NURSING STUDENT GUIDEBOOK

WILLIAM PENN UNIVERSITY
DIVISION OF NURSING
OSKALOOSA, IA

2024-2025

CONTENTS

WILLIAM PENN UNIVERSITY NURSING PROGRAM STUDENT GUIDEBOOK

The Student Guidebook serves as a guide for successful and timely program completion. The nursing student is responsible for the Guidebook content (i.e., policies and procedures). All changes in policies and procedures and important communication from the Division of Nursing will be conveyed through the William Penn University email system. **The nursing student will be responsible for checking their WPU emails and communication with the Division of Nursing, faculty, and staff.**

This Nursing Student Guidebook 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 Guidebook, hvttps://www.wmpenn.edu/wp-content/uploads/2022/08/Nursing-Student-Guidebook-2022-2023.pdf

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DIVISION OF NURSING: PROGRAM INTRODUCTION:

Welcome!

Congratulations on your selection to William Penn University Nursing. We are excited to welcome you. You are embarking on a new journey in your career.

As a William Penn University student, you will join a community of scholars committed to improving health care in the United States and globally. You will establish friendships with classmates and faculty that will continue throughout your life. After graduation, as alumni, you become a member of a much larger William Penn University Community.

The William Penn University nursing program prepares nursing students to practice at the Baccalaureate level. Students will have the opportunity to practice in collaborative environment, experiencing leadership roles in hospitals, clinics, and community health agencies.

Orientation will acquaint you with the curriculum, organization, policies, and procedures of William Penn University and begin your new education path.

For now, get ready to work hard, soak in all you can as a student, and look forward to what the next professional steps will be for you after this program is completed.

Sincerely,

Dr. Kimberly J Brown DNP, MSN, BSN, PMHNP, ARNP FNP-C
Director of Nursing

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.

We fulfill our mission by working toward seven goals derived from the principles listed in the Mission Statement. Though each campus Department and Division interprets the goals in ways relevant to their areas of expertise, all Departments and Divisions work to realize these seven goals that are directly connected to the Mission Statement.

Mission Statement Principles:

Mission Statement Principles	Goals that will guide the University These goals identify how the principles listed in the Mission Statement will be pursued at William Penn University, how the University will provide an educational opportunity for its students, through the University's Academic Programs and Co-Curricular Departments.
Leadership	We will influence others to worthy action.
Technology	We will master relevant technology.
Simplicity	We will focus on essential ideas and values.
Peacemaking	We will understand various viewpoints and be able to respectfully and peaceably embrace, negotiate, or decline those views.
Integrity	We will create new and relevant knowledge and methods.
Community	We will cooperate, communicate, and coordinate our efforts. We will also participate in communities beyond the University.
Equality	We will create the opportunity for all to learn and to share their experience.

William Penn University Quaker Principles Introduction

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.

Division of Nursing's Mission Statement

The mission of the William Penn University nursing program is to prepare BSN graduates with enhanced leadership skills 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 "Principles and Goals**."**

Division of Nursing's 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*, mission statement, principles*,* and goals which provide the student an opportunity to develop complex decision-making skills to provide safe and holistic care to self and all communities.

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Division of Nursing's Integrated Process

The following processes are embedded in the program outcomes. They are essential elements of the nursing program:

- IOM Core Healthcare Professional Competencies
- AACN Essentials of Baccalaureate Education
- Jean Watson's Theory of Human Caring
- 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 COLLEGE OF NURSING (AACN)

Essentials of Baccalaureate Education

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

CONCEPTUAL FRAMEWORK

Jean Watson Caritas Processes

1. Practicing loving-kindness and equanimity within the 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 a 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."

Division of Nursing Organization Chart

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                        │   Division of Nursing    │
                        │        Director          │
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                        │   Division of Nursing    │
                        │   Assistant Director     │
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  │   Advisory   │      │   Division of Nursing    │      │ Cooperating  │
  │    Board     │      │     Faculty & Staff      │      │  Facilities  │
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  │     WPU      │      │   Division of Nursing    │      │ WPU Faculty  │
  │ Departmental │      │        Students          │      │ Committees   │
  │ Committees   │      └─────────────────────────┘      └──────────────┘
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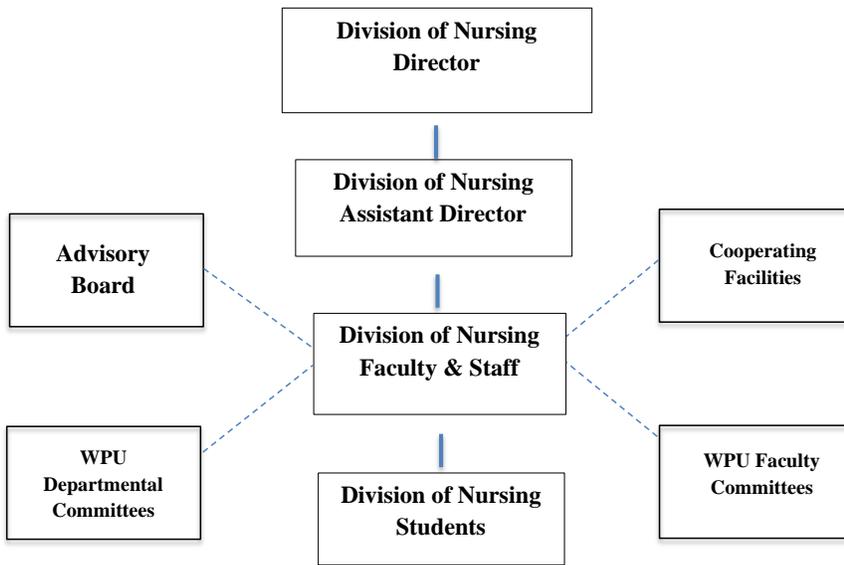
William Penn University Organizational Charts

William Penn University Vice President of Academic Affairs Department Organizational Chart
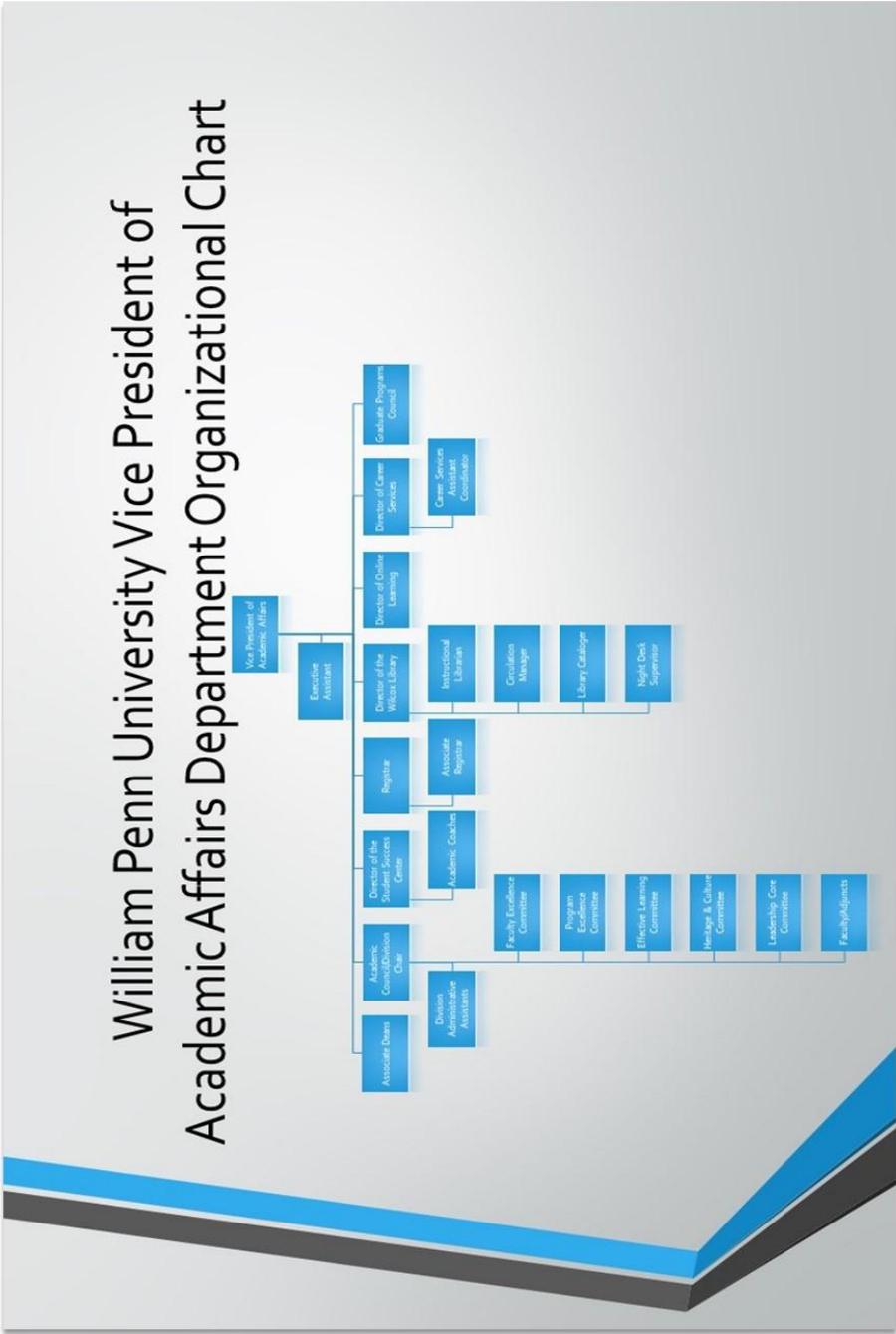
DIVISION PROGRAM OUTCOMES AND DEFINITIONS

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Outcomes & Definitions
At the completion of the program, the baccalaureate prepared nurse will:

Program Outcome #1 (AACN BSN Domains #2, 3, 7)
Provide holistic care
- Descriptor: Holistic care will provide individualized care to all individuals across the healthcare continuum. The essence of holistic care embraces the concepts of dignity, compassion, empathy, and respect. The nurse will work within an interdisciplinary team and stakeholders to identify priorities for person-centered care. Through advocating for health equity and policy development, the nurse will enhance health promotion, prevention, and disease management.
- Course Objectives:
    - 1.1: Communicate effectively with patients, families, groups, and communities
    - 1.2: Formulate plans of care for diverse populations across the health care continuum.
    - 1.3: Provide coordination of care of individuals and families in collaboration with care team.
    - 1.4: Demonstrate appropriate patient teaching that reflects holistic patient preferences and fosters informed engagement in care
    - 1.5: Advocate for health promotion and disease prevention at the individual and population level.
    - 1.6: Engage in policy research and development

Program Outcome #2 (AACN BSN Domains #5, 7, 8)
Implement appropriate clinical judgment
- Descriptor: Clinical judgment requires consistent development of the nurse's critical thinking to navigate the organizational healthcare structure. This process integrates evidence-based practice to enhance policy development within the healthcare environment. Accurate data analysis and documentation within the electronic health record and utilization of communication technologies promote the delivery of safe and efficient care.
- Course Objectives:
    - 2.1: Evaluate data from all relevant sources, including technology, to deliver care.
    - 2.2: Explain the relationship of policy, regulatory requirements, and economics on care outcomes.
    - 2.3: Identify strategies to improve outcomes of patient care in practice.
    - 2.4: Implement standardized, evidence-based processes for care delivery.
    - 2.5: Design interventions to change the processes and system of care with the objective of improving quality.

Program Outcome #3 (AACN BSN Domains #4, 10)
Participate in lifelong learning
- Descriptor: Being an active participant in the development of evidence-based practice gives the nurse a solid foundation to practice safe, high-quality person-centered care. Participation in scholarly inquiry, knowledge dissemination, and integration of evidence into nursing practice are key aspects to improving nursing care. Self-reflection on one's own practice will increase personal resiliency, leadership, and development.
- Course Objectives:
    - 3.1: Engage in self-reflection
    - 3.2: Implement methods of retrieval, appraisal, and synthesis of evidence-based learning and research activities to improve patient outcomes.
    - 3.3: Commit to personal and professional development
    - 3.4: Demonstrate an understanding of basic elements of the research process, including ethical behaviors.

Program Outcome #4 (AACN BSN Domains #1, 5, 8)
Ensure high-quality, safe patient care
- Descriptor: High-quality care integrates nursing knowledge of theories, historical foundations, and current evidence into practice. The nurse will identify concepts derived from natural, physical, and social sciences as well as liberal arts to enhance knowledge within the discipline of nursing. Using information and communication technology the nurse will apply knowledge and deliver safe care. This allows for the recognition of nursing's unique and essential role in safety promotion in healthcare. Assuming accountability for examining and reporting errors and processes used to understand causes of errors supports safe patient care.
- Course Objectives:
    - 4.1: Identify concepts, derived from theories from nursing and other disciplines, which distinguish the practice of nursing.
    - 4.2: Apply evidence-based practice and patient values for optimum safe care.
    - 4.3: Articulate the nurse's role and accountability to promote safety and prevent errors and near misses.
    - 4.4: Analyze quality improvement processes and safety design principles.
    - 4.5: Integrate information systems, communication, and technology methods in the management of safe nursing practice.

Program Outcome #5 (AACN BSN Domains #9, 10)
Display professionalism
- Descriptor: Professional nursing identity incorporates an attitude of accountability and responsibility in academic and public actions. The nurse will explore emotional intelligence to develop personal values of integrity, humility, advocacy, resiliency, autonomy, and leadership capability. Through reflective practices, the nurse will demonstrate ethical behaviors by safeguarding privacy and confidentiality in interactions.
- Course Objectives:
  - 5.1: Incorporate accountability and responsibility for one's own academic, professional, and public actions.
  - 5.2: Demonstrate ethical and legal decisions surrounding health care dilemmas.
  - 5.3: Serve as a leader for enhancing the professional identity of nursing.
  - 5.4: Display leadership behaviors in professional situations.

Program Outcome #6 (AACN BSN Domain #6)
Maintain interprofessional collaboration
- Descriptor: Demonstrating awareness of the unique roles and responsibilities of healthcare professionals within teams will enhance person-centered outcomes. Incorporating professional, accurate, and timely communication facilitates partnerships and quality care delivery. The nurse will respect the perspectives of others and engage in constructive dialogue to facilitate conflict management.
- Course Objectives:
  - 6.1: Contribute the unique nursing perspective to interprofessional teams to enhance patient outcomes.
  - 6.2: Incorporate effective interprofessional communication, negotiation, and conflict resolution to deliver evidence-based and person-centered care.
  - 6.3: Demonstrate respect for the perspectives and experiences of others.

Program Outcome #7 (AACN BSN Domain #10)
Demonstrate care of self
- Descriptor: Demonstrating intentional care of oneself promotes health and well-being of the individual. Self-care fosters the prevention of stress, self-awareness, and enhances resilience. This allows for retention within the profession and increases the capacity for leadership.
- Course Objectives:
  - 7.1: Demonstrate effective self-care as a priority in personal and professional life.
  - 7.2: Maintain balance within personal and professional responsibilities.

AMERICAN NURSES ASSOCIATION (ANA) CODE OF ETHICS

William Penn BSN students are expected to comply with the ANA's Code of Ethics for Nurses available at https://www.nursingworld.org/coe-view-only.

Provision 1) The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2) The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3) The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4) The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5) The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness or character and integrity, maintain competence, and continue personal and professional growth.

Provision 6) The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conductive to safe, quality health care.

Provision 7) The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8) The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9) The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain integrity of the profession, and integrate principles of social justice into nursing and health policy.

PROGRAMS

WILLIAM PENN UNIVERSITY

Pre-Licensure BSN Nursing Program Curriculum
2022-2023

Semester 1	Credit
MATH 90/100 (4 CREDITS)—NOT TOWARD DEGREE-	nc
LDRS 90—Successful Writing (3 Credits)-Not toward Degree	nc
BIOL 202 Medical & Scientific Terminology	2
LDRS 101 English Comp I	3
PSYC 108 Life-Span Psychology	3
OR PSYC 102 Intro to Psychology	
LDRS 100 College Foundations (if less than 12 hours of college credit)	2
Total Credit Hours	

Semester 2	Credit
BIOL 216 Anatomy & Physiology/lab	4
OR BIOL 102 General Biology II/lab-only Spring	
LDRS 102 English Comp II	3
LDRS 105 Computers & Tech/lab	3
MATH 102 Intermediate Algebra or equivalent	3
NURS 210 Nutrition	3
Total Credit Hours	16

Semester 3	Credit
BIOL 314 Human Anatomy/lab only Fall	4
CHEM 101 General Chemistry I/lab	4
LDRS 200 Principles of Communication	3
BIOL 308 Microbiology/lab only Fall	4
NURS 202 Introduction to Nursing	2
Total Credit Hours	17

Semester 4	Credit
BIOL 315 Physiology/lab only Spring	4
NURS 214 Pharmacology	3
MATH 105 Math for Leaders	3
OR MATH 303 Statistical Methods	
LDRS 220 or 221 Arts & Society I	3
OR 221 Arts & Society or II	
HIST (pick from History courses)	3
Total Credit Hours	16

Course includes
C=Clinical
L=Labs
P=Preceptorship

To be taken before starting Nursing Program	
NURS 201-Nursing Essentials (C.N.A.) *C,L*	4
TEAS TEST	>= 60

William Penn University Nursing Program Core

Semester 5	Credit
NURS 306 Assessment I, *C,L*	4
NURS 304 Nursing Fundamentals and Skills, *L*	4
NURS 315 Introduction to EBP for Nursing	2
NURS 307 Professionalism in Nursing	3
LDRS 290 Quaker Values-Flex class	1
Total Credit Hours	14

Semester 6	Credit
NURS 308 Women, Maternity & Newborn Nursing, *C*	4
NURS 309 Pediatric Nursing, *C*	4
Humanities (Art, Lit, Music, Theatre) Flex	3
NURS 316 Adult Health I, *C*	4
Total Credit Hours	15

Semester 7	Credit
NURS 310 Mental Health Nursing, *C*	4
NURS 320 Community Health Nursing, *L, P*	4
NURS 326 Adult Health II, *C*	4
LDRS 390 Contemporary Leadership Flex	3
Total Credit Hours	15

Semester 8	Credit
NURS 413 Transition to Nursing Practice, *C,P*	4
NURS 414 Nursing Leadership, *L,P*	4
NURS 415 Evidence-Based Practice for Nursing	3
NURS 416 Adult Health III	3
RELI - Flex	3
Total Credit Hours	17

Revised 6-8-22

RN-BSN Nursing Program
Online Curriculum

SPRING START	
SPRING	Credits
NURS 301 Professional Nursing -1st 8 weeks	5
NURS 300 Health Assessment/ Pathophysiology -1st 8 weeks	3
NURS 302 Nursing Leadership -2nd 8 weeks	4
MATH 105 Math for Leaders -2nd 8 weeks	3
* Transfer Needs	
Total	15/18

SUMMER	Credits
NURS 312 Nursing Informatics	3
LDRS 390 Contemporary Leadership	3
Total	6

FALL	Credits
NURS 400 Introduction to Evidence-Based Practice for Nursing-1st 8 weeks	2
NURS 313 Enhancing Nursing Health -1st 8 weeks	3
LDRS 290 Quaker Values -1st 8 weeks	1
NURS 303 Community Health Nursing-2nd 8 weeks, P	4
NURS 403 Evidence-Based Practice for Nursing-2nd 8 weeks	3
* Transfer Needs	
Total	13/16

FALL START	
FALL	Credits
NURS 301 Professional Nursing -1st 8 weeks	5
NURS 313 Enhancing Nursing Health -1st 8 weeks	3
NURS 303 Community Health Nursing-2nd 8 weeks	4
MATH 105 Mathematics for Leaders - 2nd 8 weeks	3
* Transfer Needs	
Total	15/18

SUMMER	Credits
NURS 312 Nursing Informatics	3
LDRS 390 Contemporary Leadership	3
Total	6

SPRING	Credits
NURS 400 Introduction to Evidence-Based Practice for Nursing-1st 8 weeks	2
NURS 300 Health Assessment/ Pathophysiology-1st 8 weeks	3
LDRS 290 Quaker Values -1st 8 weeks	1
NURS 302 Nursing Leadership -2nd 8 weeks, P	4
NURS 403-2nd 8 weeks	3
* Transfer Needs	
Total	13/16

* Courses as needed based on transfer credit.   P = Preceptorship

*You must complete the Penn Leadership Core

* A.A. degree graduates of (Regional or CHEA approved) accredited degree-granting institutions are accepted as having completed all Penn Leadership Core requirements, except LDRS 290 Quaker Values and LDRS 390 Contemporary Leadership, with possible exceptions into certain majors.

*A.D.N, A.A.S, & A.S. degree graduates, depending on transfer credits, may need to complete Penn Leadership Core requirements of LDRS 290 Quaker Values, LDRS 390, Contemporary Leadership, LDRS 102 English Comp II, LDRS 105 Computers & Technology, LDRS 200 Principles of Communication, LDRS 220/221 Arts & Society, and survey History course.

ADMISSION INFORMATION & REQUIREMENTS
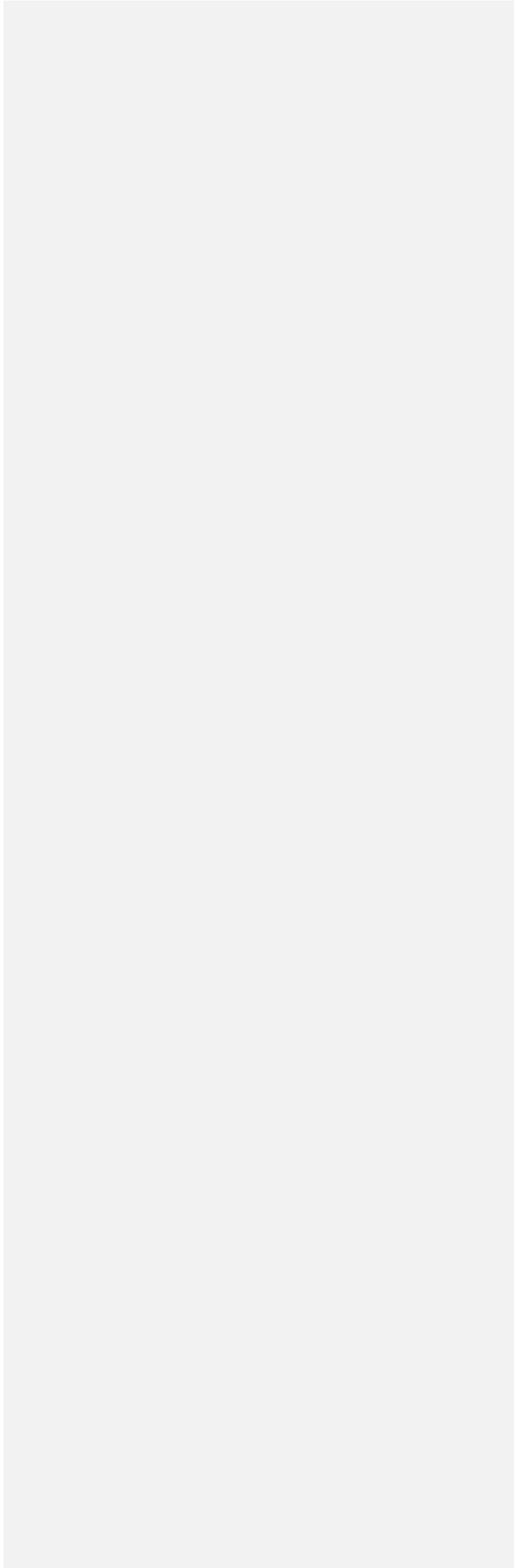
Admission Requirements

In keeping with the Quaker tradition of individual worth, William Penn University considers each applicant in the light of individual potential to benefit from a William Penn education.

