

NURSING STUDENT GUIDEBOOK

WILLIAM PENN UNIVERSITY
DIVISION OF NURSING
OSKALOOSA, IA

2025-2026

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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 communicating 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,



DIVISION OF NURSING: PROGRAM INTRODUCTION:

Dear Future Nurse,

Welcome to the Bachelor of Science in Nursing (BSN) Program at William Penn University! We are thrilled that you have chosen to begin this exciting and meaningful journey with us. You are about to embark on a new chapter of your life--one filled with purpose, challenge, growth, and the pursuit of excellence in nursing.

As you step into this community of scholars, know that you are joining a supportive academic family that is committed to your personal and professional success. You will build lifelong friendships, connect with faculty mentors, and discover the strength within yourself to rise to the demands of a noble and rewarding profession.

Our program offers you amazing opportunities to learn and serve in both small rural clinics and major urban hospitals, gaining experience in a wide variety of health care settings and communities. These experiences will deepen your knowledge, enhance your skills, and prepare you to care for individuals and families with compassion and competence.

During your time in the program, we will orient you to our nursing curriculum, professional standards, clinical organizations, policies, and procedures. The path ahead will require dedication, time, energy, and professionalism, but you will not be walking it alone. Our faculty and staff are here to support and guide you every step of the way.

We are honored to partner with you on this incredible journey. We can't wait to watch you grow into the nurse you aspire to be--and the world so desperately needs.

Welcome to the William Penn Nursing Family!

With excitement and encouragement, The William Penn University Nursing Faculty and Staff

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.

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

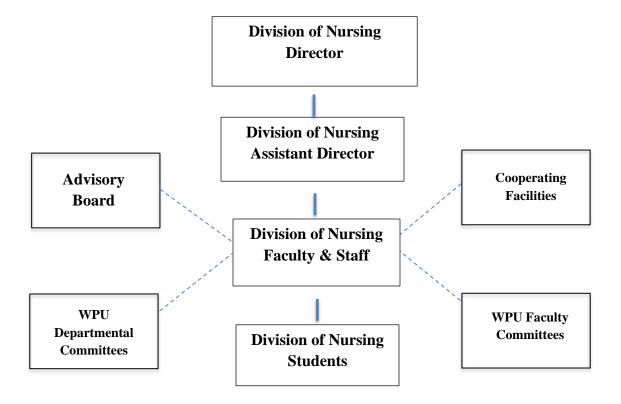
- 1. Practicing loving-kindness and equanimity within the context of caring consciousness.
- 2. Being authentically present and enabling and sustaining the deep belief system and subjective life world of self and one being cared for.
- 3. Cultivating one's own spiritual practices and transpersonal self, 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 others' 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



William Penn University Organizational Charts





DIVISION PROGRAM OUTCOMES AND DEFINITIONS

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. Selfreflection 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://codeofethics.ana.org/home.

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



Pre-Licensure BSN Nursing Program 2025 - 2026 Curriculum

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	Credi
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	>= 63

William Penn University Nursing Program Core

Semester 5	Credi
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 0	Creun
NURS 308 Women, Maternity & Newborn Nursing, C	4
NURS 309 Pediatric Nursing, C	4
Humanities (Art, Lit, Music, Theatre) Flex class	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, P	4	
NURS 326 Adult Health II, c	4	
LDRS 390 Contemporary Leadership Flex class	3	
Total Credit Hours	15	

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

Revised 6-1-25, Revised 10-25-22



RN-BSN Nursing Program Online Curriculum

SPRING	Credits
NURS 301 Professional Nursing -1st8 weeks	5
NURS 300 Health Assessment/ Pathophysiology -1st8weeks	3
NURS 302 Nursing Leadership -2nd 8 weeks	4
MATH 105 Math for Leaders -2nd 8weeks	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-1st8 weeks	2
NURS 313 Enhancing Nursing Health -1st 8 weeks	3
LDRS 290 Quaker Values -1st8 weeks	1
NURS 303 Community Health Nursing-2ml 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-1st8 weeks	5
NURS 313 Enhancing Nursing Health -1st8 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-1st8 weeks	2
NURS 300 Health Assessment/ Pathophysiology-1st8weeks	3
LDRS 290 Quaker Values -1st8weeks	1
NURS 302 Nursing Leadership-2nd 8weeks, 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.

The items listed below are the requirements for transfer students not to take the TEAS test.

The following items are guidelines for not taking the TEAS test, but are up to the discretion of the Division.

BA with cum GPA of 2.5 = no test

BA with cum GPA below 2.5 = test

LPN all take the test unless they have an ACT composite of 20 or higher = no test

LPN with a 2.5 or higher GPA with 58.87 transfer credits= no test

Transfer (58.87 credits) cum GPA of 2.5 or higher = no test

Transfer AA/AAS cum GPA of 2.5 or higher = no test

Regular Admission:

The regular admission process involves completing 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 ensure 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:

- 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 63 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.
- o Cumulative GPA of 2.80
- 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
	OR MATH 120 Applied
	Mathematical Reasoning

<u>Progression</u>: A cumulative GPA of 2.80 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 63 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 2.80
- Minimum grade of C (2.0) in all 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
	OR MATH 120 Applied
	Mathematical Reasoning

<u>Progression</u>: A cumulative GPA of 2.80 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.

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 2.80 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 classrooms, 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.

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.
 - O 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.
 - O 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.

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

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.

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 is 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 withdraw 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 Manual and forms in Addenda AA and AB.**

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. The Division of Nursing will review all letters for acceptance. **See Addendum U.**

Notification of acceptance into the final two years of the nursing program will be emailed and/or mailed to the students' WPU email and/or mailing address listed in the database system. A copy of the notification will be kept in the student's nursing file. **See Addendum AE.**

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
$\mathbf{B}+$	88-89	D+ 68-69	
В	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 with current and effective trends in academic support and maintain non-discriminatory practices in operations and services.

Contact: The Success Center641-673-2172

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 to 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 of study at each registration and revise it 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.

Written Warning

A Written Warning is a formal notice issued to a nursing student for minor infractions violating academic, clinical, professional, or behavioral expectations as outlined in either the William Penn University Nursing Student Handbook, institutional policies, or policies outlined in the course syllabi. This warning serves as documentation of the infraction, outlines the concerning behavior or action, and provides guidance on how to correct it. It is intended to promote accountability, reflection, and improvement, while communicating that future infractions may result in more serious disciplinary action, up to and including dismissal from the program. If a second written warning is issued, the student will need to complete an **Accountability Agreement. See Addendum #G.**

The **Written Warning** will be placed in the student's academic file, and a copy of it will be given to the student. The student will be expected to meet with faculty to discuss a remediation plan to achieve the desired course and/or program outcomes. **See Addendum #H.**

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 and expectations, the assigned clinical agency's policies and procedures, the William Penn University Nursing Student Handbook, institutional policies, or policies outlined in the course syllabi. Through dialogue with the faculty, the student can reflect on ways to meet course/program outcomes. If the terms of the Accountability Agreement are not met, the student will earn a failing grade in the course. See Addendum G.

A student who issued an Accountability Agreement will be required to meet with the course faculty, Assistant Director of the Division of Nursing, and Director of the Division of Nursing. This meeting should outline the infraction, and the remediation plan intended to help the student achieve desired course outcomes and/or correct the behaviors not consistent with course policies and expectations, the assigned clinical agency's policies and procedures, the William Penn University Nursing Student Handbook, institutional policies, or policies outlined in the course syllabi.

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.

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 faculty. The student will receive a copy of the **Written Warning** and/or **Accountability Agreement.**

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.

Note that students do not need to be issued a Written Warning before they can be issued an Accountability Agreement. It is up to the faculty member's discretion to determine which course of action is most appropriate according to the nature of the offense committed by the student.

See Addenda #G and H.

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, we have adopted a list of "Core Performance Standards." **See Addendum L.** Each standard has an example of an activity that 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 specific 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 the 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, you acknowledge that you have read the Guidebook and will follow all policies and procedures, and you are responsible for checking your WPU email daily. See Addendum #AD.

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/public-files/NCSBN_SocialMedia.pdf

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 not permitted 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 the **University catalog** or the **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.
 - 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.

CLASSROOM EXPECTATIONS

Attendance & Absenteeism for the Classroom

Student attendance and active participation are critical to quality instruction. Students are expected to be in attendance at all classrooms, laboratories, and clinical sessions. Any absences and missed assignments are to be discussed with the Nursing Faculty and/or Director of Clinical and Simulation Operations 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, Director of Clinical and Simulation Operations Director of Clinical and Simulations Operations, or Clinical Instructor **prior to** or as soon as possible if they are 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/Director/Instructor.

Expectations for make-up work for classroom and laboratory absences will be determined by the faculty and/or Director of Clinical and Simulation Operations. Students are expected not to 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 the Faculty, the Director of Clinical and Simulations Operations, and the Director of the Division of Nursing.

Students may have up to two pre-approved days of absence 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 needed 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 Director of Clinical and Simulation Operations 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 Director of Clinical and Simulation Operations, who will serve a **written warning** and if the situation does not improve an **Accountability Agreement** will be completed. **See Addenda #G and H.** 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. **See also pages 38 and 39 of this guidebook.**

Students are given a sports form to complete with their coach, indicating the dates and times of their games/events. This is used to check against the clinical schedule to try and avoid a conflict. Scrimmages and practices are not excused. **See Addendum #V.**

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.

Tardiness

Punctuality is an essential expectation in nursing education and professional practice. Students are required to arrive on time for all scheduled classes, labs, clinicals, and simulation activities. A student will be considered tardy if they arrive more than five minutes after the scheduled start time. Tardiness disrupts the learning environment and is viewed as unprofessional behavior. If a student anticipates being late, they are expected to notify the instructor in advance. The first occurrence of tardiness will result in a verbal warning and will be documented. A second occurrence may result in a **written warning** and a deduction in participation or professionalism points. Continued tardiness may lead to further disciplinary action, including an academic warning or referral to the Director of Clinical and Simulation Operations. Tardiness to clinical or simulation may result in dismissal from that day's experience and could require a make-up, depending on program policy. Students are reminded that consistent punctuality is critical to developing the professional behaviors expected of a nurse. **See pages 38 and 39.**

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 participatory learning strategy that enhances one's potential for success.
- 4. The Division of Nursing understands that circumstances may occur that are imposed 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 an Accountability Agreement. See Addenda #G and H.
- 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 when 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 response. 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 all faculty, staff, and the Division of Nursing so that we may know the messages were received.

