
Right to Appeal.....	32
Nursing Student Grievance Procedure .....	32
Children in Classroom.....	32

---

<b>University Ethical Practices .....</b>	<b>33</b>
<b>Technology Competencies &amp; Requirements .....</b>	<b>33</b>
<b>Cell Phone/Electronics Policy.....</b>	<b>34</b>
<b>Social Media Policy.....</b>	<b>34</b>
<b>No Smoking Policy.....</b>	<b>35</b>
<b>Disabilities .....</b>	<b>35</b>
<b>Career Services &amp; Student Success Center.....</b>	<b>35</b>
<b>Campus Health .....</b>	<b>35</b>
<b>Academic Calendar.....</b>	<b>35</b>
<b>Counseling .....</b>	<b>35</b>
<b>Student Participation on Faculty Committees .....</b>	<b>35</b>
<b>Safety Policies .....</b>	<b>36</b>
<b>Wilcox Library .....</b>	<b>36</b>
<b>Graduation Requirements .....</b>	<b>37</b>
<b>Nursing Pin.....</b>	<b>37</b>
<b>Student Contact Form.....</b>	<b>38</b>
<b>Code of Conduct Contract for College Sponsored Activity.....</b>	<b>39</b>
<b>Hepatitis B Consent Form .....</b>	<b>40</b>
<b>Hepatitis B Waiver Form.....</b>	<b>42</b>
<b>Physical Form .....</b>	<b>43</b>
<b>Accountability Agreement Form .....</b>	<b>44</b>
<b>Application for Re-Admission to Nursing.....</b>	<b>45</b>
<b>Final Evaluation Form .....</b>	<b>46</b>
<b>Evaluation of Student Outcomes .....</b>	<b>48</b>
<b>Student Confidentiality Agreement.....</b>	<b>49</b>
<b>Preceptor Policy and Forms .....</b>	<b>50</b>

## William Penn University Nursing Program

This handbook contains information regarding the academic policies and procedures that govern William Penn University and the RN-BSN nursing program. Please read this handbook and utilize this document as a reference. By signing the back page, you are acknowledging that you have read the nursing handbook and that you understand the information presented. If you have any questions, please feel free to contact any of the nursing program faculty/staff for clarification.

Congratulations on your admission to the Bachelor of Science in Nursing (BSN) program at William Penn University! The RN to BSN sequence is specially designed for the registered nurse (RN). As an RN to BSN student, you will need to complete 124 credit hours to graduate with a BSN. These credit hours include both general education courses and nursing courses. The RN to BSN nursing courses are offered in a sequential manner with each nursing course offered as a prerequisite to the next nursing course in the sequence. Coursework in the RN to BSN sequence is offered in a one-day-per-week format. The nursing courses utilize a variety of formats to meet the nursing program outcomes. The majority of course learning/activities take place in a classroom, with the remaining learning experiences taking place in a clinical setting / activities outside the classroom.

William Penn University is committed to assisting the RN in obtaining a professional degree in nursing. William Penn University participates in the Iowa Articulation Plan. For additional information about this, please go to the Iowa Board of Nursing website at <https://nursing.iowa.gov/>.

The **RN to BSN Student Handbook** serves as a guide for successful and timely program completion. The RN to BSN student is responsible for the Handbook content (i.e. policies and procedures). The RN to BSN student needs to be aware that communications from the Division of Nursing (including new policies and procedures) will be conveyed via the William Penn e-mail system, and the nursing student will be responsible for such communication. Students should receive their user account information at the time they register for classes.

This Nursing Student Handbook is designed to be used in conjunction with other William Penn University publications including the William Penn University Catalog and the William Penn University Student Planner and Handbook.

William Penn University is a liberal arts university affiliated with the Society of Friends. The university was founded by Quaker pioneers in 1873 to provide a quality education to all interested men and women regardless of race, creed, or socioeconomic status.

## University Mission Statement

William Penn University provides the opportunity for an educational experience with a focus on leadership, technology, and the Quaker principles of simplicity, peace-making, integrity, community, and equality.

What does this mean?

- Opportunity
  - Access for students who might not traditionally have access, due to being a first-generation student, or based on age, economics, location, race, and ethnicity
  - Spiritual formation
  - Traditional and non-traditional (accelerated and off campus) programs
  - Low student to faculty ratio promoting individual attention
- Educational experience
  - Undergraduate and graduate degrees
  - Leadership Core curriculum
  - Classroom emphasis on collaboration, teamwork, and presentations
- Leadership
  - Ethics
  - Participatory experiences, including athletics, the arts, Greek organizations, and clubs
  - Global perspective
  - Community development
  - Commitment to service
  - Lifelong learning
- Technology
  - Instructional technology
  - Communications technology
  - Innovative technologies
- Quaker principles
  - Simplicity
  - Peace
  - Integrity
  - Community
  - Equality

## Foundational Concepts

Informed and led by the precepts of the Society of Friends, the following four concepts must underlie all we do at William Penn University, both inside and outside the classroom.

**Leadership** – We value individuals who possess strong skills in organizing, planning, problem-solving, and communicating.

**Ethical Practices** – We value the individual development of a personal values system in giving people a solid basis for the values they hold and the determination to stand up for what they profess to believe.

**Lifetime of Learning** – We value intellectual curiosity tempered with integrity, honesty, responsibility, and civility. We encourage an environment of active learning where critical thinking, problem-solving, and truth-seeking cross cultural and disciplinary lines.

**Commitment to Service** – We value a commitment to serving others. We encourage an environment that provides opportunities for community and humanitarian service.

## Nursing Mission

The mission of the William Penn University RN-BSN program is to prepare BSN graduates with enhanced leadership skills that are essential to nursing practice in a diverse and ever-changing healthcare environment. Educational preparation is grounded in the nursing program's outcomes and William Penn's foundational concepts of leadership, ethical practice, lifelong learning and commitment to service.

## Nursing Philosophy

The division of nursing embraces a commitment to *The Theory of Human Caring and the Ten Caritas Processes* embedded in Dr. Jean Watson's Theory and William Penn University's *Five Quaker Principles* which provide the registered nurse an opportunity to build on their pre-licensure education and develop complex decision making skills to provide safe and holistic care to self and all communities.

## Integrated Processes

The following processes are embedded in the program outcomes and are essential elements of the nursing program: IOM Core Healthcare Professional Competencies, AACN Essentials of Baccalaureate Education, Jean Watson's Theory of Human Caring and William Penn's Quaker Principles.

## **Institute of Medicine (IOM)** **Core Competencies for Health Care Professionals**

- Provide patient-centered care
- Work in interdisciplinary teams
- Employ evidence-based practice
- Apply quality improvement
- Utilize informatics

## **American Association of Colleges of Nursing (AACN)** **The Essentials of Baccalaureate Education for Professional Nursing Practice (2008)**

Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice

Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety

Essential III: Scholarship for Evidence Based Practice

Essential IV: Information Management and Application of Patient Care Technology

Essential V: Health Care Policy, Finance, and Regulatory Environments

Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes

Essential VII: Clinical Prevention and Population Health

Essential VIII: Professionalism and Professional Values

Essential IX: Baccalaureate Generalist Nursing Practice

## **Jean Watson Caritas Processes (Integrated within the program outcomes)**

1. Practicing loving-kindness and equanimity within context of caring consciousness.
2. Being authentically present and enabling, and sustaining the deep belief system and subjective life world of self and one being cared for.
3. Cultivating one's own spiritual practices and transpersonal self, going beyond ego self.
4. Developing and sustaining a helping-trusting, authentic caring relationship.
5. Being present to, and supportive of the expression of positive and negative feelings.
6. Creatively using self and all ways of knowing as part of the caring process; engaging in artistry of caring-healing practices.
7. Engaging in genuine teaching-learning experience that attends to wholeness and meaning, attempting to stay within other's frame of reference.
8. Creating healing environment at all levels, whereby wholeness, beauty, comfort, dignity, and peace are potentiated.

9. Assisting with basic needs, with an intentional caring consciousness, administering “human care essentials,” which potentiate alignment of mind-body-spirit, wholeness in all aspects of care.

10. Opening and attending to mysterious dimensions of one’s life-death; soul care for self and the one being cared for; “allowing and being open to miracles.”

### William Penn University Quaker Principles

1. Simplicity
2. Peacemaking
3. Integrity
4. Community
5. Equality

## Program Outcomes and Definitions

At the completion of the program, the baccalaureate prepared nurse will:

Program Outcome 1: Provide safe and holistic patient centered care to self, clients, families, communities and global community. (BSN E. #I & IX)

Definition: The practice of nursing allows the graduate to integrate knowledge, skills and values from the arts and sciences to provide safe, quality care across the health care continuum.

Additionally, this outcome integrates Jean Watson’ Caritas Processes: # 1, 4, 6, 8, 9 and Quaker Principles: # 1, 2, 4.

Examples include, but not limited to:

Ethical reasoning	Scholarly inquiry
Culturally sensitive caring	Scholarly analysis
Collegial caring	
Integration of theories and concepts	
Scholarly writing	

Program Outcome 2: The baccalaureate prepared nurse will effectively work in inter-professional teams. (BSN E. #VI)

Definition: Effective communication and collaboration among health professionals is imperative to providing safe and effective care. Inter-professional education enables the baccalaureate graduate to enter the workplace with baseline skills for effective communication that will improve patient outcomes. Additionally, this outcome integrates Jean Watson’s Caritas Processes: # 1, 5, 7 and Quaker Principles: # 2, 3.



Examples include, but not limited to:

Communication	Collaborative strategies
Relationship building	Group dynamics
Accountability	Advocacy
Conflict resolution	

Program Outcome 3: The baccalaureate prepared nurse will employ evidence-based practice. (BSN E. #III & IX)

Definition: Professional nursing is grounded in evidenced-based practice. The baccalaureate graduate involves scholarly appraisal, integration of evidence and systematic evaluation to address and improve nursing practice. Additionally, this outcome integrates Jean Watson's Caritas Processes: # 7 and Quaker Principles: # 3.

Examples include, but not limited to:

Evidence-based practice	Basic applied statistics
Analysis	Systematic evaluation
Synthesis	Systematic review
Ethical conduct of research	

Program Outcome 4: The baccalaureate prepared nurse will apply quality improvement. (BSN #V)

Definition: The baccalaureate nurse should possess basic understanding of the broader context of healthcare including processes and systems of care with the objective of improving quality. Additionally, this outcome integrates Jean Watson's Caritas Processes: # 1, 2, 4, 6, 9 and Quaker Principles: # 1, 3.

Examples include, but not limited to:

Evidence-based practice	Social responsibility
Policymaking	Policy analysis and evaluation
Political activity	Influencing health outcomes
Professional organization involvement	

Program Outcome 5: The baccalaureate prepared nurse will utilize informatics. (BSN E. #IV)

Definition: The baccalaureate graduate should possess basic knowledge and technical skills in information technology systems to gather evidence that will guide safe nursing practice. In addition, the professional nurse should possess basic competence in computer and information literacy to improve patient outcomes. Additionally, this outcome integrates Jean Watson's Caritas Processes: # 1, 7, 8 and Quaker Principles: # 3, 4, 5.