- Completion of an online application for admissions.
- Graduation from an accredited secondary school.
- Receipt of all transcripts from high schools, colleges and/or GED. Final transcripts will be needed before registration.
- Class rank (Freshmen) in the top 50%
- Proof of an ACT or SAT test sheet showing all test results. Composite score of 18 on the ACT or equivalent SAT score.
- 2.0 cumulative high school grade point average (GPA) or higher (2.5 recommended) on a 4.0 pt. scale.
- Exceptions are made only by the Admissions and Financial Aid Committees.

Acceptance into William Penn University

The admission decision is made for each applicant as soon as all materials are received. Following notification of acceptance, a student will confirm their intention to enroll by submitting a $50 tuition deposit along with the tuition form. This deposit is applied toward the student's tuition.

Course Registration in the Nursing Program

A student will need to meet with their academic advisor prior to registering for classes each semester. This registration can be done through the Division of Nursing. The dates are usually in October and March of the academic year.

Transfer Courses

Upon Admission, unless special circumstances are agreed upon, at least one-half of the total credit required for the RN-BSN degree in nursing are granted and applied to the program based on academic transfer credit. The Nursing Division only accepts transfer credits with a "C-" **or** above. Additional course credits may be transferred as determined by WPU Registrar.

All courses will be evaluated for transfer credit into William Penn University's 4-year Pre-Licensure BSN program. Selected courses 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 a William Penn University or an accredited outside institute.

The Registrar's Office will review all transcripts for transfer credit. The Division of Nursing only evaluates nursing courses for credit transfer. Nursing courses will be reviewed on a case-by-case basis. The student may be asked to provide syllabi with course content, tests, papers, etc. to

assist in the review of the said courses. Students may be required to demonstrate proficiency of content to receive credit.

It is the student's responsibility to secure an official transcript from any previous institution. Students have approximately four (4) weeks from the beginning of their first enrolled term to provide official transcripts to William Penn University. If at the end of this period, official transcripts have not been received, financial aid may be modified, and academic credit will not be awarded for this prior work. A student may appeal to the Vice President for Academic Affairs to have past credit transferred in, after the allowable time frame has passed. **Please see William Penn University's catalog for other university requirements.**

LPN Transfer Students

Students who hold a current LPN license are not required to take the TEAS test if they have an ACT/SAT composite of 20 or higher or a cumulative GPA at their former school of 2.5 or higher on a 4-pt. scale and have at least 58.87 credits transferring for admission to the WPU Division of Nursing.

All transcripts will be reviewed by the registrar's office as well as the Division of Nursing for course credit.

4-Year Pre-Licensure Bachelor of Science in Nursing Requirements

The 4-Year Pre-licensure Bachelor of Science in Nursing (BSN) program is designed to provide an education with an emphasis on liberal arts and science courses (concentration in math & science) prior to entrance into the nursing program. **See Program Section.**

Acceptance into the university can be through Regular Admission or Early Admission.

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Regular Admission:

The regular admission process is to complete steps for admission at William Penn University. Select the 4-year Pre-Licensure Bachelor of Science in Nursing major. Acceptance requirements for William Penn University will be applied. The student will be assigned an advisor from the Division of Nursing to assure they are on track to complete all required courses prior to starting the final two years of the BSN program.

To be accepted into the final two years of the BSN program, the student must complete the following requirements:

- o Maintain appropriate professional behavior on/off-campus, classroom, clinical sites, and labs.
- o Nursing or correlative courses have not been repeated more than one time.
- o Complete a Test of Essential Academic Skills (TEAS), with a score of 60 or greater. The TEAS test can be taken up to three times, with remediation on each attempt.
- o Satisfactorily complete required general education courses and a CNA (Certified Nursing Assistant) certification course.
- o Cumulative GPA of 2.75
- o Minimum grade of C (2.0) in each of the following courses (or equivalent courses):

CHEM 101General Chemistry I	BIOL 315 Physiology
BIOL 202 Medical & Scientific Terminology	BIOL 314 Human Anatomy
BIOL 308 Microbiology	MATH 102 Intermediate Algebra

Progression: A cumulative GPA of 2.75 must be maintained. A grade of C (2.0) or above must be attained in each nursing course.

According to Iowa Code 2.10(6), Nursing courses with a clinical, practicum, or preceptorship component may not be taken by a person:

- Who has been denied licensure by the Iowa Board of Nursing.
- Whose license is currently suspended, surrendered, or revoked in any United States jurisdiction.
- Whose license is currently suspended, surrendered, or revoked in another country due to disciplinary action.
- Who has failed a criminal background check.

Early Admission:

The early admission process is a formal understanding between the high school student and William Penn University in which a student may be granted admission to William Penn University and provisional admission into the BSN program. *Early admission students must also meet the requirements for final admission to Nursing (acceptance into the last two years of the program).*

Application Process for Early Admission:

- Students who are seeking the early admission option must submit their application by March 1st of their senior year of high school.
- The student must provide documentation of the following requirements:

  o ACT of 23
  o High School transcript showing completion of the following courses with a cumulative GPA of 3.0 or better on a 4.0 grade scale:

    ● Biology (2 semesters)
    ● Chemistry (2 semesters)
    ● English (4 semesters)
    ● Math (2 semesters including algebra)

The student must also maintain the following requirements while at William Penn University in order to enroll into the final two (2) years of the nursing program:

- Maintain appropriate professional behavior on/off-campus, classroom, clinical sites, and labs.
- Nursing or correlative courses have not been repeated more than one time.
- Complete a Test of Essential Academic Skills (TEAS), with a score of 60 or greater. The TEAS test can be taken up to three times, with remediation on each attempt.
- Satisfactorily complete required general education courses and a CNA (Certified Nursing Assistant) certification course.
- Cumulative GPA of 2.75
- Minimum grade of C (2.0) in all the following courses (or equivalent courses):

CHEM 101 General Chemistry I	BIOL 315 Physiology
BIOL 202 Medical & Scientific Terminology	BIOL 314 Human Anatomy
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- Who has been denied licensure by the Iowa Board of Nursing.
- Whose license is currently suspended, surrendered, or revoked in any United States jurisdiction.
- Whose license is currently suspended, surrendered, or revoked in another country due to disciplinary action.
- Who has failed a criminal background check.

Please note:

If a student does **NOT** meet the early admission requirements, the student **CAN** be accepted into the program if the Regular Admission requirements are met.

General Guidelines for Progression and Retention in the 4-year Pre-Licensure Nursing major:

11. Maintain a minimum cumulative grade point average (GPA) of 2.75 for courses taken at William Penn University.
12. Earn a minimum grade of "C" in each course required for the nursing major.
13. No courses required for the major (nursing courses and correlative courses) may be repeated more than one time.
14. No more than two courses required for the major (nursing courses or correlative courses) have been repeated.
15. A level of health is maintained that does not interfere with the student's ability to function adequately and safely in the nursing major. The student is expected to seek appropriate professional assistance as needed. The faculty may recommend the need for assistance, a leave of absence, and/or withdrawal from the program.
16. Satisfactory performance in all classroom, clinical, laboratory, and simulation experiences.
17. Demonstrates safe performance in clinical practice.
18. Exhibits appropriate professional behavior.
19. Prepares required assignments prior to class, clinical, lab, or simulation.
20. Follows-through with assignments/care at appropriate level.
21. Shows evidence of emotional maturity when caring for patients.

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RN-BSN Admission Requirements

Admission to the RN-BSN program is through the Admission's Office of William Penn University. Admission requirements are as follows:

- Acceptance to William Penn University.
- Final transcript(s) documentation received.
- A transcript evaluation completed and on file.
- Evidence of current unencumbered Registered Nurse (RN) licensure in the State of Iowa prior to starting any preceptorship. A student's license must remain current while enrolled in William Penn's Nursing Program.
- Registered Nurse applicants must have an admissions 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.
  - Upon admission, unless special circumstances are agreed upon, at least one-half of the total credits required for the baccalaureate degree in nursing are granted and applied to the program, based on active RN license and/or academic transfer credit. This qualifies students to transfer at the junior level. Additional general education and support course credit may be transferred as determined by the WPU Registrar.

Commented [VS9]: Kendra states this wording is unclear

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.

Nurses in the RN-BSN program must maintain the following documentation in Castlebranch:

- Criminal Background Check and Abuse Registry
- Current BLS Certification
- 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
- Standard Precautions Education
- HIPAA Education

Commented [VS10]: Wording here.

Commented [VS11]: Will the RN-BSN use castlebranch or will they be transferred to ATI?

Commented [VS12R11]: Yes we are

The RN to BSN sequence is specially designed for the Associate Degree Registered Nurse (RN). The Associate Degree RN to BSN nursing courses are offered in a sequential manner. The nursing courses utilize a variety of formats to meet the nursing program outcomes (See Addendum O). Preceptorships offer additional learning experiences.

The RN to BSN portion of the Student Guidebook serves as a guide for successful and timely program completion. The RN to BSN student is responsible for the Guidebook content (i.e., policies and procedures). Students need to be aware that communications from the Division of Nursing (including new policies and procedures) will be conveyed via the William Penn email 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. It is the student's financial and educational responsibility to keep verifications current throughout the program.

Dr. Kimberly Brown, Bobbie Doty, and Dr. Kellie Jones

Graduates not pictured:
Alisha Brooks
Ashley Hafner
Katelyn Hasselman
Taylor Keegel
Michael Lang
Michele Manternach
Keisha Moore
Mallory Reed

May 2022 Graduation & Pinning Ceremony RN-BSN
for the years, we could not have a ceremony due to Covid.

Dr. Kimberly Brown, Melissa Hiatt, and Dr. Kellie Jones

General Guidelines for Progression and Retention in the RN-BSN Nursing major:

1. A minimum cumulative grade point average (GPA) of 2.50 for courses taken at William Penn University.

2. A minimum grade of C in each course required for the nursing major.

3. No courses required for the major (nursing courses and correlative courses) have been repeated more than one time.

4. No more than two courses required for the major (nursing courses or correlative courses) have been repeated.

5. A level of health is maintained that does not interfere with the student's ability to function adequately and safely in the nursing major. The student is expected to seek appropriate professional assistance as needed. The faculty may recommend the need for assistance, a leave of absence, and/or withdrawal from the program.

6. Satisfactory performance in all online classrooms, clinical, and preceptor experiences.

7. Safe performance in clinical and preceptor practice.

8. Appropriate professional behavior.

9. Preparation of required assignments prior to class, clinicals and preceptor.

10. Follow-through with assignments/care at appropriate level.

11. Evidence of emotional maturity when caring for patients.

12. Registered nursing students are expected to provide a copy of their current Iowa Nursing License and provide CastleBranch with an updated copy if the license expires during the program. New Associate Degree in Nursing (AND) graduates may be admitted to the nursing program on a conditional basis during their licensure process. Students who have not passed their nursing boards prior to any courses that have a preceptorship must withdrawal from the program. He or she may reapply once they have successfully obtained a Registered Nurse Licensure.

Certified Nurse's Aide (CNA) Course Admissions Requirements-Nursing Essentials

Admission to the CNA course begins with completing an application to the university through Admissions. This course may be taken by itself or as part of the nursing program. The CNA course is a 76-hour course with 30 hours of classroom time, 16 hours of laboratory, and 30 hours of clinical time. William Penn University offers NURS 201 Nursing Essentials, which can credential a student as a Certified Nurse's Aide. A physical exam, immunization listing, and background check are required at least 30 days before enrollment in this course. For more information see the CNA Policy Guidebook in **See Addendums Q & R.**

Community members visiting our labs.

NURSING MAJOR INFORMATION
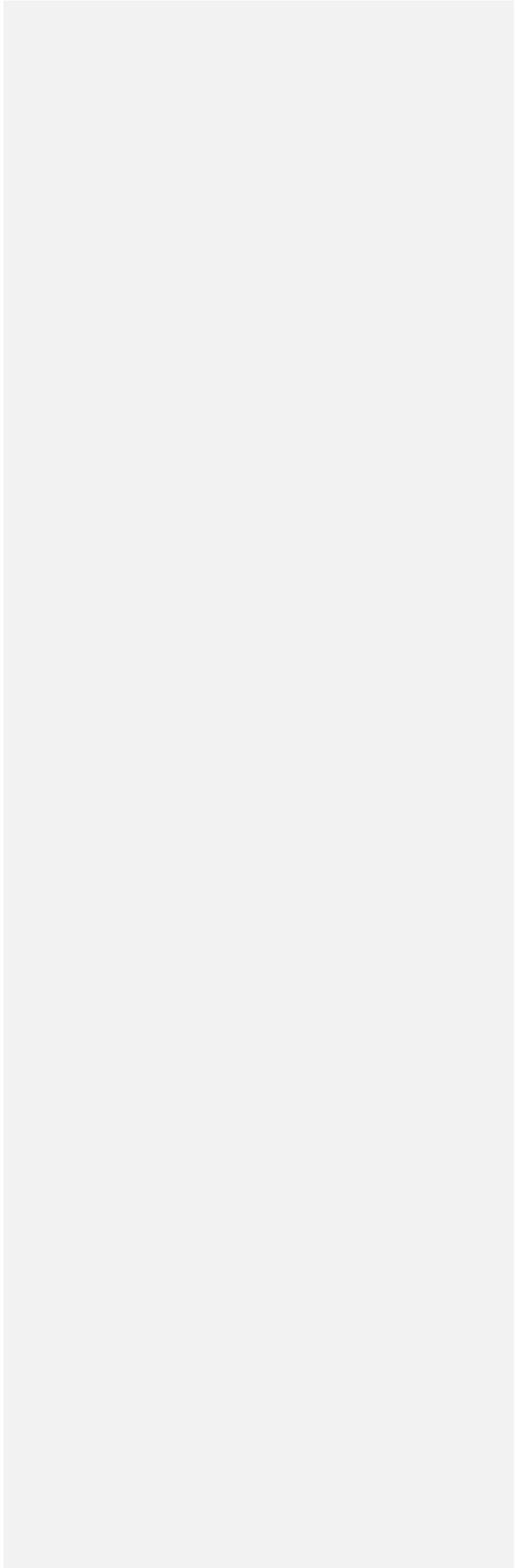
Notice of Acceptance into the Nursing program

Students who are entering the final two years of the nursing program will be given a Nursing School Letter of Intent form to complete and return to the Division of Nursing Office. Students are required to meet all university and nursing requirements to enter the final two years of the program. All letters will be review by the Division of Nursing for acceptance. **See Addendum U.**

Notification of acceptance into the nursing program will be emailed and/or mailed to the student's WPU email and/or mailing address listed in the data-base system. A copy of the notification will be kept in the student's nursing file.

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.

2. 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. A student may repeat a nursing course only one time. For nursing courses retaken, the most recent grade is computed into the GPA.

3. See the university catalog for the University Grade Point System.

4. Grading Criteria:

   a.   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.
   b.   *10% will be deducted for each calendar day any assignment is late, including weekends and any holiday.*
   c.   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.
   d.   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.*

Academic Support for Nursing Students

William Penn University and the Division of Nursing strive to assist students with the intellectual development necessary to achieve their academic goals. All students are assisted in these efforts through various services offered by the university. The Division of Nursing expects and encourages students to use the services offered.

The Student Success Center strives to provide resources appropriate for and available to all students enrolled at William Penn University. These services assist students in achieving academic success, gaining scholastic independence, improving self-esteem, and preparing for graduate study and professional endeavors. The Student Success Center endeavors to reach and maintain the following goals and objectives:

- Promote personal and academic excellence among students, faculty, and staff.
- Work cooperatively with faculty and staff across campus to improve opportunities for students to be successful.
- Provide efficient academic support services that help all William Penn University students maximize their academic performance.
- Support William Penn University academic standards and policies.
- Sustain a friendly, helpful environment conducive to learning.
- Evaluate and modify resource center policies and procedures on a regular basis.
- Keep up to date of current and effective trends in academic support and maintain non-discriminatory practices in operations and services.

Contact: The Success Center 641-673-2172

Extended Time

Only students with documented learning disabilities will have the option of extended time. The official healthcare provider documentation must include the amount of extra time that the student is to receive (ex. 1.5- or 2.0-time extension). The hard copy of the documentation must be filed in the office of the Vice President for Academic Affairs.

Tutoring

A tutoring program is offered for historically challenging courses through the Student Success Center. The Student Success Center students have completed these courses and have been recommended to the Student Success Center by faculty. The colleagues facilitate study sessions with individuals or small groups as needed throughout the semester and report to course instructors on student participation.

Faculty Advisor

At the time of admission to William Penn University, each student admitted to the nursing program is assigned a faculty advisor who works with the student to develop individualized education and professional plans. The students are expected to meet with their advisors regularly to ensure the appropriate scheduling of courses and continuous progress through the major. The student and the advisor need to review the plan at each registration and revise as necessary. The review and revision must be done before the next registration occurs at William Penn University.

Students who have questions about their academic status will find their advisors very helpful in offering assistance or making the appropriate referrals to those who can assist students with their specific needs.

If a student wishes to change academic advisors, this can be done by discussing the proposed change with the new academic advisor and completing the Change of Major or Advisor form.

Course Faculty

Once a student has enrolled in a nursing course, the faculty of that course will be the most helpful resource concerning all matters associated with the course. Questions about course assignments, lecture sessions, clinical experiences, and instructional unit requirements should be directed to the course faculty. Students who anticipate special needs, such as known absences, disability accommodations, or assistance with assignments, should confer with the course faculty they are enrolled in. Faculty members may make referrals to other sources of assistance as needed.

Academic Integrity

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

Accountability Agreement

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

1. A student who demonstrates behavior not consistent with the course and/or clinical agency policies/expectations will conference with course faculty, and a **Written Warning** will be provided to the student. **See Addendum H**. A copy of the **Written Warning** will be given to the student by the professor.

2. If the behavior continues, then an **Accountability Agreement** will be issued. **See Addendum G.**

3. The student, course faculty, and advisor must sign and date the **Accountability Agreement**. The student's agreement must be signed by all parties 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.

4. The original copy of the **Accountability Agreement** and the accompanying **Written Warning** (if applicable) will be placed in the student's advising file by the professor. The student will receive a copy of the **Warning** and **Accountability Agreement.**

5. A student can be issued an **Accountability Agreement** two (2) times while in the nursing program. If student behavior necessitates being issued an **Accountability Agreement** for the third time, this is grounds for dismissal from the nursing program.

Student Code of Conduct

The William Penn University Student Code of Conduct defines the minimum standards of behavior expected of students while on campus and in the community. Students are responsible for complying with university rules and policies described in the Student Guidebook, Housing Agreement, and catalog. While individual freedom and development are of central concern, the students are 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 WPU web site.**

Core Performance Standards

The Division of Nursing, in defining nursing as a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements, has adopted a list of "Core Performance Standards" **See Addendum L.** Each standard has an example of an activity which a student would be required to perform while enrolled in the William Penn University nursing program.

Admission to and progression in the nursing program is not based on the standards. Rather, the standards are used to assist each student in determining whether accommodations or modifications are necessary.

Technology Competencies & Requirements

As part of the educational process and to pursue individual goals at WPU, the nursing student is required to possess certain technology requirements and abilities:

1. Send, receive, reply, and forward emails for correspondence with faculty and students; attach a file to an email message
2. Ability to check university email daily
3. Microsoft Word
   a. Create a Word document
   b. Apply basic formatting (fonts, centering, margins, line spacing, etc.)
   c. Insert page numbers and running head
   d. Save, retrieve, and print documents
   e. Upload documents into specified LMS (Access/Moodle)
4. Microsoft Excel
   a. Create a spreadsheet
   b. Insert a formula
   c. Insert a chart from spreadsheet data
   d. Format cells to represent correct data type (currency, date, percent, etc.)
   e. Save, retrieve, and print documents
5. Microsoft PowerPoint
   a. Create a PowerPoint
   b. Apply background design and basic formatting
   c. Insert an image
   d. Create notes for each slide
   e. Save, retrieve, and print a 6-slides/page handout
6. The ability to browse the Web including downloading & installing common programs
7. The ability to access certain Web pages
8. The ability to print and submit a hardcopy assignment
9. A laptop for assignments/activities inside and outside of the classroom.

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

Commented [VS13]: Kendra had lots of notes on this

Cell Phone/Electronics Policy

See the University Student Guidebook 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.
- Refrain from instant messaging, emailing, surfing the internet, checking social media sites, playing games, writing papers, doing homework, etc. during class time. Acceptable uses of technology in the classroom include taking notes, following along with the instructor on PowerPoint, and working on assigned in-class activities, projects, and discussions that require laptop use.

Social Media Policy

Social networking sites (i.e., Facebook, Instagram, Twitter. etc.) 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/347.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 Policy may result in disciplinary action, up to and including dismissal from the Nursing Program.

No Smoking Policy

In accordance with the Iowa Smoke Free 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 or WPU Student Guidebook.

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 contact 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.
     o   No client is to be transported in student vehicles.
     o   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

Nursing Student Code of Ethics

Unethical behavior such as 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, nursing students are expected to comply with the American Nurses Association's (ANA) Code of Ethics for Nurses available at https://www.nursingworld.org/coe-view-only.

Student Civility

1.   According to the American Nurses Association, incivility may be exhibited through behaviors such as rudeness, condescension, passive aggressiveness, bullying, psychological abuse, or deliberate undermining of activities. These types of incivility may lead to a non-supportive organizational climate in which students feel pressured by peers to look the other way, and thus fail to support the person experiencing such incivility.

2.   Students are expected to conduct themselves ethically, honestly, and with integrity. This requires the demonstration of mutual respect and civility in the academic and clinical environments.

See Addendum J for Student Civility Contract.

Dr. Kimberly Brown, Director presenting at one of our Nursing Visit Days, above.

Students updating their skills, and learning CPR, right

CLASSROOM EXPECTATIONS
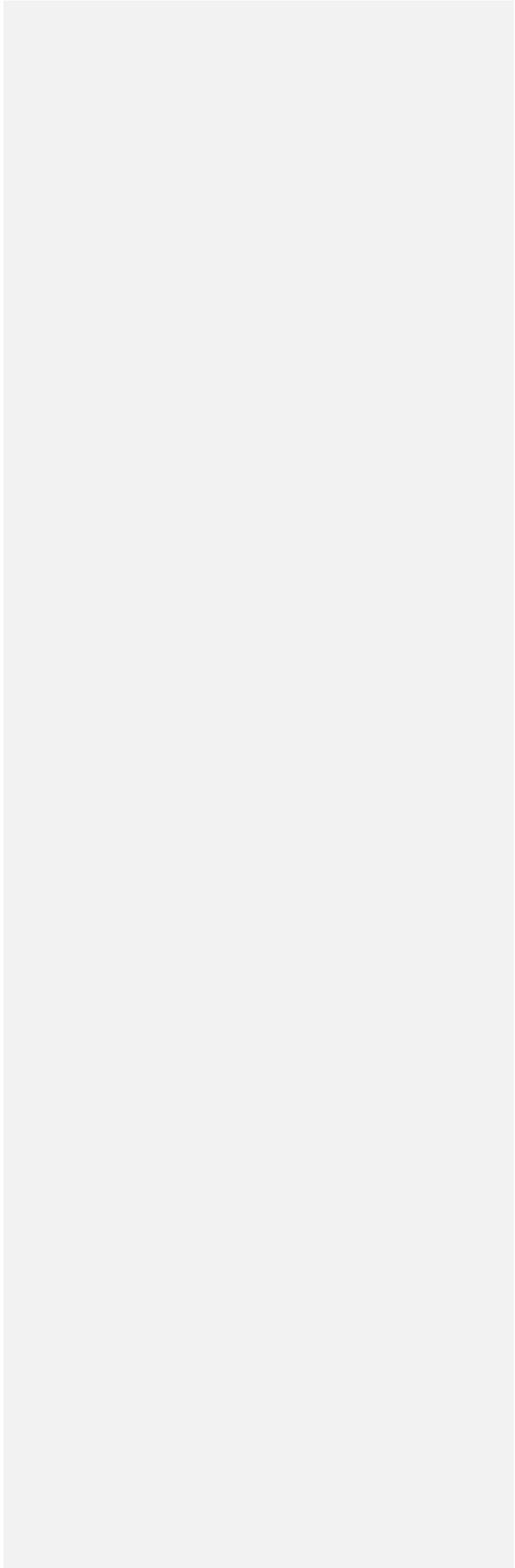
Attendance & Absenteeism for Classroom

Student attendance and active participation are critical to quality instruction. Students are expected to be in attendance at all classroom, laboratory, and clinical sessions. Any absences and missed assignments are to be discussed with the Nursing Faculty and/or Clinical Coordinator to determine options for completion.