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, earplugs, 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 errors.

- 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). **See pages 38-39.**
 - 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.
- 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 coursespecific.
 - i. Review of the 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 78% 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 the specifications of the satisfactory column in the rubric to earn 78% 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 78% can be earned on any paper requiring resubmission. Only one resubmission will be accepted.
 - d. Papers achieving 78% 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 a proper extension. These points cannot be earned if the paper is rewritten. If this deduction causes the overall score to fall below 78%, 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 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. **See Addendum #AF.**

Leave of Absence

A leave of absence may be granted for reasons 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 terms) 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, and 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 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 who 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

ATI (Assessment Technologies Institute) is a vital resource for National Council Licensure Examination (NCLEX) preparation because it provides comprehensive, evidence-based tools that help nursing students strengthen their knowledge and critical thinking skills. Through practice assessments, focused review modules, and realistic simulations, ATI identifies individual strengths and areas needing improvement, allowing for targeted study and more efficient preparation. Its predictive assessments also help students gauge their readiness for the NCLEX, reducing anxiety and boosting confidence. By mimicking the format and rigor of the actual exam, ATI equips students with the test-taking strategies and clinical judgment required to succeed on the NCLEX and transition confidently into professional nursing practice.

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 logs in to take the test. Allow at least 6 hours to take the computerized test, which is scheduled through 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.

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

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 reviews in order to improve their knowledge of this content. 75%

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%

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.

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 Review* 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 the 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 them 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 in 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 the 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

Transition to Nursing 413 - ATI "greenlight"

Complete the Modules and Assessments that the WPU instructor has assigned Modules: Strategies and Fundamentals, Pharmacology, Adult Med Surg, Maternal and Care of Children, and Management and NCLEX Readiness. Complete an ATI Proctored Comprehensive Predictor with remediation.

Complete <u>ALL</u> of the remaining VATI modules and assessment via the ATI representative. The remaining VATI modules will need to be completed at your own pace. Failure to complete any of the VATI modules and assessments, approval for "greenlight" will be denied. Transcripts will be held until the maximum allowed time by the Iowa Board of Nursing and the Higher Learning Commission (HLC). Comprehensive Predictor scoring varies. Students are graded on a percentage basis. The WPU nursing program **DOES NOT** have a stake in who gets the "greenlight". This is solely based on the student's score on the VATI Comprehensive Predictor and approval from ATI.

Transcripts

William Penn University, in conjunction with the WPU Nursing program, will send *official* transcripts to the board of nursing of your choice when you have met the following criteria.

- Graduated and received a BSN degree from WPU
- Completed **ALL** the VATI requirements
- Includes: completed modules and predictor retakes as assigned by ATI
- When you have satisfied **ALL** the ATI requirements and still have not received the "greenlight" from ATI, your transcripts will be released.
- The student must show proof of a VATI completion before transcripts are released. Proof of completion **MUST** be given by the ATI representative.

**If you do not obtain the "greenlight" from ATI or you have not completed the entire VATI course (multiple predictor attempts=3), the soonest that your transcripts will be released will be July 1st. Failure to complete the Required Completion Form may cause issues with your transcripts being released.

See Addendum #S.

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 the 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

CLINICAL AND SIMULATION INFORMATION

ATTENDANCE & ABSENTEEISM FOR CLINICAL AND SIMULATION

General Attendance Policy

Student attendance and active participation are critical to quality instruction. Students are expected to be in attendance at all clinical and simulation sessions. Students must be present in clinical and simulation to ensure the required hours per rotation are met as set forth by the Iowa Board of Nursing and enforced by William Penn University's Division of Nursing.

Excused Absences

In the event of a student being ill/injured and missing a clinical or simulation, a doctor's note must be provided the same day as the missed clinical/simulation. Additionally, the student must notify the Director of Clinical and Simulations Operations and the Clinical Instructor by phone call or text and formally by email before the start of the clinical/simulation day. Only two excused absences with doctor's notes will be permitted for illness/injury each semester. This policy applies to the classroom and the lab as well. Injury or illness resulting in more than two missed clinical days will result in an unexcused absence. Extenuating circumstances will be taken into consideration by the Director of Clinical and Simulation Operations, the Director of Nursing, and the Assistant Director of Nursing.

Absences due to sports are not considered excused unless they are approved by the Director of Clinical and Simulation Operations and the Director of Nursing. Students must complete the Sports Form and outline any conflicts between clinicals/simulations and games. Students will be provided with this form upon request. Games not written on this form or discussed with the Director of Clinical and Simulation Operations, Assistant Director of the Division of Nursing, and the Director of Nursing will not be approved as excused absences. Extenuating circumstances, such as rescheduled games or post-season games, will be taken into consideration. However, if the student is at risk of breaking compliance with the Iowa Board of Nursing's required clinical and simulation hours, the student will not be permitted to attend the game. Scrimmages and practices are not considered excused.

If a student must miss a clinical or simulation for reasons not otherwise stated above, the student must contact the Director of Clinical and Simulation Operations, the Assistant Director of Nursing, and the Director of the Division of Nursing to get approval for the absence. Without prior approval, the absence will be considered unexcused. Examples of reasons to request an excuse from clinical or simulation include, but are not limited to, deaths in the family, funerals, and births of family members. Clinical accommodation will **not** be made for students' work schedules. The Nursing Division will consider requests to miss clinical, but reserves the right to deny the request for an excused absence.

Emergencies resulting in missed clinical/simulation and/or delayed notification will be taken into consideration by the Director of Nursing and Director of Clinical and Simulation Operations.

Students are expected to remain compliant with all required clinical hours for the semester in each clinical component. If the student is unable to meet this requirement, permission to miss clinical for any reason will be denied, and the student will be required to attend clinical.

Unexcused Absences

Unexcused absences are any absence not authorized by the Director of Clinical and Simulations Operations, Assistant Director of Nursing, and Director of the Division of Nursing Examples include, but are not limited to, failure to notify the appropriate personnel of an absence prior to the start of clinical/simulation; missing a clinical/simulation for a sporting event not preapproved by the appropriate personnel; arriving to clinical/simulation late without notification to the appropriate personnel; missing more than two clinicals/simulations as a result of illness or injury; missing clinical/simulation due to illness or injury and failing to provide a doctor's note the same day as the missed clinical/simulation; missing clinical without prior approval; arriving to clinical unprepared; failure to complete castle branch and clinical site requirements by the associated deadlines; failure to make-up the missed clinical/simulation hours.

An unexcused absence automatically warrants an **Accountability Agreement** to be completed between the faculty and the student. Students must meet with the Director of Clinical and Simulation Operations, the Assistant Director of the Division of Nursing, and the Director of the Division of Nursing as a result of an unexcused absence. Students with more than two unexcused absences throughout their time in the nursing program will be dismissed from the Division of Nursing. **See also pages 38 and 39.**

Tardiness

Tardiness to clinical or simulation is considered an unexcused clinical day unless the student properly notifies the appropriate personnel before the start of the clinical/simulation day. If the student notifies the appropriate personnel and the excuse is granted, the student must arrive within 30 minutes of the start time to be allowed to attend clinical/simulation. The student will be issued a written warning for tardiness to clinical/simulation. More than one instance of tardiness will result in an unexcused clinical day. **See pages 38 and 39.**

Making up Clinical and Simulation Hours

Regardless of whether an absence is considered excused or unexcused, students must make up the missed hours to remain compliant with the Iowa Board of Nursing and William Penn University's clinical standards. These hours can be made up by attending a clinical in person or by completing a Virtual ATI Clinical Replacement. Note that it is not always possible to send students to a clinical facility for an in-person make-up day due to scheduling constraints; however, when this option is possible, it is the preferred option. If the student cannot make up the hours at a clinical site, the student will be assigned a Virtual ATI Clinical Replacement by the Director of Clinical and Simulation Operations. Students must not exceed the amount of

virtual clinical hours allowed by the Iowa Board of Nursing; Doing so will result in failing the clinical rotation.

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 at 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 Director of Clinical and Simulation Operations in collaboration with the Division of Nursing Director and the course instructor. Clinical agencies require that 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 the Director of Clinical and Simulation Operations. 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 the 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

All students in the WPU Division of Nursing who are admitted to the program and will be completing clinical experiences are required to maintain current clinical credentialing requirements through CastleBranch for the duration of their program. Students must submit all requirements by the associated deadline provided to the students via their acceptance letter into the Division of Nursing.

Students will be instructed to create an account (MyCB) to uphold program requirements. Through CastleBranch, students will upload required medical documents, request background checks, complete online training, and submit drug screenings as required. A student will have access to their background check and drug test results once they are completed. The students must maintain compliance with any requirements that renew during their program (i.e., annual TB testing, annual flu vaccination, CPR/BLS certification, and OSHA/HIPAA training).

Students may not attend clinical until all CastleBranch and clinical site requirements are met. Failure to meet this expectation will result in an unexcused absence. Students are expected to maintain compliance with CastleBranch and clinical site requirements throughout the duration of their time in the nursing program.

Creating and Accessing MyCB Account

Instructions on how to set up a MyCB account can be found in **Addendum AD**. 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. The Director of Clinical and Simulation Operations will provide detailed information on ordering your packages and creating your account upon acceptance to the Division of Nursing.

Confidentiality

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.

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.

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 the 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 who 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 for keeping their ID badge until they graduate. If an ID badge is lost, the student is responsible for the replacement badge and the associated cost. Some facilities require their ID.
- 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. Sweatshirts are not permitted in the clinical site. If the student chooses to purchase a scrub jacket, the jacket must be embroidered with the William Penn University logo.
- c. 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 their uniforms 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 may be worn in <u>most</u> clinical areas. One pair of studs in the ear lobes is 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. No Apple Watches.
- 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 patients cannot grab it or it 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.
- 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:** Failure to adhere to the above uniform regulations and guidelines outlining a professional appearance will result in the student being sent home, prompting an unexcused clinical day and Accountability Agreement being issued.

1. **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 who 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 blue lab jacket (RN-BSN only) with the 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., <u>no blue jeans or denim</u>, sweat suits, party dresses, halter tops, see-through fabrics, mini-skirts, shorts, T-shirts, etc.)

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

- a. **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.
- b. **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.

- c. 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. A professional appearance is always required in the clinical or preceptorship facilities. Students who arrive 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.
- d. **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 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 a clinical or preceptorship site. 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.