Examples include, but not limited to:

Ethical practice	Retrieval of information systems
Use of patient care technologies	Clinical judgment
Retrieval of useful literature	Health informatics knowledge
Information literacy	Information systems knowledge

Program Outcome 6: The baccalaureate prepared nurse will demonstrate leadership skills. (BSN E. #II)

Definition: Leadership skills are essential to the baccalaureate nurse to elicit ethical and critical decision-making in an ever changing healthcare system. The nursing professional should possess knowledge and skills in leadership, quality improvement, and patient safety necessary to provide quality healthcare. Additionally, this outcome integrates Jean Watson's Caritas Processes: # 1, 2, 6, 7 and Quaker Principles: # 3, 4, 5.

Examples include, but not limited to:

Leadership skills	Teamwork skills
Observation	Decision making
Theoretical perspective	Research utilization
Interpretation	

Program Outcome 7: The baccalaureate prepared nurse will demonstrate health promotion. (BSN E. #VII)

Definition: Health promotion, disease and injury prevention across the lifespan are essential elements of baccalaureate nursing practice at the individual and population levels. All these concepts are necessary to improve population health. Additionally, this outcome integrates Jean Watson's Caritas Processes: # 1, 6, 7, 8, 9, 10 and Quaker Principles: # 1 – 5.

Examples include, but not limited to:

Prevention and harm reduction	Dialogue/social interaction
Ethical and legal decision making r/t population health	Outcome measurement
Global health	Health literacy
Caring behavior	

Program Outcome 8: The baccalaureate prepared nurse will display professional behaviors. (BSN E. #VIII)

Definition: Nursing practice is grounded in professional values and professional practice. Nursing practice is respected for caring, compassionate, sensitive and patient-centered care. The baccalaureate education includes development of professional values and value-based

behavior. Additionally, this outcome integrates Jean Watson's Caritas Processes: # 1 – 10 and Quaker Principles: # 1 – 5.

Examples include, but not limited to:

Moral, ethical and legal conduct

Self understanding

Accountability

Communication

Advocacy

Interprofessional teams

Self-care

Self reflection

Professional image

## **RN-BSN Admission Requirements**

Admission to the Division of Nursing is a separate procedure from admission to William Penn University. Admission requirements are as follows:

- Acceptance to William Penn University
- A transcript evaluation completed and on file
- Evidence of current unencumbered Registered Nurse licensure in the state of Iowa. Your license must remain current while enrolled in William Penn's nursing program. Nursing courses with a clinical or preceptorship component may not be taken if the following has occurred:
  - Denied licensure by the Iowa Board of Nursing
  - Registered Nurse license is currently suspended, surrendered or revoked in any U.S. jurisdiction
  - Registered Nurse license is currently suspended, surrendered or revoked in another country due to disciplinary action
  - Student has failed a criminal background check
- Registered nurse applicants must have an admission cumulative grade point average of 2.5 and must maintain a cumulative GPA of 2.5 throughout the program. Students with an admission cumulative GPA of 2.0 may be admitted to the university and conditionally admitted to the Nursing Program with the stipulation of earning at least a cumulative 2.5 GPA the first semester, and maintaining the cumulative 2.5 GPA throughout the program.

## **Post Admission Requirements**

The RN student must provide verification of the following post admission:

- Criminal Background Check and Abuse Registry
- Current CPR card
- Nursing Student Physical Examination

- Immunization or immunity status (TD/tdap, Mantoux Test, Seasonal Influenza, Mumps, Measles, Rubella, Chickenpox, Hepatitis B)
- Mandatory Reporter: Child and Dependent Adult Abuse

(It is the student's financial and educational responsibility to keep verifications current throughout the program)

- Standard Precautions Education
- HIPAA Education

### **A. Cardio-Pulmonary Resuscitation (CPR) Requirement**

Prior to enrollment into any nursing course with a clinical/preceptorship component, the RN-BSN student must have completed one of the following CPR courses:

American Heart Association: Health Care Provider course (requires renewal every 2 years)

or

American Red Cross: **CPR** for the Healthcare Provider (include AED) (requires renewal every 2 years)

Students must maintain current CPR status throughout the nursing curriculum.

Procedure:

1. A copy of the certificate of satisfactory completion must be uploaded to the Verified Credentials/Qualified First website.
2. Updates must be uploaded to the Verified Credentials/Qualified First website upon renewal.
3. Compliance with this policy is required for progression in the nursing program.

Students with expired certifications will have a hold on course registrations and will not be allowed to continue in enrolled nursing courses.

### **B. Standard Precautions Education**

Because nursing students may have direct contact with blood and other body fluids, William Penn University Division of Nursing requires students to provide proof of Standard Precautions Education from their place of employment or transfer college institution upon admission. If the nursing student has not obtained this education, training and competency will be obtained via a video and multiple choice exam provided for the student by the WM Penn Nursing Program. Please sign & provide training date on the Attestation form and upload to the Verified Credentials/Qualified First website.

### **C. Student Physical Examination Policy**

The practice of nursing includes physical and mental/cognitive demands. In order to evaluate the student's ability to meet these demands all nursing students in the William Penn Nursing program must have a physical examination upon admission to the nursing program. The student who has not completed the physical exam will not be allowed to participate in courses with clinical or preceptorship components. (The form is available at the end of the Nursing Student Handbook).

**D. Student Immunization Policy and Verification Form**

\_\_\_\_\_  
Student Name (**Print**)

Nursing students are required to verify the following immunizations:  
Tetanus Diphtheria every 10 years, Mantoux upon admission, seasonal influenza, Chickenpox (Varicella Zoster), Mumps, Measles and Rubella. If there is no history of the disease, a titer or immunization must be obtained. Hepatitis B vaccines or waiver.\*\*

**Diphtheria Tetanus (TD/Tdap)**

If it has been ten (10) years since you have had any tetanus vaccine, a booster must be given. It is recommended that you get a Tdap booster if it has been at least 2 years since the last Td (to protect you and the population served from pertussis), or you get a Tdap booster if it has been over 10 years since the last tetanus shot of any kind.

\_\_\_\_\_  
Last Date

**Mantoux Test**

**Upon Admission**

Documentation of 1-step PPD testing within four past years. Results must include date administered, date read, results. If the test expires while enrolled, it is the student's responsibility to bring updated documents to the Nursing Division. If results are positive, student must submit a clear chest X-ray and maintain annual symptom assessments. Skin test and/or assessment must be provided annually.

**THE TINE TEST IS NOT ACCEPTABLE**

\_\_\_\_\_  
Date

**Seasonal Influenza**

Annually.

\_\_\_\_\_  
Date

**\* Mumps Immunization**

Two doses of the mumps immunization (usually MMR) must be given unless a history of the natural disease is documented by a healthcare provider or a mumps titer demonstrates immunity.

\_\_\_\_\_  
Dates (2)

\_\_\_\_\_  
Student Name

**\* Measles Immunization**

Two doses of the measles immunization (usually MMR) must be given unless a history of the natural disease is documented by a healthcare provider or a measles titer demonstrates immunity.

\_\_\_\_\_  
Dates (2)

**\* Rubella Immunization**

Two doses of the rubella immunization (usually MMR) must be given unless a history of the natural disease is documented by a healthcare provider or a rubella titer demonstrates immunity.

\_\_\_\_\_  
Dates (2)

**Chickenpox (Varicella Zoster)**

Dates of two doses of varicella zoster or history of disease documented by healthcare provider.

\_\_\_\_\_  
Dates (2)

**Hepatitis B Immunization**

Must have a series of three injections given at 0, 1, and six-month intervals or sign a waiver available on the Verified Credentials/Qualified First web site. If the student chooses not to receive the Hepatitis B Immunization he/she must sign a waiver. (See Appendix for copy of the waiver.)\*\*

\_\_\_\_\_  
Dates (3)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (**print**)

\* Considered immune if born before January 1, 1957.

\*\*Preceptor sites may require certain precautions or you may be refused participation at their facility. You are required to follow their policies.

I certify the above named patient has received stated immunizations and/or history of disease on dates provided above.

\_\_\_\_\_  
Healthcare Provider

Date\_\_\_\_\_

**E. Health Insurance Portability and Accountability Act (HIPAA) Education**

The federal government has enacted laws dealing with the privacy of patients' health information. This law, known as HIPAA, mandates that all healthcare workers who have access to patient information be educated in the rules of this law. As a William Penn nursing student, you also need to be aware of this law BEFORE you can begin any nursing course with a clinical or preceptorship component. William Penn's Division of Nursing has an educational video and a test for you to take in order to meet compliance with this law. The video and test are available in the WPU Nursing Division and must be completed before you have any patient contact. Verification of HIPAA education received as a requirement for employment or transfer college institution will be accepted. Please sign & provide training date on the Attestation form and upload to the Verified Credentials/Qualified First website.

## **G. Criminal Background and Abuse Registry**

Students admitted to the Division of Nursing must complete a Criminal Background Check through Verified Credentials/Qualified First and an Abuse Registry Check with the Iowa Department of Human Services. This information will be obtained for all RN to BSN students.

Procedure:

1. Students will receive & complete the DHS form (during orientation/registration). The Nursing Office Associate will scan & e-mail the form to DHS.
2. Any student found to have a criminal conviction or a child/adult abuse conviction will be reviewed by the Director of Nursing. The student will have the opportunity to discuss the information with the Director of Nursing regarding the impact of this finding on the student's progression in the nursing program.
3. Health care agencies requiring background check information for clinical or preceptorship experience will be sent the nature and date of the offense. Names of students will not be released to the health care agency. If the agency decides that a student may not have clinical or preceptorship experience within the agency because of the offense, the Nursing Director can consult with the nursing faculty about an alternative clinical or preceptorship experience for the student if available.
4. All nursing students must self-report to their nursing advisor if they have acquired a criminal conviction or deferred judgment or have a record of dependent adult and/or child abuse since their initial certified background check. If the Department of Human Services determine that the student cannot complete the clinical education component of the WPU RN-BSN program, the student may be dismissed from the program.

Verification of the Criminal Background and Abuse Registry will be made by the Nursing Office Associate.

## **Functional Abilities**

Students admitted to William Penn University Division of Nursing program are expected to possess the capability to complete the entire nursing curriculum. The Division of Nursing is committed to educating nurses in providing the best possible patient care. Therefore, the curriculum requires proficiency in a variety of abilities. All students must have these abilities to fulfill program and course requirements.

This policy applies to applicants and current students. If a student has a disability and requires special accommodation to meet these requirements, the student must provide the



Coordinator of the Office of Services for Students with Disabilities (OSSD) documentation, upon admission to a program of study or as soon as a need is identified.