It is recognized that there may be situations beyond the student's control regarding attendance. As a professional, similar to expectations in the workplace, a nursing student is to notify the Faculty, Clinical Coordinator, or Clinical Instructor prior to or as soon as possible if they unable to meet the requirements for attendance. This notification is to be made immediately by phone call or text, and formally by email to the appropriate Faculty/Coordinator/Instructor.

Expectations for make-up work for classroom and laboratory absences will be determined by the Faculty and/or Laboratory Coordinator. Students are expected to not miss more than two days in the classroom and laboratory sessions combined. Expectations for make-up work in the clinical component will be determined by Faculty, the Clinical Coordinator, and the Director of the Nursing Division.

Students may have up to two pre-approved days of absences in the clinical setting. Students are expected to complete all required clinical hours for the semester in each clinical component. Students may be assigned online work to account for clinical hours if needing to meet the required clinical hours, however, a student is not allowed to exceed over 50% of the clinical experience in online and sim-lab hours in clinical. The Clinical Coordinator will calculate the clinical hours to determine if a student can miss more than one clinical day in a specialty area in order to not exceed the 50% of online/sim-lab hours for the specialty. If the student is not able to meet this requirement, then permission to miss clinical will be denied and the student will be required to attend clinical.

Students with more than two classroom/laboratory absences and/or more than two clinical absences will meet with the Director of Nursing of the William Penn University Division of Nursing, Faculty, and/or Clinical Coordinator will serve a **written warning** and if the situation does not improve a **Accountability Agreement** will be completed. A student with more than two absences in the classroom/laboratory and/or more than two absences in the clinical component may be advised to withdraw from the nursing program.

Any student who fails to attend a class during the first week of the semester may lose their seat in the class.

For online courses, no activity for one week is considered an absence.

A student may consider hiring a clinical instructor to assist them in completing clinical hours. The clinical instructor is required to be an employee of the Division of Nursing of William Penn University and an approved instructor for the clinical component being completed. The student will be required to pay a fee of $500.00 per day, per instructor, to hire the clinical instructor if approved by the Director of the Division of Nursing.

Classroom Etiquette

1. Students should arrive promptly to class, so there is no disruption to the class by a late arrival. Students are expected to stay until the class's completion unless arrangements were made before the start of class with the instructor.

2. Unnecessary side conversations and casual "chatting" between classmates during a class session is impolite and disruptive and will not be tolerated by the instructor. Questions are encouraged; however, students should wait to be recognized by the faculty. Responses to a faculty or student answer should be polite and appropriate.

3. Students are expected to be prepared for class and do the required reading and assignments before each class session. All class prep should be completed independently unless otherwise instructed. Note-taking is expected and encouraged. Taking notes is an active participating learning strategy that enhances one's potential for success.

4. The Division of Nursing understands that circumstances may occur that impose upon a student's ability to complete course assignments at the designated times. It is the student's responsibility to inform the course instructor if there are any problems in meeting course assignments, exam schedules, or other deadlines.

5. Students should use laptops or other note-taking devices only for course-related activities.

6. No cell phones, earbuds, or texting devices should ever be heard or used in the classroom or clinical area. The device should be turned off (not on vibrate mode). Students may be asked to surrender all electronic devices, including smartwatches, before exams. Should a student be in a situation where an emergency communication is pending, the communication should be brought to the attention of the faculty member or appropriate staff member before the beginning of class.

7. Sleeping in class will not be tolerated. The first offense will be a verbal warning. Repeated offenses may result in the student being removed from the classroom, receiving a **written warning** and/or **Accountability Agreement.**

8. No children or pets are allowed in the classroom unless their presence is directly related to class content and specific permission has been obtained from the course instructor in advance.

9. No food or drink will be allowed during testing. Food and drink in the classroom should be minimal and should not be disruptive to others in smell or sound. Be considerate of others if chewing gum.

Professional Communication

1.   All students have a William Penn University email address. All course communication that occurs via email will be sent to that address. Students should check their William Penn email and Moodle site daily for announcements and emails.

2.   A phone mailbox is expected to be active and checked by each student, faculty, and staff member.

3.   When communicating by email or voicemail, the following rules of etiquette are expected to be followed by each person communicating:

     a.   Students should sound friendly, yet professional; avoid sounding angry or demanding.

     b.   Reply as soon as possible; within 24 hours is ideal (longer on weekends). A prompt reply fosters communication for both the receiver and the sender.

     c.   Remember that faculty may not be available if they are in clinical and off campus. A student should send the message again to the instructor if they did not receive a return message. Always request a return message.

     d.   Always reference the sender's original message in the reply.

     e.   Develop a strong vocabulary and proper grammar skills. Before sending an email, re-read it to ensure proper grammar and spelling are used. Proofread for context and tone to ensure the message is being communicated appropriately.

     f.   Be concise while including all necessary information.
     g.   Always include contact information such as phone, fax, and/or cell phone numbers. Be very clear when leaving a return phone number via voicemail. The student should include his or her name at the end of the message.

     h.   When communicating via email, consider the size and content of file attachments, particularly photo files.

     i.   Communication is vital. **Students are responsible** for responding to emails and text messages from faculty, staff, and the Division of Nursing so that we may know they were received.

> **Commented [VS14]:** Someone gave me direction to add this here

Examination Policy

1. Examinations are utilized throughout the nursing curriculum to facilitate the formative and summative evaluation of student learning, and foster preparedness for the licensure examination following graduation. The following guidelines reflect how examinations are administered, results are disclosed, and students review their accomplishments. Within the context of the classroom, or examinations administered in the Student Success Center:

    a. Seating for an exam may be arranged by the faculty proctor.

    b. Students must bring all food and drink, books, purses, ear buds, watches, and backpacks to the front of the room before starting the exam. All hats, caps, ear electronics, watches, or wrist electronics are not to be worn during the exam.

    c. The university or course instructor will not provide calculators.

    d. Students must bring all electronic devices (including smart watches) to the front of the room. Devices must be turned off (not on vibrate) throughout the exam.

    e. Students cannot leave the room during the exam and return to continue the exam unless approved by the proctor.

    f. Students may not ask questions of the faculty proctor, except those related to typographical error.

    g. Students are responsible for checking their answer sheets for accuracy before submitting them to the proctor. In the case of exams utilizing scanning answer sheets, test booklets can be written on, but they will not be used by faculty to verify responses.

    h. If the proctor is suspicious that cheating is occurring, he/she will pick up the test, and a score of 0 will be received for that exam. **Refer to the University Student Handbook: Academic Dishonesty Policy.**

    i. Upon completing an exam, the faculty proctor will direct the students when they may leave the classroom. If students are instructed to exit the room, they should be respectful and remain quiet. Access to personal belongings within the classroom may or may not be allowed during this time, at the proctor's discretion.

    j. No discussion of test content should occur. Any sharing of information related to the exam with a student who has not yet tested is grounds for a zero grade for all students involved.

    k. Make-up exams will be given when the student notifies the course instructor before the scheduled exam period of his/her inability to take the exam due to a personal or family illness/emergency. The exam must be taken as quickly as possible at the instructor's discretion for scheduling (preferably within 24 hours).

        i. A student who misses an exam without notifying faculty before the scheduled exam period will receive a **written warning** and/or **Accountability Agreement and** be allowed to make-up the exam with a 50% deduction in the student's exam score. The exam must be taken as quickly as possible at the instructor's discretion for scheduling (preferably within 24 hours).

        ii. A student who arrives late for an exam without notifying faculty before the scheduled exam period will be allowed only the amount of time remaining in the scheduled exam period to finish the exam. Alternatively, the student may opt to take a make-up exam with a 50% deduction in the student's exam score.

    l. Students are encouraged to review their unit examinations. Faculty believe that reviewing exams provides students with opportunities to reinforce learning, identify content areas in need of further study, seek clarification on items missed, and improve study and test-taking skills. The exam review will take place with a designated person at a selected location and will be course specific.

        i. Review of exam will be determined by the faculty.

        ii. Unit exams are available for review for two-weeks after all students within the class have completed their examination.

        iii. Exams are always reviewed with the designated person in attendance.

        iv. Note-taking is **NOT** permitted while reviewing exams. Students must place all personal items, backpacks, writing utensils, etc., in a designated area away from the review area.

        v. Tests and answer sheets will be returned immediately following the review and cannot be taken from the review room.

        vi. Faculty may require exam review for students who score below a certain percentage. See course syllabi for individual course policies.

    m. Tests administered by the Student Success Center are scheduled to overlap with the administration of the exam for the rest of the class.

Policy of Formal papers

1.   All formal papers will be prepared using the latest edition of the Publication Manual of the American Psychological Association (APA). The use of these writing resources is expected. Consequences of failing to achieve the writing competency expectations will be:

    a.   Student papers earning less than 75% must be rewritten. A new due date will be issued by the course instructor which will not exceed one (1) week.

    b.   Students must rewrite their paper to meet specifications of the satisfactory column in the rubric to earn 75% of the points of the initial value of the paper. If the rewritten work does not meet all the specifications of the satisfactory column on the rubric, the student will earn the grade from the initial submission.

    c.   No more than 75% can be earned on any paper requiring resubmission. Only one re-submission will be accepted.

    d.   Papers achieving 75% or more may not be rewritten.

    e.   Papers must be submitted by the due date. Extensions will be given only in extreme circumstances. 10% of the total points per day can be deducted for papers submitted late without proper extension. These points cannot be earned if the paper is rewritten. If this deduction causes the overall score to fall below 75%, the paper may not be rewritten.

Failed Nursing Courses

Students may be dismissed from a course for breach of ethical responsibilities. A student dismissed for such a violation will not be allowed to continue in any clinical nursing course that semester. (For example: HIPAA violations, academic dishonesty, a pattern of late or incomplete assignments, misleading and/or misstating facts or events). A student dismissed under such circumstances will meet with the Director and Assistant Director(s) to discuss individual implications for the student's current course schedule and continuation.

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

If a nursing student fails the same nursing course twice or fails more than two different nursing courses, he or she will be dismissed from the nursing program.

Leave of Absence

A leave of absence may be granted for reason of illness or other serious reasons.

The case will be evaluated on an **individual basis** by the Division Director and the nursing faculty. If a student withdraws from the program for any reason, it is his or her responsibility to notify the Division Director of his or her intent to reapply for admission into the Nursing program. **See Academic Progression Policy, Withdrawal Policy, and Re-Admission Policy.**

Minimum Standards for Progression

Students must meet criteria at the end of each semester to continue enrollment in nursing courses. Exceptions may be considered by the Division of Nursing and communicated to individual students.

Independent Study

Students in the Division of Nursing may take an Independent Study course in nursing for elective credit. The regulations and application processes for an Independent Study course are outlined in the University Catalog.

Extended absence from the University Policy

Students who leave the University for one (1) year (Fall and Spring term) or more and apply for re-entry will fall under the catalog policies at the time of re-entry. These students must submit a petition to the provost or Vice President for Academic Affairs if they wish to request a different catalog year. Students are held to all other University policies (academic or otherwise) in the current catalog regardless of their catalog year.

A leave of absence may be granted to a nursing student for up to one semester. The process is as follows:

- The student contacts the nursing advisor to discuss the leave of absence request.

- The student writes a letter stating the time frame for the leave of absence. (A personal interview may be requested.)

- If the leave is approved by the Division of Nursing, the student must contact the Registrar's Office to start the withdrawal process.

- The Vice President for Academic Affairs will be notified and document the student's leave.

- When the student plans to return, the student must notify the Division of Nursing by letter

or email.

- If the student is away for one (1) or more semesters, the student will need to contact Admissions to reapply to William Penn University.

- The student will register for nursing courses at the end of the registration period and be admitted to class pending space available.

Program Completion Time Limit:

Nursing students who choose to withdraw from the Nursing Program need to be aware that the nursing courses are only good for five (5) years and that the courses are offered in sequence. For withdrawal from the university, **see the university catalog. See also Nursing Readmission Policy.**

Americans with Disabilities Act

 The Americans with Disabilities Act (ADA), 1990, was promulgated by the United States Congress to prohibit discrimination against qualified individuals with disabilities. Disability is defined in the Act as a person with a) physical or mental impairment that substantially limits one or more of the major life activities of such individuals; b) a record of such impairment; or c) being regarded as having such an impairment. A "qualified individual with a disability" is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the program. **See online WPU Student Guidebook, "Services for Students with Disabilities".**

Examples of disabilities likely to be covered by ADA:

- Physical Impairments: Orthopedic, visual, speech, and hearing impairments: cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV (symptomatic or asymptomatic), tuberculosis, addictions.

- Mental Impairments: Mental handicaps, organic brain syndrome, psychiatric disorders, learning disabilities.

- Examples of "record of such impairment": history of psychiatric illness; addiction to drugs or alcohol; physical illness; erroneously diagnosed with a condition.

- Examples of "regarded" as having a disability: deformity not affecting function, i.e., facial, trunk, mild diabetes mellitus, controlled by medication.

Special Accommodations:

Any student needing classroom or exam accommodations due to the impact of a disability or medical condition must register for services with the Office of the Vice President for Academic Affairs. The Coordinator of Services for Students with Disabilities (CSSD) assists qualified students with disabilities at William Penn University. The Vice President for Academic Affairs is a personal and confidential contact for any student wishing to discuss policies and procedures, as well as academic and personal concerns. The Vice President provides information, accommodation requests, referrals, and support.

The office will verify the need for accommodations and develop a plan to be distributed to appropriate professors. Students who use accommodations should also contact the professor privately and in a timely manner to discuss the most effective methods to implement the approved accommodations.

Military Student Call to Service and Readmission Policy

In accordance with the **Federal Student Aid Guidebook**, members of the U.S. military who are called into service during their education can return to their plan of study within three years after completing their service period. To accommodate re-entry into the nursing major, the student must provide written notice to the Director of the Division of Nursing at least one semester before his/her expected date of return. The student must also contact the Admissions Office to reapply.

Returning military students who satisfy the nursing major's readmission criteria will be readmitted with the same credit hours and with the same academic standing. A student that does not submit a written request for readmission or return by the predicted date will not automatically be denied eligibility for readmission but must follow William Penn University and the Division of Nursing's readmission protocols at the time of their return.
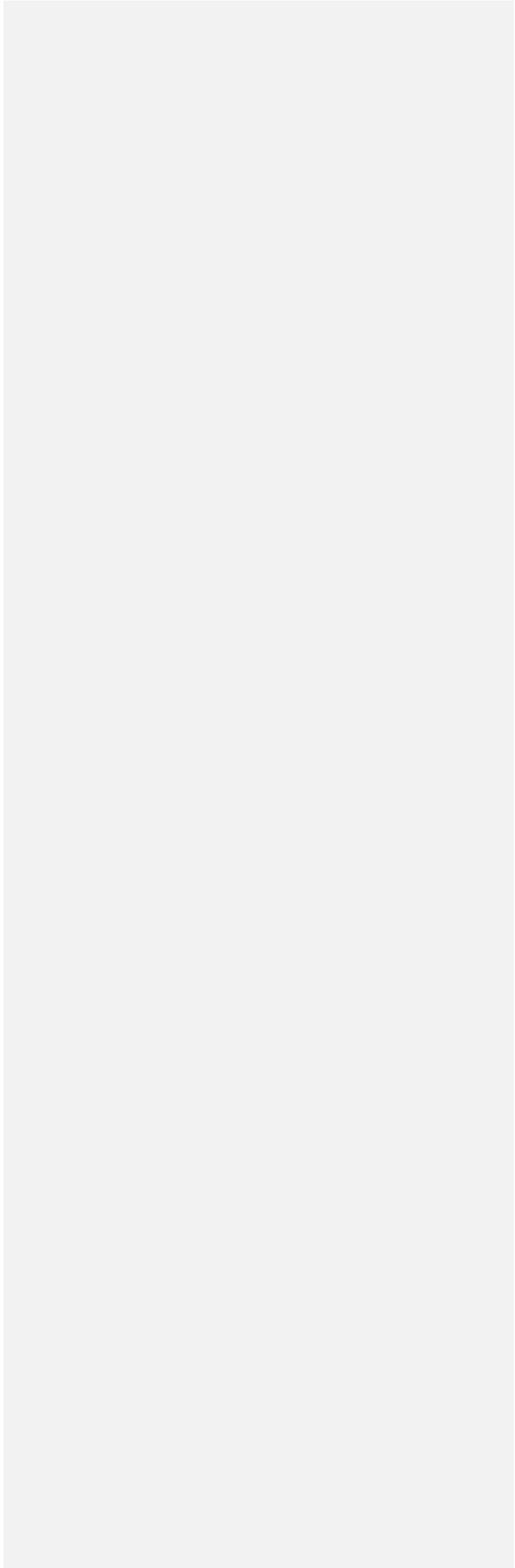
TESTING

ATI

Assessment Technology Institute is a comprehensive testing and review program designed to provide students with various learning tools that will assist them in learning course content, identifying strengths and weaknesses, reviewing content, improving test taking abilities and ultimately successfully pass the green light program in preparation for the NCLEX.

What is ATI?

- ATI stands for Assessment Technologies Institute. ATI offers a wide variety of NCLEX® preparation assessments during nursing school. These assessments not only prepare students for the NCLEX, but they also help them gain critical thinking skills and a comprehensive nursing knowledge base needed to be a great nurse.
- William Penn University Division of Nursing uses ATI as a comprehensive program from the second semester through the final semester.
- Used as a comprehensive program, ATI supports course content mastery and preparation for NCLEX-RN.
- The ATI program may include study guides/books, skills modules, tutorials and online practice and proctored testing to cover the major content areas in nursing.

ATI Testing

All nursing students will be required to take standardized examinations throughout their program of study. These standardized exams are used as benchmarks for assisting students in determining their progress compared with a national norm. There are fees associated with some of these examinations. The use of standardized examination benchmarks assists students in preparation for the RN licensing examination or NCLEX. Scores on these exams may account for up to 10% of the course grade.

Currently the price for taking the **TEAS** test is $25.00 payable to William Penn University in the business office and $65.00+/- payable at the time of testing with a debit/credit card through ATI/TEAS as a student log into take the test. Allow at least 6 hours to take the computerize test which are scheduled through Darrell Mackaig at 641-673-2127 in the Student Success Center during finals week at the end of every fall and spring semester.

ATI Testing for Competence in Nursing Courses:

Students in the William Penn Nursing Program will be required to take ATI competency tests pertaining to each of the major courses/content areas throughout the curriculum as specified. The ATI test or tests will be given toward the end of most nursing courses. Testing will take place on the William Penn campus, will be proctored, and the testing schedule will be provided early in the course. Students are required to complete Proctored Assessments as part of the course requirements.

Commented [VS15]: ATI section given to Jay to do

Scoring for the required Proctored Assessment Exam 'Proficiencies Level' is as follow:

What is a Proficiency Level?

The student must attain specific levels of achievement for each required proctored exam. Our goal in the William Penn University Division of Nursing is for the student to reach proficiency level 2 or 3. Listed below is a description of 'Proficiency Level Definitions' as specified by ATI and adopted by the William Penn University Division of Nursing. All students are required to remediate on content missed regardless of proficiency level earned.

For students reaching Proficiency Level 3: Proficiency Level 3 indicates the student is expected to **exceed NCLEX-RN standards** in this content area. The student should demonstrate a high level of knowledge in this content area that confidently supports academic readiness for subsequent curricular content. Students are encouraged to engage in continuous focused review to maintain and improve their knowledge of this content. 100%

For students reaching Proficiency Level 2: Proficiency Level 2 indicates the student is expected to readily **meet NCLEX- RN standards** in the selected content area. The student should demonstrate a level of knowledge in this content area that more than adequately supports academic readiness for subsequent curricular content. Students are encouraged to engage in continuous focused review in order to improve their knowledge of this content. 75%

> **Commented [VS16]:** Kim is this correct we had 80%

For students reaching Proficiency Level 1: Proficiency Level 1 indicates a student is expected to just meet NCLEX-RN standards in this content area. The student should demonstrate the minimum level of knowledge in this content area required to support academic readiness for subsequent curricular content. 25%

> **Commented [VS17]:** Kim is this figure correct we had 60%

For students not reaching Proficiency level 1: Below Proficiency Level 1 indicates the student needs a thorough review of this content area. Students are highly encouraged to develop and complete an intense plan for focused review. 0%

Required Practice Assessments

Preparation for the required 'Proctored Assessment' is essential to student success. The following must be completed, before taking the Proctored ATI Examination. Proof of completion must be provided to the instructor before taking the Proctored ATI Examination.

1. Attain 80% on Practice Assessments at **least two weeks** before the Proctored Exam. Practice assessments may only be taken once every twenty-four (24) hours. Time begins upon completion of a practice assessment. A student should print out a copy of their results to keep and another copy should be provided to the course instructor before taking the proctored examination. A student will be required to remediate prior to sitting for the Proctored Assessment.

> **Commented [VS18]:** Kendra stated this is not being done.

What is Remediation?

FOCUSED REVIEWS/ACTIVE LEARNING/REMEDIATION
Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review vital information to succeed in courses and on the NCLEX®. The student's individual assessment report will contain a listing of the *Topics to Review*. It is required to remediate using the *Focused Revi*ew after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates. The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required.

Comprehensive Predictor Exam

All nursing students enrolled in NURS 413 Transition to Nursing Practice will take ATI Comprehensive Predictor exams. Scores on this exam will be used to calculate final course grades in NURS 413 Transition to Nursing Practice and will provide the basis for individualized learning contracts to prepare for NCLEX-RN.

NCLEX-RN Preparation

The nursing faculty requires all students to participate in ATI. ATI is a comprehensive online assessment and review program that is designed to provide nursing students with a variety of tools that will assist throughout their nursing program in a variety of ways. Participation in the ATI program will allow the student to gain experience in taking computerized nursing exams similar to the National Council Licensure Examination (NCLEX) increase confidence in nursing knowledge base and comprehension, identify strengths and weaknesses, and develop plans for remediation ultimately enhancing success in the nursing program and the NCLEX upon graduation. Individual subject tests are administered at appropriate intervals throughout the nursing curriculum. Examples of exams utilized are the following: Critical Thinking, Fundamentals of Nursing, Medical/Surgical, Obstetrics/ Gynecology/Growth and Development, Pharmacology, Pediatrics, and Mental Health.

Recommendations for Students

Guidelines for Application for Students (This is determined by the state which the student will be testing.)

Overview of how to apply for the NCLEX in Iowa:

Step 1:
Students will receive an Examination Packet and need to complete all items in the packet.

Step 2:
Complete all testing and remediation in ATI to receive a "Green Light".

Step 3:
WPU will send transcripts to Iowa Board of Nursing.

Step 4:
A student will receive their Authorization to Test and Schedule for their NCLEX exam.

Step 5:
Register and pay with Pearson Vue (they are the testing center).

Step 6:
Apply for Licensure. A student will be doing this with IBON, the Iowa State Board of Nursing.