- e. **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.
- f. **Unacceptable and unprofessional attire:** Failure to adhere to the above uniform regulations and guidelines outlining a professional appearance will result in the student being sent home, prompting an unexcused clinical day and Accountability Agreement being issued.
- **1. 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.
- 2. Students enrolled in the CNA course (NURS 201) should follow the CNA policy manual. See Addendum #AA.

Equipment

In the clinical setting, students need to have a faculty-approved stethoscope with a bell and diaphragm function. Bandage scissors and a penlight are also useful and recommended. Watches with a second-hand and writing utensils are also necessary.

Preparation for the Clinical Experience

- 1. Students are expected to demonstrate adequate preparation for all clinical and simulation experiences. Unprepared students will be told by the instructor to leave the clinical setting resulting in an unexcused clinical day and an **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.
- 3. Students will be required to complete the drug testing form for CastleBranch and Clinical participation.

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-19 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 simulation 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, the Director of Clinical and Simulation Operations, and the Director of the Division 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 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 HIPAA (copying information written or verbal included)
- i. Administering medications without approval and/or supervision of an instructor or RN
- j. Misleading or misstating facts or events
- k. A pattern of unsatisfactory or late written work
- 1. Failure to resubmit written material, if requested by the faculty
- m. Failure to accomplish goals set in the 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)

- 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. See pages 38 and 39 and Addenda #G and H.
- 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 members and student will sign the SRP and arrange a schedule for skill remediation with the Director of Clinical and Simulation Operations.
- 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 simulation experiences using a combination of self-evaluation and faculty evaluation tools. Clinical evaluation occurs in a formative and summative manner, incorporating student reflection, faculty observation, and performance evaluation.

Simulation

- 1. Nursing students will participate in various simulation experiences throughout the curriculum. The focus is on developing competent nursing assessments, 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 students for clinical experiences in the healthcare setting. Behavior throughout the simulation experience 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 and 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. As such, the same policies enforced for clinical are enforced for simulation.
- 3. Simulation equipment is to be cared for in the manner students would care for live patients.
- 4. Students will be asked to complete assignments relevant to the simulation experience. All assignments must be completed by their due dates for students to obtain their clinical hours.
- 5. Remediation and/or additional practice of select nursing care may be scheduled through the Director of Clinical and Simulation Operations.

Dosage Calculation Competency

Students are expected to demonstrate competency in dosage calculation. To evaluate competency, students will be given a dosage calculation exam at the beginning of each semester. Students will not be permitted to attend clinical until they pass the dosage calculation exam. Students can take up to three attempts to receive a passing grade.

SKILLS LAB INFORMATION & POLICIES

General Lab Guidelines

- 1. The student **must clean up** his or her area and throw away garbage in a trash can **outside** of the lab. This privilege may be removed if these rules are not met. No food or water should be around the mannikins. Food and drink must remain at the tables. Drinks must have lids that close tightly.
- 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 mannikins, 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 by the Director of Clinical and Simulation Operations, 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 Director of Clinical and Simulation Operations, or as delegated.
 - c. Faculty, staff, and students are accountable for any lost or damaged equipment signed out in their name.
 - d. Notice should be given to the Director of Clinical and Simulation Operations if the last of a supply is taken.

Skills Lab

Skills lab is vital to the nursing curriculum. During skills labs, students will learn various nursing skills and patient assessments. Each skill and assessment will have associated check-off requirements. Checkoffs are hands-on, skills-based assessments that allow the instructor to

evaluate students' understanding of lab skills and patient assessments. Because students are expected to demonstrate competency in the skills lab before performing skills and assessments on patients in the clinical setting, they must pass their required skills checkoffs. These assessments will be evaluated by the lab instructor and/or other nursing faculty. **See pages 38 and 39.**

Attendance

Students are expected to be present and participate in all lab sessions. All labs are designed to be hands-on. Failure to participate in the lab will result in an unexcused absence. Similar to the clinical and simulation attendance policy, students must provide a doctor's note when missing lab or checkoffs. No more than two notes will be accepted as excused absences. All other absences must be approved by the lab instructor, and students must communicate absences before the start of class. Failure to attend lab sessions will result in an unexcused absence and a **Written Warning**. More than one unexcused absence will result in an **Accountability Agreement** and will require the student to meet with the lab instructor and the Director of Nursing. **See pages 38 and 39 and Addenda #G and H.**

Students who are tardy or miss skills lab are required to make up the time outside of regularly scheduled labs to learn the skill in order to be prepared for checkoffs.

Checkoffs Policy

Students are given three attempts to pass a skill. Students must schedule a time with the lab instructor on the designated checkoff day. Students who miss their scheduled check-off will be given a failing grade for one of their check-off attempts and a **Written Warning**. Students who anticipate missing a check-off due to an approved reason need to meet with the lab instructor to coordinate another time for the student to complete the check-off.

If a student should fail a check-off attempt, they are not permitted to reattempt the check-off on the same day. Students must spend time remediating the skill before scheduling a new check-off date. The new check-off date must be within one week of the missed attempt. Skill remediation plans are up to the discretion of the lab instructor. See pages 38 and 39 and Addendum #G and H.

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-19 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

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 instructor, and Director of the Division 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:

- p. Unexcused tardiness or absenteeism
- q. Unprofessional behavior (incivility)
- r. Observations concerning student behavior by agency staff
- s. Unsafe practice
- t. Failure to adhere to the dress code
- u. Being unprepared to care for patients, not being able to discuss the patient's pathophysiology, medications, treatments, procedures, and/or nursing interventions
- v. Breach in confidentiality
- w. Violation of HIPAA (copying information written or verbal included)
- x. Administering medications without approval and/or supervision of an instructor or RN
- y. Misleading or misstating facts or events
- z. A pattern of unsatisfactory or late written work
- aa. Failure to resubmit written material, if requested by the faculty
- bb. Failure to accomplish goals set in the Skills Remediation Plan (SRP)
- cc. Inappropriate or personal cell phone use (including vibrating mode) when with the client or at the clinical agency
- dd. Inappropriate internet or intranet usage while at the clinical agency

Skills Remediation Plan (SRP)

- 9. 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**. **See pages 38 and 39 and Addenda #G and H.**
- 10. 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.
- 11. The faculty members and student will sign the SRP and arrange a schedule for skill remediation with the Director of Clinical and Simulation Operations.
- 12. 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.
- 13. 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.
- 14. Remediation may involve instructor-facilitated learning, simulation, completion of video modules, or hands-on practice in the nursing lab.
- 15. 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.
- 16. 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 selfevaluation and faculty evaluation. Clinical evaluation occurs in a formative and summative manner, incorporating student reflection, faculty observation, and performance evaluation.

Skills and Simulation Labs

6. 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.

- 7. 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.
- 8. Remediation and/or additional practice of select nursing care may be scheduled through the Director of Clinical and Simulation Operations.

Lab Guidelines

- 8. The student **must clean up** his or her area and throw away garbage in a trash can **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.
- 9. 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.
- 10. When available, latex-free items have been ordered; however, some items within the lab, including mannikins, 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.
- 11. 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.
- 12. No laptop, mobile device, or personal camera use is allowed in the labs except for during breaks or as directed by lab faculty.
- 13. Students are expected to demonstrate professional behavior while in the lab, even after scheduled lab activities have been dismissed.
- 14. Any misuse of equipment will result in fines.
- 15. Equipment must be signed out by the Director of Clinical and Simulation Operations, 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 Director of Clinical and Simulation Operations, or as delegated.
- c. Faculty, staff, and students are accountable for any lost or damaged equipment signed out in their name. Notice should be given to the Director of Clinical and Simulation Operations if the last of a supply is taken.



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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

In CastleBranch, students will review the Infection Prevention and Control PowerPoint presentation annually as part of the WPU Clinical requirements. This presentation includes:

- 1. Healthcare workers risk exposure to infection as a result of contact with blood and bodily fluids, contaminated equipment, and surfaces.
 - a. Understanding standard precautions, the different handwashing agents, cleaning, disinfecting, and sterilizing processes are all examples of measures we take to help eliminate the spread of infection.
 - b. You will learn about safe disposal of sharps, different types of isolation precautions, and procedures and interventions used to reduce disease transmission.
- 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 students' 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 the 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 may be required to wear a mask while attending clinical. In the event of an influenza outbreak at a clinical site, students will be required to wear a mask in the facility and/or abide by the facility's infection control procedures.
- 5. Unvaccinated or vaccinated students refusing to abide by facility guidelines regarding vaccination protocols will fail the course.

Policy & Procedure - Tuberculosis (TB) Screening

Policy

The 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:

- o Low risk
- o Medium risk
- o Potential ongoing transmission

Communication of risk assessment, along with the 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 a tuberculosis infection. 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 individual's "My CB" account for approval or denial. Log-in link: https://login.castlebranch.com/.
- 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 also to be uploaded in CastleBranch.

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

- TB Testing should be completed prior to COVID-19 vaccination.
- If vaccination has been given prior to TB testing being performed, defer the TB test until four (4) weeks after COVID-19 vaccination.

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 with a negative result by the deadline outlined in CastleBranch and/or before the first day of clinical. Students and instructors who fail to complete this requirement will not be permitted to attend clinical.

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's 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.
- 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 the 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 referrals on health care and counseling. They may also begin the process of assisting with modifications/accommodations in the clinical settings as necessary.

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. **See Addendums #D and E.**

Post-Exposure Report and Procedure

If an exposure occurs, faculty, students, and staff should follow the CDC and the institution's 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 bodily fluids.
- 2. A splash to mucous membranes (e.g., eyes, mouth) with blood or bodily 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, sharps injury, or were exposed to the blood or other bodily 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. **See Addendum #W.**

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 on or before 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 Director 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 determines 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.

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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. **See 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**. See 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 the 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 enrolling 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.

Mandatory Reporter Training

Students must complete the 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 online training 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 the training date on the Attestation form. **See Addenda D and E** and upload them 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.

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 is 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. Preceptor's 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. A 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 a specialty area.
- Active licensure as a Registered Nurse in the State of Iowa.
- Nursing leadership and management of the facility to recommend an assigned registered nurse preceptor based on the nurse's experience and clinical competence in the specialty area.
- A Preceptor maintains employment or a written current agreement with the clinical facility during the 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:
 - o William Penn University Division of Nursing Philosophy and Program Outcomes.
 - Course outcomes and the number of preceptor hours the student needs to complete.
 - o Clinical preceptor evaluation of the nursing student.
 - o 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, Director of Clinical and Simulation Operations, Director of the Division of Nursing, 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.

Evaluation 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 Director of Clinical and Simulation Operations.