The functional abilities include but are not limited to:

Physical:

1. Possess sufficient energy and mobility to provide patient care to meet course objectives.
2. Transfer, lift, pull, and perform other demanding physical procedures as required to provide routine and emergency patient care, while ensuring the safety of self, patient, and others.
3. Provide patient care for up to 12 hours; attend clinical or preceptorship experience at assigned times.
4. Utilize sight, hearing, smell, and touch to assess patients at a distance and close to hand; effectively use diagnostic instruments and screening tools as required.
5. Use gross and fine motor skills while providing patient care, consistent with established nursing practice and patient safety.

Cognitive:

1. Elicit and interpret verbal and nonverbal communications.
2. Communicate effectively both verbally and in writing, using appropriate words, grammar, and vocabulary.
3. Make accurate decisions in a timely manner, under stressful and challenging conditions.
4. Utilize analysis, synthesis, critical thinking, and mathematical calculations in provision of patient care.

Interpersonal:

1. Interact professionally with individuals, families, and communities of various social, ethnic, and cultural backgrounds.
2. Use social skills to form a therapeutic relationship with individuals, families and communities.
3. Possess compassion, integrity, motivation, and genuine concern for others.
4. Maintain professional behavior and demeanor when faced with challenging situations.

## Course Descriptions

### **NURS 300 Health Assessment & Pathophysiology**

**3 credits**

Pathophysiological aspects of alterations in major body systems at a cellular level. Emphasis is on the holistic nature of human responses to health alterations and how care impacts that human response. Understanding basic disease processes support decision making in assessing, planning, implementing and evaluating care of clients in professional nursing practice. Emphasis in this course is placed on comprehensive health assessment of individuals. The students draw upon their prior knowledge in clinical experiences of health assessment to effectively conduct a comprehensive health assessment for providing safe efficient care.

### **NURS 301 Professional Nursing for the RN-BSN**

**5 credits**

This course enhances the students understanding of clinical reasoning though expanding of knowing beyond pragmatic knowledge. Students explore the concept of caring as uniquely expressed in their nursing situations. Students learn to locate multi-level evidence, learn research terminology, types of research, and investigate evidence based holistic nursing interventions.

**Prerequisite: NURS 300**

### **NURS 302 Leading & Managing for the RN-BSN**

**4 credits**

Course emphasis is on concepts and skills of basic level management and leadership in nursing. Students explore aspects of management/leadership with nurse leaders. The students are introduced to informatics and how this concept is utilized in assuring safety and quality outcome initiatives. This course prepares the student to assume the role of a manager/leader at the fundamental level. **Prerequisite: NURS 300**

### **NURS 303 Community Health**

**4 credits**

Examines the role of the nurse to understand the community as client. The RN student's knowledge will be enhanced through clinical experiences in a variety of community settings. Students will come to know nursing assessment and interventions unique to the community or population-based settings. Within this course, students will explore global health and how they can impact the global community. **Prerequisite: NURS 301 & 302**

### **NURS 401 Evidence-Based Practice**

**5 credits**

Students come to understand the process for implementing evidence-based practice and its application to a clinical question generated from their practice setting. Students will utilize critical inquiry in evaluating and synthesizing multi-level evidence related to their question. This evidence will form the basis for drafts of policies to support EBP changes in their practice setting.

**Prerequisite: NURS 303 & MATH 303**

## Course Map

Semester	Course	Credit	Faculty
First	NURS 300 Health Assessment & Pathophysiology	3	Nursing
First	*LDRS 102 English Comp II	3	TBA
First	*LDRS 105 Computers & Technology	3	TBA
First	*LDRS 200 Principles of Communication	3	TBA
First	*MATH 105 Math for Leaders	3	TBA
First	*LDRS 220/221 Arts & Society	3	TBA
First	*HIST	3	TBA
		<b>3 -</b>	
Second	NURS 301 Professional Nursing for the RN-BSN Pre-req NURS 300	5	Nursing
Second	NURS 302 Leading and Managing for the RN-BSN (clinical) Pre-req NURS 300	4	Nursing
Second	LDRS 290 Quaker Values	1	TBA
		<b>10</b>	
Third	NURS 303 Community Health for the RN-BSN (clinical) Pre-req NURS 301 & 302	4	Nursing
Third	BUSI 345 Org Behavior	3	TBA
Third	Math 303 Statistical Methods	3	TBA
		<b>10</b>	
Fourth	NURS 401 Evidence Based Practice for the RN-BSN Pre-req NURS 303 & MATH 303	5	Nursing
Fourth	BUSI 347 Business Ethics	3	TBA
Fourth	LDRS 390 Contemporary Leadership	3	TBA
Fourth	*LDRS Core/ or Elective	1-3	TBA
		<b>11-14</b>	

The nursing program follows the traditional semester calendar of the College of Arts, Sciences & Professional Studies (CASPS), with fall semester running August – December and Spring Semester running January – May. Please see the back of the university catalog for important dates.

\*Dependent upon individual needs

William Penn University  
RN-BSN Program  
**Course Rotation Plan**  
**Contact Hours**

<u>Course Number</u>	<u>Semester</u>	<u>Course Title</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>Clinical Hours</u>	<u>Semester Hours</u>
NURS 300	1	Health Assessment & Pathophysiology	37.5	15	0	3
NURS 301	2	Professional Nursing	75	0	0	5
NURS 302	2	Leading & Managing	45	0	30	4
NURS 303	3	Community Health	45	0	30	4
NURS 401	4	Evidence-Based Practice	60	0	30	5

Clinical hour ratio: 2 clinical hours = 1 semester hour

William Penn University  
RN-BSN Program  
Course Rotation Plan  
Contact Hours for Support Courses

<u>Course Number</u>	<u>Semester</u>	<u>Course Title</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>Clinical Hours</u>	<u>Semester Hours</u>
LDRS 102	1	English Comp II	45	0	0	3
LDRS 105	1	Computers & Tech	45	0	0	3
LDRS 200	1	Principles of Communication	45	0	0	3
MATH 105	1	Math for Leaders	45	0	0	3
LDRS 290	2	Quaker Values	15	0	0	1
MATH 303	3	Statistical Methods	45			3
BUSI 345	3	Organizational Behavior	45	0	0	3
BUSI 347	4	Business Ethics	45	0	0	3
LDRS 390	4	Contemporary Leadership	45	0	0	3
		LDRS core / or Elective				1-3

## Academic Progression Policies

### A. Accountability Agreement

Students enrolled in the nursing program are expected to follow the policies and procedures of the University and Nursing Division.

An accountability agreement is a joint agreement between the course faculty, a nursing student and the student's academic advisor. This agreement is entered into when a student has been found to demonstrate action that is not consistent with course policies/expectations or policies and procedures of the assigned clinical agency. Through dialog with the faculty, the student is able to reflect on ways to meet course/program outcomes. The student will earn a failing grade in the course if the outcomes are not met.

1. A student who demonstrates behavior not consistent with course and/or clinical agency policies/expectations will conference with course faculty and a written warning will be provided to the student. If the behavior continues then an Accountability Agreement will be completed. (see Appendix).
2. The student, course faculty, and advisor must sign and date the Accountability Agreement. The agreement must be signed by the student in order for the student to continue in the course or the student will receive a grade of F for the course. The student may respond with written comments.
3. A copy of the written warning and an original copy of the accountability agreement will be placed in the advising file. The student will receive a copy of the warning and accountability agreement.
4. A student can be placed on an Accountability Agreement two (2) times while in the Nursing program. When course faculty need to place a student on an Accountability Agreement for the third time, this is grounds for dismissal from the nursing program.

### B. Grading in Nursing Courses

1. The grading scale for the Division of Nursing is:

A 94-100	C 74-77	I Incomplete
A- 90-93	C- 70-73	W Withdrawal from class
B+ 88-89	D+ 68-69	
B 84-87	D 64-67	
B- 80-83	D- 60-63	
C+ 78-79	F Below 60	

Grades are calculated as percentages. If the final calculated grade results in a portion of a point, those 0.5 or above will be rounded up.

2. A student must successfully complete the nursing and required math courses by receiving an A, B, or C letter grade.
3. If a student receives a "C-", "D" or an "F" as a final grade in a nursing course, the student must repeat the nursing course. For nursing courses retaken, the most recent grade is computed into the GPA.
4. See the University catalog for the University Grade Point System.
5. Grading Criteria:
  - \*All papers must be submitted and handed in on the due date/time. Papers will be considered late if not handed in on the due date/time.
  - \***10% will be deducted for each calendar day any assignment is late, including weekends and any holiday.**
  - \*All assignments will be due (hand in) on assigned dates at the beginning of class or designated by the instructor. To avoid a daily 10% reduction in grade, please request an extension in writing to the course faculty at least (three) 3 days prior to the assigned due date to negotiate new time frames.
  - \*Arrangements to make up assignments *are at the discretion of the course faculty.* **The missed assignment must be completed within one week from the time the arrangements have been made to receive credit.**

### C. Progression in the Nursing Major

All nursing students are required to maintain a grade of "C" (74%) or above in nursing courses. If the student receives below a "C" grade in nursing courses, they may not progress with their cohort. The student must repeat the nursing class in which they received lower than a "C" when the nursing class is offered again in the curriculum.

A cumulative GPA of 2.5 must be maintained for progression in the program. In the event a student's cumulative GPA falls below the 2.5, the student will be placed on Academic Probation for the following semester. The student will be contacted by WPU Academic Coaches. If the student's cumulative GPA remains below 2.5 after the Probation semester, the student will be suspended from the nursing program. They may resume nursing course work when they have a cumulative GPA of at least 2.5.

Students must complete the RN-BSN program within five years of beginning the program. RN-BSN courses are only good for five years and courses are offered in sequence.

#### **D. Voluntary Withdrawal**

Nursing students who choose to withdraw from the Nursing Program need to be aware that the RN-BSN courses are only good for five years and that the courses are offered in sequence. For withdrawal from the university, see the university catalog. See Nursing Re-Admission Policy.

#### **E. Failed Nursing Courses**

All failed (C-, D or F grade) courses with an NURS number must be repeated on-campus (WPU) in order to earn credit for that course. A failed nursing course may not be repeated by correspondence or by credit by examination.

A nursing student can fail two nursing courses during their time at William Penn University or the same nursing course twice before they are dismissed from the nursing program.

#### **F. Nursing Leave of Absence**

A leave of absence may be granted for reason of illness or some other serious reasons determined. The case will be evaluated on an **INDIVIDUAL BASIS** by the Nursing Director and the nursing faculty. If a student withdraws from the program for any reason, it is his or her responsibility to notify the Nursing Director of his or her intent to reapply for admission into the Nursing program. See Nursing Progression Plan. See Withdrawal Policy and Re-Admission Policy.