Step 7:
A student must pass the test and maintain their license!
Note: The whole process will cost approximately $400

SNO members helping at the First
Pre-Licensure Pinning Ceremony

Financial Aid

The purpose of the Financial Aid Office, located in the Penn Activity Center, room 204, is to assist the student in financial planning for college. In doing this, William Penn University attempts to make it financially possible for fully accepted students in a degree-seeking program at William Penn University to experience advantages of a college education. Generous gifts by alumni, trustees, and friends of the university, in addition to state and federal student assistance programs, make this possible. The primary criterion for determining the amount of assistance a student is eligible to receive is the student's financial need. The type or kind of assistance available is related to the financial need, enrollment status (determined at census day), housing plans, scholastic achievement, music/theater talent, and the student's athletic ability. For more details, visit our website at https://www.wmpenn.edu/admissions-aid/financial-aid

Miscellaneous Costs

- CastleBranch Fee
- Uniform(s)
- Stethoscope
- Watch with a second hand
- Nursing name badge
- Physical Exam with immunizations
- ATI Fees
- Student organization membership (SNO)
- Lab Fees
- TEAs Test Fee
- Nursing Pin
- TracPrac Fee

CLINICAL AND SIMULATION INFORMATION
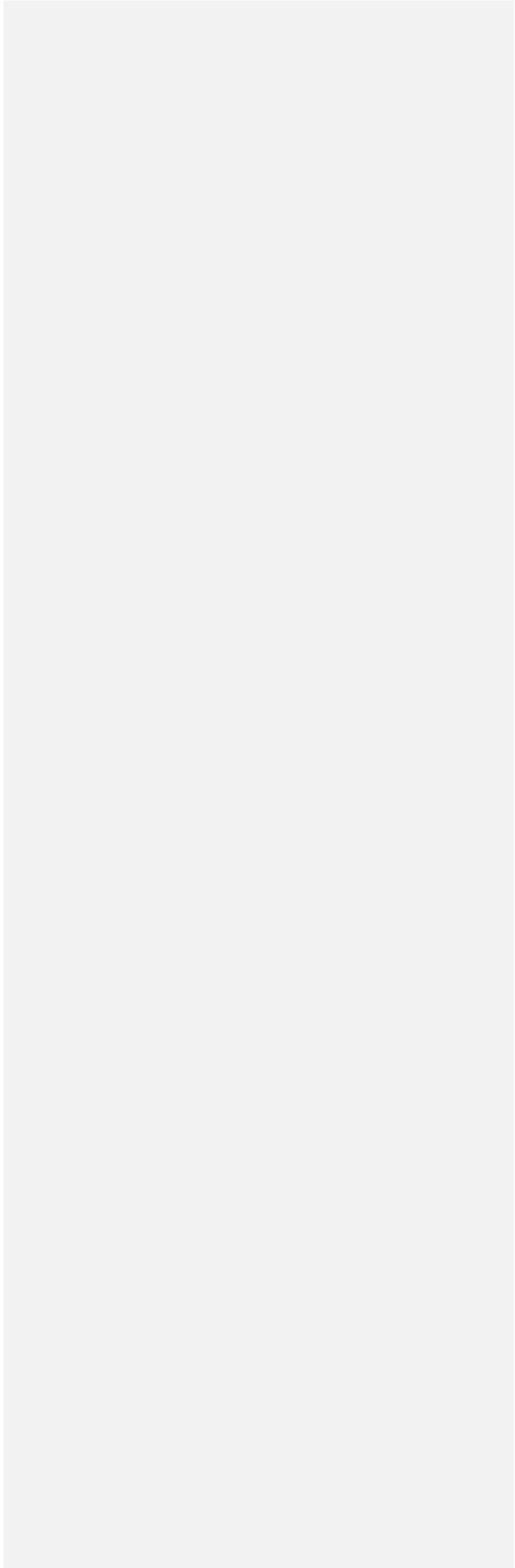
Attendance & Absenteeism for Clinical

Student attendance and active participation are critical to quality instruction. Students are expected to be in attendance at all classroom, laboratory, and clinical sessions. Any absences and missed assignments are to be discussed with the Nursing Faculty and/or Clinical Coordinator to determine options for completion.

It is recognized that there may be situations beyond the student's control regarding attendance. As a professional, similar to expectations in the workplace, a nursing student is to notify the Faculty, Clinical Coordinator, or Clinical Instructor prior to or as soon as possible if they unable to meet the requirements for attendance. This notification is to be made immediately by phone call or text, and formally by email to the appropriate Faculty/Coordinator/Instructor.

Expectations for make-up work for classroom and laboratory absences will be determined by the Faculty and/or Laboratory Coordinator. Students are expected to not miss more than two days in the classroom and laboratory sessions combined. Expectations for make-up work in the clinical component will be determined by Faculty, the Clinical Coordinator, and the Director of the Nursing Division.

Students may have up to two pre-approved days of absences in the clinical setting. Students are expected to complete all required clinical hours for the semester in each clinical component. Students may be assigned online work to account for clinical hours if needing to meet the required clinical hours, however, a student is not allowed to exceed over 50% of the clinical experience in online and sim-lab hours in clinical. The Clinical Coordinator will calculate the clinical hours to determine if a student can miss more than one clinical day in a specialty area in order to not exceed the 50% of online/sim-lab hours for the specialty. If the student is not able to meet this requirement, then permission to miss clinical will be denied and the student will be required to attend clinical.

Students with more than two classroom/laboratory absences and/or more than two clinical absences will meet with the Director of Nursing of the William Penn University Division of Nursing, Faculty, and/or Clinical Coordinator will serve a **written warning** and if the situation does not improve a **Accountability Agreement** will be completed. A student with more than two absences in the classroom/laboratory and/or more than two absences in the clinical component may be advised to withdraw from the nursing program.

Any student who fails to attend a class during the first week of the semester may lose their seat in the class.

For online courses, no activity for one week is considered an absence.

A student may consider hiring a clinical instructor to assist them in completing clinical hours. The clinical instructor is required to be an employee of the Division of Nursing of William Penn University and an approved instructor for the clinical component being completed. The student will be required to pay a fee of $500.00 per day, per instructor, to hire the clinical instructor if approved by the Director of the Division of Nursing.

Clinical and Simulation Learning

Simulation, laboratory, and clinical experiences are all considered part of the nursing program's clinical requirement. Consideration for participation, preparation, and evaluation for clinical experiences will be encompassed by learning activities.

Arrangements for Clinical Experiences

Clinical experiences are arranged under the clinical coordinator's direction in collaboration with the Division of Nursing Director and course instructor. Clinical agencies require all clinical site requests be submitted by the University and not by individual students. Students are expected to communicate clinical learning needs and preferences to the course instructor and clinical coordinator. Students should not contact clinical agencies to arrange additional clinical learning opportunities.

Previous Licensure

Clinical participation is not allowed by persons who have been denied licensure by the Iowa Board of Nursing or whose license is currently suspended, surrendered, or revoked in any country or US jurisdiction due to disciplinary action.

Nursing Student Health Summary Information

The Division of Nursing is required to provide documentation to clinical agencies in order to promote safety. Documentation of health information, insurance, and CPR certification is a shared responsibility of the student and Division of Nursing. Failure of the student to submit documentation as directed may result in removal from clinical nursing courses. **See Moodle for instructions related to health information and submission to CastleBranch.**

All students must complete/update the Student Emergency Contact form each semester. See Addendum A.

CastleBranch

Upon Admission to the Nursing Program and Prior to the First Day of Class: CastleBranch, Health Records, and Immunization Requirements

All students in the WPU Division of Nursing who will be completing clinical experiences are required to maintain current clinical credentialing requirements through CastleBranch for the duration of their program.

Students will create an account (MyCB) to maintain program and medical documents and request background checks and drug screenings as required. Once a student creates their account, they will be able to upload all documentation required for their program. A student will have access to their background check and drug test results once they are completed.

Failure to maintain compliance with these requirements may result in dismissal from clinical experiences and the inability to progress within the program.

Creating and Accessing MyCB Account

Instructions to set up a MyCB account can be found in **Addendum X**. There is an initial purchase code for each program that includes an initial background check and drug screening as well as the document tracker. Once an account has been set up students can log into their profile at mycb.castlebranch.com. Additional screenings can be purchased through this profile using the codes provided in the program.

Dates and Deadlines

Students are required to be in compliance with their program documentation by the deadline provided in their welcome letter. Generally, the due dates are those shown below but variations may occur. It is the student's obligation to maintain compliance with any requirements that renew during their program (i.e., annual TB testing and OSHA/HIPAA requirements).

- Fall Semester Start _____
- Spring Semester Start _____

TracPrac

TracPrac is the clinical management system utilized by the Division of Nursing. This program increases consistency and accuracy with clinical documentation. Students will use this program to clock into and out of the clinical site, maintain and up-date the skills checklists, complete clinical paperwork, and view feedback from the faculty in the Division of Nursing. Formal training is required by both students and faculty at the beginning of each fall semester or as needed. TracPrac can be accessed by the website:

https://www.vestigohealthsolutions.com/TracPrac-learning-for-student OR through the TracPrac app.

Student Responsibilities
1. **The student is responsible for the annual $75.00 fee.**
2. The student is responsible for attending any mandatory trainings and asking questions as needed in order to adequately complete all requirements.
3. The student is responsible for clocking in and out of each clinical day. This allows the faculty to accurately record the hours needed for the clinical requirement.
4. The student is responsible for updating their skills-checklist as new experiences arise in the classroom, lab, and clinical setting.
5. The student is responsible for completing all clinical assignments by the due date. If an emergency arises, the student is required to contact their clinical instructor for further instructions.

See Addendum S.

If any questions arise, feel free to contact Tori Morris (tori.morris@wmpenn.edu)

Confidentiality

a.   It is the nurses' legal and ethical obligation to keep information about clients, their illnesses, and treatment confidential. The legal and ethical obligation means that nurses never share information with anyone who is not involved with the specific nurse-client relationship. The clients must trust a nurse and know that information will not be revealed inappropriately but will be used to communicate essential information to facilitate their health care. Nursing students and nurses do not gossip. While students may share non-identifiable information for the course and learning purposes while in class or clinical settings, no patient information of any kind should be shared outside confidential settings in the practicum site or classroom.

b.   Nursing students should not share information about a facility or facility staff via email, social networking sites, or other means outside the learning environment. The instructor may direct students to share select de-identified patient information via email for course preparation or learning purposes. Sharing on Moodle is permissible, as directed by the instructor because Moodle access is password protected. Pictures of patients must never be taken, whether a patient gives permission or not. Absolutely **NO** reference to a patient, even if de-identified, should ever be shared electronically via email or on social networking sites. In addition, the National Council of State Boards of Nursing's (NCSBN) delineates expectations in The Nurse's Guide to the Use of social media. The document is available at https://www.ncsbn.org/NCSBN_SocialMedia.pdf.

c.   A breach of confidentiality is considered a severe offense and may lead to dismissal from a clinical area, course, or the nursing program. Students are expected to abide by federal law's health information privacy requirements, the Health Insurance Portability and Accountability Act (HIPAA).

Professional Appearance – Uniform Code 4-year Pre-Licensure BSN program

Students' dress/grooming must be appropriate to the professional setting and comply with the clinical facility's published dress code policies. Decisions regarding dress and grooming will be at the discretion of the clinical instructor. The Division of Nursing will apply the following student guidelines:

a.   **Student ID badge**: This will be purchased through Student Services in the Union and must always be worn and visible when in a clinical facility. A list of nursing students that will be attending clinicals will be sent from the Division of Nursing to Student Services each semester. If a student arrives at a clinical site without the proper identification badge, the student cannot participate in the clinical and will be sent home. If sent home, they do not return that day. Students are responsible to keep their ID badge until they graduate. If an ID badge is lost, the student is responsible for the replacement badge and the associated cost.

b. **The student uniform:** Once accepted into the nursing program the uniform will consist of a royal blue scrub top with the William Penn University logo and royal blue scrub pants.

c. Students in the NURS 201 CNA course will receive a white top with the William Penn University logo, and royal blue scrub pants.

Students will receive their first set of scrubs from the university through the Division of Nursing. Articles of clothing should fit well, with a modest, professional look, allowing for appropriate body movement. A student may wear a plain white long-sleeved undershirt, if allowed by the clinical agency. Appropriate, discrete undergarments are required. To prevent the spread of microbes, students must launder the uniform after every clinical experience. Clinical uniforms should be neat, clean, wrinkle free and in good repair. There should be no holes, wrinkles, dirt, or stains on clinical clothing. Pants should be hemmed at an appropriate length, so they do not drag on the ground.

d. **Shoes:** must be closed-toe, closed-back shoes in good, clean condition. Shoes should reflect the professional nature of the role and be appropriate for the clinical setting. No Crocs or Clogs will be allowed.

e. **Jewelry**: Engagement rings and wedding bands <u>only</u> may be worn in <u>most</u> clinical areas. Two small pairs of pierced non-dangling earrings in the ear lobes are acceptable. No other visible body piercing will be permitted, including tongue piercing. No additional jewelry such as necklaces, bracelets, or rings may be worn. A wristwatch with a second hand may be worn depending on clinical agency policy.

f. **Hair:** should be neat and clean. For personal and patient safety, long hair should be pulled back away from the face and secured so it cannot be grabbed by patients, does not fall onto patients, or interfere with the work area. A plain black or navy headband is permitted to keep hair back. Unusual hair coloring is not permitted. Beards and mustaches should be neatly trimmed.

g. **Nails:** should be clean, short, and without colored polish. No artificial nails are allowed, as they can harbor bacteria.

h. **Tattoos:** Small, individual, visible tattoos that are not offensive are allowed in many clinical settings. Offensive tattoos may include, but are not limited to, profane or derogatory words or phrases, images of violence or bloodshed, naked body parts, figures with cleavage, and satanic or persecutory images. Some clinical institutions may have their own policies banning visible tattoos, superseding the William Penn University policy. Students with multiple, large, or a sleeve of tattoos on their arm(s) will be required to wear a long-sleeved shirt. Students with multiple neck tattoos will be required to wear a turtleneck shirt.

i. **The use of cosmetics:** should be conservative. Students should not use perfumes, colognes, fragranced lotions, or after-shave. Students should smell clean; body odor is

     unacceptable, including the smell of smoke or pets. In addition, the clinical uniform should be free of pet hair to prevent possible patient allergic reactions.

j. **The student uniform**: should be worn at all times during clinical and lab, even when patient care is not occurring, such as during clinical pre-assessment. Exceptions may be made for specific clinical experiences, such as mental or community health, based on facility policy. Students do not need to wear clinical uniforms for open lab practice sessions; however, closed toe shoes are always required in the lab.

k. **Unacceptable and unprofessional attire:** will result in the student being sent home. Failure to adhere to the above-stated uniform regulations will result in dismissal from the clinical experience for the day. Repeated offenses will result in **written warning** and/or **Accountability Agreement**.

l. **Medical or other exceptions**: If a student has any medical, religious, or other exceptions to the uniform code, these exceptions must be discussed with the course instructor at the beginning of the course.

Professional Appearance – Uniform Code RN-BSN program

1. Students' dress/grooming must be appropriate to the professional setting and comply with the clinical/preceptor facility's published dress code policies. Decisions regarding dress and grooming will be at the discretion of the instructor. The Division of Nursing will apply the following student guidelines:

a. **Student ID badge**: This will be taken through Student Services in the Union and must always be worn and visible when in a preceptor facility. A list of nursing students that will be attending clinicals/preceptorships will be sent from the Division of Nursing to Student Services each semester. If a student arrives at a clinical/preceptor site without the proper identification badge, the student cannot participate in the clinical/preceptorship and will be sent home. Students are responsible to keep their ID badge until they graduate. If an ID badge is lost, the student is responsible for notifying the Division of Nursing, Student Services, and the student will be responsible for the cost of a replacement badge.

b. **The student uniform:** will consist of a royal blue lab jacket with William Penn University logo. The student may purchase theses through the Division of Nursing prior to the beginning of the semester. 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 appropriate grooming and professionalism shall be worn, along with the WPU lab jacket. No clothing that is overly casual or dressy shall be considered appropriate (e.g., **no blue jeans or denim**, sweat suites, party dresses, halter tops, see-through fabrics, mini-skirts, shorts, t-shirts, etc.)

c. **Accessories** to the uniform will include:

    i. **Shoes**: must be closed-toe, closed-back shoes in good, clean condition. Shoes should reflect the professional nature of the role and be appropriate for the clinical/preceptor setting. No Crocs or Clogs will be allowed.

    ii. **Jewelry:** Engagement rings and wedding bands only may be worn in most clinical/preceptor areas. Two small pairs of pierced non-dangling earrings in the ear lobes are acceptable. No other visible body piercing will be permitted, including tongue piercing. No additional jewelry such as necklaces, bracelets, or rings may be worn. A wristwatch with a second hand may be worn depending on clinical agency policy.

d. **Student attire:** Students must wear business casual attire and the WPU lab jacket while in the Clinical or Preceptorship areas. Lab jackets must be clean and pressed with buttons, snaps, hems, and seams intact. Professional appearance is always required in the clinical or preceptorship facilities. 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.

e. **Body:** The length and style of hair may vary with the individual student; however, while on clinical or preceptorship experience and laboratory areas, it must always be styled so it is above the collar in order to maintain proper asepsis and patient safety. Hair should be of natural color, neat and clean always. Male facial hair should be short and neatly trimmed. Fingernails must be short, neatly trimmed, and clean to maintain proper asepsis and patient safety. No nail polish is allowed. Makeup is allowed, but in moderation. There should be no gum-chewing while at 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.

    i. **Hair:** should be neat and clean. For personal and patient safety, long hair should be pulled back away from the face and secured so it cannot be grabbed by patients and does not fall onto patients or interfere with the work area. A plain black or navy headband is permitted to keep hair back. Unusual hair coloring is not permitted.

    ii. **Nails:** should be clean, short, and without colored polish. No artificial nails are allowed, as they can harbor bacteria.

    iii. **Tattoos:** Small, individual, visible tattoos that are not offensive are allowed in many clinical/preceptorship settings. Offensive tattoos may include, but are not limited to, profane or derogatory words or phrases, images of violence or bloodshed, naked body parts, figures with cleavage, and satanic or persecutory images. Some clinical/preceptor institutions may have their own policies banning visible tattoos,

superseding the William Penn University policy. Students with multiple, large, or a sleeve of tattoos on their arm(s) will be required to wear a long-sleeved shirt. Students with multiple neck tattoos will be required to wear a turtleneck shirt.

     iv. **The use of cosmetics:** should be conservative. Students should not use perfumes, colognes, fragranced lotions, or after-shaved. Students should smell clean; body odor is unacceptable, including the smell of smoke or pets. In addition, the clinical/preceptor uniform should be free of pet hair to prevent possible patient allergic reactions.

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

g. **Medical or other exceptions**: If a student has any medical, religious, or other exceptions to the uniform code, these exceptions must be discussed with the course instructor at the beginning of the course.

h. **Unacceptable and unprofessional attire:** Unacceptable and unprofessional attire will result in the student being sent home. 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 a **written warning** and/or **Accountability Agreement**. Clinical or preceptorship facilities will follow-up with the Director of Nursing.

2. **Professional Dress**: Professional dress for occasions when the clinical uniform is not required includes:

a. Below-the-knee length skirts or dresses or ankle-length dark or khaki pants. No jeans, sweatpants, capri pants, or leggings are to be worn.

b. Clean, wrinkle free shirt or blouse. No t-shirts, halter tops, or see-through fabrics.

c. Dress shoes appropriate for the setting and must allow the student adequate movement. Shoes should be worn with stockings/hose, and not expose toes or heels.

3. Student enrolled in the **CNA course (NURS 201)** should follow the CNA policy manual.

Equipment

In the clinical setting, students need to have a faculty-approved stethoscope with bell and diaphragm function. Bandage scissors and a penlight are also useful and recommended. Students should plan on carrying a watch with a second hand and a black pen.

Preparation for the Clinical Experience

1. Students are expected to demonstrate adequate preparation for all clinical, lab, and simulation experiences. Students who are unprepared may be told by the instructor to leave the clinical setting and given a failing grade for that clinical experience and will incur a **Written Warning** and/or **Accountability Agreement**.

2. Students may be expected to complete pre-assessment activities prior to some clinical experiences. Often, these will take place the day before the clinical experience. Students are expected to plan for these activities when scheduling their other classes, extracurricular activities, and on or off-campus work.

Attendance at Clinical Experiences

1. Attendance and punctuality at required clinical experiences are mandatory. Tardiness or unexcused absences are considered a clinical failure for the day. Students with more than one absence will meet with the clinical or course instructor, clinical coordinator, and/or Director of the Division of Nursing to discuss how to complete the course objectives. The student will receive a **Written Warning** and/or **Accountability Agreement**.

2. In the event of an emergency and a student cannot attend clinical, the student must contact, by phone or in person, the course faculty **before** the assigned clinical time to explain the absence. In the event of illness or injury, the instructor reserves the right to request a health care provider's note.

3. Any clinical missed must be made up unless the clinical is canceled due to weather or missed for an excused professional event scheduled by the Division of Nursing.

4. Students involved in campus associated extracurricular activities (e.g., music ensembles, athletics, etc.) for which attendance to lab/clinical will be disrupted (2 occurrences or less) must make arrangements to make up the lab/clinical or attend another scheduled lab/clinical with their instructor, before the absence. A note from the campus coach and/or activity coordinator is required to excuse the student from lab/clinical, and a makeup session will be required. More than two occurrences are not allowed.

5. Clinical accommodations will **<u>not</u>** be made for students' work schedules.

Transportation

Students will be required to provide their own transportation to and from clinical experiences or make other arrangements. Clinical sites may be within a 100-mile radius of the city of Oskaloosa.

Health and Pregnancy

Students are asked to inform the course instructor and clinical instructor of any health conditions that could have potential complications affecting the student's performance, including pregnancy. Early communication with instructors can help minimize risk to the student's or fetus's well-being.

Covid Policy

Please refer to the University Student Handbook for details about the covid policy on campus. A copy of a student's Covid Vaccination Card will be held in their file and/or in CastleBranch. Each clinical site has their own policies that we must abide by while at their facility. Currently, only religious or medical exemptions are accepted at some facilities. Because Covid policies change often, students need to look for updates in their WPU email or on Moodle. Students with concerns can contact the Director of the Division of Nursing or a nursing faculty member.

Unsatisfactory Clinical Performance

1. Unsatisfactory clinical performance in any clinical or lab setting is described below but is not all-inclusive. Infraction of this nature may result in failure of the clinical experience, clinical course, or removal from the program. A student who performs unsatisfactorily will meet with the clinical instructor, course coordinator, and Director of Nursing to discuss the implications of the failure in collaboration with his or her academic advisor. Additionally, patterns of unsatisfactory performance over time may result in removal from the program.

   Examples of unsatisfactory clinical performance include:

   a. Unexcused tardiness or absenteeism
   b. Unprofessional behavior (incivility)
   c. Observations of concerning student behavior by agency staff
   d. Unsafe practice
   e. Failure to adhere to the dress code
   f. Being unprepared to care for patients, not being able to discuss the patient's pathophysiology, medications, treatments, procedures, and/or nursing interventions
   g. Breach in confidentiality
   h. Violation of HIPPA (copying information written or verbal included)

i.   Administering medications without approval and/or supervision of instructor or RN
j.   Misleading or misstating facts or events
k.   A pattern of unsatisfactory or late written work
l.   Failure to resubmit written material, if requested by faculty
m.   Failure to accomplish goals set in Skills Remediation Plan (SRP)
n.   Inappropriate or personal cell phone use (including vibrating mode) when with the client or at the clinical agency
o.   Inappropriate internet or intranet usage while at the clinical agency

Skills Remediation Plan (SRP)

1. If a student is not performing in a satisfactory manner, and safe clinical practice is compromised or potentially compromised, the student will receive verbal and written feedback. Depending on the nature of the event, the student may also receive a **Written Warning** and/or an **Accountability Agreement**.

2. The student and faculty will meet within three (3) business days of the clinical shift and/or simulation (or as soon as schedule permits) to complete and discuss the event and any repercussions. A Skills Remediation Plan (SRP) will be initiated.

3. The faculty member and student will sign the SRP and arrange a schedule for skill remediation with the Nursing Lab Coordinator.

4. A written description of what needs to be accomplished by the student to pass the clinical will be provided on the SRP, and the date by which the SRP must be completed.

5. The student is responsible for contacting the lab coordinator within two (2) days of signing the SRP to schedule a remediation session. The lab coordinator will facilitate remediation, and the instructor will complete any required evaluation.