Preceptor Attendance & Absenteeism

Student engagement and active participation in the learning process are 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.

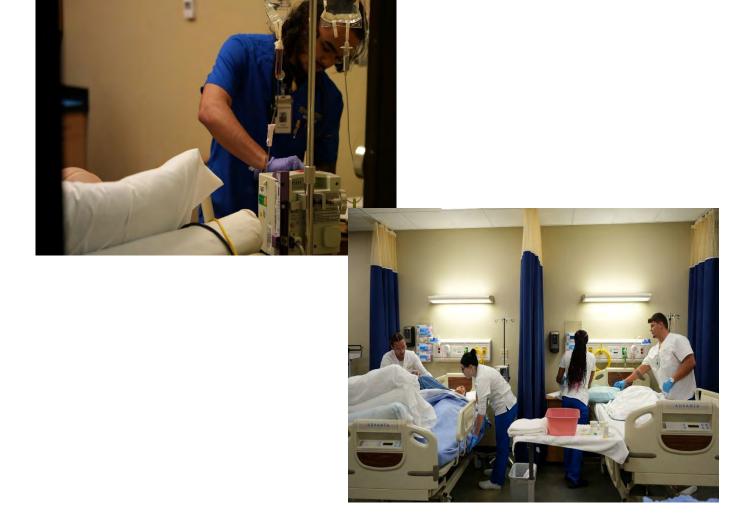
To be successful, attendance is expected for all sessions. Attendance is obtained each week; no activity for one (1) week is considered an absence. Students are allowed one excused absence.

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**. If a second absence occurs, the student may be advised to withdraw from the program. **See pages 38 and 39 and Addenda #G and H.**

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 "). (NSNA) Code of Academic and Clinical Conduct").
- 7. Cumulative grade point below 2.80.
- 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.

If a student is dismissed, a letter will be sent via email or standard mail to the address in the database. **See Addendum #AE.**

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:

Caree Gordon, Title IX Coordinator Counseling Center, lower level of the Union William Penn University 201 Trueblood Avenue Oskaloosa, Iowa 52577 (641) 673-1703 Caree.gordong@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 who 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 who 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 coursework at other colleges, universities, and military training to the Admissions Office, which will send them 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 the 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 2.80 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 requirements 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 2.80 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 a grade 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 the 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 values 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 healthcare 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



Our Fourth Year



Our Fifth 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 to 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.



December 2022 First Pinning Ceremony of the



May 2023 Second Pinning Ceremony



May 2024 Third Pinning Ceremony



May 2025 Fourth Pinning Ceremony

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 2.80 or higher.
- Filed an Intent to Graduate form with the Registrar within the required time period (approximately 12 months prior to the anticipated graduation date).
- Complete "Degree Requirements," as outlined in the university catalog.
- Students will complete a Final Evaluation of the Nursing Program.
- Nursing students, faculty along with the Director of the Division of Nursing will complete a Summative Evaluation for the student's 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 2.5 or higher.
- Filed Declaration of Intent to Graduate with the Registrar within the required time period.
- Complete "Degree Requirements," as outlined in the university catalog.
- Students will complete a Final Evaluation of the Nursing Program.
- Nursing students, faculty along with the Director of the Division of Nursing, will complete a Summative Evaluation for the student's file.

Graduation Summative Evaluation Procedure

The 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's 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 who is deficient by 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 the 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. **See Addendum #T.**
- 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. A student is required to complete the "Required Division of Nursing Completion Form," and it must be turned in before graduation to the Director of Nursing. This will ensure that once a student/graduate reaches the green light in ATI, their transcripts will be sent to the proper Board. Failure to do so will result in a delay in transcripts being mailed.
- 5. A student must reside in a state that is a member of the Nurse Licensure Compact, which includes Iowa. A student must apply for licensure in their primary state of residence. Primary state of residence is defined as where you hold a driver's license, vote, and pay taxes. **See Addendum #S for more instructions.**

- 6. 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 2.80 cumulative GPA.

Graduation Petition Procedures (see Addendum T)

Degrees

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

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.** (n

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 coursework 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.

ADDENDA

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:	
Iome Address:	
City, State, ZIP:	
Home Telephone #:	Cell #:
I live off campus	ive w/Parents I live on Campus
University Mailing Address:	
Jniversity Dorm Info:	Room #
Emergency Contact Info:	2007
1) Name:	Relationship:
ddress:	
City, State, ZIP:	
Iome Telephone #:	Cell #:
Vork Telephone #:	Employer:
	Continues on the Back
ryland 7-1-23 ryland 7-1-23 ryland 1-5-23	

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(2) Name:	Relationship:
Address:	
City, State, ZIP:	
	Cell:
Work Telephone #:	Employer:
Medical Contact Information:	
Doctor Name:	Phone #:
Office Name:	Phone #:
Office Address:	
Dentist Name:	Phone #:
Office Name:	Phone #:
Office Address:	
University and its representatives to conemergency.	above contact information and authorize William Penn ntact any of the above on my behalf in the event of an regency contact information to William Penn University
Student Signature	Date



В

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

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 a	above information.
Student Name (printed)	
Student Signature	Date
Witness/Instructor	 Date

 \mathbf{C}

William Penn University Division of Nursing Student Immunization Requirements

Diphtheria Tetanus (TD/Tdap)-If it has been ten (10) years since you Date: 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. Required Tuberculin Testing (TB): Date: 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. Seasonal Influenza-Annually. Date: * Mumps Immunization-Two doses of the mumps immunization 2 Dates: (usually MMR) must be given unless a history of the natural disease is documented by a healthcare provider, or a mumps titer demonstrates immunity. * Measles Immunization-Two doses of the measles immunization 2 Dates: (usually MMR) must be given unless a history of the natural disease is documented by a healthcare provider, or a measles titer demonstrates immunity. * Rubella Immunization-Two doses of the rubella immunization 2 Dates: (usually MMR) must be given unless a history of the natural disease is documented by a healthcare provider, or a rubella titer demonstrates immunity. Chickenpox (Varicella Zoster) Dates of two doses of varicella zoster 2 Dates: 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 required to follow their policies.	at their facility. You are
Student's Signature Date	

Physician's Signature ______ Date _____

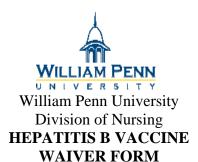


Division of Nursing

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	



 \mathbf{E}

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



Student: SSN	Birt	hdate (mm/dd/yy) _		
Last Name	First N	ame	Mic	ddle Name
Address	City _		State	Zip
Rate your general health?hinder your ability to perform the duties and re				
Student Signature		Date	Professor	
Immunizations and Tests: Note receive filled out in its entirety. Blanks are submit other documents as proof.				
MMR: All person born after 1/1/57 must have injections of MMR vaccine at least one month after their first birthday OR have sufficient rummps, and rubella titer OR Physician docum acquired disease. #1 Date: #2 Date: #2 Date: Mumps Titer Date: Immune Not Immulation	n apart and ubeola, nentation of	MMR Date:OR Rubella Titer Da Immu If Not Immune, to #1 Date:	ne	☐ Not Immune (proof of two vaccinations)
Tetanus/Diphtheria/Pertussis Booster-TDA (Must be within last 10 years), (Age 18 years of Date: Booster Date:	or older)	#2 Date: #3 Date: Titer: If you choose NO declining vaccing	OT to receive Hepatit ation is required.	or or or is B vaccine, your signature
Two-step TB Testing (PPD): Have you ever had a positive TB read Are you currently taking corticosters. Or immunosuppressive agents? In the past 6 weeks have you had immune Have you had a TB test in the last year. If yes and you can provide documentation, you TB tests.	oids? munizations fo ar?		rubella or influenza?	☐ Yes ☐ No

New 2-2-21

I have been informed of the risks of receiving this intradermal my responsibility to have the test read 48-72 hours after the te	injection and my questions have been answered. I understand that it is est has been given.	
Print Name Student Signature I		
	year) or QuantiFERON gold test	
Trinstory or positive test, effect x ray follow up (date within 1)	or quantil Enon gold test	
TEST #1:	Test #2:	
Injection given by	Injection given by	
Lot# Exp. Date Date given	Lot# Exp. Date Date given	
Reaction Test #1	Reaction Test #2	
Read induration only, not redness	Read induration only, not redness	
mm's	mm's Date Read	
This reaction is seen as according to the Iowa	This reaction is seen as according to the Iowa	
Department of Health criteria	Department of Health criteria	
Health Provider Signature Date	Health Provider Signature Date	
If you have not had chickenpox and choose not to receive the	Titer positive for chickenpox or shingles: n after 1980, Varicella Vaccine #2 Date varicella vaccine, your signature declining vaccination is required.	
Student Signature	Date	
Influenza Vaccine (October through March): Date: Dr. O	ffice/Employer:	
Date:Dr. Office/Employer:		
ous academic program; stressful situations in a one-on-one bar requires the student to be on her/his feet for up to eight consec D.O.), physician's assistant (PA) or nurse practitioner (AR	and determined that she/he is physically and emotionally fit to be en-	
Comments:		
Printed Name:		
	Date:	

New 2-2-21



\mathbf{G}

STUDENT ACCOUNTABILITY AGREEMENT

(Student Name)	has not demonstrated accountable action in
NURS	
Specific actions leading to the issuing of the	e Accountability Agreement include the following:
In order to meet the outcomes of NURS established timeline:	the following must be demonstrated in the
Student comments:	
The student will earn a failing grade in the Agreement are not met.	he course if the terms of the Accountability
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 the student and advisor (pla Warning (if present) should also be included.	ace in student's advising file). Copy of accompanying Written
Resolution:	
Comments:	
*Reminder: A student can be issued an Accountabil	ity Agreement two (2) times while in the Nursing program. If

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dismissal from the nursing program*

student behavior necessitates being issued an Accountability Agreement for the third time, this is grounds for

H



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 NURSin the established timeline:	the following must be demonstrated
Student comments:	
The student will be issued an Accountability Agreem not met.	nent if the terms of the Written Warning are
This Written Warning is mutually developed and agr	reed upon by:
Signatures	
Student:	Date:
Course and/or Clinical Faculty:	Date:
Other (if applicable):	Date:
Provide signed copies to the student and faculty.	