### **Nursing Licensure**

Registered nursing students are expected to provide a copy of their current nursing Iowa license and provide Verified Credentials/Qualified First with an updated copy if the license expires during the nursing program. New ADN graduates may be admitted to the nursing program on a conditional basis during their licensure process. Students who have not passed their nursing boards after the first semester must withdrawal from the program; and can reapply once they have successfully obtained registered nurse licensure.

### **Nursing Transfer Policy**

All courses being evaluated for transfer into WPU's BSN program must be completed with a "C-" or above to be accepted for the nursing program. Required courses below this standard will need

to be repeated, either at the community college or at WPU. This policy pertains to the WPU BSN only.

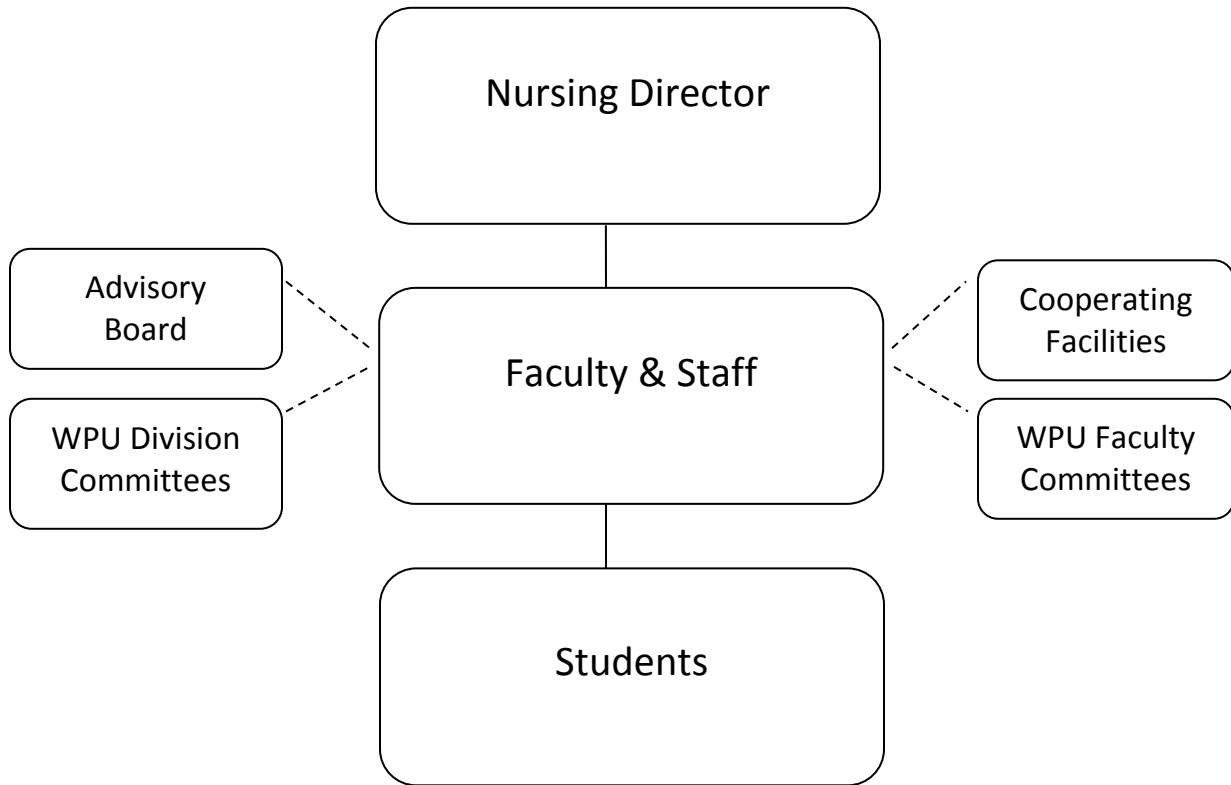
## **Re-Admission to Nursing Policy**

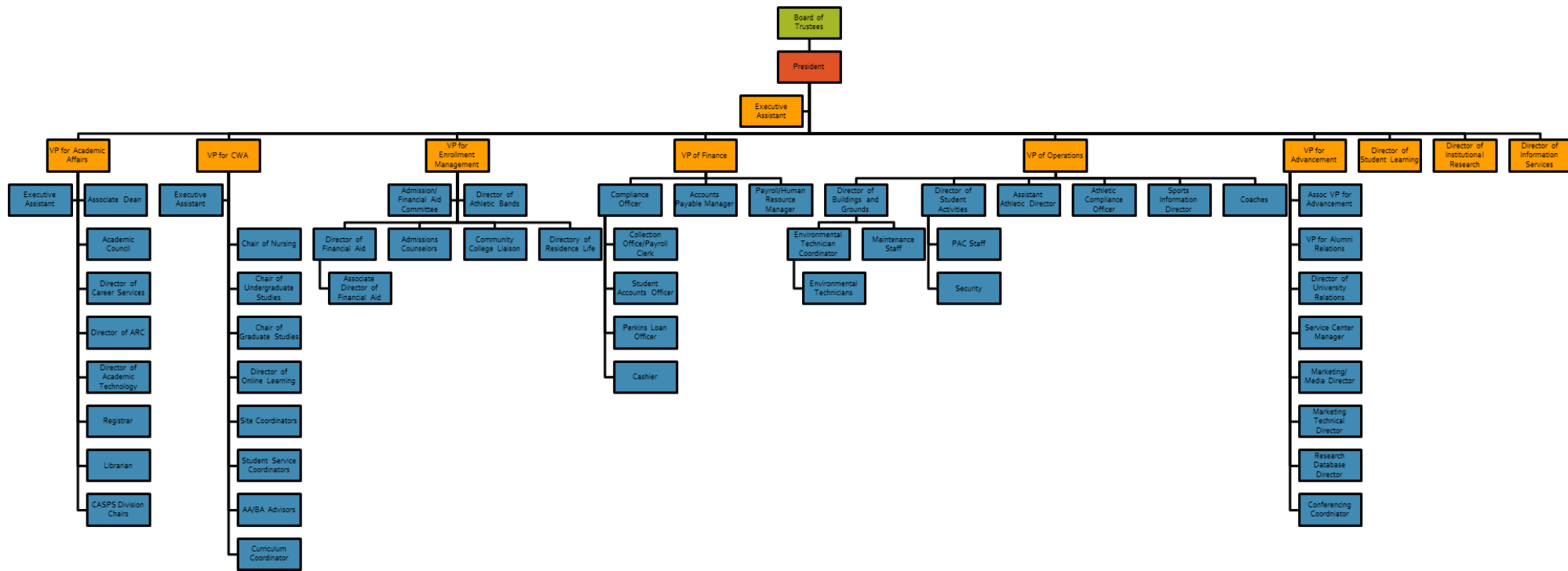
Students who are eligible to re-apply to the nursing program must do the following:

1. Write a letter to the Nursing Director requesting re-admission to the program and indicating evidence of the potential for success in the program.
2. Re-apply to the Nursing Program. See Form.
3. Submit transcripts of any additional course work at other colleges and universities to the Registrar's Office.
4. Re-admission interview(s) may be requested.
5. The Nursing Director will act upon the re-admission request and may require proficiency examinations or other requirements prior to re-entering the nursing program.
6. The Nursing Director will review previous student file and reason of dismissal / withdrawal.
7. Re-Admission into nursing courses must synchronize with the course sequence.
8. The student's registration in nursing courses will be contingent upon the following:
  - a. Completion of the registration process
  - b. Available space in the courses
9. Students who have been dismissed may only re-apply twice to the nursing program.



**Nursing Division Organizational Chart**





## **Faculty & Staff**

### Nursing Director

Brenda Krogh Duree, RN, PhD

### Faculty Classroom/Clinical

Sharon DeKock, BSN, RN, RNC, MSN

Deborah Gilburn, BS, ARNP, CNM

Stacy Pulliam, MSN

### Support Staff

Veronica Grim, Nursing Office Associate, BSE, MA

## Uniform Code

Although fashion trends in dress, accessories, hair color, and hairstyles are part of a student's personal life; these same trends can be seen as less than professional by the public. Demonstration of popular trends can detract from public perception of the student's capability to practice safely. Therefore, nursing students' dress and appearance for clinical or preceptorship experience must be professional.

The following recommendations regarding the uniforms are to be used as general guidelines by the student:

1. The student uniform will consist of a navy blue lab jacket with William Penn University logo. The student may purchase these at the university bookstore. Articles of clothing should fit well, yielding a modest, professional look. The name tag needs to be worn so it can be easily seen. Business casual clothes demonstrating good grooming and professionalism shall be worn, along with the WPU lab coat. No clothing that is too casual or too dressy shall be considered appropriate (e.g. no blue jeans or denim, sweat suits, party dresses, halter tops, see-through fabrics, mini-skirts, shorts, t-shirts, etc.).
2. Accessories to the uniform will include clean nursing shoes. Engagement rings and wedding bands **only** may be worn in most areas. One small pair of pierced earrings worn in the lower ear lobes is permitted. No other visible body piercing will be permitted (this includes tongue piercing). Tattoos must be covered when in the clinical/preceptorship/learning experience area.
3. Students must wear business casual attire and the WPU lab coat while in the Clinical or Preceptorship areas. Lab coats must be clean and pressed with buttons, snaps, hems and seams intact. Professional appearance is required in the clinical or preceptorship facilities at all times. Students who come to clinical or preceptorship facilities with inappropriate attire/lack of cleanliness/or offensive odors such as alcohol or tobacco will be sent away from the clinical or preceptorship area. Clinical or preceptorship facilities will follow-up with the Nursing Director. Repeated offenses will result in written warnings and/or Accountability Agreement.
4. The length and style of hair may vary with the individual student; however, while on clinical or preceptorship experience and laboratory areas, it must be styled so at all times it is above the collar in order to maintain good asepsis and patient safety. Hair should be of natural color, neat and clean at all times. Male facial hair should be short and neatly trimmed. Fingernails must be short, neatly trimmed, and clean to maintain good asepsis and patient safety. No nail polish is

allowed. Makeup is allowed, but in moderation. There should be no gum chewing while on clinical or preceptorship experience. No perfumes, colognes, or strong after-shave lotions are to be worn. In addition, students should not smell of smoke or anything that may be offensive to peers, staff, or clients.

5. A lab coat and name badge must be worn when obtaining information on clients prior to Clinical or Preceptorship experiences. Any student without a lab coat / name badge will be asked to leave by the facility staff.

Unacceptable and unprofessional attire will result in the student being sent home to change. Failure to adhere to the above-stated uniform regulations will result in dismissal from the Clinical or Preceptorship unit for the day. Repeated offenses will result in written warnings and/or Accountability Agreement.

## Health Requirements

All Nursing Student Admission Requirements must be in student's file before their Clinical or Preceptorship experience. The requested date for this information will be announced on the first day of class. We expect our nursing students to be responsible adults in completing this information and may dismiss any student from the program who has not completed all of the listed information by the date requested.