6. Remediation may involve instructor-facilitated learning, simulation, completion of video modules, or hands-on practice in the nursing lab.

7. Evaluation of the remediation success in either a clinical rotation or a simulation will occur within two (2) weeks, or the timeline stated on the SRP. If the remediated skill is not improved, the student will fail the clinical, resulting in failure of the course.

8. A student may only be allowed two (2) different SRPs in one semester. An identified remediation topic may only be remediated one (1) time. If a third remediation topic is required or if a student requires additional remediation on a topic that has already been remediated, the student is deemed to have failed the clinical experience.

Clinical Evaluation

Students will be evaluated during clinical and lab experiences using a combination of self-evaluation and faculty evaluation. Clinical evaluation occurs in a formative and summative manner, incorporating student reflection, faculty observation, and performance evaluation. **See section on TracPrac.**

Commented [VS20]: Is this the section we need to add TracPrac policy and guidelines too?

Skills and Simulation Labs

1. Nursing students will participate in various laboratory and simulation experiences throughout the curriculum. The focus is on developing competent nursing assessment, interventions, and outcome evaluation to promote patient safety. The lab contains a variety of equipment and supplies to engage students in hands-on learning opportunities to prepare for clinical experiences in the healthcare setting. Behavior in the lab is synonymous with behavior in patient care settings. At the beginning of each clinical/lab course, students will be asked to sign the **Division of Nursing Clinical Lab Contract** (**see Addendum I**). Faculty will discuss the importance of the contract with students each semester.

2. Simulation experiences in which the student is participating in and/or observing patient care and reflecting on the experience may be counted as clinical hours.

3. Remediation and/or additional practice of select nursing care may be scheduled through the Nursing Lab Coordinator.

Lab Guidelines

1. The student **must clean up** his or her area and throw away garbage in a trashcan **outside** of the lab. This privilege may be removed if these rules are not met. No food or water should be around the manikins. Food and drink must remain at the tables.

2. Printed material (i.e., paper), ink, and Betadine may stain the manikins. Use of these materials must be avoided around the manikins or task trainers.

3. When available, latex free items have been ordered; however, some items within the lab including manikins may contain latex. It is the responsibility of the individual student and/or instructor to make it known if they have a latex sensitivity and to take appropriate precautions. Only latex free gloves will be purchased for the laboratory.

4. At the end of lab sessions, all equipment and supplies should be returned to the place they were found, and the lab should be left in order.

5. No laptop, mobile device, or personal camera use is allowed in the labs except for during breaks or as directed by lab faculty.

6. Students are expected to demonstrate professional behavior while in the lab, even after scheduled lab activities have been dismissed.

7. Equipment must be signed out from the Nursing Lab Coordinator, or as delegated.

   a. Only portable equipment may be checked out. Any equipment problems should be reported at the time of return.

   b. Equipment belonging to the lab may not be borrowed or rented by other agencies except at the discretion of the Nursing Lab Coordinator, or as delegated.

Commented [VS21]: Do we need a section in here about covid in clinical sites? And if they are not vaccinated?

    c. Faculty, staff, and students are accountable for any lost or damaged equipment signed out in their name. Notice should be given to the Nursing Lab Coordinator if the last of a supply is taken.

The 2022-2023 Nursing Advisory Board

INFECTION CONTROL POLICY AND GUIDELINES

Prevention

The delivery of nursing care has always been a service associated with risks for the nurse. Many Nursing students enter school without understanding the dangers of transmission or the prevention of infectious diseases. As novice practitioners with limited skills, students may have a greater risk of exposure to infection. With increasing concerns about the spread of infection in health care settings, it becomes imperative that the nursing student be aware of policies and guidelines related to infection control. The Division of Nursing has developed policies and guidelines to help decrease the risk of infection for nursing students and prevent disease transmission in health care settings.

Prevention of Infection

Students will review the Infection Prevention and Control PowerPoint (CastleBranch) presentation annually as part of WPU requirements. Infection prevention and control information presented includes:

1. Healthcare workers risk exposure to infection as a result of contact with blood and body fluids, contaminated equipment, and surfaces.
    a. Standard precautions; Choice of handwashing agents; Cleaning, disinfecting, and sterilizing.
    b. Safe disposal of sharps; Different types of isolation precautions, and procedures; Interventions to reduce disease transmission are presented.

2. All nursing students are required to achieve a score of 100% before they will be allowed to participate in clinical learning environments. Documentation of student understanding of this information will be uploaded and maintained in CastleBranch. The student acknowledges instruction, comprehension, and personal responsibility in following all infection control policies to stop the spread of disease.

3. Instructions for infection prevention and control will be continually reinforced, and clinical supervision will be managed to ensure strict compliance in all clinical and simulation learning experiences.

4. All nursing personnel are professionally and ethically obligated to provide patient care with compassion and respect for human dignity. No nursing personnel may ethically refuse to treat a patient solely because the patient is at risk of spreading, or has, an infectious disease. Students and faculty will identify and follow rules of confidentiality.

5. Pregnant students will not be required to give direct care to patients with severe immunosuppression, including individuals with symptomatic HIV infection. There is a risk of cytomegalovirus from these clients and intrauterine transmission is potentially serious. Pregnancy should be disclosed to clinical instructors prior to receiving patient assignments if possible.

Yearly Influenza Immunization

All students must annually submit verification of flu immunization or evidence of medical justification to not receive the immunization by the specified date.

1. The document will be uploaded and maintained in CastleBranch.

2. Students who fail to submit a record of immunization or evidence of medical justification to not receive the immunization, receive a DOC with a "U" on the specified due date and an additional DOC with a "U" each subsequent week.

3. Failure to submit this record of immunization to CastleBranch will result in a student being ineligible to attend clinical.

4. Students who fail to receive or are unable to receive the immunization must wear a musk to clinical assignment when the hospitals announce activation of influenza precautions.

5. Students who fail to receive the immunization or submit evidence to decline the immunization and fail to agree to wear a mask according to the hospital influenza precautions, will not be allowed to attend clinical assignments. Failure to complete required clinical assignments will result in failure of the course.

Policy & Procedure - Tuberculosis (TB) Screening

Policy
William Penn University, Division of Nursing, requires tuberculosis (TB) screening for all Nursing Students and Clinical Instructors attending clinical site locations. William Penn University's policy on TB screening is informed primarily by **Iowa Administrative Code 481 Chapter 59 – Tuberculosis (TB) Screening** with additional information from sources such as the Centers for Disease Control (CDC) and/or The Public Health Department.

Purpose
The purpose of this policy is to outline the requirements and procedures for conducting TB screening for Nursing Students and Clinical Instructors of William Penn University.

Annual Risk Classification
Hospitals and Licensed Care Facilities in each county of Iowa are required to ascertain the level of risk for tuberculosis in their area. One of the following risk classification levels will be assigned to each hospital and licensed facility as a result of an annual assessment:
- **Low risk**
- **Medium risk**
- **Potential ongoing transmission**

Communication of risk assessment along with requirements of nursing students and clinical instructors, will be made by hospitals and facilities if a level higher than low risk is determined. The procedures found in this policy on screening are based on a "low risk" classification.

Baseline TB Screening

Nursing Students will receive baseline TB screening prior to attending clinical at a clinical site annually. Baseline TB screening consists of two components:

1. Assessing for current symptoms of active TB disease when completing the Health Examination & Immunization documentation by a Healthcare Professional, and, the administration of a two-step TB skin test to test for infection with tuberculosis. Nursing students and clinical instructors will complete a 2-step TB skin test at a clinic of their choice prior to the first clinical day of the year. Documentation of the 2-Step TB skin test is to be submitted to CastleBranch to each student's individual "My CB" for approval or denial. Log-in link: https://login.castlebranch.com/ . For Clinical Instructors, results will be submitted to the Division of Nursing office and kept in Division of Nursing employment files.
2. Nursing students and Clinical Instructors may opt to complete a QuantiFERON Gold Blood Test for tuberculosis evaluation. A single QuantiFERON Gold blood test with a negative result will also meet the requirements for tuberculin testing. Documentation of the QuantiFERON Gold Blood Test is to be kept in CastleBranch for students and in the Division of Nursing employment files for Clinical Instructors.

Centers for Disease Control (CDC) Recommendation as related to COVID-19 vaccinations:

- TST should be completed prior to COVID-19 vaccination.
- If vaccination has been given prior to TB testing being performed, defer TST until four (4) weeks after COVID-19 vaccine 2-dose completion.

Negative Skin Test Screening Results

1. A negative result shall be considered any induration less than 10 mm.
2. All Division of Nursing students and Clinical Instructors are required to have both steps of the 2-step TB skin test, or one QuantiFERON Gold Blood test completed prior with negative results prior to the first day of clinical. Failure to have completed this prior to clinical will result in not being able to attend clinical and at the discretion of the Division of Nursing Chair and the Clinical Coordinator could result in removal from the Nursing Program for one year.

Positive Screening Results

1. A positive reaction shall be considered for any induration measuring 10 mm or greater.
2. A Nursing Student or Clinical Instructor who has a new positive reaction to a TB skin test will be required to have a chest x-ray for the purpose of ruling out a case of active tuberculosis. Coverage for this medical test will be under the student's or the instructor's own personal medical coverage.
3. Should the chest x-ray result in a positive diagnosis, treatment for LTBI (Latent Tuberculosis Infection) is recommended according to CDC guidelines. The Nursing Student or the Clinical Instructor's ability to be at the clinical site will be determined through a joint consultation with the Division of Nursing Chair, the HR Department of the Hospital or Facility, and the employee's primary physician following a medical evaluation. Should the individual be released for clinical work, repeat x-rays are not needed unless symptoms or signs of TB disease develop or unless recommended by a clinician.

The second step
1. The Nursing Student and/or the Clinical Instructor will receive a second TB skin test (step two of a two-step process) no sooner than seven days following but no later than one year from the initial TB skin test. be done after the employee has started working directly with agency consumers.
2. A second TB skin test is not needed if the Individual has a documented TB skin test result from any time during the previous 12 months. If the Individual has had a documented negative TB skin test result within the previous 12 months, a single TB skin test can be administered. This additional TB skin test represents the second stage of two-step testing.

Additional Information
1. All TB skin tests must be read within 48-72 hours of administration. If the Individual, through his/her own fault, does not have the test read within the necessary time frame, that Individual will need to have another test completed at the Individual's expense.
2. If an Individual discloses they are pregnant at the time of the TB skin test, the employee will need to obtain a written release from their primary physician giving approval prior to the test being administered. In the event the employee's primary physician does not give approval for the pregnant Individual to receive the TB skin test, the information will be maintained in the Individual's CastleBranch file or Employee's medical file.   The ability to attend clinical at a Hospital or Facility site will be determined by the Division of Nursing Director, the HR Department of the Hospital/Facility, and the Individual's Medical Healthcare Professional.   Recommendation for alternative testing would be a QuantiFERON Gold Blood test in place of a 2-step TB skin test.
3. If an Individual indicates that they have received a TB skin test in the past that produced a positive result and they can produce the documentation of the positive result and a subsequently dated negative radiology report, no further TB skin testing will be administered and the Individual will need to obtain written documentation indicating eligibility to participate from their personal Healthcare Provider to attend clinical in the hospital and facility locations. It is noted that a clinical site may deny the student or the clinical instructor despite the above statement.

Tuberculosis Exposure and Reporting

When a known incident of exposure to active TB occurs, the policy of the institution or agency in which the faculty member or student has been giving care will be followed. Records of the exposure and follow-up will be maintained with health records on campus as well as within the agency.

Any case of active TB will be reported to the Mahaska County Public Health Department.

Testing Status

Nursing students, faculty, or staff who believe they may be at risk for HIV, Hepatitis B, or Hepatitis C infection have an obligation to be tested. While the testing decision should be voluntary for the individual, there may be instances in which testing could be required. Education, training, and confidentiality safeguards can be used to encourage those who believe they might be at risk to be tested. Pre and post-test counseling will be available at the testing site.

Students, faculty, and staff who know they are infected will be urged to voluntarily inform a designated official in the school. This individual will provide information and referral on health care and counseling and begin the process to the need for necessary modification/accommodation in clinical education or job functions.

HIV Infected Faculty, Students, and Staff

Clinical settings which pose additional risk to the personal health of infected students and faculty should be identified, and such persons should be advised of those risks and urged to consult their health care provider to assess the significance of the risks to their own health.

Any modifications of clinical activity of HIV infected students or faculty should take into account the nature of the clinical activity, the technical expertise of the infected person, the risks posed by HIV carriage, functional disabilities, and the transmissibility of simultaneously carried infectious agents.

Post-Exposure Report and Procedure

If an exposure occurs, faculty, students, and staff should follow the CDC and institution guidelines for occupational exposure. An exposure is defined as:

1. A needle stick or cut caused by a needle or sharp object that was actually or potentially contaminated with blood or body fluids.

2. A splash to mucous membranes (e.g., eyes, mouth) with blood or body fluids.

3. Cutaneous contact with prolonged exposure to blood or body fluids – especially when the skin is chapped, abraded, or afflicted with dermatitis.

Emergency Body Fluid Exposure Procedure

If a student experienced a needle stick or sharps injury or were exposed to the blood or other body fluid of a patient during the course of their work, immediately follow these steps: Wash needle sticks and cuts with soap and water, flush splashes to the nose, mouth, or skin with water, irrigate eyes with clean water, saline, or sterile saline. Report the incident to the supervisor (e.g., clinical instructor, preceptor, charge nurse). Immediately seek medical treatment.

Specific post-exposure protocols are available in each hospital and agency in which students will work directly with patients. The specific protocol for the agency would be utilized by all students and faculty who have assignments in that agency. Furthermore, a student or faculty member has an ethical duty to report such an exposure to the faculty member in charge or designated preceptor. Should an infected student expose a patient, he/she is ethically obligated to report this as well. An exposure is also reported to the Division of Nursing Director at WPU.

Criminal Background Check & Abuse Registry

Students admitted to the Division of Nursing must complete a Criminal Background Check through Castle Branch and an Abuse Registry Check with the Iowa Department of Human Services (DHS). This information will be obtained for all nursing students.

Procedure:

1. Students will receive & complete the DHS form (during orientation/registration). The Nursing Office Manager will scan & email the form to DHS.

2. Any student found to have a criminal conviction, or a child/adult abuse conviction will be reviewed by the Division of Nursing. The student will have the opportunity to discuss the information with the Division Chair 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 Division Chair 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 nursing program, the student will be dismissed from the program.

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

Business and College Fairs

MEDICAL REQUIREMENTS
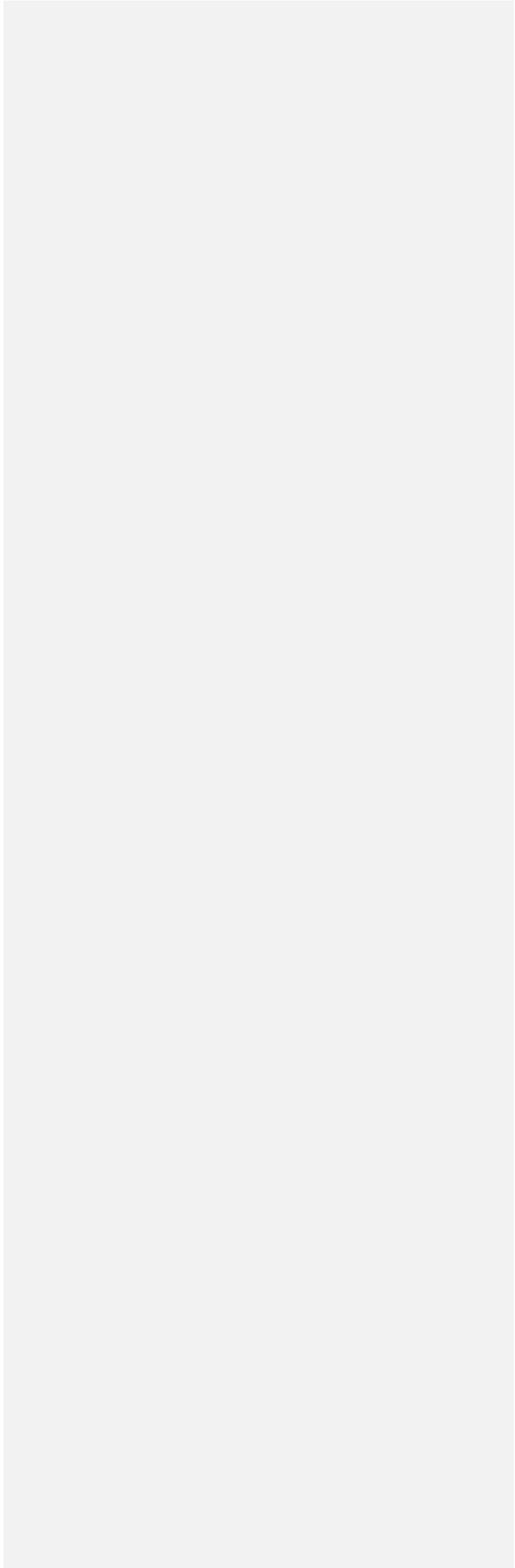
Health physical examination:

The practice of nursing includes physical and mental/cognitive demands. 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 in **Addendum F**).

Testing/Screening Immunizations:

Nursing students are required to verify the following immunizations:
Tetanus Diphtheria every 10 years, Mantoux (TB) 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**. (The form is available in **Addendum C**).

NON-MEDICAL REQUIREMENTS
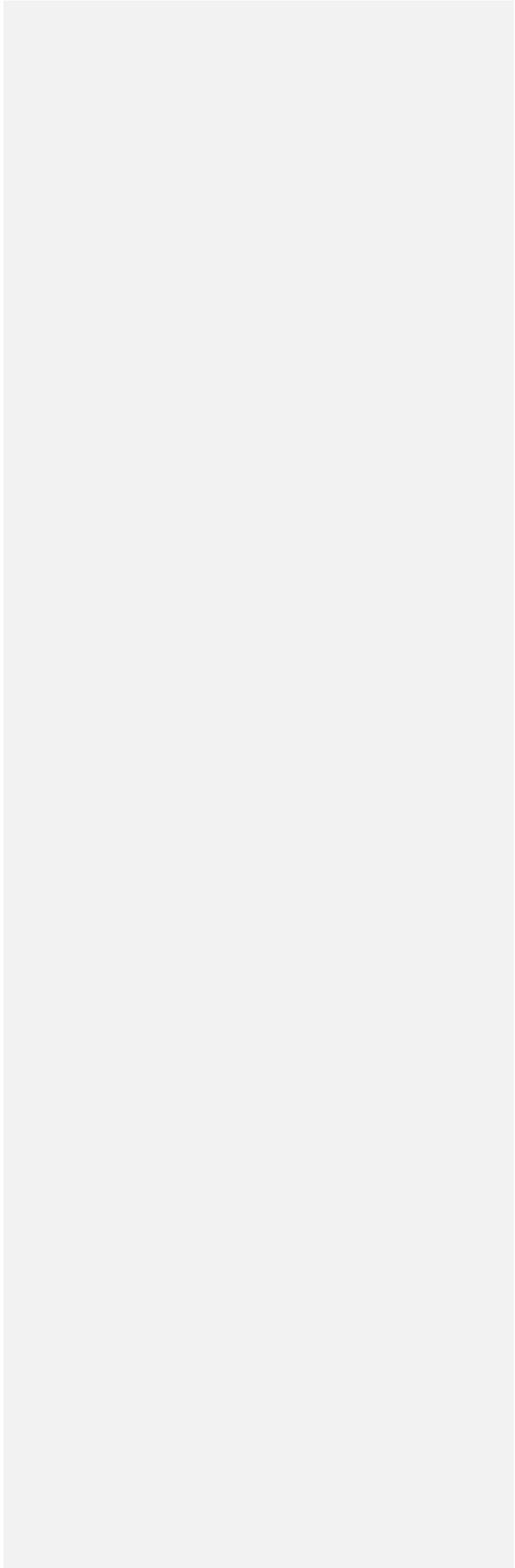
Requirements Non-Medical

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 students in providing the best possible patient care. Therefore, the curriculum requires proficiency in a variety of abilities. All students must maintain 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 documentation to the Coordinator of the Office of Services for Students with Disabilities (OSSD), upon admission to a program of study or as soon as a need is identified.

Required 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 directly and at a distance; 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 non-verbal 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.

See Addendum L for Core Performance Standards.

Cardiopulmonary Resuscitation Certification

Prior to enrollment into any nursing course with a clinical/preceptorship component, the nursing student must have completed the following CPR course:

- American Heart Association: Health Care Provider course (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 CastleBranch website.
2. Updates must be uploaded to the CastleBranch 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.

Commented [VS23]: Again CastleBranch need to change this

Mandatory Reporter Training

Students must complete Dependent Adult and Child Abuse Training prior to the designated date. (https://dhs.iowa.gov/sites/default/files/470-3301.pdf?111120202219) If the student has already completed the Dependent Adult and Child Abuse training for employment, the certificates of completion need to be submitted to CastleBranch. If the student completed training for only Child Abuse or only Dependent Adult Abuse reporting, the student must complete the training online included in CastleBranch.

HIPAA Education

The federal government has enacted laws pertaining to 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. A William Penn nursing student needs to be aware of this law **BEFORE** they can begin any nursing course with a clinical or preceptorship component. Verification of HIPAA education received as a requirement for employment or transfer from a college institution will be accepted. Please sign and provide training date on the Attestation form (**see Addendums D and E**), and upload to the CastleBranch website.

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/Bloodborne Pathogen. It may come from their place of employment or transfer in from another college institution. If the nursing student has not obtained this education, training and competency will be obtained through the CastleBranch website.

Commented [VS24]: Again CastleBranch? New policy here?

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES
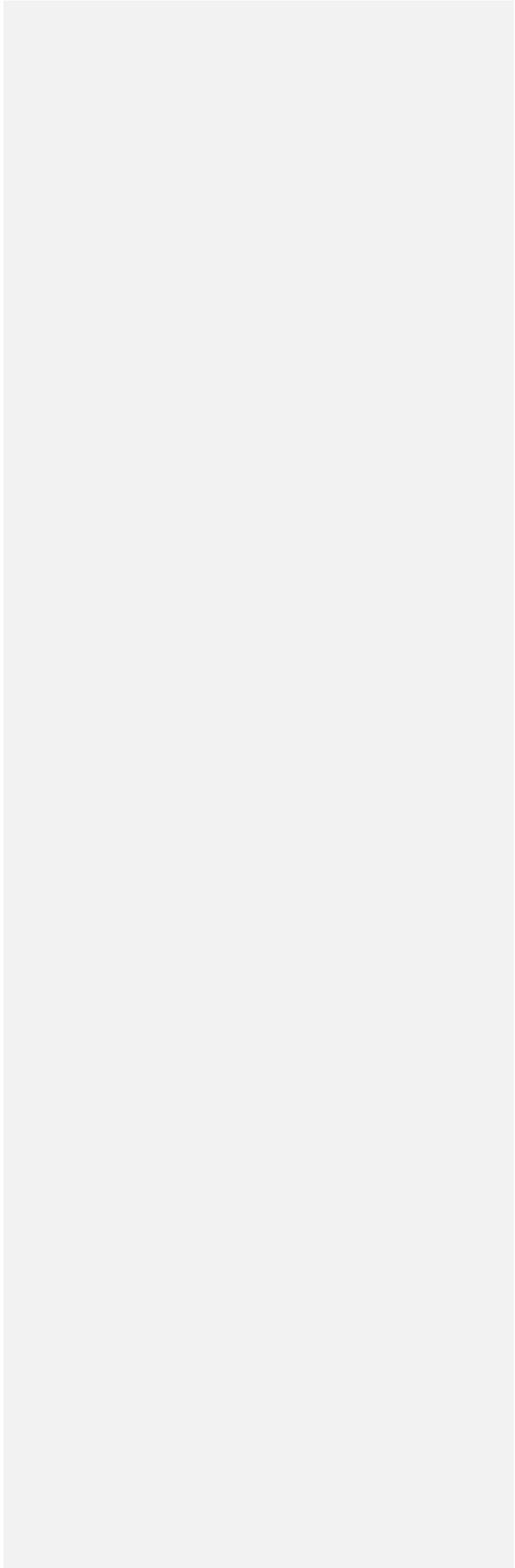
Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution.