T
1

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 discussions, 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 the 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 Nur simulation activities 	rsing Clinical Lab Coordinator in facilitating
I understand that the videos will only be used for years of age or older.	educational purposes. I certify that I am 18
Student Signature:	Date:



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 the use of electronic/communication devices during class or clinical unless the instructor approves (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 the instructor regarding student performance, alerting the instructor about class/clinical concerns)
- Professional Role: The student conducts themselves 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
 - o Knowingly withholding information needed by a peer, instructor, or clinical staff
 - Discounting or ignoring solicited input from instructors/faculty regarding the classroom
 - o and/or clinical performance or professional conduct.
 - Overruling decisions 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.
 - o Displays of temper, tantrums
 - Using up supplies or breaking equipment without notifying the appropriate staff/faculty
- Expectations 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
- o 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.
- o 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 (plea	se print):			
Student Signature:		Da	ate:	
S				

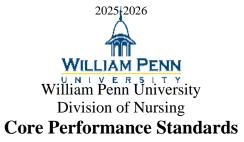




William Penn University Division of Nursing RE-ADMISSION TO NURSING

Name				
Last	First	Middle	e	Maiden/Former
Address				
Street/PO Box		City	State	Zip Code
Telephone(s):		Cell 1	Home	
Email address:				
Iowa Nursing License	e:			
Number Expiration D	Date of Withdrawal	l from WPU Nursin	ng Program:	
Current Employer:				
Explain steps taken a	nd future plans to	ensure success in tl	he Nursing Prog	ram.
Ct. Jan Cianata				
Student Signature		Date		
Division of Nursing Chair	r Signature	Date	:	

I have completed an online application to the university via the website to reapply.



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





William Penn University Division of Nursing

DRUG & ALCOHOL TESTING POLICY

2025-2026

- 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

[,	, hereby agree to fulfill all the terms listed below as
a deleg	gate 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 collegesponsored activity will negatively or positively affect others' opinions 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.
l hereb Unive	by certify that I am a duly enrolled student in good academic standing at William Penn rsity.
Studer	nt's Name:
Studer	nt's Signature:
Studer	nt's cell phone Date:/
Advis	or's Signature:

O

WILLIAM PENN RN-BSN NURSING PROGRAM FINAL EVALUATION FORM



STUDENT'S NAME:					
ENTRANCE DATE:	FINISHING DA	TE:			
EVALUATION	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NOT OBSERVED
PROFESSIONAL BEHAVIORS:			H/1-2-2-3		
1. Exhibits Leadership, safe and holistic care.					
2. Demonstrates comprehensive assessments.			1		-
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.				111	
EVIDENCE BASED PRACTICE:					
Integrates multi-level evidence for optimum safe care.					
2. Implements methods of evidence-based learning.					
Analyze evidence based practice to improve patient outcomes.					
4. Implements methods for quality improvement.					
Identify discrepancies between standards and practice.					
INFORMATICS:					
Utilizing information systems and current technology.					
2. Gather data to deliver safe care.					
Evaluates data to improve patient outcomes.					
LEADERSHIP SKILLS					
Appraise the impact of healthcare policies					1 - 1
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:					
Provides holistic nursing care to all communities.					
2. Employs caring within their nursing practice.					
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 informat	ion on this form as	a reference. Ye	esNo_		
Student Signature		Date			

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

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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

1/12

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





Division of Nursing

To be completed by the Student: SSN	Birthdate (mm/c	ld/yy)	
Last Name First N	Name	Mic	ddle Name
Address City _		State	Zip_
How do you rate your general health?			
Student Signature Immunizations and Tests: Note recommendation be filled out in its entirety. Blanks are not allowed 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:	MMR Date:OR Rubella Titer Da	ite:	☐ Not Immune
Rubcola Titer Date: Immune	#1 Date:		(proof of two vaccinations)
Tetanus/Diphtheria/Pertussis Booster-TDAP (Must be within last 10 years), (Age 18 years or older) Date: Booster Date:	#2 Date: #3 Date: Titer: If you choose No		or or or is B vaccine, your signature
Two-step TB Testing (PPD):	Student Signatur	e	Date
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 f Have you had a TB test in the last year? If yes and you can provide documentation, you will only re			☐ Yes ☐ No

I have been informed of the risks of receiving this intradermal my responsibility to have the test read 48-72 hours after the te	injection and my questions have been answered. I understand that it is est has been given.
Print Name Student Sig	gnature Date
	year)or QuantiFERON gold test
TEST #1:	Test #2:
Injection given by	Injection given by
Lot# Exp. Date Date given	Lot# Exp. Date Date given
Reaction Test #1 Read induration only, not redness mm's	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	This reaction is seen as according to the Iowa Department of Health criteria
Health Provider Signature Date	Health Provider Signature Date
	Date varicella vaccine, your signature declining vaccination is required.
Student Signature	Date
Influenza Vaccine (October through March): Date: Dr. O:	ffice/Employer:
Date:Dr. O.	ffice/Employer:
this student may be involved in: a rigorous academic program; quiring average manual dexterity, which requires the student to be completed by a physician (M.D. or D.O.), physician's as I hereby certify that I have examined the person named above rolled as a student in her/his chosen program at William Penn	and determined that she/he is physically and emotionally fit to be en- University and has had all the immunizations required.
Provider signature:	Date:





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

(Please Pri	nt)			
Nursing I	Essentials I/Nurse Aide (CNA)			
Name:				
-	Last	First		Middle
Alias, Maide	n, previous Married Name (Please list every	previous name)		
Street Addre	ss	City	State	Zip
Date of Birth Social Security Number				
Race	Sex (M	I/F)	State Issuing License	
If yes, ple	ease explain the nature of the inci-	dent and date of oc	currence.	
	RIZATION AND RELEASE dersigned acknowledges:			
1. 2. 3. 3. 4. 5. 6.	I have executed this document in conjunct (Hereinafter referred to as "WPU") and Ir I hereby authorize WPU and IHCC access Pertaining to me. I agree to release WPU and IHCC and any might arise from supplying clinical agenct I understand that any false answers or stat document will be sufficient cause for rejector misrepresentations be discovered after I understand and agree that if I am rejecte submit to the registry checks that are required the specified program. I understand that during my educational padult abuse charges pending against my reduring my educational program as needed.	dian Hills Community Costo any criminal history reports of the person, company of the with information they ements or misrepresentation of may application of the program begins. It is done in a claired by an affiliating age rogram at WPU and IHCocord. I further authorize	ollege District (Herei- ecord produced by fe or other entity from a may request pursuan ons by omission may or for my immediate inical experience by incy, I will be unable	nafter referred to as "IHCC".) ideral, state or local law agencies ny and all causes of action that otherwise it to this release. de by me on this form or any related discharge should such falsifications an affiliating agency or if I refuse to to complete my program of study in allity to report any criminal, child abuse and
Applican	Signature		Date	

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Required Division of Nursing Completion Form

To insure after graduation and when you reach the green light we need current information in order to send your transcripts to the correct Board of Nursing. Without the completion of this form, your transcripts maybe delayed, non-deliverable, or returned due to lack of correct information. It is your responsibility to notify us other wise your transcripts will be sent to the address in the system.

Legal Name:			
Legal Name in College:			
Student ID:	Last 4 d	igits of SS#:	
Current Mailing Address:			
City:	, State:	Zip	Code:
Cell Phone #:	Home Pl	none#:	
Current Street Address:			
City:	, State:	Zip	Code:
Current Email Address:			
Other Email Address:			
I plan to take my NCLEX/Boards in I am at			
I am currently employed at		, in	with the
understanding I will pass my Boards. I have until		C	ity, State to complete them.
I understand that it is my responsibility to con meaning you have completed everything you graduation all remaining transcripts will be se	should but did not a		
Signature:		Date:	

New 7/1/25

Division of Nursing

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.

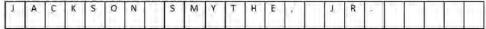
STUDENT INFORMATION: Please print legibly in ink.

Circle Degree you plan to earn. Complete term / year you plan to graduate [example: December / 2017 (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.



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

STODENT INFORMATION:							
STUDENT NAME: (last, first, mi)			STUDENT ID#:_			_	
PHONE #:	WPU EMAIL: _						
INTENDED DEGREE: MBL BA BS BSN AA	4 CATALOG YEAR UN	DER WHICH YOU PLAN	TO SATISFY DEGREE	EREQUIREME	NTS:		
GRADUATION TERM. WHEN ALL REQUIREME	ENTS WILL BE COMPLET	TED (NOT CEREMONY T	ERM):				
DECEMBER /20 (FALL)	~ MAY/20_	(SPRING) ~	AUGUST/20	(SUMN	ΛER)		
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:							
							\Box
						Ш	
Yes, I will participate in the May of I request ramp access to the GUEST SPECIAL NEEDS, IF ANY: No, I will not participate. REQUIREMENTS TO BE COMPLETED:	e stage.	I am currently ser	rving/or have serve				
REQUIRED COURSE: COUR	RSE FULFILLMENT:	TERM FULFILLED:	WHERE FUL	FILLED:			
EX 1: LDRS 390 LDRS EX 2: PSYC 102 PSY 1		Spring 2011 Summer 2009	WPU IHCC (trans	sferred credit)			
My signature below indicates that I have degree requirements for graduation by t			it appears the stu	dent has or v	vill satisfy	v all the	WPU
Advisor Signature:				Date:			
I formally declare my intention to graduation requirements have been sati	Company of the Compan	nn University and I pe	tition the Registro	ar to ascertai	in whethe	er all	
Student Signature:				Date:		_	

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NURSING SCHOOL LETTER OF INTENT

Date:	
Dear	
[Intro Sentence, Interest in Nursing	+ Specific Program]
[Accomplishments, Character Trait	ts, Skills, Previous Experiences and Preparations]
Reasons Committee Should Accep	ot Application, Thank You for Consideration]
Sincerely,	
[Signature]	
[Print Name]	
[Email]	
[Phone]	

New 2-4-22





sports activities. Know that the student Nursing Program. This information wil	ne dates and times of departure that will be expected of this studies required to complete clinical hours to maintain their eligibility assist in identifying conflicts that may interrupt the educational
n. Game/Scrimmage Date	Departure/leave class time/date
Game, serminage Date	Departure/leave class time/date
	nuired to sign off on this listing of games/scrimmages. By signing edule is the most current schedule for this student. The student is

Questions contact Ashley Goytia ext.1130

Revised 7-21-25 Revised 11-11-22

Coaches Name

 ${f W}$



Clinical Incident Report

Date of Incident:	Number of Completed Clinical Days:
Date of Report:	
Clinical Site:	Number of Students:
Clinical Instructor:	
Description of the incident including what	led to the Incident, and how was it identified.
Date and Time Director of Nursing and Cli	inical Coordinator were contacted:
Attach a copy of the Facilities Incident Rep	port if one was required. Email completed report to DON & Clinical
Coordinator. Then return the original repor	rt to the Clinical Coordinator within 24 hours (normal business
hours).	