In our contract with affiliating agencies, the agencies will provide only emergency medical care in the case of illness or accident occurring on the agency premises. If a student nurse becomes ill or injured while on duty, the student will be required to assume responsibility for the illness or injury and the cost of any care provided by or given by the affiliating agency. Over-the-counter medications are not provided by the affiliating agencies.

- ~~ The student must notify the director of the nursing program and the clinical or preceptorship instructor of an existing health problem or the development of one during the course of the program.
- ~~ If a health problem develops during the course of the program, the student must notify the director and the appropriate clinical or preceptorship instructor. A letter from the student's personal physician may be required.
- ~~ If a student undergoes surgery, the instructor and the director of the nursing program must be notified. Before the student can return to the clinical or preceptorship experience, the student's physician must provide the director of the nursing program with a letter certifying that the student may participate in the clinical or preceptorship experience.
- ~~ Students with health problems may continue in the nursing program with their doctors' written permission as long as they are able to meet the functional abilities, fulfill the objectives of the nursing program, and the safety of the patient is not jeopardized.

- ~~ Students are expected to keep themselves in good health and hygiene. Faculty may require evidence of satisfactory health. Students who are undergoing long-term or specialized treatment, including medications which can place limitations on clinical or preceptorship experience or classroom performance, are required to notify the director of the nursing program in writing.
- ~~ Any student who contracts a communicable disease or any illness that could affect students, patients, and staff must notify the program director and his/her clinical or preceptorship instructor of the situation. The circumstances will be evaluated and dealt with on an individual basis, dependent upon the nature of the illness and the infection control policies of the clinical or preceptorship sites involved.
- ~~ Standard Precautions (Universal Precautions) training will be provided if you do not show proof before you begin the Clinical or Preceptorship experience. You are required to implement these precautions at all times.
- ~~ If a student experiences significant exposure to blood/body fluids, the following actions are required:
- a. The student must report any exposure immediately to the instructor, an appropriate authority in the agency, and a personal physician.
  - b. The clinical or preceptorship agency's protocol for exposure/injury must be followed.
  - c. If exposure to HIV is suspected, it is recommended that the student or faculty member who experienced a significant exposure have a post exposure testing and medical evaluation regardless of whether they receive post exposure prophylaxis. Subsequent testing for HIV is recommended at 6 weeks, 12 weeks, and 6 months, following a significant exposure. HIV exposure counseling is recommended throughout the experience. Cost will be assumed by the student.
- ~~ Any medical incident or injury to the student while on Clinical or Preceptorship experience duty **MUST BE REPORTED** immediately to the instructor/preceptor. Necessary forms must be completed by the student and clinical or preceptorship instructor. Students are not considered as employees by the clinical or preceptorship facility and do not qualify for workman's compensation.
- ~~ For pregnancy or other health concerns, when the student's physician recommends delaying or omitting immunizations, a waiver must be signed.

## **Confidentiality**

Students will be advised concerning confidentiality/privacy of patient information in accordance with HIPAA regulations. Students may not release any confidential/privacy information regarding patient information. In addition, confidentiality/privacy is expected in clinical or preceptorship and classroom activities. Failure to comply will be considered a cause for disciplinary action, which may result in dismissal from the program. Students must sign the Confidentiality form, and submit it to the Nursing Office to be placed in their file.

## **Nursing Student Unethical Behavior**

Unethical behavior, e.g., harassment, plagiarism, cheating, lying, stealing, evidence of substance abuse, etc., may result in immediate dismissal from the nursing program. See university Student Code of Conduct. In addition, RN-BSN nursing students are expected to comply with the ANA's *Code of Ethics for Nurses* available at <http://www.nursingworld.org/codeofethics>.

## **Student Code of Conduct**

The William Penn University Student Code of Conduct defines the minimum standards of behavior expected of students while they are on campus and in the community. Students are responsible for complying with university rules and policies as described in the Student Handbook, Housing Agreement, and catalog. While individual freedom and development are of central concern, the student is expected to make choices with awareness that his/her actions may have an effect upon the rights and freedoms of other individuals and groups. Students enrolled in the university must assume responsibility for any action that is contrary to the William Penn Student Code of Conduct. By signing the Student Code of Conduct document, the student pledges to observe the code. See form on Eagle (university LMS on web site).

The Student Code of Conduct identifies academic conduct, conduct towards society, general conduct and conduct towards others. A complete listing of student policies and procedures is located in the University student handbook. See "Student Code of Conduct for Sponsored Activities" form in Appendix.

## Attendance & Absenteeism

The courses in the Nursing program are scheduled in order to accommodate the working adult's prior experience, lifestyle and time constraints. However, because the coursework is compressed into one day/week, **attendance is required for all sessions**. There may be rare or emergency occasions in which an absence is unavoidable, but it is important to note that even legitimate emergencies, will be posted as absences. The first absence will be posted as excused, all others unexcused.

Student engagement and active participation in the learning process is critical to quality instruction. Students are expected to be in class on time every time. Regardless of the reason for missing class, the real issue is the classroom learning / class discussions that were missed. Students are expected to take primary responsibility for making up missed assignments in a timely manner.

As a professional requirement similar to expectations in the workplace, students are responsible for notifying the instructor(s) before they miss class by sending an e-mail or calling the Nursing Office Associate (641 673-1298) if they are unable to attend class.

Students missing three class sessions per nursing course will meet with the Nursing Director and/or faculty, and complete an Accountability Agreement. This will serve as a written warning. If a fourth session is missed, students may be advised to withdraw from the program.

Any student who fails to attend a specific class during the first week of a semester may lose his or her seat in the class.

## Clinical or Preceptorship Attendance

Accountability is a very important component of learning to become a conscientious nurse. Excellent classroom and clinical or preceptorship experience attendance is an example of professional accountability. Nursing students are required to attend all clinical or preceptorship experiences during their program. See Attendance Policy. However, according to the Attendance Policy, the Nursing Faculty recognizes that there may be times when extenuating circumstances legitimately prevent students from honoring their obligation to attend clinical or preceptorship shifts. It is the student's responsibility to make up all Clinical or Preceptorship hours in coordination with the Nursing Faculty/Director and the clinical or preceptorship facility.



Students who will be absent from Clinical/Preceptorship/Learning Experiences for any reason are required to report by phone call or phone message to the following personnel:

1. Clinical or Preceptorship Facility  
(Notify the facility no less than two hours prior to your scheduled time in the Clinical or Preceptorship area. Identify yourself as student and be sure to document the name of the person taking the message.)

### Tardiness & Leaving Class Early

Students are expected to attend the entire class session and be fully engaged in the course. A faculty member may deduct points or lower grades when a student repeatedly offends classroom attendance in the following manners: not being mentally engaged in class, arrives late, takes extended breaks, leaves early, is inattentive, or plays on computer. Continued offenses can result in written warnings and/or an Accountability Agreement.

### Cancellation of Classes

Information concerning cancellation of classes due to inclement weather or unsafe conditions will be communicated in the following ways:

- A voice mail message at 641 673-1185
- [www.wmpenn.edu](http://www.wmpenn.edu)
- [www.facebook.com/WilliamPennUniversity](http://www.facebook.com/WilliamPennUniversity)
- Local radio & TV stations
- Rave Alert – email your full name, WPU ID#, cell phone #, home phone # (optional) & email address(es) to Security Director, Tim Reynolds  
[reynoldst@wmpenn.edu](mailto:reynoldst@wmpenn.edu)

With regard to classes held during inclement weather, it should also be noted that:

- If a **student deems it unsafe to travel**, it is the student's responsibility to contact the instructor to indicate his or her absence and obtain the homework. **The student's grade will not be negatively impacted due to a weather-related absence, if the student makes arrangements with the instructor on the day of the cancellation.**
- If classes are held and **an Instructor deems it unsafe for themselves to travel**, it is the instructor's responsibility to contact the Division Chair for approval. Then contact the Nursing Office (641 673-1298, [grimv@wmpenn.edu](mailto:grimv@wmpenn.edu)) and the Academic Dean's Office (641 673-1010, [bostonc@wmpenn.edu](mailto:bostonc@wmpenn.edu)). The instructor should also post cancellation of their class(es) on Moodle. See "Scheduling Cancelled Classes" Policy.

Off-campus Sites: When off-campus institutions close, students attending those sites will not have face-to-face classes. When WPU cancels classes, off-campus sites will not have face-to-face classes. Watch for information from your instructor about possible online assignments.

## **Scheduling Cancelled Classes**

WPU Nursing recommends options for making-up cancelled classes, but the decision rests with the instructor and should be based on the nature of activities occurring during the session in question. It is critical that the instructor communicate immediately with students to give them as much advance notice as possible. The instructor may consider using online instruction to make up the cancelled class.

## **Incomplete Grade Policy**

Students must file a "Request for an Incomplete" in the Registrar's Office by the last day of class for the semester. The form must have his or her signature, the faculty signature, and the Division Chair signature. The faculty member must enter the last date of attendance on the form.

At the deadline (the end of the sixth week of the next semester) an uncorrected incomplete grade will automatically become "F."

No further grade changes will be possible after the end of the sixth week of the next semester. An exception to this policy will be considered by the Academic Council, based on a student's appeal letter and recommendation of the faculty member involved.

## **Repeating a Course**

Additional credit will not be given for a repetition of the same course unless noted in the catalog. When a course is repeated to improve a grade, the higher grade will be used in computing the student's GPA.

## **Changing A Grade**

In the event that an instructor has made an error in calculating a grade, the student should contact the instructor and request a review of how the grade was determined. If a grade change is warranted, then the instructor completes a Change of Grade Form. The change must be approved by the Division Chair or the Academic Dean.

## **Right to Appeal**

See the University catalog for policies and procedures to appeal a violation of academic integrity, a grade or academic dismissal.

## **Nursing Student Grievance Procedure**

A grievance is a complaint initiated by a student who believes he/she has been unfairly treated by an employee of the University or another student of the university. A grievance also may be initiated if a student believes he/she has experienced a breach of a contractual relationship between him/herself and the University. The process to resolve grievances is noted below:

1. The student must make every reasonable effort to resolve the problem with the William Penn University employee.
2. The student consults first with the instructor/staff to understand the nature of the grievance – i.e. related to admission, program progress, advising, graduation, etc. The objective of the meeting is to allow all parties to reach a mutual understanding of the grievance(s). If no resolution is possible after this meeting with the instructor/staff:
3. The student may in writing (via email) request to meet with the Nursing Director. The Director must receive the written request within fourteen (14 ) calendar days of the meeting with the instructor/staff, which should include 1) the student’s detailed response, and 2) documentation supporting the student’s grievance. The Director will reply via e-mail within seven (7) calendar days to set up a meeting. Director and student will review all factors related to the grievance with the goal of seeking a fair and equitable resolution. If no agreement can be achieved:
4. All documentation concerning the grievance will be forwarded to the relevant Academic Dean (based on the relevant campus). The student may in writing (via email) within seven (7) days request to meet with the Academic Dean. As needed, the Dean may present the grievance to the Academic Council (AC) for review and counsel. The decision of the Academic Dean is final.
5. All parties in this grievance process agree to cooperate openly, respectfully, honestly, and in good faith.