2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.

3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.

4. Each student subject to disciplinary action arising from violations of University Student Rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, faculty, and University officials.

2. A student has the responsibility to be fully acquainted with the published University Student Rules and to comply with them, as well as federal, state, and local laws.

3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.

4. A student has the responsibility to maintain a level of behavior which is consistent in supporting the learning environment of the institution and to recognize the University's obligation to provide an environment for learning.

PRECEPTOR POLICY & PROCEDURES
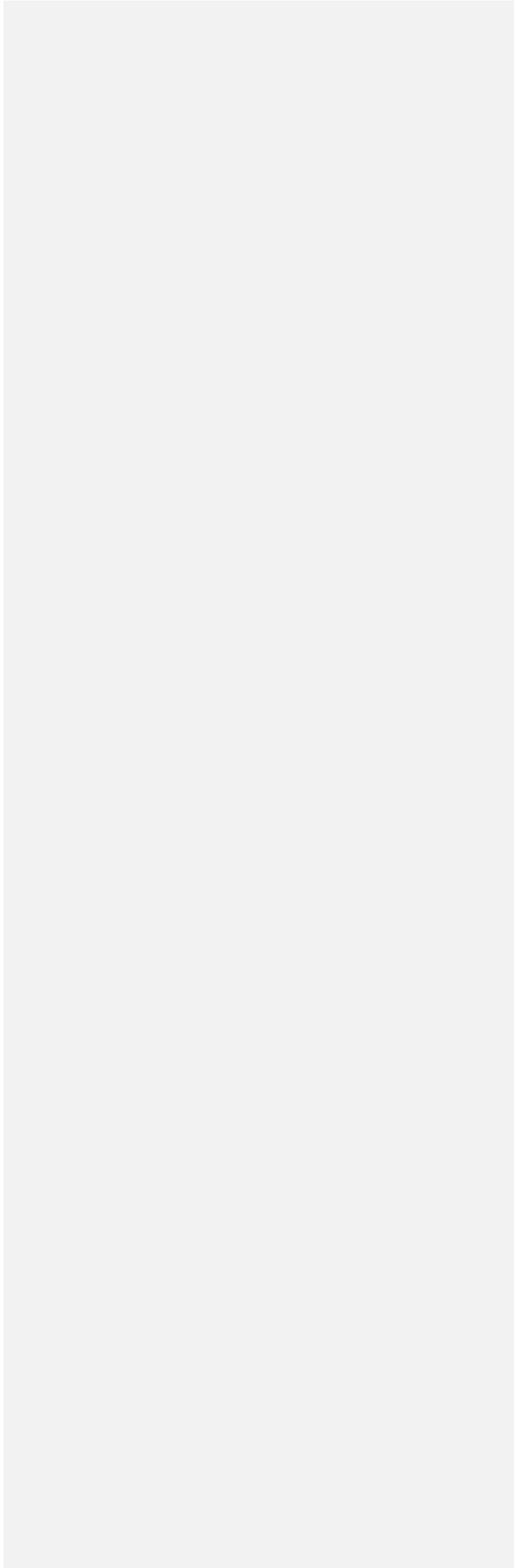
Nursing Preceptor Policy

Definition:

A nursing preceptorship is a method of guiding students to meet clinical objectives, competencies, and requirements while delivering safe, quality patient care, under the direction of an experienced registered nurse in a dedicated clinical setting. Preceptors guide and educate nursing students through direct observation and instruction. The preceptor draws upon nursing knowledge embedded in practice and creates a learning environment that is dynamic and innovative. The ratio of preceptors to students will be one-to-one, in order to facilitate student learning 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:

- BSN preferred Registered Nurse with minimum one-year experience. ADN Registered Nurse with more than two years' experience in specialty area.
- Active licensure as a Registered Nurse in the State of Iowa.
- Nursing leadership and management of facility to recommend assigned registered nurse preceptor based on nurse's experience and clinical competence in specialty area
- Preceptor maintain employment or a written current agreement with clinical facility during student's assigned preceptorship.
- The preceptor accepts responsibility for the on-site direction of the student over a specified period of time to complete the preceptorship.
- The Nurse's personal philosophy of nursing should be compatible with William Penn University's (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:
  - William Penn University Division of Nursing Philosophy and Program Outcomes.
  - Course outcomes and the number of preceptor hours the student needs to complete.
  - Clinical preceptor evaluation of the nursing student.
  - Responsibilities of the nursing faculty, preceptor, and student.
- The nursing faculty is responsible for the evaluation of the preceptor and for determining the reappointment of the preceptor.
- The nursing faculty is responsible for communicating with the preceptor during the semester 2 times during the clinical rotation. The Nursing Faculty or Clinical Oversight Supervisor will be available by phone, text, or email

throughout the clinical experience when questions or concerns are identified. The Preceptor, Clinical Oversight Supervisor, Clinical Coordinator, Director of the Nursing Division and Nursing Student will work together to resolve any concerns or issues before the next scheduled clinical date.

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 and/or Clinical Oversight Preceptor Supervisor.
- The preceptor or designated RN will complete the course-specific evaluation of the 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.

Evaluating and Reappointment:

Preceptors will be evaluated at the end of the student's preceptorship. Students will complete the WPU Preceptor Evaluation and Clinical Facility Evaluation. Reappointment decisions will be contingent on evaluations and the individual preferences of the preceptor.

To obtain a copy of the Preceptor Packet, students are to contact their Faculty Instructor or the Clinical Coordinator.

Preceptor Attendance & Absenteeism

Student engagement and active participation in the learning process is critical to quality instruction. Students are expected to take primary responsibility for making up missed assignments in a timely manner, according to the course syllabus.

To be successful, attendance is expected for all sessions. Attendance is obtained each week, no activity for one (1) week is considered an absence. Students are allowed one excused absence.

As a professional requirement similar to expectations in the workplace, students are responsible for notifying the instructor(s) before they are unable to meet the requirements for attendance.

This notification should be performed by sending an email or calling the Nursing Office Manager (641-673-1298) and/or the instructor(s).

Students with more than one absence will meet with the Director of Nursing and/or faculty to complete a written warning and/or Accountability Agreement, and if a second absence occurs, the student 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.

UNEXPECTED EVENTS
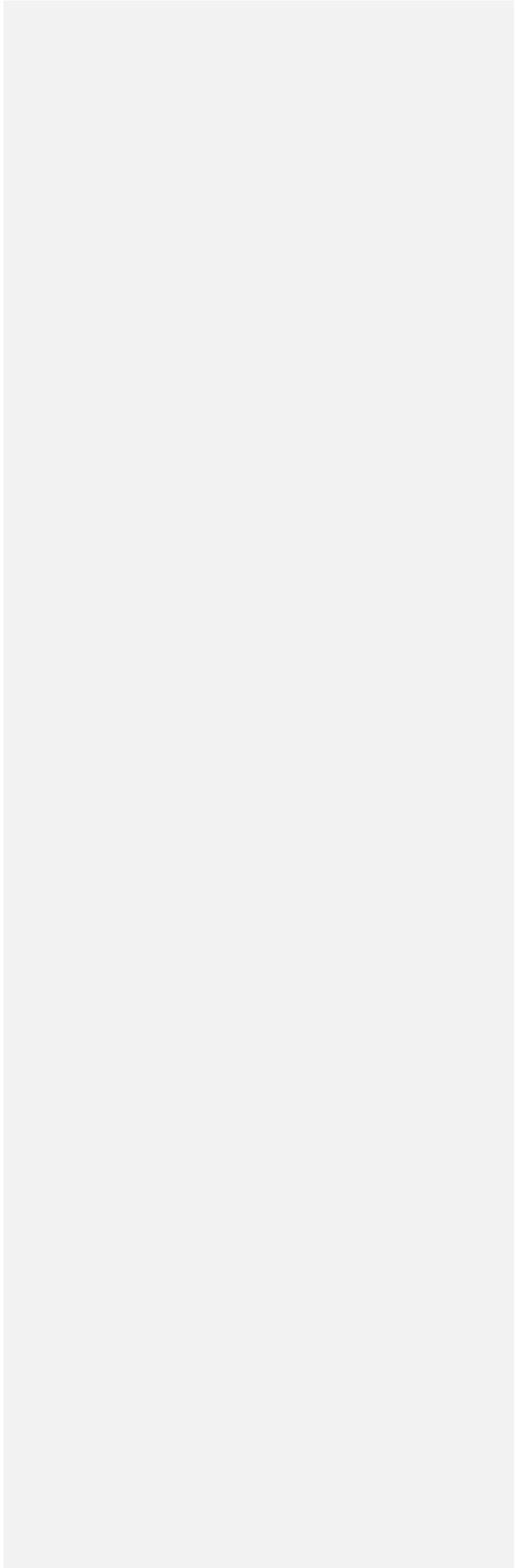
Dismissal from the Nursing Program

A student may be dismissed from the nursing program for any of the following reasons:

1. Providing false or incomplete information on the application form.
2. Receiving a "C-", "D" or "F" twice in the same nursing course and/or failing two different nursing courses.
3. Dishonesty (see policy statement in the University Student Guidebook and the ANA Code of Academic and Clinical Conduct).
4. Second violation of clinical agency policy.
5. Placement on an **Accountability Agreement** for the third time.
6. Unsafe client care (See Nursing Student Guidebook – "National Student Nurses' Association, Inc. (NSNA) Code of Academic and Clinical Conduct").
7. Cumulative grade point below 2.75.
8. Determination by the Department of Human Services that the student cannot complete the clinical education component of the WPU nursing program.
9. Failure to complete all necessary documents (physical, background check, immunization listing, abuse forms, etc.)

Students dismissed from the program for unsafe clinical practice may remain in the classroom but not the clinical, should they grieve the decision. They will be able to participate fully in class, including discussion, testing, and writing assignments. If the outcome of the grievance finds in favor of the faculty member, then the student will be immediately dropped from all nursing classes. If the outcome of the grievance finds in favor of the student, the student will be allowed to make up the clinical time and written work with no penalty.

Grievance Procedure

Policy

William Penn University is committed to a respectful learning environment for all members of the campus community. Students have the right to seek a remedy for a dispute or disagreement when they believe they have been treated in an improper, unfair, or arbitrary manner.

Additionally, students have the right to seek a remedy for institutional or program quality issues, such as William Penn University's compliance with the standards of our accrediting body, the Higher Learning Commission (HLC). No retaliation of any kind shall be taken against a student for participation in a complaint or grievance.

Definitions

1. Complaint: a written claim raised by a student alleging improper, unfair, arbitrary, or discriminatory action by an employee involving the application of a specific provision of a university rule/regulation or a William Penn University policy or procedure. A grievance may also be about issues of institutional or program quality.

2. Appeal: a request for reconsideration of a grievance application of a policy or procedure.

3. Retaliation: retribution of any kind taken against a student for participating in a complaint or grievance.

4. Student: an individual student, a group of students, or the student government.

Procedures

Complaints about sexual assault, relationship misconduct, or harassment should be directed to the Title IX Coordinator:

> **Angella Foster, Title IX Coordinator**
> **Penn Hall 202**
> **William Penn University**
> **201 Trueblood Avenue**
> **Oskaloosa, Iowa 52577**
> **(641) 673-1076**
> **Angella.foster@wmpenn.edu**

The procedures for all other types of complaints are as follows:

1. When a student has a complaint, she or he shall first meet on an informal basis with the WPU employee directly involved in the dispute in an attempt to resolve the complaint or grievance. For full consideration, the complaint or grievance should be discussed in the semester in which the concern arises, or within the first two weeks of the subsequent term.

2. When a student has a complaint, which remains unresolved after consultation with the WPU employee directly involved in the dispute, she or he may submit a written complaint. The submission of the grievance will be assigned an ombudsperson that will notify the appropriate supervisor that a complaint has been filed.

This notification shall contain a statement indicating the intention of the student(s) to proceed with the complaint and the relief requested. The appropriate supervisor shall respond in writing to the student(s) within fourteen (14) days of receipt of the submitted complaint.

If the complaint is not resolved at the point of the supervisor, the student(s) may appeal to the Vice President for Academic Affairs. The submission of the grievance will be assigned an ombudsperson that will notify the Vice President that a complaint or grievance has been filed. The Vice President shall consider the appeal and make a decision. The Vice President shall respond in writing to the student within fourteen (14) days of receipt.

If the complaint is not resolved with the Vice President, the student(s) may appeal to the University President. The submission of the grievance will be assigned an ombudsperson that will notify the President that a complaint or grievance has been filed. The University President shall respond in writing to the student within fourteen (14) days of receipt of the submitted notice of appeal. The decision of the President is final and binding.

If the initial complaint is with the Vice President, the student may appeal to the President of the University using the same process described above.

Grievance to the Higher Learning Commission

William Penn University is accredited by the Higher Learning Commission (HLC). A student who wishes to file a complaint about William Penn University with the HLC should contact the Commission:

> **The Higher Learning Commission**
> 230 South LaSalle Street, Suite 7-500
> Chicago, Illinois 60604-1411
> (800) 621-7440 / (312) 263-0456 Fax: (312) 263-7462
> info@hlcommission.org

Record Keeping

The University maintains a record of complaints submitted. The Vice President for Academic Affairs will store all submitted student complaints for academics. Summary information regarding student complaints are presented by the Vice President for Academic Affairs to the President's Cabinet annually in June. Trends are reviewed and utilized in developing policies and procedures to help mitigate further complaints.

The log of complaints and resulting University actions are provided to the Higher Learning Commission, upon their request, and in compliance as part of the University's periodic accreditation review.

Questions regarding the student complaint policy and associated procedures should be directed to the Vice President for Academic Affairs, in person at Penn Hall, room 221, or by telephone, (641) 673-1010.

Readmission to the Nursing Major: Criteria

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

1. Write a letter to the Division of Nursing requesting readmission to the program with evidence indicating the potential for success in the program.
2. Re-apply to the Nursing Program. (**See Addendum K).**
3. Submit transcripts of any additional course work at other colleges, universities and military training to the Admissions Office who will send it to the Registrar's Office for evaluation.
4. Re-admission interview(s) or an essay may be requested.
5. The Division of Nursing will act upon the readmission request and may require proficiency examinations or other requirements prior to re-entering the nursing program.
6. The Division of Nursing will review the previous student file and reason for 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
   c. Successfully completing the admission's process
9. Students who have been dismissed may only re-apply once to the nursing program.

Academic Probation for 4-year Pre-Licensure

Any nursing student who fails to meet the cumulative GPA requirement of 2.75 for progression in the nursing major after completing the first semester of junior-level nursing courses will be placed on probation.

1. A student placed on probation will be notified in writing (email is acceptable) of his/her probationary status prior to the first day of classes for the next semester immediately following the term in which the deficit in academic requirement occurred. The student may choose to use his/her academic advisor, other teaching faculty or the Director of the Division of Nursing to assist him/her in exploring concerns, identifying problems and planning actions to meet his/her goals. A formal recommendation delineating appropriate activities may be specified for the student.

2. The student shall be returned to good academic standing and be notified in writing when he/she has achieved a cumulative GPA of 2.75 or higher.

3. The maximum probationary period is one semester. If the student is unable to meet the cumulative GPA progression requirements after this time, he/she will be dismissed from the program.

Academic Probation for RN-BSN

All RN-BSN 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 forward. The RN-BSN 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 RN-BSN student will be contacted by a WPU Academic Advisor. If the student's cumulative GPA remains below 2.5 after the Probation semester, the RN-BSN 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 unless provisions are made. RN-BSN courses are only good for five years and some courses are offered in sequence.

RECOGNITION FOR NURSING STUDENTS
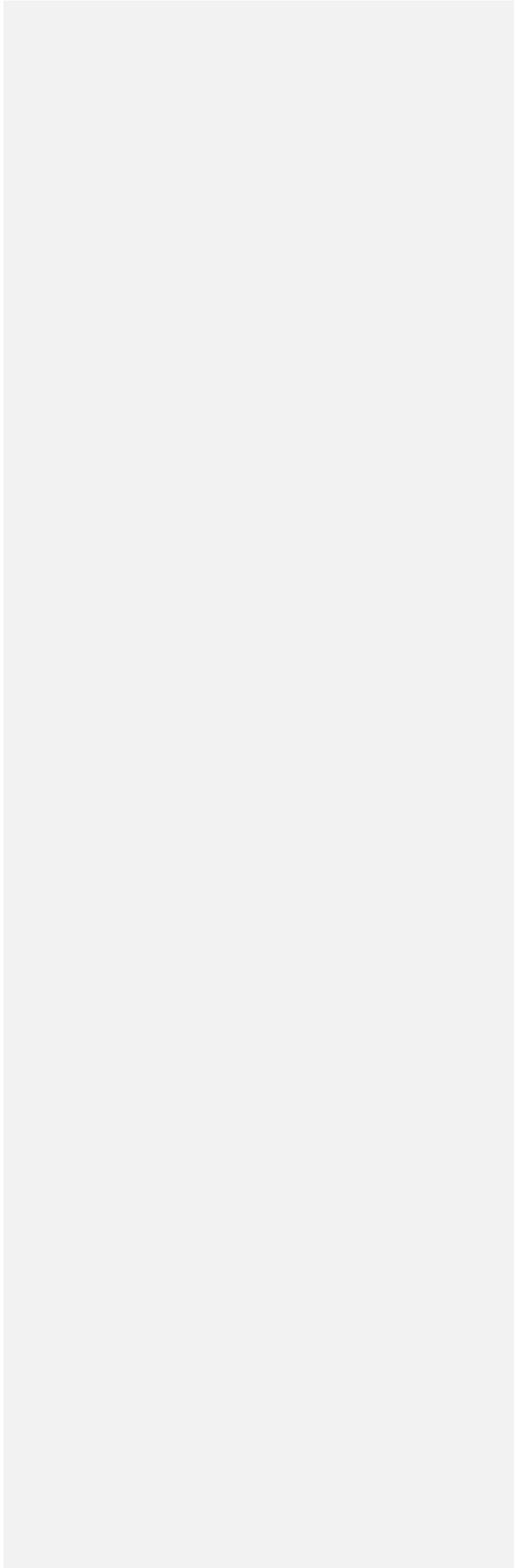
Future Plans, Sigma Theta Tau

Currently we are in the process of joining. When all aspects are in place students will be notified and invited to join the honor society through Sigma Theta Tau Zeta Chapter-at-Large. To find out more about chapters in the region, including benefits of membership access the website at http://www.nursingsociety.org/.

Undergraduate Students must:

- have completed half of the nursing curriculum.
- achieve academic excellence. (At schools where a 4.0 grade-point average system is used, this equates to a 3.0 or higher.)
- rank in the upper 35th percentile of the graduating class.
- meet the expectation of academic integrity.

Procedure

- Candidates who meet the qualification for membership will be invited to join.

Recognition of Nursing Students

Recognition of nursing students may be acknowledged with the following awards:

- **Alpha Chi** (National College Honor Scholarship Society) admits students from all academic disciplines. Membership is limited to the top 10 percent of our juniors, seniors, and graduate students.

- **Alpha Lambda Delta** (National First Year Student Honor Society) recognizes academic excellence in the first year at William Penn University. Membership is limited to the top 20 percent of the first semester with an earned 3.5 grade point average or higher.

Insight. Inspiration. Ingenuity.

Nursing Student Organization

William Penn University nursing students will belong to the National Student Nurses Association (NSNA) through William Penn University's Total School Membership Plan. Membership in NSNA includes membership in the Iowa Association of Nursing Students (IANS) and William Penn University Nursing Student Association (WPNSA). Membership affords the student multiple opportunities to become involved in recruitment activities, community service and health activities, legislation and education activities, and leadership development activities. Members participate in organizational meetings, committee meetings, and conventions. Participation activities are integrated into the nursing courses throughout the program of study. Newsletters and the student magazine, Imprint, are also membership benefits.

If questions arise regarding WPNSA membership, the student must meet with the Director of the Division of Nursing. Only the Division Director may excuse the student from NSNA membership.

White Coat Ceremony

Intended for first-year students in nursing programs, the White Coat Ceremony is a rite of passage that often occurs during the initial days of orientation. It serves to welcome students to healthcare practice and elevate humanistic value as the core of healthcare. It provides a powerful emphasis on compassion in combination with scientific excellence.

One important element of the ceremony is the oath that students take in front of family members, school leadership, and peers to acknowledge their central obligation to care for the patient.

The white lab coat symbolizes the trust that society places in these student nurses, an emblem of their developing nursing expertise, and a sign of the critical relationship between them and their patients. The white coat is a representation of the student's professional responsibility in the health care profession.

The White Coat Ceremony sets a standard among healthcare professionals by verbalizing the goals of a clinical caretaker. Nurses hold such a large role in the clinical setting and acknowledging them in the same manner as those in other health-related fields, will prove to be an unforgettable experience.

"We are becoming caregivers, teachers, advocates, and this is just the start" Dr. Kimberly Brown.

Our First Year

Our Second Year

Our Third Year

Pinning Ceremony

The pinning ceremony is a time-honored nursing school tradition. Often more personally meaningful than the graduation ceremony, it signifies the student's official initiation into the brotherhood and sisterhood of nurses.

The nursing pin is a type of badge, usually made of metal, which is worn by nurses to identify the school from which they graduated. The lamp represents nursing traditions of selfless work and dedication. The significance of the pin dates back to Florence Nightingale's service during the Crimean War. She spent long hours attending the wounded and was referred to as the "lady with the lamp". At the pinning ceremony, nurses are presented with nursing pins by either the faculty or a person significant to them.

A formal pinning ceremony is held for graduating senior nursing students and their families prior to graduation. The pinning ceremony will be planned by the graduating class in conjunction with the Division Director. Specific guidelines for the ceremony are available from the Division Director.

In the final semester of nursing courses, students may purchase a WPU Nursing Pin. Upon successful completion of the WPU Nursing Program, students may participate in the Nursing Pinning Ceremony. Order forms are available in the Division of Nursing Office.

> Commented [VS25]: In all the sections I may choose to update pictures

December 2022
First Pinning Ceremony of the
Pre-Licensure BSN

GRADUATION
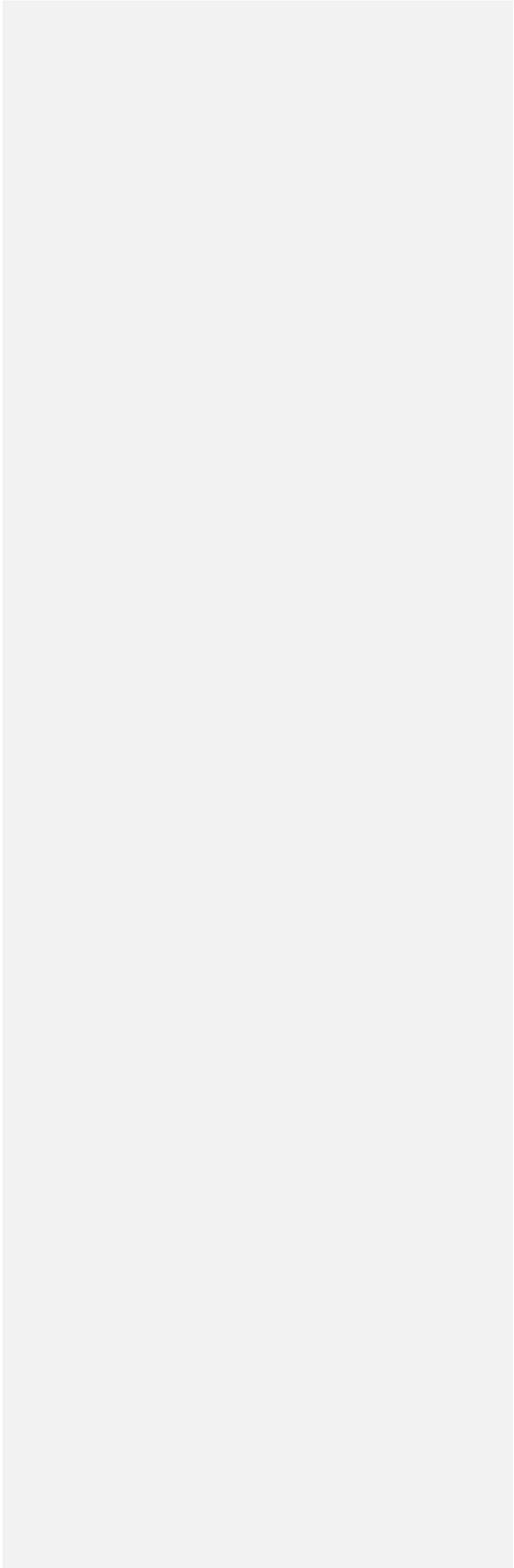
Graduation Requirements 4-year Pre-Licensure:

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 hours completed at WPU.
- Successfully completed LDRS 290 Quaker Values and LRDS 390 Contemporary Leadership.
- Acquired a WPU cumulative GPA of at least 2.75.
- Filed an Intent to Graduate form with the Registrar within required time period (approximately 12 months prior to anticipated graduation date).
- Complete "Degree Requirements," as outlined in the university catalog.
- Student will complete a Final Evaluation of the Nursing Program.
- Nursing students, faculty along with the Director of Nursing will complete a Summative Evaluation for student file.