Revised 9-26-22, New 2-16-21

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STUDENT'S NAME:						
ENTRANCE DATE:			INISHING	DATE:		
EVALUATION	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NOT OBSERVED	PROGRAM OUT- COMES
PROFESSIONAL BEHAVIORS:						
 Exhibits Leadership, and safe and holistic care. 						1 & 7
2. Demonstrates comprehensive assessments.						1
3. Formulates plans of care for diverse populations.	1					7
 Practices within legal, ethical, and regulatory frame- works. 						1
5. Ongoing professional development.						4 & 8
Lifelong learning and commitment to service.						4 & 8
EVIDENCE-BASED PRACTICE:						
1. Integrates multi-level evidence for optimum safe care.						3
Implements methods of evidence-based learning.						3 & 4
Analyzes evidence-based practice to improve patient						15,001
outcomes.						3 & 5
 Implements methods for quality improvement. 						4
Identifies discrepancies between standards and practice.						4 & 5
INFORMATICS:						
Utilizes information systems and current technology.						5
2. Gathers data to deliver safe care.						5
3. Evaluates data to improve patient outcomes.						3 & 5
LEADERSHIP SKILLS		Ų.				
Appraises the impact of healthcare policies						4
2. Applies leadership concepts for high-quality and safe care.		1000				6
3. Applies leadership methods utilizing critical reasoning.						6
4. Presents self as a leader in delivery of high-quality care.						6
5. Demonstrates commitment to service.						- 8
6. Demonstrates five Quaker Principles as a priority.		*				1-8
CARING INTERVENTIONS:						7.0
Provides holistic nursing care to all communities.						1&7
Employs caring within their nursing practice.			1		-	1 & 8
Demonstrates effective self-care.			•			8
Communicates in a caring manner to all communities.			1		1	2
Applies Jean Watson's Ten Caritas Processes when caring for self and others.						
Signatures of Faculty Members Participating in Evaluation	D	ate:				1-8
Signatures of Faculty Members Participating in Evaluation		ate				-
Signatures of Faculty Members Participating in Evaluation	D	ate				_
Signature of Nursing Director		ate				-
I hereby authorize William Penn University to release informa		V 060-	ence. Yes	No		
Student Signature						
amacin aignamic	D	ate				_

Revised 7/25/25



Skills Competency

s	tudent Name:					ID#		
P	hone:			Email:				
Line Number		Skills for Nu JRS 201 (CN	rsing Essential A) only	Peer Initial & Date	Peer Initial & Date	Sim-Lab Validation	1 st Time in Clinical	Independently
1 -	Active/Passive Range	of Motion						
2	Ambulation w/gait belt	and assistive devi	ces -	4				
3	Backrub							
4.5	Bed occupied		Unoccupied	-				
8,9	Bed bath Bedpan		Shower				-	
10	Body mechanics		Lennar	1			1	
11	Catheter Care	Clea	ning catheter				-	
12			ty foley					-
13		Intal	e/Outtake					-
14	Communication	Section Prints	ts of Resident		10			
15			y of Resident			_		
16	1		fort of Resident		-			1
18	Grooming	Jinfec	Feeding	T		-1-		1
19	Handwashing		11 ocurie			1		1
20	Nail Care				4.15			
21	Isolation PPE			7	10			
22, 23	Oral Care		Peri Care			1		
24	Positioning/Turning		7000		11/1 20-21	200		
25	Ted hose	Dressing a clien	it					
26	Transferring (1 and 2 p	erson)		1				
27		Blood Pressure			110			
28]	Height						
29		Radial/Apical p	ulse					
30	delicant.	Respirations						
31	Vital Signs	Pulse Oximeter		-				
32		Weight	A-30-					
34			Oral					
35	1	Temperatur	Tympanic				-	1
36		1	Rectal					-
performaz demonstra	nce in clinical. 1st Time stions of this skill, and i	in Clinical = 1st to s able to do the sk	me student performs skill o	mance in clinical. Validated in a client in clinical setting, eceptor <u>(does not apply to</u> the where applicable.	Individual = student l	as completed th	e 1st time in cl	inical and other
			Vali	dated Skills Below				
37	Doppler			1. 7 ** 1111				
38	Glucismeter			-				
40	Post mortem care SCD's (Sequential Com	nession Device I						-
#1	SCIS & Configuration Confi	Urine			1			
42	Specimen Colle							
43		Wou						
44	Dorming sterile g		field					
45	Sterile field		gloving					
46	100 mark	The second secon	minal Binder					
47	Wounds	Drain 18-O	s: Care					
49		Remo	uni -		-			
50			Presaings			-		
51	()		/suture removal					9
52			d irrigation					1
53		Non-Rebreather						
54	4	Simple Mask		1		- 1		
-55	Oxygen Therapy	Nasal Camula			-	- 1		
56		High Flow				- 4		
57.	Oral suctioning (Yanka)	O ₂ Flow Meter						
-	Suctioning		harvugeal/Oropharvugeal					X
	Tracheal		ming (Sterile)					X

1500 P

		ALI SKIIB	MUST be Validated in the Simul	1	1	-	1000000	1	_
Line Number	1	alidated S	kills	Peer Initial & Date	Peer initial & Date	Sim Lah Validation	1st Time in Clinical	Independen	dy
61	Tyacheal		Track Care/Inner Cannula Change					X	
62	Catheterization	Mal	e Female					X	X
63	Foley care / Removal	_			1		-		
64	Strain turme								
65	Bladder scanner				1				
66		Continuous						X	
.67	Catheter Irrigation	Intermittent						X	
.68	Enema				0	1			
69	Ostomy care/Irrigation								
70	Donning sterile gloves	Sterile field							
71	EKG 12 Lead applicant	on.			11			X	
72	Telemetry monitor appl	ication							
73	Ambu hag/crash cart ch					-			
74	Pediatric/Newborn Me	dication PO		, .				X	
75	Administration	IM						X	
76	Pediatric Assessment				1			X	
77	Pediatric/Newborn Vita	l Signs		1					
78	20 EC. W	200000000000000000000000000000000000000	mi assessment						
79	Mother/Baby	Postpa	Tum assessment						
80		Circun	cision care	H. Seesan and					
81		Eye drops		JI TO THE				X	
82		Continent						X	
83		Ear dreps						X	
84	Maderian Divine	IM (intraovuse	ular injection)					X	
85	Medication Admin	Patches.					-	X	
86		PO (oral) / Su	blingual			7		X	N
87		SQ (subcutant	ous injection)					X	
88		Suppository						X	
89		Abdomen							
90		Chest/Lungs							
			0.40070.00						
91	Health Assessment	Chest Tube Sy	ic Assessment		_	-			_
92	Skills	Dressing Char	ige (complex) (wet to dry)					_	
93		Dressing Asse	ssmen						
94		Ears/Eyes		-		_		1	_
93		Nose/Mouth/7	Throat					-	
96		Head /Neck /I	ymph	1					
-									
97		Heart / Periph		-	1	-		1	_
98		Musculoskole	al			2			_
99		Neurological		.0					
	N I	AT PREVIOUS		7					
100		Skin/Hair/Nai			ý 2			1	
101		IV Insertion		7				X	_
102	1	IV bag hang/e						X	
103	1000	IV discontinue							_
104	Intravenous	IV lock/flush						X	
105		IV pump med			-	1		X	
106		Convert to sal	me lack			7		X	
107		IV push meds				1		X	
108	NO. 1	IV Site Care						X	_
109	NG tube (Nasogastric) or G	Insertion							_
110	tube (Gastric)	Removal						X	
ш		Foodings/care			1000			x	
						1			
112		Medications			1 1			x	
	ation/Theory	Constitution in						1	
313		Blood draw						X	_
114	Central Line Care	Dressing chan						X	_
115	Care	Central line fla	ish					X	

. . . -

Medications

116

117						X
118	Chest twbe set-up Port a cath access					X
119	Suctioning - Inline ET					X
120	Blood Transfusion: Observa	ation/Maintenance				X
121		moste (stantomency				А
	Cast care					
122	Pin care					
123	Traction		X	X	- A1	X
124	TPN/PPN		X	X		X
125	Assessment: Genitalia	Breast		HE STORY OF		X
126	-	Testicular				X
127	Peritoneal Dialysis					X
		Peer & Faculty/Nu	rse/Preceptor Initials, Signatur	re & Credentials:		
linical 1	Notations					
Cartan La	dam want					
linical l	Notations					
_						
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MIN CARA

WILLIAM PENN UNIVERSITY NURSING SUMMATIVE UNDERGRADUATE CLINICAL EVALUATION TOOL

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Faculty:	Course: Year Clinical Site:
Faculty:	Year

as well as through the nursing curriculum. It also provides standard measures for student, course, and program evaluation cognitive, affective, and psychomotor domains of learning and provide a complete evaluation of an individual student's clinical performance. The conclusion of the rotation. In some courses, faculty will also use this tool for mid-rotation evaluation. The tool can also be used at other use of this clinical evaluation tool makes it possible to see the student's development over time as he/she progresses through the specific course times during the rotation and can serve as the basis for a learning contract This clinical evaluation tool is to be used in each clinical course. A formal evaluation is completed and shared with the student at the (AACN, 2008), and Quality and Safety Education in Nursing (Cronenwett et al., 2007). The performance criteria for each competency include

guidance. To determine the rating for each competency, faculty will consider student performance on the specific performance criteria and will students at the beginning of each clinical rotation and describe how and when it will be used copy of the evaluation. Students may be asked to complete a self-evaluation at midterm and final. Clinical faculty should discuss the tool with clinical evaluation tool, faculty should write summary comments and document recommendations for further development/improvement. The arrive at a rating for each competency using the 0-4 scale. Faculty may also include comments related to each competency. At the end of this faculty who wrote the evaluation will review it with the student and document the date of the meeting. The student should be provided with a Never Requires). Referring to the scale below, as students improve in accuracy, safety, and efficiency, it is expected that they will require less performance (Almost Never Exhibits to Almost Always Exhibits) and the amount of guidance required (Almost Always Requires to Almost Instructions: Faculty will rate students on each of nine competencies using the designated rating scale, considering the quality of the

NOTE: In these competencies, client is defined as the recipient of professional nursing services and may be an individual, family, or group.