Please see the University Catalog for full grievance policy.

## **Children in the Nursing Classroom**

Children are not allowed to visit classrooms or remain anywhere on campus while their parent or guardian is in class.

## University Ethical Practices

See University catalog & student handbook regarding FERPA and Computer Use. Admissions follows the National Association for College Admission Counseling Statement of Principles of Good Practice.

## Technology Competencies & Requirements

As part of the educational process and to pursue your goal at WPU, you as a nursing student are required to possess certain technology requirements and abilities:

- Send, receive, reply & forward e-mail for correspondence with faculty and students; attach a file to an e-mail message
- Ability to check college e-mail on a daily basis
- Microsoft Word
  - ✓ Create a Word document
  - ✓ Apply basic formatting (fonts, centering, margins, line spacing, etc.)
  - ✓ Insert page numbers and running head
  - ✓ Save, retrieve & print document
  - ✓ Upload document into specified LMS (Eagle/Moodle)
- Microsoft Excel
  - ✓ Create a spreadsheet
  - ✓ Insert a formula
  - ✓ Insert a chart from spreadsheet data
  - ✓ Format cells to represent correct data type (currency, date, percent, etc.)
  - ✓ Save, retrieve & print document
- Microsoft PowerPoint
  - ✓ Create a PowerPoint
  - ✓ Apply background design
  - ✓ Insert an image
  - ✓ Create notes for each slide
  - ✓ Save, retrieve & print a 6-slides/page handout
- The ability to browse the Web including downloading & installing common programs
- The ability to access certain Web pages
- The ability to print and submit a hardcopy assignment
- A laptop for in-class assignments/activities.

Important information is relayed via your WPU e-mail account. By signing that you have read the handbook and will follow all policy and procedures, you are confirming your responsibility for checking your WPU e-mail every day.

## Cell Phone/Electronics Policy

See the University Student Handbook for the entire policy.

- Turn cellular phone ringer off or set to “silent” during class sessions or meetings and in designated quiet areas of the library; texting or talking on the phone is prohibited during class.
- If you expect an emergency call during class, notify the instructor before class begins. Instructors may use their own discretion on whether to allow students to accept such calls.
- Appropriate Classroom Laptop Use- Please refrain from instant messaging, e-mailing, surfing the Internet, checking Facebook or other social media sites, playing games, writing papers, doing homework, etc. during class time. Acceptable uses include taking notes, following along with the instructor on PowerPoint, with demonstrations, and other whole class activities, as well as working on assigned in-class activities, projects, and discussions that require laptop use.

## Social Media Policy

Social networking sites (i.e. Facebook, MySpace, Twitter) are useful avenues for student communication and study groups, and can be used to access the latest health-related news. We support the responsible use of these resources and expect all users to demonstrate the same level of ethical and professional conduct, as is required in face-to-face or written communications. Additionally, the WPU Nursing Program adheres to the NCSBN policies. See <https://www.ncsbn.org/2930.htm>.

All Nursing Students are prohibited from the following conduct in any form of Social Media/Social Networking:

- Postings that violate or infringe upon the rights of any third party, including copyright, trademark, privacy, publicity or other personal or proprietary rights
- Postings that contain libelous, defamatory or otherwise unlawful material
- Postings discussing confidential patient information or any information or photographs concerning patients and/or their families
- Postings discussing information about University employees that is disparaging in nature
- Discriminatory or harassing posting discussions concerning another student
- Posting pictures of employees, students, or anyone associated with the University without that person’s permission
- Accessing Social Media/Social Networking during classroom, clinical or preceptorship hours.

Failure to comply with this Social Media/Social Networking Policy may result in disciplinary action, up to and including dismissal from the Nursing Program.

### **No Smoking Policy**

In accordance with the Iowa SmokeFree Air Act, smoking is strictly prohibited throughout campus, including all buildings and grounds. Smoking inside vehicles (including personal vehicles) on university property is also prohibited. Other tobacco use is prohibited on campus except inside individual rooms within residence halls.

### **Disabilities**

A student who plans to request accommodations must first disclose their disability to the Coordinator of the Office of Services for Students with Disabilities (OSSD). See University catalog (WPU web site or paper copy) or WPU Student Handbook.

### **Career Services & Student Success Center**

See University catalog & student handbook.

### **Campus Health Clinic**

The campus health clinic is located on the 2nd floor of the Penn Activity Center (PAC), Monday & Wednesday, 8:30 – 3:30 and Friday 8:30 – 12:00. 641 676-7361

### **Academic Calendar**

See University catalog and/or Eagle web site.

### **Counseling**

The Counseling Center provides individual and group counseling for students experiencing personal, emotional, and academic concerns. Currently located in the Atkins Memorial Student Union, 641 673-1703.

### **Student Participation on Faculty Committees**

Students may be asked to participate on William Penn University committees.

## Safety Policies

1. Students are responsible for their own personal safety when making home visits or in community settings. If you are concerned about your safety, you need to advise your clinical faculty immediately.
2. If you feel unsafe at any time, maintain your personal safety and contact the instructor immediately.
3. The student is responsible for his/her own transportation. The university is not liable for travel to and from clinical/preceptor sites.  
No client is to be transported in student vehicles.  
Exercise safe driving practice: wear a seat belt, lock your car doors, lock your purse in the trunk, and do not drive during unsafe driving conditions. Ensure your car is fueled and maintained. Carry a map of the area with you during clinical visits.
4. WPU Campus Security 641 673-1170  
Clive Campus Security 515-222-9949 x1300  
IHCC Campus Security 641 683-5333  
SWCC Campus Security  
**CRESTON CAMPUS MONDAY-FRIDAY PHONE NUMBER**  
8:00AM – 5:00PM Dean of Student Services 641-782-1413 or 641-344-6269  
7:00AM – 4:00PM Director of Plant Services 641-782-1317 or 641-344-5193  
4:00PM – 11:00PM Night Maintenance Supervisor 641-782-1415 or 641-344-0941  
**CRESTON CAMPUS OTHER HOURS PHONE NUMBER**  
Evenings/Overnight Night Maintenance 641-344-0941  
MCC Campus Security (Dean of Students) 641 844-5716;  
Marshalltown Police Dept. 641 754-5725

## Wilcox Library

WPU's Wilcox Library has two full-time librarians with MLS degrees (one is an Instructional Librarian), and two FTE support staff. The library is open 8am-12am Mon-Thursday, 8am-8pm Friday, 1pm-5pm Saturday and 12pm-12am Sunday. The library has 15 desktop computers and 20 laptops available. There are also 25 desk top computers available in the Electronic Classroom (when not being used by a class). The library has two individual study rooms and two mid-size group study rooms, in addition to two large group study rooms (sometimes used as classrooms). Students, faculty & staff have access to two free printers (one BW & one color) and one free photocopier and two scanners. Resources include CINAHL PLUS with full text (comprehensive source for nursing & allied health journals, providing full text for more than 770 journals indexed in *CINAHL®*), Health Source (Nursing Academic Edition and Consumer Edition), e-journals (over 200 nursing and over 4,000 medicine & health sciences), online Credo Reference which includes three nursing titles, several hundred hard copy nursing-related books, many health-related DVD's, thousands of e-books on nursing and health, plus over 1,900 health and medicine videos

that can be streamed over the internet from Films on Demand. A LibGuide for nursing research is available on the Wilcox Library web site.

## Graduation Requirements

The completion of all requirements for graduation is the responsibility of the student. The Bachelor of Science in Nursing is granted to the candidates who have:

- Completed a minimum of 124 semester hours of credit including the required general education, prerequisite, and nursing major courses;
- Minimum of 30 hours at William Penn University, with the last 15 completed at WPU.
- Students are required to take LDRS 290 Quaker Values & LRDS 390 Contemporary Leadership.
- Acquired a minimum WPU cumulative GPA of at least 2.5.
- Filed Declaration of Intent with Registrar within required time period.
- See University catalog for “Degree Requirements,” and other information.
- Student will complete a Final Evaluation of the Nursing Program.
- Nursing Faculty & Director will complete a Summative Evaluation for student file. See Appendix.

## Nursing Pin

After students have completed the WPU Nursing Program, they may purchase a WPU Nursing Pin. Order forms are available in the Nursing Office.



WILLIAM PENN UNIVERSITY  
STUDENT CONTACT FORM

Name \_\_\_\_\_

Student ID \_\_\_\_\_

William Penn e-mail \_\_\_\_\_@wmpenn.edu

(usually last name, first initial i.e. jonesc@wmpenn.edu)

Non-WPU e-mail \_\_\_\_\_

Community College(s) \_\_\_\_\_

Current Employer: \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Full-time OR Part-time

Current Employer: \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Full-time OR Part-time

Current Employer: \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Full-time OR Part-time

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Code of Conduct Contract for College Sponsored Activity**

I, \_\_\_\_\_, hereby agree to fulfill all the terms listed below as a delegate from William Penn University, Oskaloosa, Iowa.

1. I understand that I am a representative of William Penn University, and that I represent it and its interests. As such, I understand that any actions I take during this college-sponsored activity will negatively or positively affect others’ opinion of William Penn University.
2. I will attend all on-site and post-trip meetings. I will attend and participate in all aspects of the activities. Should I deliberately miss scheduled activities or leave the hotel or meeting venues without prior consent (of my advisor[s]) I understand that I will be liable for reimbursing William Penn University for any costs they paid associated with my attending the function and may be subject to disciplinary action by the college.
3. As a delegate, I will engage in behaviors that are responsible and mature. Use of alcohol or alcohol intoxication, use of illegal substances, abusive, disruptive, or inappropriate behavior is expressly prohibited as noted in the Student Code of Conduct at William Penn University. **If hotel/facility or William Penn University rules are broken, these actions MAY RESULT IN DISCIPLINARY ACTION BY THE COLLEGE and revocation of my membership in extracurricular activities.**
4. Infraction of these rules (by use of alcohol or alcohol intoxication, use of illegal substances, abusive, disruptive, or inappropriate behavior) may result in breaking hotel/facility or William Penn University rules, and may result in my dismissal from the remainder of the trip. If I am asked to leave, I understand that I must reimburse William Penn University for any expenses covered for my participation in the trip, plus any transportation costs to send me home. I also understand that I may be subject to further disciplinary action from the Director of Student Services or other administrative officials of William Penn University.

I hereby certify that I am a duly enrolled student in good academic standing at William Penn University.