Graduation Requirements RN-BSN:

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 hours 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 to Graduate with the Registrar within required time period.
- Complete "Degree Requirements," as outlined in the university catalog.
- Student will complete a Final Evaluation of the Nursing Program.
- Nursing students, faculty along with the Director of Nursing will complete a Summative Evaluation for student file.

Graduation Summative Evaluation Procedure

Student will complete a Final Evaluation of the Nursing Program. The Nursing Faculty & Director of the Division of Nursing will complete a Summative Evaluation for the student file.

Certification for NCLEX-RN (State Boards)

The Iowa Board of Nursing (IBON) grants authorization to Test (take NCLEX) after the student's graduation date is recorded on the official transcript. IBON will not accept waivers or letters of explanation when degree conferral is earlier than the official transcript date.

A student deficient nine hours or less for graduation may participate in commencement exercises, but he/she will not be authorized to take the NCLEX-RN examination until he/she completes the deficient courses and has received an official graduation date from the University. Completion of the deficient courses and the NCLEX-RN application process must occur prior to the administration of the NCLEX-RN examination.

Nursing Graduation Requirements:

1. The nursing major courses must be completed within 5 years for graduation in the nursing program.

2. An intent to graduate form provided by the division for graduation must be completed by the candidate by the end of fall semester of the junior year. This form should be sent to the Director of Nursing and Registrar. This intent form enables the faculty to assist the student in the enrollment process.

3. The applicant should meet requirements for graduation as discussed under Criteria for Admission and Progression in the Nursing Major in the Division of Nursing Student Guidebook and all College Requirements.

4. In general, a student is eligible for graduation based on the following criteria:

   a. Meets general University requirements for the baccalaureate degree.
   b. Successful completion of course requirements for a Bachelor of Science in Nursing degree.
   c. Completion of 124 semester hours and all required lower and upper division courses in the Nursing Major.
   d. Minimum 2.75 cumulative GPA.

Graduation Petition Procedures (see Addendum T)

Degrees

William Penn University grants the Master of Business Leadership, Master of Sports Management, Bachelor of Science in Nursing, Bachelor of Arts and Bachelor of Science.

Degree Requirements - Bachelor of Arts/Bachelor of Science

Students must satisfy the degree requirements of any one catalog in effect during their attendance. Students who have had a five-year or more interruption of their college courses at William Penn must use either the catalog of re-entry or one of a later year. In order to receive a degree, students must have fulfilled the requirements as set forth in the catalog. A bachelor's degree requires 124 semester hours of degree applicable credit with a minimum grade point average of 2.0 in all courses taken at WPU and in all courses comprising a major and minor. Some majors have more stringent GPA requirements.

All degree candidates must complete a minimum of thirty credit hours, with the last fifteen credit hours completed at William Penn University. Additionally, a minimum of six credit hours in the major numbered 300 or above must be completed at William Penn University.

Students who intend to graduate within one year must file a Declaration of Intent to Graduate form available from the Registrar's Office. This application constitutes a request for an evaluation by the Registrar's Office, and students are strongly encouraged to schedule a personal interview with their Academic Advisor and the Registrar to review graduation requirements. **The student is responsible for meeting all graduation requirements.**

The University reserves the right to alter graduation requirements and will make every effort to ensure that such changes do not cause undue hardship for currently enrolled students.

Right of Appeal: In the event students feel that the evaluation of course work and/or transfer credits is not accurate, they should submit a written request to the Academic Council via the Vice President for Academic Affairs. Students will be notified of the results in writing.

ADDENDUMS

A
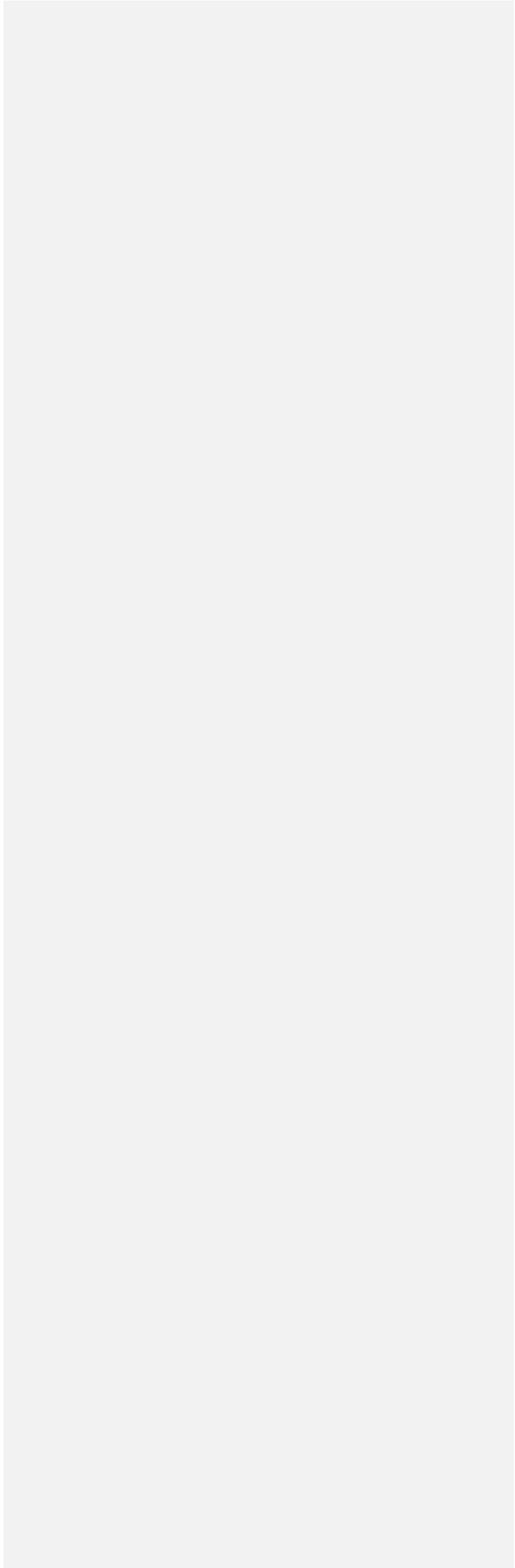
William Penn University
Division of Nursing
STUDENT EMERGENCY CONTACT FORM
*Form to be completed/reviewed each semester

Name _____

Student ID _____**Last 4 digits of SS#**_____

Academic Advisor: _____

Sport/Interest: _____

Name of Coach/Advisor: _____ **Cell#:** _____

Personal Contact Info:

Home
Address: _____

City, State, ZIP: _____

Home Telephone #: _____ Cell #: _____

☐ I live off campus   ☐ I live w/Parents   ☐ I live on Campus

College
Mailing Address: _____

College Dorm Info:_____
                      Name of Dorm   Room #

Emergency Contact Info:
(1)
Name_____Relationship_____

Address _____

City, State, ZIP _____

Home Telephone # _____ Cell # _____

Work Telephone # _____ Employer _____

(2)
Name_____Relationship_____

Address _____

City, State, ZIP _____

Home Telephone # _____ Cell _____

Work Telephone # _____ Employer _____

Medical Contact Info:

Doctor Name _____ Phone # _____

Dentist Name _____ Phone # _____

☐   I have voluntarily provided the above contact information and authorize William Penn University and its representatives to contact any of the above on my behalf in the event of an emergency.

☐   I choose not to furnish any emergency contact information to William Penn University currently.

Student Signature _____ Date _____

William Penn University
Division of Nursing
Nursing Licensure for RN-BSN

B

Registered nursing students are expected to provide a copy of their current nursing Iowa license and provide the nursing staff 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 by the first class with a preceptor must withdrawal from the program; and can reapply once they have successfully obtained registered nurse licensure.

I have read and fully understand the above information.

_____
Student Name (printed)

_____   _____
Student Signature   Date

_____   _____
Witness/Instructor   Date

C

William Penn University
Division of Nursing
Student Immunization Requirements

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.	Date:
Required Tuberculin Testing (TB): 1. Initial 2-step TB skin test with minimum of 7 days between test up to one year. Not to exceed one year to the date. 2. After initial two (2)-step TB skin test required to repeat annual one (1)-step. Not to exceed one year to the date of initial two (2)-step. 3. QuantiFERON Gold Blood Test is accepted for TB testing. Results must include date administered, date read, results. If the test expires while enrolled, it is the **student's responsibility** to upload to CastleBranch. If results are positive, students must submit a clear check X-ray done within the past year and maintain annual symptom assessments. Skin test and/or assessment must be provided annually.	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.	2 Dates:
* 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.	2 Dates:
* 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.	2 Dates:
	2 Dates:

Chickenpox (Varicella Zoster) Dates of two doses of varicella zoster or a titer.	
Hepatitis B Immunization-Must have a series of three injections given at 0, 1, and six-month intervals or sign a waiver available in the Nursing Office. If the student chooses not to receive the Hepatitis B Immunization, he/she must sign a waiver. (See **Addendum E** for copy of the waiver.)	3 Dates:

* 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.

Student's Signature_____ **Date** _____

Physician's Signature _____ **Date** _____

WILLIAM PENN
U N I V E R S I T Y

William Penn University
Division of Nursing
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 _____ **Date** _____

E

William Penn University
Division of Nursing
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 _____

F

**PHYSICAL EXAMINATION
& IMMUNIZATIONS**

WILLIAM PENN
UNIVERSITY
Division of Nursing

Student: SSN_____   Birthdate (mm/dd/yy) _____

Last Name _____   First Name _____   Middle Name _____

Address _____   City _____   State _____   Zip _____

Rate your general health?_____ Do you have any physical or emotional limitations that might
hinder your ability to perform the duties and responsibilities of the program you have selected? _____Yes _____No

_____

Student Signature _____   Date _____   Professor _____

Immunizations and Tests: Note recommendations on information sheet. This portion of the form must
be filled out in its entirety. <u>Blanks are not allowed</u>. All immunization data must be on this form. **DO NOT**
submit other documents as proof.

MMR: All person born after 1/1/57 must have received 2 injections of MMR vaccine at least one month apart and after their first birthday **OR** have sufficient rubeola, mumps, and rubella titer **OR** Physician documentation of acquired disease.	**MMR OR Rubella Titer if born BEFORE 1/1/57**
#1 Date:_____	MMR Date:_____
#2 Date:_____	OR
Rubeola Titer Date:_____	Rubella Titer Date:_____
☐Immune ☐Not Immune	☐ Immune ☐ Not Immune
Mumps Titer Date:_____	*If Not Immune, then Rubella Vaccine (proof of two vaccinations)*
☐Immune ☐Not Immune	#1 Date:_____
Rubella Titer Date:_____	#2 Date:_____
☐Immune ☐Not Immune	
Tetanus/Diphtheria/Pertussis Booster-TDAP *(Must be within last 10 years), (Age 18 years or older)*	**Hepatitis B: See information sheet**
	#1 Date:_____
Date:_____	#2 Date:_____
	#3 Date:_____ or
Booster	Titer:_____ or
	If you choose NOT to receive Hepatitis B vaccine, your signature declining vaccination is required.
Date:_____	
	Student Signature _____ Date _____

Two-step TB Testing (PPD):

Have you ever had a positive TB reaction?	☐ Yes	☐ No
Are you currently taking corticosteroids?	☐ Yes	☐ No
Or immunosuppressive agents?	☐ Yes	☐ No
In the past 6 weeks have you had immunizations for measles, mumps, rubella or influenza?	☐ Yes	☐ No
Have you had a TB test in the last year?	☐ Yes	☐ No

If yes and you can provide documentation, you will only require one additional TB test. A minimum of 1 week is required between
TB tests.

New 2-2-21

I have been informed of the risks of receiving this intradermal injection and my questions have been answered. I understand that it is my responsibility to have the test **read 48-72 hours** after the test has been given.

_____   _____   _____
Print Name   Student Signature   Date

If history of positive test, chest x-ray follow up (date within 1 year)_____or QuantiFERON gold test _____

TEST #1:

_____
Injection given by

_____   _____   _____
Lot#   Exp. Date   Date given

Reaction Test #1
Read induration only, not redness
_____mm's
                 Date Read
This reaction is seen as _____ according to the Iowa
Department of Health criteria

_____   _____
Health Provider Signature   Date

Test #2:

_____
Injection given by

_____   _____   _____
Lot#   Exp. Date   Date given

Reaction Test #2
Read induration only, not redness
_____mm's
                 Date Read
This reaction is seen as _____ according to the Iowa
Department of Health criteria

_____   _____
Health Provider Signature   Date

Varicella (Chickenpox): See information sheet

Have you had chickenpox?   ☐ Yes   ☐ No   Titer positive for chickenpox or shingles: _____

Varicella Vaccine #1:_____ If born after 1980, Varicella Vaccine #2_____
                       Date   Date
If you have not had chickenpox and choose not to receive the varicella vaccine, your signature declining vaccination is required.

_____   _____
Student Signature   Date

Influenza Vaccine (October through March):
        Date:_____ Dr. Office/Employer: _____

        Date:_____ Dr. Office/Employer: _____

TO THE EXAMINER: While enrolled in the Nursing Program at William Penn University, this student may be involved in: a rigorous academic program; stressful situations in a one-on-one basis or in groups; activities requiring average manual dexterity, which requires the student to be on her/his feet for up to eight consecutive hours. **Physicals must be completed by a physician (M.D. or D.O.), physician's assistant (PA) or nurse practitioner (ARNP).**

I hereby certify that I have examined the person named above and determined that she/he is physically and emotionally fit to be enrolled as a student in her/his chosen program at William Penn University **and has had all the immunizations required.**

Comments: _____
_____
Printed Name: _____
Address of Healthcare: _____
Provider signature: _____ Date: _____

New 2-2-21

William Penn University
Division of Nursing
STUDENT ACCOUNTABILITY AGREEMENT

(Student Name) _____ has not demonstrated accountable action in

NURS_____.

Specific actions leading to the issuing of the Accountability Agreement include the following:

In order to meet the outcomes of NURS _____ the following must be demonstrated in the established timeline:

Student comments:

The student will earn a failing grade in the course if the terms of the Accountability Agreement are not met.

This Accountability Agreement is mutually developed and agreed upon by:

Signatures

Student: _____   Date: _____

Course and/or Clinical Faculty: _____   Date: _____

Other (if applicable): _____   Date: _____

Provide signed copies to student and advisor (place in student's advising file). Copy of accompanying Written Warning (if present) should also be included.

Resolution:

Comments:

Reminder: A student can be issued an Accountability Agreement two (2) times while in the Nursing program. If student behavior necessitates being issued an Accountability Agreement for the third time, this is grounds for dismissal from the nursing program

William Penn University
Division of Nursing
STUDENT WRITTEN WARNING

(Student Name) _____ has not demonstrated accountable action

in NURS_____.

Specific actions leading to the issuing of the written warning include the following:

In order to meet the outcomes of NURS _____ the following must be demonstrated
in the established timeline:

Student comments:

The student will be issued an Accountability Agreement if the terms of the Written Warning are
not met.

This Written Warning is mutually developed and agreed upon by:

Signatures

Student: _____   Date: _____

Course and/or Clinical Faculty: _____   Date: _____

Other (if applicable): _____   Date: _____

Provide signed copies to student and faculty

WILLIAM PENN
UNIVERSITY

William Penn University
Division of Nursing
CLINICAL LAB CONTRACT

I, (please print your name) _____, agree to respect the learning environment in the Nursing Clinical Laboratory at William Penn University. I recognize that all students have a right to a non-threatening learning environment. I agree to work with my peers to create a safe and stimulating learning experience. I will foster this type of environment by maintaining confidentiality of all skills, assessment, and simulation experiences including, but not limited to:

- Content of quizzes and exams, including skills exams
- Health history of a peer
- Objective assessment/physical examination of a peer
- Peer performance
- Details of a simulation scenario
- Simulation debriefing sessions

I will not exhibit destructive criticism and/or punitive or negative discussion, either in the Nursing Clinical Laboratory or at another location, regarding another participant's performance. I recognize that all clinical, lab, and simulation experiences are part of learning and collaborative practice.

I understand that if faculty and/or staff determine I am not meeting criteria of this contract, I will be removed from all laboratory experiences. I will be required to meet with the course or laboratory faculty and/or staff and Division Chair as soon as possible prior to the next simulation experience. I understand that if I am not meeting the criteria of this contract, I will receive a **Written Warning** and/or **Accountability Agreement**.

I understand that when available, latex free items have been ordered for the lab; however, some items within the lab including manikins may contain latex. It is the responsibility of the individual student to make it known if they have a latex sensitivity and to take appropriate precautions.

I give my permission for the William Penn University Division of Nursing to video record my performance in assessment and simulation laboratory clinical scenarios. These videoed sessions will be used to provide debriefing opportunities as well as leadership evaluation and quality improvement opportunities to appropriate instructors and participants. Individuals who may view my performance in a videoed simulation is limited to the following:

- Other participants directly involved with or assigned to the specific simulation the participant is taking part in, either as providers of care or as observers
- Faculty and/or staff facilitators of the specific simulation experience the participant is involved in
- Faculty and/or staff coordinators of the nursing course or other education session (i.e., continuing education for RNs) that the specific simulation is associated with and in which the participant is enrolled

- Faculty and/or staff training with the Nursing Clinical Lab Coordinator in facilitating simulation activities

I understand that the videos will only be used for education purposes. I certify that I am 18 years of age or older.

Student signature: _____ Date: _____

J
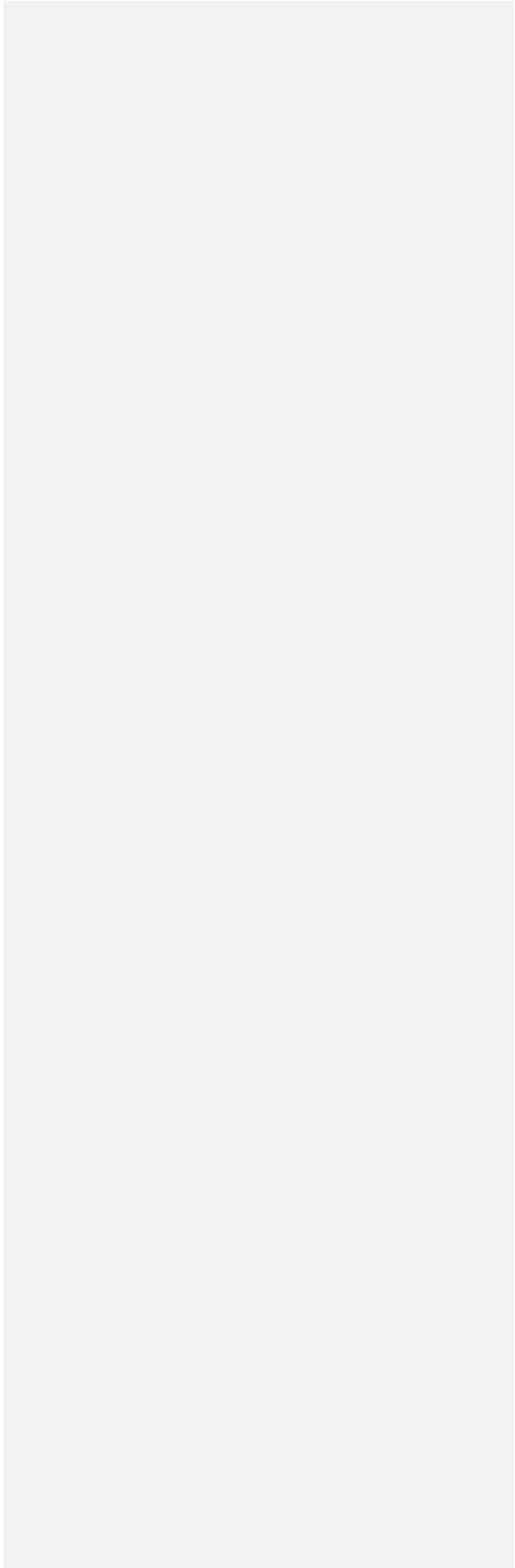
William Penn University
Division of Nursing
STUDENT CIVILITY CONTRACT

According to the American Nurses Association, incivility may be exhibited through behaviors such as rudeness, condescension, passive aggressiveness, bullying, psychological abuse, or deliberate undermining of activities. These types of incivility may lead to an unhealthy work and learning environment in which students feel pressured by peers to look the other way, and thus fail to demonstrate care and compassion for the person experiencing such incivility.

Students in the WPU Division of Nursing are expected to conduct themselves ethically, honestly, and with integrity. This requires the demonstration of mutual respect and civility in academic and professional discourse. Additionally, adherence to the William Penn University code of conduct, Division of Nursing Student Guidebook, and course/clinical guidelines are a basic expectation of students in all interactions with faculty, staff, and patients. Throughout your academic career at WPU, it is expected that students show the following qualities:

- Attentiveness: The student regularly attends class. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student is engaged throughout the class period and refrains from use of electronic/communication devices during class or clinical unless instructor approved (i.e., cell phone use, laptops)

- Demeanor: The student has a positive, open attitude towards peers, teachers, and others during the course of nursing studies. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

- Maturity: The student functions as a responsible, ethical, law-abiding adult who makes a positive impact on the adult learning environment.

- Cooperation: The student demonstrates his/her ability to work effectively and in a fair, balanced manner in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information and workload.

- Responsibility: The student has nursing school performance as his/her primary commitment (i.e., organized and prepared for class, self-directed with problem-solving, use of appropriate resources). Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

- Authority: A student shows appropriate respect for those placed in authority over him/her both within the University and in society.

- Personal Appearance: The student's personal hygiene and dress reflect the high standards expected of a professional nurse.

- Communication: The student demonstrates an ability to communicate effectively verbally, nonverbally, and in writing with peers, teachers, patients, and others. Effective communication is also timely with respect to the environment (i.e., initiating conversations with instructor regarding student performance, alerting instructor about class/clinical concerns)

- Professional Role: The student conducts self as a professional role model at all times and in compliance with the ANA Code of Ethics. The student demonstrates the personal, intellectual, and motivational qualifications of a professional nurse, including self-care. Self-care is demonstrated by health promotion and maintenance (i.e., adequate rest, proper hygiene, constructive coping)

- Judgment: The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

- Examples of uncivil behavior are below but not inclusive:

  - Demeaning, belittling, or harassing others
  - Rumoring, gossiping about or damaging a classmate/professor's reputation
  - Habitually interrupting as others speak
  - Not paying attention or listening to others who address you
  - Not responding to email, letters, or voice mail that requires a reply
  - Sending emails that are inflammatory in nature
  - Speaking with a condescending attitude
  - Raising your voice, yelling, or screaming at instructors, peers, or clinical staff
  - Habitually arriving late to class
  - Knowingly withholding information needed by a peer, instructor, or clinical staff
  - Discounting or ignoring solicited input from instructors/faculty regarding classroom
  - and/or clinical performance or professional conduct.
  - Overruling decision without direct discussion and rationale
  - Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned
  - Threatening others: this refers to physical threats, verbal/nonverbal threats, and implied threats.
  - Displays of temper, tantrums
  - Using up supplies or breaking equipment without notifying appropriate staff/faculty

- Expectation of Students:

  - Follow conventions of good classroom manners and student responsibilities as outlined above.