References Used for Tool Development

Holaday, S., & Buckley, K. (2008). A standardized clinical evaluation tool-kit. Improving nursing education and practice. In M. H. Dermann & K. T. Heinrich (Eds.). Annual Review of Nursing Education Cronenwett, L., Strenwood, G., Barnsteiner J., Disch, J., Johnson, J., Mitchell, P., Sullivan, D., & Warren, J. (2007). Quality and safety education for nurses. Nursing Outlook, 55, 122-13-American Association of Colleges of Nursing. (2008). The essentials of beccalaureate education for professional nursing practice. Washington, DC: Author Val 6 New York: Springer Publishing

The Rating Scale

<10% of the time) • efficiency and organization • an eagerness to learn	a focus on the client or system accuracy, safety, and skillfulness assertiveness and initiative	Almost Always Requires (>90% of the time) direction	Almost Always direction guidance
	Dependent (0)		
25% of the time) • efficiency and organization • an eagerness to learn	Occasionally Exhibits (25% of the time) a focus on the client or system efficiency and accuracy, safety, and skillfulness an eagerness assertiveness and initiative	Very Often Requires (75% of the time) action amonitoring dance asupport	Very Often I direction guidance
	Novice (1)		
 of the time) efficiency and organization an eagerness to learn 	a focus on the client or system accuracy, safety, and skillfulness assertiveness and initiative	Often Requires (50% of the time) on • monitoring nce • support	Often Red direction guidance
	Assisted (2)		
6% of the time)efficiency and organizationan eagerness to learn	Pery Often Exhibits (75% of the a focus on the client or system efficien accuracy, safety, and skillfulness an eaguracy assertiveness and initiative	Occasionally Requires (25% of the time) rection • monitoring idance • support	Occasionally direction guidance
	Supervised (3)		
 efficiency and organization an eagerness to learn 	Almost Always Exhibits (>90% of the time) a focus on the client or system accuracy, safety, and skillfulness an eagerness to assertiveness and initiative	Almost Never Requires (<10% of the time) irrection • monitoring uidance • support	Almost Never direction guidance
	Self-Directed (4)		

competency in order to pass the course and progress in the program. Expected Levels of Performance: For the Final Evaluation students must achieve the minimal expected level of performance for each

Level	Level Minimum Expected Performance Minimum Score	Minimum Score	Upon Completion of:
-	Novice — Assisted	1.5	
=	Assisted	2.0	
Ξ	Assisted — Supervised	2.5	All interim semesters of cli
<	Supervised — Self-directed	3.0	1

Competencies, Performance Criteria, and Comments

1. Demonstrates professional behaviors (NPU PO #8) a. Follows university, school, and agency policies b. Practices within the legal and ethical frameworks of nursing C. Assumes accountability for own actions and practices.	Incorporates constructive feedt Maintains professional attitude k Maintains professional attitude	Incorporates constructive feedback for performance improvement Maintains professional appearance
e. Demonstrates cultural sensitivity e. Demonstrates cultural sensitivity f. Protects client rights (privacy, autonomy, confidentiality) g. Demonstrates initiative in seeking learning opportunities and resources h. Analyzes personal strengths and limitations in providing care.		Arrives on time for clinical Notifies faculty in a timely manner if he/she will be absent or late Prepares for clinical practice Prepares for clinical practice
Analyzes personal strengths and limitations in providing care Faculty Comments	MIDTERM	p. identifies situations in which assistance is needed OR appropriately seeks assistance Student Comments
Rating:	Rating	
Faculty Comments	FINAL	Student Comments
Rating:	Rating	
2. Collects and analyzes comprehensive client data MPU PO#1, #5, #21	#5, #2)	
a. Determines relevant information needed b. Identifies appropriate sources for data collection c. Uses correct techniques for assessment	ņρ	Interprets laboratory/diagnostic test results Incorporates data from client, family/support persons and health care team members
Faculty Comments	MIDTERM	Student Comments
Rating:	Rating	
Faculty Comments	FINAL	Student Comments
Rating:	Rating:	
3. Plans appropriate client care (WPU PD#1)		
Develops plan of care based on analysis of assessment data Accurately determines priorities for care	d. Considers ne e. Establishes r	Considers needs/preferences of the client in planning care Establishes realistic goals/expected outcomes
Faculty Comments	MIDTERM	Student Comments
Rating:	Rating	
Faculty Comments	FINAL	Student Comments

Zaurig	Rating:	
4. Provides safe client-centered care MPU PO #1, #3, #4 #8)	l de la companya de l	
Safe Behavior Criteria: The student is required to practice professional nursing safely in specific supervision. Safe behavior is defined as behavior which does not place the client or self and other psychosocial harm. The student is subject to receiving a Failure in the course and to being dismiss consistently demonstrated.	hal nursing safely in spece the client or self and o course and to being dis	ific client-centered stuations with clinical her professional staff at risk of physical and/or nissed from the program if safe behavior is not
Plans and implements evidence-based interventions that are congruent with assessment data with assessment data Considers client needs and preferences in providing care C. Performs nursing skills and therapeutic procedures safely and competently d. Follows principles of infection control e. Follows procedures for medication administration f. Recognizes own limitations related to nursing skills or technologies and takes appropriate steps for improvement	¥ 2-20	Takes appropriate steps to improve nursing skills and use of technologies Creates a safe environment for client care. Demonstrates flexibility in adapting to changing client care situations Reports abnormal data and changes in client condition to instructor or appropriate health team member. Honors and promotes the rights of clients and others by acting on their behalf and in their best interest.
Faculty Comments M	MIDTERM	Student Comments
	Rating:	
Faculty Comments	FINAL	Student Comments
Rating:	Rating:	
5. Engages in systematic and ongoing evaluation of the plan of care №PD PO #1, #2, #6)	are MPU PO #1, #2, #6)	
Evaluates nursing interventions based on goals/expected outcomes Analyzes client data for accuracy and completeness	 c. Revises plan of care d. Involves client, signi process as relevant 	 Revises plan of care based on evaluation and consultation d. Involves client, significant others, and health team members in evaluation process as relevant
Faculty Comments W	MIDTERM	Student Comments
Rating:	Rating:	The state of the s
Faculty Comments	FINAL	Student Comments
Rating:	Rating:	

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m P	enn University					20	025-2026						Division	of Nursing
D	Assesses learning Assesses readiness Considers appropria culture, age, develo d. Develops an appropria	8. Uses teaching-le	Rating:		Rating		a. Produces clear, rele b. Exhibits timely, legs c. Communicates there skills	7. Communicates effectively (WPU PO #2)	Rating:		Rating		 d. Relates pathophysiology and epid assessment findings, medications medical and nursing interventions 	b. Evaluates sources c. Integrates theory frecare
raculty Comments	Assesses learning needs of clients, families, and groups Assesses readiness for and barriers to learning Considers appropriate client characteristics in teaching (e.g., culture, age, developmental level, and educational level) Develops an appropriate teaching plan for learner needs	Uses teaching-learning process when providing individualized client/family/group education (wPuPO#1)		Faculty Comments		Faculty Comments	Produces clear, relevant, organized, and thorough writing Exhibits timely, legally accurate, and appropriate documentation Communicates therapeutically with clients utilizing verbal and nonverbal skills	ffectively (MPU PO #2)		Faculty Comments		Faculty Comments	Relates pathophysiology and epidemiology of disease(s) to clients' assessment findings, medications, laboratory and diagnostic test results medical and nursing interventions	Evaluates sources of data for appropriateness, usefulness, and accuracy integrates theory from nursing, natural and social sciences to enhance client care
MIDTERM	e. Specifies reasonabl f. Utilizes appropriate teaching plan g. Evaluates learner of as needed	lized client/family/group	Rating:	FINAL	Rating	MIDTERM	<i>7</i> • ρ.Ω.		Rating.	FINAL	Rating	MIDTERM		ф - , р
Student Comments	Specifies reasonable and appropriate outcome measures Utilizes appropriate principles of teaching/learning when implementing a teaching plan Evaluates learner outcomes, provides feedback, and revises teaching plan as needed	education (WPU PO #1)		Student Comments		Student Comments	Listens attentively and respectfully to others Is actively involved in team building, fostering collegiality, and encouraging cooperation Contributes insight and helpful information to the health care team/group conferences			Student Comments		Student Comments		into client care into client care identifies issues/problems in nursing practice that need to be improved Evaluates nursing practices based on current research evidence

Faculty Comments	FINAL	Student Comments
Rating:	Rating	
9. Exhibits caring to facilitate physical, mental, and spiritual health (MPUPO#7)	ual health (MPU PO #7)	
 a. Demonstrates sensitivity to cultural, moral, spiritual, and ethical beliefs of clients, families, peers, health care team members, and others b. Recognizes barriers to care such as socioeconomic factors, environmental factors, and support systems 	peliefs of c. Protects the client's sal providing care ronmental d. Encourages family and appropriate	Protects the client's safety and privacy, and preserves human dignity while providing care Encourages family and/or significant others' participation in care as appropriate
Faculty Comments	MIDTERM	Assists clients with coping and adaptation strategies
Rating:	Rating:	
Faculty Comments	FINAL	Student Comments
Rating:	Rating:	
Midterm Evaluation		
Faculty Comments:	Faculty recommo	
Final Evaluation		Faculty recommendations for further development/improvement:
Faculty Comments:		endations for further development/improvement:
By typing their names below, the student and the faculty acknowledge that a meeting was held on < was provided to the student.	Faculty recommo	Faculty recommendations for further development/improvement: Faculty recommendations for further development/improvement:
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Student Signature:	Faculty recomme	endations for further development/improvement: endations for further development/improvement: > to discuss this evaluation and that a copy of this evaluation

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1

NURSE AID CERTIFICATE PROGRAM

Program Outcomes:

Upon successful completion of the Nurse Aide Certificate Program, the successful completer will:

- 1. Provide basic health care under supervision to promote, maintain, or restore self-care status.
- 2. Possess knowledge from the physiological, psychological and social sciences that provides a foundation for the provision of holistic client care.
- 3. Utilize the health care process to provide theory-based client care.
- 4. Possess effective oral and written communication skills.
- 5. Engage in therapeutic communication with clients and families.
- Know the ethical and legal parameters of his/her scope of practice and operate within these parameters.
- Utilize the health care process in the provision of client care to meet the complex health care needs
 of culturally diverse clients in order to promote, restore, maintain or support self-care status across
 the lifespan.
- Collaborate with health care providers to manage client care using appropriate institutional and community resources.
- Implement strategies for organization, prioritization, delegation, and assignment of basic care in the management of multiple clients.
- 10. Demonstrate accountability for professional behavior, development and growth.
- 11. Recognize the need for continuing education to maintain competency.