Student’s Name: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_

Student’s cell phone # \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Advisor’s Signature: \_\_\_\_\_

William Penn University

**HEALTH OCCUPATIONS  
HEPATITIS B IMMUNIZATION  
CONSENT FORM**

Hepatitis B vaccine is strongly recommended for administration to high-risk groups, including health care workers who are in contact with potentially infectious body fluids. I have read the statement on the reverse side of this form about Hepatitis B and the Hepatitis B vaccine and have had the opportunity to discuss this topic with my physician and ask questions. I understand I must have three doses of vaccine for protection to occur. However, as with all medical treatments, there is no guarantee that I will become immune or that I will not experience adverse effects from the vaccine.

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Vaccine Record:	Date _____	Dose 1
	Date _____	Dose 2
	Date _____	Dose 3

**Physician's Signature** \_\_\_\_\_

**HEPATITIS B  
THE DISEASE**

Hepatitis B is a viral infection caused by Hepatitis B virus (HBV). The virus has been found in blood, saliva, semen, and vaginal secretions. Although it is transmitted primarily through the blood, it can also be transmitted through mucous membranes and breaks in the skin.

Hepatitis B infection can have severe consequences, including progressive liver damage and the possibility of developing hepatocellular carcinoma. Six to ten percent of the people who contract the virus become carriers or develop chronic hepatitis. Mortality rates for Hepatitis B have been reported to be as high as 10 percent.

**THE VACCINE**

Vaccine is available for protection from the Hepatitis B virus. Its use is recommended for those at high risk of developing Hepatitis B, including health care workers who are in contact with potentially infectious body fluids. Students are particularly vulnerable to contamination since their hand skills are generally not yet well developed.

Full immunization requires three doses of vaccine over a six-month period, although some persons may not develop immunity to Hepatitis B. There is no evidence that the vaccine has ever caused Hepatitis B. However, persons who have been infected with Hepatitis B virus prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization.

The incidence of side effects from the vaccine is very low. The most common post-injection complaints are tenderness and redness at the site of injection. Low grade fever, rash, nausea, joint pain, and mild fatigue have also been reported. Allergic reactions can occur in patients who are hypersensitive to any component of the vaccine. The vaccine should not be given to a pregnant female unless absolutely essential. Females are discouraged from getting pregnant during the 6 months of the immunization series, as well as 2-4 weeks after the last (third) immunization. Caution should be used in administering the vaccine to a nursing mother.

William Penn University

**HEPATITIS B VACCINE****WAIVER FORM**

Hepatitis B Vaccine (Heptavax-B). This vaccine is recommended for administration to high-risk groups, particularly health care workers who are in contact with potentially infectious body fluids.

Three 1 ml. injections – the second completed one month after the initial injection, the third one completed six months after the initial injection are required for full protection.

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus infection. Having discussed this with my physician, my refusal of the vaccine relieves all clinical facilities and William Penn University of any responsibility if I should contract the virus while on clinical rotation.

**I have declined to have the Hepatitis B vaccine and take full responsibility.**

Student's Printed Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

William Penn University  
Division of Nursing  
Physical Form

Attention: This form MUST be returned prior to participation in nursing class or clinical or preceptorship experience.

Name \_\_\_\_\_  
Last First MI

Height \_\_\_\_\_ Weight \_\_\_\_\_

Blood Pressure \_\_\_\_\_ Resting Pulse \_\_\_\_\_ Age \_\_\_\_\_

**Physical Examination Comments:**

- 1. Eyes \_\_\_\_\_
- 2. Ears \_\_\_\_\_
- 3. Nose \_\_\_\_\_
- 4. Throat \_\_\_\_\_
- 5. Skin \_\_\_\_\_
- 6. Heart \_\_\_\_\_
- 7. Lungs \_\_\_\_\_
- 8. Abdomen \_\_\_\_\_
- 9. Extremities \_\_\_\_\_
- 10. Spine \_\_\_\_\_

**Status**

\_\_\_ Cleared for full activity \_\_\_ Cleared, with restrictions \_\_\_ Not cleared for activity

Comments, restrictions, other medical concerns (i.e. asthma, diabetes, meds, allergies)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of healthcare provider/physician

\_\_\_\_\_  
Date

**William Penn University  
Accountability Agreement Form**

\_\_\_\_\_ has not demonstrated accountable action in Nursing. Specific actions include the following:

In order for \_\_\_\_\_ to meet the outcomes of Nursing, the following required outcomes must be demonstrated in the established timeline. The student will earn a failing grade in the course(s) if these outcomes are not met.

This is mutually developed and agreed upon by:

\_\_\_\_\_  
Student    Faculty    Advisor

\_\_\_\_\_  
Date    Date    Date

Resolution:

Comments:



William Penn University  
Nursing  
Re-Admission Application

Name \_\_\_\_\_  
Last First Middle Maiden/Former

Address \_\_\_\_\_  
Street/PO Box City State

Telephone(s): \_\_\_\_\_  
Cell Home

E-mail address: \_\_\_\_\_

Iowa Nursing License: \_\_\_\_\_  
Number Expiration

Date of Withdrawal from WPU Nursing Program: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Explain steps taken and future plans to ensure success in the Nursing Program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nursing Director Signature

\_\_\_\_\_  
Date



**WILLIAM PENN RN-BSN NURSING PROGRAM  
FINAL EVALUATION FORM**



<b>STUDENT'S NAME:</b>						
<b>ENTRANCE DATE:</b>		<b>FINISHING DATE:</b>				
<b>EVALUATION</b>	<b>EXCELLENT</b>	<b>ABOVE AVERAGE</b>	<b>AVERAGE</b>	<b>BELOW AVERAGE</b>	<b>NOT OBSERVED</b>	<b>PROGRAM OUTCOMES</b>
<b>PROFESSIONAL BEHAVIORS:</b>						
1. Exhibits Leadership, safe and holistic care.						1 & 7
2. Demonstrates comprehensive assessments.						1
3. Formulates plans of care for diverse populations.						7
4. Practices within legal, ethical and regulatory frameworks.						1
5. Ongoing professional development.						4 & 8
6. Lifelong learning and commitment to service.						4 & 8
<b>EVIDENCE-BASED PRACTICE:</b>						
1. Integrates multi-level evidence for optimum safe care.						3
2. Implements methods of evidence-based learning.						3 & 4
3. Analyzes evidence-based practice to improve patient outcomes.						3 & 5
4. Implements methods for quality improvement.						4
5. Identifies discrepancies between standards and practice.						4 & 5
<b>INFORMATICS:</b>						
1. Utilizes information systems and current technology.						5
2. Gathers data to deliver safe care.						5
3. Evaluates data to improve patient outcomes.						3 & 5
<b>LEADERSHIP SKILLS</b>						
1. Appraises the impact of healthcare policies						4
2. Applies leadership concepts for high-quality and safe care.						6
3. Applies leadership methods utilizing critical reasoning.						6
4. Presents self as a leader in delivery of high-quality care.						6
5. Demonstrates commitment to service.						8
6. Demonstrates five Quaker Principles as a priority.						1-8
<b>CARING INTERVENTIONS:</b>						
1. Provides holistic nursing care to all communities.						1 & 7
2. Employs caring within their nursing practice.						1 & 8
3. Demonstrates effective self-care.						8
4. Communicates in a caring manner to all communities.						2
5. Applies Jean Watson's Ten Caritas Processes when caring for self and others.						1-8

\_\_\_\_\_  
Signatures of Faculty Members Participating in Evaluation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Nursing Director

I hereby authorize William Penn University to release information on this form as a reference. Yes \_\_\_\_ No \_\_\_\_

PRE Student Signature \_\_\_\_\_ Date \_\_\_\_\_

POST Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*THIS FORM MUST BE KEPT IN STUDENT REGISTRAR FILE FOR THREE YEARS.\*\*\***

## Rubric for Final Evaluation Tool

### **Excellent: Consistently demonstrated all outcomes with excellence. Definition of – “consistently and without error”-- Received A’s on graded assignments**

Consistently demonstrated accountability by providing safe and holistic care with excellence and without error  
Regular class/clinical attendance with no more than one absence during each class per semester  
Assignments were accurate, complete and met all assigned deadlines with excellence and without error  
Assignments represented excellence in scholarly writing, inquiring and analysis without error  
Consistently demonstrated excellent leadership skills with positive attitude and actions in classroom  
Consistently improved in the classroom and clinical after self reflection  
Consistently demonstrated excellent professional image with dress, leadership skills and overall attitude while enrolled  
Consistently demonstrated excellence in nursing practice within legal, ethical and regulatory frameworks  
Consistently demonstrated excellence in methods of evidence-based learning  
Consistently demonstrated excellence in use of information systems  
Consistently demonstrated excellence in effective self care  
Consistently communicated in a caring manner to all inter-professional teams with excellence  
Consistently utilized JW Process and QP while enrolled in the RN-BSN program

### **Above Average: Satisfactorily demonstrated the majority of outcomes with above average effort. Definition of – “satisfactorily and with marginal error” – Received A’s on the majority of graded assignments**

Satisfactorily demonstrated accountability by providing safe and holistic care  
Regular class/clinical attendance (no more than 1-2 absences during each class)  
Assignments were satisfactory with accuracy, completeness and met all assigned deadlines with marginal error  
Assignments were completed satisfactorily with scholarly writing, inquiring and analysis with marginal error  
Satisfactorily demonstrated leadership skills with positive attitude in classroom with marginal error  
Satisfactorily improved in the classroom and clinical after self reflection with marginal error  
Satisfactorily demonstrated a professional image with dress, leadership skills and overall attitude while enrolled with marginal error  
Satisfactorily demonstrated nursing practice within legal, ethical and regulatory frameworks with marginal error  
Satisfactorily demonstrated methods of evidence-based learning with marginal error  
Satisfactorily demonstrated use of information systems with marginal error  
Satisfactorily demonstrated effective self care with marginal error  
Satisfactorily communicated in a caring manner to all inter-professional teams with marginal error  
Satisfactorily utilized JW Process and QP while enrolled in the RN-BSN program with marginal error

### **Average: Satisfactorily met most program outcomes with average effort. Definition of – “satisfactorily and with some error” majority of grades were B’s on graded assignments**

Demonstrated accountability by providing safe and holistic care with some error  
Regular class/clinical attendance (no more than 3 absences during each class)  
Assignments were satisfactory with accuracy, completeness and met all assigned deadlines with some error  
Assignments were completed satisfactorily with scholarly writing, inquiring and analysis with some error  
Satisfactorily demonstrated leadership skills with positive attitude in classroom with some error  
Satisfactorily improved in the classroom and clinical after self reflection with some error  
Satisfactorily demonstrated a professional image with dress, leadership skills and overall attitude while enrolled with some error  
Satisfactorily demonstrated nursing practice within legal, ethical and regulatory frameworks with some error  
Satisfactorily demonstrated methods of evidence-based learning with some error  
Satisfactorily demonstrated use of information systems with some error  
Satisfactorily demonstrated effective self care with some error

Satisfactorily communicated in a caring manner to all inter-professional teams with some error  
Satisfactorily utilized JW Process and QP while enrolled in the RN-BSN program with some error

**Below Average: Inconsistently met program outcomes with below average effort. Definition of – “inconsistently and with little effort or with error” majority of grades were C’s or below.**

Inconsistently demonstrated accountability by providing safe and holistic care with little effort  
Inconsistence class/clinical attendance (1-4 absences during each class)  
Assignments were inconsistent with accuracy, completeness and met all assigned deadlines with little effort  
Assignments were inconsistent with scholarly writing, inquiring and analysis with little effort  
Inconsistent leadership skills with poor attitude in classroom with little effort  
Inconsistent improvement in the classroom and clinical after self reflection with little effort  
Inconsistency with a professional image with dress, leadership skills and overall attitude while enrolled with little effort  
Inconsistently demonstrated nursing practice within legal, ethical and regulatory frameworks with little effort  
Inconsistently demonstrated methods of evidence-based learning with little effort  
Inconsistently demonstrated use of information systems with little effort  
Inconsistently demonstrated effective self care with little effort  
Inconsistently communicated in a caring manner to all inter-professional teams with little effort  
Inconsistently utilized JW Process and QP while enrolled in the RN-BSN program with little effort

**Not observed: N/A to evaluation**

### **Evaluation of Student Outcomes**

During the program, nursing students are consistently evaluated and faculty regularly communicates with them about meeting individual student outcomes (listed on the final student evaluation).