- ○ Refrain from making generalizations and use data (facts, observations, measurements, etc.) to support your perspective.
  - ○ Refrain from verbal, emotional or sexual harassment.
  - ○ Refrain from electronic harassment via text, email, Facebook, or any other electronic media.
  - ○ Listen respectfully to each other. Respond respectfully and reflectively to ideas aired in the classroom. Understand that disagreements can result in learning opportunities.
  - ○ Refrain from personal insults, profanity, and other communication-stoppers.
  - ○ Recognize and tolerate different levels of understanding of complex social and cultural issues among your classmates and the professor.
  - ○ Arrive timely to class/clinical sessions.
  - ○ Bring the required supplies and be ready to be actively engaged in the learning process.
  - ○ Focus on the business at hand – the class, its content, learning and the professor.
  - ○ Turn cell phones off
  - ○ Remove earbuds, or any other electronic device
  - ○ Refrain from texting during class time.
  - ○ Focus on the business at hand – the class, its content, learning and the professor.
  - ○ Pick up trash upon leaving the room.
  - ○ Refrain from sleeping in class.
  - ○ Turn in assignments on time.

- Be courteous in class. (This does not mean that you must agree with everything that is being said. However, your point will be much more credible if conveyed without rudeness, aggression, or hostility. If you strongly disagree with your professor, it is a good idea to speak with him/her after class)

- Respect the rules of the syllabus. Faculty are not going to negotiate assignments or grades earned.

By signing this contract, I acknowledge receipt and understanding of this contract. I understand that any behavior or action determined to be a breach of this contract may result in my being subject to disciplinary action, including possible dismissal from the nursing program.

Student Name (please print): _____

Student Signature: _____ Date: _____

K

William Penn University
Division of Nursing
RE-ADMISSION TO NURSING

Name

_____
Last   First   Middle   Maiden/Former

Address

_____
Street/PO Box   City   State   Zip Code

Telephone(s): _____Cell Home _____

Email 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

_____ _____
Division of Nursing Chair Signature   Date

L

William Penn University
Division of Nursing
Core Performance Standards

ISSUE	STANDARD	SOME EXAMPLES of Necessary Activities (Not All Inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Identify cause-effect relationships in clinical situations, develop nursing care plans
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds	Establish rapport with patients/clients and colleagues
Communication	Communication abilities sufficient for interaction with others in verbal and written form	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces	Moves around in-patient rooms, workspaces, and treatment areas, administer cardio-pulmonary procedures
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Calibrate and use equipment; position patients/clients
Hearing	Auditory ability sufficient to monitor and assess health needs	Hear monitor alarm, emergency signals, auscultatory sounds, cries for help
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Observes patient/client responses
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions of physical examination, and/or those related to therapeutic intervention, e.g., insertions of a catheter

M

William Penn University
Division of Nursing
DRUG & ALCOHOL TESTING POLICY

1. **The William Penn University Division of Nursing has a responsibility to maintain a safe environment for its students as well as maintaining safe conditions for patients. Any student under the influence of drugs or alcohol during a clinical experience may pose serious safety and health risks, not only to themselves, but to all those who work with them and to patients for whom they provide care. The unlawful possession, use, or sale of illegal drugs, prescription drugs, over the counter drugs, and/or alcohol in the clinical agency, poses an unacceptable risk for unsafe patient care.**

2. **William Penn University faculty, students, and agency RNs are required to report any suspicious behavior and arrange drug and alcohol testing.**

3. **Reasonable suspicion of substance abuse is considered when any student demonstrates unusual, unexplained behavior in the agency environment or during clinical experiences. Observable signs might include, but are not limited to:**

- **Slurred speech**
- **Odor of alcohol on breath or person**
- **Unsteady gait**
- **Disoriented or confused behavior**
- **Significant changes in work habits**
- **Observed behaviors indicative of hallucinations**
- **Unexplained accident or injury**
- **Sloppy, inappropriate clothing and/or appearance**
- **Physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements in the agency setting**
- **Excessive sick days, excessive tardiness when reporting for clinical or class**
- **Missed deadlines, careless mistakes, taking longer than customary to complete work**
- **Coordination (not normal, swaying, staggering, lack of coordination, grasping for support)**
- **Performance (unsafe practices, unsatisfactory work)**
- **Alertness (change in alertness, sleepy, confused)**
- **Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic)**
- **Eyes (bloodshot, dilated)**
- **Other clinical observations consistent with impairment**

4. **Drug testing may be required for any student who demonstrates behaviors of reasonable suspicion (see #3) in the clinical environment.**

5. **Drug testing may be required for any student who demonstrates suspicion of substance abuse impairment and who has access and/or direct responsibility for controlled substances if known drugs of abuse are missing or otherwise unaccounted for while in the clinical agency. This determination will be made on a case-by-case basis.**

6. **Informed consent will be obtained prior to testing. Fees associated with testing will be the responsibility of the student.**

7. **Noncompliance with requests for drug and alcohol screening from a student who demonstrates suspicion of substance abuse impairment will be viewed as a violation of the Drug and Alcohol Testing Policy. The student will be subject to dismissal from the nursing program.**

8. **The collection site will be in a standard collection area laboratory or emergency department. Students who are "off-site" for clinical will be required to return to the Division of Nursing to be escorted to the testing site. Non-acceptable and Acceptable values for lab results will be determined according to the agency policies. Collection procedures will adhere to the required "chain of custody" protocol as indicated by the assigned clinical agency.**

9. **The student who is suspected of substance abuse impairment will be escorted to the collection site with the appropriate faculty member, assigned preceptor, or approved representative, who will remain at the collection site until the required specimens are obtained. Agency policy will be followed as required.**

10. **Following an incident that requires drug or alcohol testing, the student will be sent home by cab or responsible individual. Under no circumstances will the student be allowed to drive home. Arrangements will be made so that the student will be at home after the incident with another individual.**

11. **The student who is suspected of substance abuse impairment will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel of committees.**

12. **The student's confidentiality will be strictly maintained. The test results will be communicated only to the student, the physician reviewing the results with the student, Director of the Division of Nursing, the Vice President for Academic Affairs, and the Office Manager.**

13. **Records will be maintained in a separate file in a secured area. Requests for information will require a court order or may be released by the student's signed written consent and liability waiver.**

14. **Any violation of this policy by a student will result in disciplinary action, which may include dismissal from the nursing program.**

Division of Nursing
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 RN-BSN NURSING PROGRAM FINAL EVALUATION FORM	**WILLIAM PENN** UNIVERSITY

STUDENT'S NAME:

ENTRANCE DATE: | | **FINISHING DATE:**

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

_____   _____
Signatures of Faculty Members Participating in Evaluation

_____   Date _____
Signature of Nursing Director

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

Student Signature _____   Date _____

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

1/12

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

Q

WILLIAM PENN
U N I V E R S I T Y
Division of Nursing

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PHYSICAL EXAMINATION & IMMUNIZATIONS

To be completed by the Student: SSN_____ Birthdate (mm/dd/yy) _____

Last Name _____ First Name _____ Middle Name _____

Address _____ City _____ State _____ Zip _____

How do you rate your general health? _____ Do you have any physical or emotional limitations that might hinder your ability to perform the duties and responsibilities of the program you have selected? _____Yes _____No

_____

_____ _____ _____
Student Signature   Date   Professor

    Immunizations and Tests: Note recommendations on information sheet. This portion of the form must be filled out in its entirety. <u>Blanks are not allowed</u>. All immunization data must be on this form. **DO NOT** submit other documents as proof.

MMR: All person born after 1/1/57 must have received 2 injections of MMR vaccine at least one month apart and after their first birthday **OR** have sufficient rubeola, mumps, and rubella titer **OR** Physician documentation of acquired disease.
 	
#1 Date:_____
 	
#2 Date:_____
 	
Rubeola Titer Date:_____
  ☐Immune   ☐ Not Immune
 	
Mumps Titer Date:_____
  ☐Immune   ☐ Not Immune
 	
Rubella Titer Date:_____
  ☐Immune   ☐Not Immune
	MMR OR Rubella Titer if born BEFORE 1/1/57
	
	MMR Date:_____
	OR
	Rubella Titer Date:_____
	
	    ☐ Immune ☐ Not Immune
	If Not Immune, then Rubella Vaccine (proof of two vaccinations)
	
	#1 Date:_____
	
	#2 Date:_____

Tetanus/Diphtheria/Pertussis Booster-TDAP *(Must be within last 10 years), (Age 18 years or older)* Date:_____ Booster Date:_____	**Hepatitis B:** **See information sheet** #1 Date:_____ #2 Date:_____ #3 Date:_____ or Titer:_____ or If you choose NOT to receive Hepatitis B vaccine, your signature declining vaccination is required. _____ Student Signature Date

Two-step TB Testing (PPD):

	Yes	No
Have you ever had a positive TB reaction?	☐	☐
Are you currently taking corticosteroids?	☐	☐
Or immunosuppressive agents?	☐	☐
In the past 6 weeks have you had immunizations for measles, mumps, rubella or influenza?	☐	☐
Have you had a TB test in the last year?	☐	☐

If yes and you can provide documentation, you will only require one additional TB test. A minimum of 1 week is required between TB tests.

I have been informed of the risks of receiving this intradermal injection and my questions have been answered. I understand that it is my responsibility to have the test **read 48-72 hours** after the test has been given.

_____   _____   _____
Print Name   Student Signature   Date

If history of positive test, chest x-ray follow up (date within 1 year)_____or QuantiFERON gold test _____

TEST #1:
_____
Injection given by

_____ _____ _____
Lot#   Exp. Date   Date given

Reaction Test #1
Read induration only, not redness
_____mm's _____
                            Date Read
This reaction is seen as _____ according to the Iowa
Department of Health criteria

_____ _____
Health Provider Signature   Date

Test #2:
_____
 Injection given by

_____ _____ _____
Lot#   Exp. Date   Date given

Reaction Test #2
Read induration only, not redness
_____mm's _____
                            Date Read
This reaction is seen as _____ according to the Iowa
Department of Health criteria

_____ _____
Health Provider Signature   Date

Varicella (Chickenpox): See information sheet

Have you had chickenpox?   ☐   Yes   ☐   No   Titer positive for chickenpox or shingles: _____

Varicella Vaccine #1:_____   If born after 1980, Varicella Vaccine #2_____
                                      Date   Date
If you have not had chickenpox and choose not to receive the varicella vaccine, your signature declining vaccination is required.

_____   _____
Student Signature   Date

Influenza Vaccine (October through March):
        Date:_____   Dr. Office/Employer: _____

        Date:_____   Dr. Office/Employer: _____

TO THE EXAMINER: While enrolled in the C.N.A. Program at William Penn University and Indian Hills Community College, this student may be involved in: a rigorous academic program; stressful situations in a one-on-one basis or in groups; activities requiring average manual dexterity, which requires the student to be on her/his feet for up to eight consecutive hours. **Physicals must be completed by a physician (M.D. or D.O.), physician's assistant (PA) or nurse practitioner (ARNP).**

I hereby certify that I have examined the person named above and determined that she/he is physically and emotionally fit to be enrolled as a student in her/his chosen program at William Penn University **and has had all the immunizations required.**

Comments: _____
_____

Printed Name: _____

Address of Healthcare: _____

Provider signature: _____ Date: _____

R

WILLIAM PENN
U N I V E R S I T Y
Division of Nursing

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APPLICANT INDENTIFICATION AND RELEASE REGARDING INVESTIGATION OF FOUNDED CHILD OR DEPENDENT ADULT ABUSE, CRIMINIAL HISTORY AND DRIVING RECORD <u>IDENTIFICATION:</u>

(Please Print)

_____
Nursing Essentials I/Nurse Aide (CNA)

Name:

_____
          Last   First   Middle

_____
Alias, Maiden, previous Married Name (Please list every previous name)

_____
Street Address   City   State   Zip

_____
Date of Birth   Social Security Number

_____
Race   Sex (M/F)   State Issuing License

Do you have a record of founded child or dependent adult abuse or have you ever been convicted of a crime in this state or any other state?   _____ No   _____ Yes

If yes, please explain the nature of the incident and date of occurrence.

_____

_____

<u>AUTHORIZATION AND RELEASE</u>
The undersigned acknowledges:

1. I have executed this document in conjunction with admission into a health sciences program at William Penn University. (Hereinafter referred to as "WPU") and Indian Hills Community College District (Hereinafter referred to as "IHCC".)
2. I hereby authorize WPU and IHCC access to any criminal history record produced by federal, state or local law agencies
3. Pertaining to me.
3. I agree to release WPU and IHCC and any other person, company or other entity from any and all causes of action that otherwise might arise from supplying clinical agencies with information they may request pursuant to this release.
4. I understand that any false answers or statements or misrepresentations by omission made by me on this form or any related document will be sufficient cause for rejection of may application or for my immediate discharge should such falsifications or misrepresentations be discovered after the program begins.
5. I understand and agree that if I am rejected for participation in a clinical experience by an affiliating agency or if I refuse to submit to the registry checks that are required by an affiliating agency, I will be unable to complete my program of study in the specified program.
6. I understand that during my educational program at WPU and IHCC, it is my responsibility to report any criminal, child abuse and adult abuse charges pending against my record. I further authorize WPU to conduct background checks on my record at any time during my educational program as needed.

Applicant Signature_____ Date_____

WILLIAM PENN
UNIVERSITY

TracPrac & Clinical Checklist: Students
Semester: Spring 2023

SPRING 2023: General Information

- Clinical Days: Mondays and Fridays
- 3 Clinical Courses
    o Adult Health I
    o Maternal, Newborn, and Women Nursing
    o Pediatric Nursing
- Clinical Schedule to come on Orientation Day

TracPrac & Clinical Information		
Prior To Clinical	☐ Review List of approved skills. ☐ Have clean/unwrinkled uniform, badge, supplies (stethoscope, pens/pencils, watch with second hand, pen light), and food ready *You will not be able to leave the clinical site for breaks/lunch	TracPrac: https://www.vestigohealthsolutions.com/
During Clinical	☐ Sign into TracPrac and put phone into backpack ☐ Enter skills and sign out of TracPrac at the end of the day	This can be completed on your phone

After Clinical	☐ Monday Clinicals:
	    o Clinical journal will be due in **Moodle** on Wednesday by 2359.
	    o Your Instructor will have the clinical evaluation done by Friday in **TracPrac.**
	    o Approve and comment on your evaluation in **TracPrac** by Sunday at 2359.
	☐ Friday Clinicals:
	    o Clinical journal will be due in **Moodle** on Sunday by 2359.
	    o Your Instructor will have the clinical evaluation done by Wednesday in **TracPrac.**
	    o Approve and comment on your evaluation in **TracPrac** by Thursday at 2359.
	☐ Complete Care Plans in **Moodle** at the end of the semester (There will be 3 total. One for each clinical class)
		Clinical Journal template located in Clinical Moodle Classrooms.
		
		TracPrac Evaluations
		- Each clinical course will have a separated evaluation tab at the top of your page. Remember that you will have 3 separate clinical courses being evaluated.
		
		*Points are awarded for completing all journals, evaluations, and care plans in TracPrac and Moodle.

SPRING 2023: Important Dates
- 1/16/23: Orientation Day (Schedule to come)
- 3/15/2023: Midterm Grades Due (Have assignments submitted prior to this date.
- 3/13-19/2023: Spring Break (No Clinical)
- 4/7/2023: Good Friday (No Clinical)
- 5/8/2023: Start of Finals Week

Declaration of Intent to Graduate

Students who intend to graduate within one year must file a Declaration of Intent to Graduate form available from the Registrar's Office. This application constitutes a request for an evaluation by the Registrar's Office, and students are strongly encouraged to Schedule a personal interview with their Academic Adviser and Registrar to review graduation requirements.

The student is responsible for meeting all graduation requirements.

The University reserves the right to alter graduation requirements and will make every effort to ensure that such changes do not cause undue hardship for currently enrolled students.

INSTRUCTIONS / TIPS FOR COMPLETING INTENT TO GRADUATE FORM

IMPORTANT: *This application must be signed by yourself and your Academic Advisor before it is **submitted to the Registrar's office**. The student is responsible for submitting the application with an **attached degree audit** before the deadline posted on the Academic Calendar.* ***Do not include this instruction page when you submit your INTENT form.*** *After your form is submitted, a degree audit will be conducted by the Registrar's staff, and an email confirming your remaining requirements will be sent to you and your academic advisor.*

STUDENT INFORMATION: Please print legibly in ink.

Circle Degree you plan to earn. Complete term / year you plan to graduate [example: December / 20 17 (FALL)].

Date of Catalog is usually the year you started at WPU, unless you are following a newer revision of major.

DIPLOMA MAILING ADDRESS: List address where you want your diploma to be mailed. Contact the Registrar immediately, if your address preference changes.

DIPLOMA NAME: Clearly print your name exactly as you wish it to appear on your diploma. One letter, space, or punctuation mark per block. Leave a blank space wherever a space appears in your name, as in Van_Duff or VanDuff. Include any suffixes, middle initials, etc. that you wish to appear on your diploma. Make sure any special characters are clearly defined. This will be how your name will be printed in the program and how it is read during the ceremony.   Example below.

J	A	C	K	S	O	N		S	M	Y	T	H	E	,		J	R	.						

CEREMONY PARTICIPATION: WPU has one Commencement Ceremony each year in May. Check the box below regarding your plans to participate in the graduation ceremony.   If you change your mind, please contact the Registrar's Office immediately.

Indicate if you (student) need ramp access to the stage due to difficulty climbing stairs.

Indicate is any guests require special seating (such as guests using wheelchairs) or other special considerations. Please describe the special need.

GRADUATION FEE: A $100 fee is assessed to all graduating students' accounts. This fee is not affected by ceremony attendance.

COURSEWORK TO BE COMPLETED: With your faculty advisor, please list all coursework that still needs to be completed. (If you are pre-registered for the next semester, these courses to not need to be listed.) Please attach a degree audit (or major check sheet listing completed coursework) with your Intent form.

If you plan to take coursework at another school, please list when and where these courses will be taken. Please complete a Pre-approval form for these courses and get approved by the Registrar. In some cases, a Waiver of Residency form may also be required.

Official transcripts from other schools, must be received for transfer credit consideration. The deadline for WPU to receive these transcripts is generally 3 days before the end of your last semester.

Graduation requirements include completing all coursework for your declared major(s), minor(s), and the Penn Core. A minimum GPA of 2.0 is required in your major(s), minor(s), and overall GPA must also be 2.0 or higher. A minimum of 124 degree applicable credit hours is also a degree requirement.   No more than 6 PE activity/team credits can be counted towards graduation hours. Courses numbered below 100 (or other remedial coursework) are not applicable for graduation credit.

Education majors have other specific requirements and should refer to the Education division for additional information.

TO APPLY FOR IOWA EDUCATIONAL LICENSURE: Secure application form from the Education Office. Complete applicant's portion of this form and return it to the Ed. Office. This will be submitted by the Ed. Office *after* all requirements for this certificate are met.

If you are unable to complete the graduation requirements as outlined, the INTENT form will automatically 'roll-over' to the next semester, *if you continue enrollment the next semester, or have made other previous arrangements*. If you do not continue enrollment, you will need to reapply for graduation privileges.

An email is sent out from the Dean's office, usually in February or March, for all Commencement participants, with graduation commencement information. Check your student email for this informational email!

Thank you and Congratulations!

DECLARATION OF INTENT TO GRADUATE

STUDENT INFORMATION:

STUDENT NAME: (last, first, mi) _____ STUDENT ID#: _____

PHONE #: _____ WPU EMAIL: _____

INTENDED DEGREE: *MBL BA BS BSN AA*   CATALOG YEAR UNDER WHICH YOU PLAN TO SATISFY DEGREE REQUIREMENTS: _____

GRADUATION TERM. WHEN ALL REQUIREMENTS WILL BE COMPLETED (NOT CEREMONY TERM):

        DECEMBER /20_____ (FALL)   ~   *MAY /20_____ (SPRING)*   ~   *AUGUST /20_____ (SUMMER)*

MAJOR 1: _____ MAJOR 2: _____ MAJOR 3: _____

MINOR 1: _____ MINOR 2: _____ MINOR 3: _____

PRINT ADVISOR NAME: _____

DIPLOMA MAILING ADDRESS:

Street Address: _____

City, State, ZIP: _____

DIPLOMA NAME:

CEREMONY PARTICIPATION:

◯ Yes, I will participate in the May of (Year) 20_____ ceremony.   HEIGHT: _____   WEIGHT: _____

☐ I request ramp access to the stage.   ☐ I am currently serving/or have served in the US Armed Forces.

GUEST SPECIAL NEEDS, IF ANY: _____

◯ No, I will not participate.

REQUIREMENTS TO BE COMPLETED:

	REQUIRED COURSE:	COURSE FULFILLMENT:	TERM FULFILLED:	WHERE FULFILLED:
EX 1:	LDRS 390	LDRS 390	Spring 2011	WPU
EX 2:	PSYC 102	PSY 101	Summer 2009	IHCC (transferred credit)
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

My signature below indicates that I have reviewed the student's coursework and it appears the student has or will satisfy all the WPU degree requirements for graduation by the date indicated above.

Advisor Signature: _____ Date: _____

I formally declare my intention to graduate from William Penn University and I petition the Registrar to ascertain whether all graduation requirements have been satisfied.

Student Signature: _____ Date: _____

U

NURSING SCHOOL LETTER OF INTENT

Date: _____

Dear _____,

_____
_____
_____
_____

[Intro Sentence, Interest in Nursing + Specific Program]

_____
_____
_____
_____
_____
_____
_____

[Accomplishments, Character Traits, Skills, Previous Experiences and Preparations]

_____
_____
_____
_____

[Reasons Committee Should Accept Application, Thank You for Consideration]

Sincerely,

_____

[Signature]

_____

[Print Name]

_____

[Email]

_____

[Phone]

New 2-4-22

V

WILLIAM PENN
UNIVERSITY
NURSING

_____, is one of your athletes on the
Student name
_____ team.
Type of Team (Women's Basketball, etc.)

We are requesting information regarding the dates and times of departure that will be expected of this student for sports activities. Know that the student is required to complete clinical hours to maintain their eligibility in the Nursing Program. This information will assist in identifying conflicts that may interrupt the educational plan.

Game/Scrimmage Date	Departure/leave class time/date

The Nursing Student and Coach are required to sign off on this listing of games/scrimmages. By signing this form you are stating the above schedule is the most current schedule for this student. The student is responsible to have this form completed before the first clinical. Due Date:_____.

_____　　　　_____
Coach_____ signature　　　　Student's signature
　　　　Coaches Name

Questions contact Terri Morris ext.1146 or Sue Van Wyk ext.1298

Revised 11-11-22

Remarks:

As a nursing student at WPU this guidebook serves a valuable tool to help navigate through nursing school. We have purposely left blank spots for note taking. As we go through the year from time to time, we may have to update information and will send this information to you in your WPU email.

<div align="center">

Division of Nursing
Student Guidebook
Verification

</div>

As a William Penn University nursing student, I understand that I must follow the procedures and policies that are included in this guidebook, as well as the William Penn University Student Handbook.

I acknowledge that I am responsible for the material in this guidebook.

Student's Legal Name (please print): _____

Student's Signature: _____

Date: _____

<div align="center">

This page is the property of the William Penn University Division of Nursing
and shall remain in the schools' files.

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