Nursing course syllabi provide students with evaluation methods that support individual student outcomes. Student evaluations are completed by preceptors at the end of the student’s 30-hour preceptorship in NURS 302 and NURS 303. Nursing faculty communicate with preceptors regarding each student’s progress during their preceptorship. Finally, the nursing faculty completes pre- and post-evaluations on student individual outcomes using the Final Evaluation Form.

Students are provided multiple opportunities to evaluate the RN-BSN program, individual faculty, and the university. Mid-term assessments are completed in nursing classes, as well as end-of-course evaluations. The nursing director completes a small group assessment (SGA) with students for the first two semesters of a new faculty’s teaching responsibilities. Students who are members of the advisory committee provide feedback during those meetings. Students participate in a faculty-lead focus group at the end of their program, and also complete a Final Program Evaluation. The university sends a post-graduation survey within six months after graduation, asking for input about their education at the university and their employment.

**Student Confidentiality Agreement****William Penn University**

During the course of my education at William Penn University, I understand that I will come in contact with confidential information regarding the patients I care for. I understand the need to protect the privacy of patients, and am committed to protect and safeguard this information.

I agree that I will not release any confidential information regarding patients to my family, friends, or any unauthorized person. Patient information will be released only to those with a legitimate need to know.

I also agree to guard against any inadvertent disclosure of confidential information. My discussions with co-workers regarding the treatment of patients will be discrete, particularly when such conversations take place in hallways, the cafeteria, or other areas where the public may accidentally overhear.

Finally, I agree to comply with established procedures designed to protect patient confidentiality, through the protection of patient charts and records, and other sources of confidential information.

I understand that my failure to comply with this agreement will be considered as cause for disciplinary action, which may result in dismissal from the Nursing Program. These provisions are established out of mutual concern for the patients, and I agree to work with other hospital staff toward the goal of providing them the best possible care.

---

Instructor Signature

---

Date

---

Student Signature

---

Date

Final Evaluation by Clinical Preceptors of Nursing Student Performance  
 (Adapted per course)  
 Division of Nursing  
 William Penn University

Student's Name: \_\_\_\_\_

The following are a list of outcomes for the students to accomplish during their clinical experiences in leadership. Please respond to each of the outcomes by circling the number, which most closely corresponds to your evaluation of the degree of attainment for each outcome. Please review each of the outcomes with the student and add any comments that would be helpful. If needs improvement is circled, please indicate specific areas that need to be addressed.

- 3 – Strongly Agree: In greater depth or to greater degree than most students  
 2 - Agree: About the same depth or degree as most students  
 1 - Needs improvement; Less depth or degree than most students.

1. The student will come to know and integrate theories and leadership/management concepts underlying care management situations. 3 2 1

Comments:

2. The student will demonstrate an understanding of various legal and ethical issues as appropriate to the clinical setting. 3 2 1

Comments:

3. The student will apply outcome assessment concepts (quality, safety and risk) within the care management environment. 3 2 1

Comments:

4. The student will critically analyze the elements of resource allocation and cost containment in care management situations. 3 2 1

Comments:

5. The student will develop abilities to prioritize, manage time, and delegate appropriately in care management situations. 3 2 1

Comments:

6. The student will come to new understandings of the concepts of change, conflict management, and decision making. 3 2 1

Comments:

7. The student will demonstrate an understanding of various care delivery strategies and staffing patterns.

Comments:

3 2 1

8. The student will be accountable to the manager.

Comments:

3 2 1

Additional Comments:

Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Must be completed and returned to course instructor by end of course.

Division of Nursing  
Clinical Preceptor Evaluation Form

Preceptor \_\_\_\_\_ Course \_\_\_\_\_

Semester \_\_\_\_\_ Student \_\_\_\_\_

Circle the appropriate letter as it applies to clinical instruction. Circle E if criteria were not observed. The evaluation should be based on your personal learning experience.

- A – Excellent: an outstanding contribution to student learning  
 B – Above Average: a better-than-average contribution to student learning  
 C – Average: an acceptable level of contribution to student learning  
 D – Needs Improvement: a minimal level of contribution to student learning due to the need for further development  
 E – N/A

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Functions as a caring professional role model.  | A | B | C | D | E |
| 2. Demonstrates clinical expertise in nursing situations.                                    | A | B | C | D | E |
| 3. Provides a caring context for the student to share concerns and successes as need arises. | A | B | C | D | E |
| 4. Identifies own errors and limitations and seeks out answers.                              | A | B | C | D | E |
| 5. Facilitates development of clinical judgments in nursing situations.                      | A | B | C | D | E |
| 6. Provides useful and fair feedback on student progress.                                    | A | B | C | D | E |

The preceptor is interested in learning about your comfort and learning in the clinical area. Please reflect upon present clinical experiences with the teacher. Express your views as completely as possible. You may use the back of this page if necessary.

7. Explain how this preceptor was available for you during clinical.
8. If one thing could be changed to make this preceptor's teaching and learning style more effective, it would be...
9. This preceptor's most effective teaching strategy was ...
10. This preceptor responded to your individual needs by ...
11. Share how your clinical experience fostered a caring and confidential relationship between you and this preceptor.
12. This preceptor facilitated understanding and knowledge by ...

## Nursing Preceptor Policy

Definition: A preceptor is one who promotes the student's clinical lived experiences and new ways of caring and knowing in nursing situations. The preceptor draws upon nursing knowledge embedded in practice and creates a learning environment which is dynamic and innovative. The ratio of preceptors to students will be less than one to eight, in order to facilitate student learning, socialization to the profession, and mentorship. An exception will be made for management preceptors. Management preceptor may be placed with several students based on the manager's previous experience, evaluation, and individual preference.

### Qualifications:

- The nurse should be BSN prepared.
- The nurse should hold an active license as a Registered Nurse in the State of Iowa.
- The nurse should have a minimum of one (1) year of experience as a Registered Nurse and be clinically competent in the area in which he/she is serving as a preceptor.
- The nurse should be recommended for service as a preceptor by the clinical site's Nurse Manager or a professional peer.
- The nurse shall be employed by or maintain a current written agreement with the clinical facility in which a preceptored experience occurs.
- The Nurse's personal philosophy of nursing should be compatible with William Penn University (WPU) Division of Nursing philosophy.

### Responsibilities of the Nursing Faculty:

- The nursing faculty is responsible for selecting the preceptor using the above criteria.
- The nursing faculty is responsible for providing the preceptor with the William Penn University Nursing Preceptor Agreement form.
- The nursing faculty is responsible for annually reviewing the nursing preceptor agreement forms.
- The nursing faculty shall retain ultimate responsibility for student learning and evaluation.
- The nursing faculty is responsible for distributing the following materials to the preceptor:
  1. William Penn University Division of Nursing Philosophy and Program Outcomes.
  2. Course outcomes and number of preceptor hours the student needs to complete.
  3. Clinical preceptor evaluation of the nursing student.
  4. Responsibility of the nursing faculty, preceptor, and the student.
- The nursing faculty is responsible for the evaluation of the preceptor and for determining reappointment of the preceptor.
- The nursing faculty is responsible for communicating with the preceptor during the semester.

### Responsibilities of the Preceptor:

- Acceptance of the preceptor role within the boundaries of the qualifications.
- The preceptor will complete the WPU Preceptor Agreement form every three years.
- The preceptor will communicate any concerns about the student with the student and WPU faculty.
- The preceptor or designated RN will complete the course specific evaluation of nursing student.



Responsibilities of the Nursing Student:

- The student will complete all necessary forms for the specific clinical site.
- The student will communicate any concerns about their preceptorship with the preceptor and nursing faculty member. The student will complete an evaluation of the preceptor and the clinical site using the WPU Preceptor Evaluation Form.
- The student will not work the night shift prior to attending their preceptorship and/or class the next day.
- The student is responsible for his/her own transportation. The university is not liable for travel to and from clinical/preceptor sites.
- Write a thank you to your preceptor at the conclusion of your experience.

Evaluating and Reappointment:

Preceptors will be evaluated at the end of every semester. Students will complete the WPU Preceptor Evaluation form. Preceptor will meet with the clinical faculty to evaluate their performance. Reappointment decisions will be contingent on evaluations, the individual preferences of the preceptors, and recommendations of the clinical manager.

William Penn University Nursing Education

Student Perception of Clinical Agency

Please make these ratings carefully and express your opinions thoughtfully. If you are uncertain about the proper response to any item, leave blank. Please provide comments on any item rated lower than B, and write the question number next to your comments, if related to specific items.

Always = A      Usually = B      Sometimes = C      Rarely = D      Never = E

**Preceptor Environment was:**

- \_\_\_\_\_ 1. Conducive to learning
- \_\_\_\_\_ 2. Pleasant and accommodating.
- \_\_\_\_\_ 3. Able to provide good learning experiences.

**Clinical Agency Staff were (Not Preceptor)**

- \_\_\_\_\_ 4. Helpful.
- \_\_\_\_\_ 5. Positive role models.
- \_\_\_\_\_ 6. Supportive in a professional manner.

Comments:

Describe the value of this preceptorship experience.

Preceptor site: \_\_\_\_\_

Preceptor: \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_ HAVE READ THE WILLIAM PENN UNIVERSITY NURSING  
STUDENT HANDBOOK AND AGREE TO FOLLOW THE POLICIES & PROCEDURES.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

This form must be completed and submitted to the Nursing Office Associate, Penn Hall 214.