New: August, 2020 Reviewed: August, 2020

AB

PROGRAM PREREQUISITES

To be eligible to enroll students must be 16 years of age or older, possess or are pursuing their high school diploma, individuals who are actively pursuing their GED, and must be able to read, write, and comprehend English.

New: August, 2020 Reviewed: August, 2020

COURSE REQUIREMENTS

In the non-credit course students will complete all classroom and lab components prior to completing the clinical portion of the course. Student must pass the classroom/lab portion of the class with an average of 78% to be allowed to complete the clinical portion.

In the high school and credit courses students will complete the classroom and lab components concurrently with the clinical portion. Before being allowed to complete any clinical time, students must complete at a minimum classroom topics of CDC/OSHA guidelines, infection control and safety. Required lab skills which must be completed prior to release to clinical include hand washing, gloving, communication/resident rights/infection control, and conscious and unconscious choking.

All students must complete required classroom time minimum of 30 hours of class, 15 hours of lab and 30 hours of clinical for successful program completion and must pass the course with a 78% course average.

Clinical is graded as pass "P" or fail "F". The Course Skills Checklist Summary Sheet and Nurse Aide Course Evaluation Form will be used to determine the clinical grade. To successfully pass the clinical portion of the program the student must receive a minimum of "3" all skills on the Course Skills Checklist Summary Sheet with the exception of identified critical skills. Critical skills marked with an "*" on the Skills Checklist must be completed at a level "4" (handwashing, gloving, conscious/unconscious choking, communication/resident rights/infection control, gait belt transfer and incontinent care. Students must also receive a minimum of 10 "average" or "above average" ratings on the Nurse Aide Course Evaluation Form.

Students successfully completing the nurse aide certificate program with a minimum grade of 78% will receive a completion certificate.

Students who are unsuccessful in passing the nurse aide certificate program may still challenge nurse aid registry testing.

New: August, 2020 Reviewed: August, 2020

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CERTIFICATE PROGRAM GRADING

- Tests, quizzes and assignments will be given throughout each course. Each instructor will determine the
 assignments required and will provide information about this to the students.
- 2. A student may be asked to leave at any time for unsatisfactory attendance, work, or conduct. The cooperating agencies, with the schools approval, may request withdrawal of any student from clinical experience in their institution if his/her work has a detrimental effect on its nursing staff or patients. Students will be given an opportunity to meet with the faculty and other interested parties to discuss the problem before any final action is taken.
- Conference will be scheduled periodically to discuss grades, progress, and concerns. Students may schedule conferences with their instructor at any time. Students are expected to take the initiative in scheduling conferences when grades are below average.
- 4. Students who wish to terminate or withdraw from the program are required to follow WPU on this process.

Each instructor will provide the grading criteria for the course. Grades are based upon individual achievement, not upon the relative performance of classmates. Each student is expected to be present for all classroom, laboratory and clinical learning experiences. It is expected that all examinations are taken as scheduled and assignments submitted as specified by the instructor.

Students must notify the school of any detected errors within two weeks after the final grade is awarded. The student should contact the course instructor immediately with individual grade questions. Questions regarding your grade should be discussed with your instructor, Director of the Division of Nursing or Dean.

New: August, 2020 Reviewed: August, 2020

NURSE AIDE REGISTRY EXAMINATIONS

Nurse aide skills and written registry examinations are offered by Indian Hills Community College. Students may pre-register for both exams with the Continuing Education and Workforce Solutions Department Payment for the exam(s) must be received prior to being pre-registered for either exam. If a student wishes to re-test a failed exam, testing fees must be paid prior to re-testing. After payment has been made students will be directed to contact the Indian Hills Community College Testing Center at 641-683-5142 to schedule an appointment for the computer-based registry written exam. The registry written exam is also available in a paper and pencil format and must be requested by the student. The registry written exam may be read aloud in English for students requesting this service.

Students will provide a photo ID and proof of payment prior to taking the registry written and/or skills exam. Students who fail to bring either their photo ID or proof of payment will be asked to reschedule their test date.

A score of 70% or higher is required to pass both the registry written and skills exam. Students will receive a printout of their exam results upon completion of the computer-based registry written exam. Following completion of the registry skills exam students will receive a form indicating Pass or Fail. It will take approximately 2 to 4 weeks for the registry written and skills exam scores to be posted on the Department of Inspections and Appeals Registry.

Students who score lower than 70% must wait one week to register and retake the registry written and/or skills exam. Students may attempt registry testing a total of three times to achieve a passing score. Students who do not pass the registry written or skills exam on the third attempt are excluded from retesting until they have successfully repeated the Approved 75 Hour Certified Nurse Aide program.

New: August, 2020 Reviewed: August, 2020

ATTENDANCE POLICY

To satisfactorily complete the objectives of the certificate program the following practices must be adhered to:

- Students are expected to be present for all classes, laboratory, and clinical experiences in order to attain the objectives of the program.
- 2. For the classroom portion of class students must attend a minimum of 30 hours of class, 15 hours of lab and 30 hours of clinical.
- 3. The course instructor will provide the student with guidelines for allowable excused absences.
- Students will be allowed the opportunity to makeup exams missed due to excused absences. The
 time for makeup exams will be scheduled by the instructor and will typically be outside of normal
 class time.
- 5. The instructor determines if each student is meeting the objectives of the program based on attendance. Failure to meet these objectives will require a student-faculty conference. Excessive absences may result in the student failing to meet program objectives and could lead to a faculty recommendation for dismissal of the student from the program.
- 6. On clinical days, the student will report absences or late arrivals directly to the instructor <u>before</u> the assigned duty time. Failure to report absences or late arrivals before assigned duty time will result in a conference between the student and instructor, and may interfere with the student's ability to successfully complete the clinical course. The student who is late or leaves clinicals early will be considered absent for the clinical day.
- 7. All absences and failure to be on time for class, lab and clinical experiences will be documented in the student's permanent record.
- 8. Attendance records are maintained for each class every day. Although prospective employers usual ly ask for student attendance records, a student's attendance record will not be released without the student's permission.
- Students must complete all program objectives to successfully complete the program.

New: August, 2020 Reviewed: August, 2020

CRIMINAL BACKGROUND CHECKS

All Nurse Aide students are required by Iowa Code (Senate File 2149) to have an Iowa criminal record check run by the Iowa Department of Public Safety and an abuse check by the Department of Human Services with an evaluation of findings of both (SING report). Therefore each student will need to complete the Iowa SING record check evaluation form. Students will be required to pay a \$20 fee for this evaluation process and this must be completed and given to WPU PRIOR to the start of CNA class, preferably two weeks before but <u>no</u> earlier than 30 days before and no later than the day before class begins.

Senate File 2149: "Prior to a student beginning or returning to a certified nurse aide training program, the program shall request that the department of public safety perform a criminal history check and the department of human services perform child and dependent adult abuse record checks, in this state, of the student" "If a student has a criminal record or a record of founded child or dependent adult abuse, the student shall not be involved in a clinical education component of the certified nurse aide training program involving children or dependent adults unless an evaluation has been performed by the department of human services. Upon request of the certified nurse aide training program, the department of human services shall perform an evaluation to determine whether the record warrants prohibition of the student's involvement in a clinical education component of the certified nurse aide training program involving children or dependent adults. The evaluation shall be performed in accordance with the criteria specified in subsection 3 and the department of human services shall report the evaluation to the certified nurse aide training program."

Credit students may also be required to complete a national background check. If a student has convictions found on their national background check they must be cleared by the IHCC Executive Dean of Career and Workforce Education with agreement by WPU. Students will not be allowed to begin clinical until the background checks are completed and approval is granted by the Department of Criminal Investigations/ Department of Human Services, IHCC and WPU. Students are responsible for all fees associated with background checks..

If background checks have not cleared prior to the first day of clinical, no clinical may be completed with that course.

New: August, 2020 Reviewed: August, 2020

DRUG SCREENING

Students may be required by a clinical facility to have a drug screen prior to beginning a clinical rotation. Students will be provided with information on approved screening agencies. The student is responsible for any fee. Changes in rotation schedules will not be made on the basis of this requirement.

New: August, 2020 Reviewed: August, 2020

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PHYSICAL EXAMINATION

Students will be in direct contact with patients at the clinical affiliating sites. It is required that each student have a physical examination prior to starting the clinical component to assure both the student and the affiliate that the student is physically able to participate in the activities required of a health care provider. Each student will have a physical performed by a licensed physician, physician assistant or nurse practitioner; and the examination report will be kept in the student's permanent file. Student must show proof of a previous two-step TB skin test or one will be expected at the beginning of the program. A TB skin test is required every 12 months. If the skin test expires during the program year it will need to be renewed. Other immunizations will be documented or obtained following the instructions on the physical examination form.

New: August, 2020 Reviewed: August, 2020

CLINICAL EXPERIENCE

Students will have, as part of their curriculum, clinical learning experiences in long-term care settings. Clinical experiences are provided in health care agencies to give learners the opportunity to apply knowledge that has been acquired in the classroom to real life situations.

- 1. Clinical sites will be assigned in advance so that students will know their schedules.
- 2. Students are required to arrive at the assigned clinical location at the designated time. The assigned hours will be similar to the actual working shifts in the clinical areas—day or evening.
- 3. The actual clinical areas and hours at the cooperating health agencies are determined by the administration of the school in consultation with the administration of the health care agency.
- 4. A clinical instructor will be responsible for assignments and learning experiences of students in each clinical area.
- 5. Students must remember that the institution is cooperating with the Colleges to provide the necessary experiences to enable the student to attain the objectives of the program. The students must remember they are guests of the cooperating agency and conduct themselves in an appropriate manner, observing all rules and regulations applicable to those who work for the agency.
- 6. Students must be 18 years old or older to operate and or assist with mechanical lifts.

**NOTE: Some clinical facilities now required random drug testing on their employees. Students are subject to the same requirements as employees as far as lab tests and immunizations, so it is possible that a student may be notified to report for random drug testing at a particular facility.

New: August, 2020 Reviewed: August, 2020

STUDENT HEALTH STATEMENTS

Each student is required to sign a student health statement (on the physical examination form) at the beginning of the certification program and upon return to clinical following absence due to health problems or changes in health status that have the potential to influence patient/nurse safety and affect the quality of care provided by the student. It is the responsibility of the student to inform the Program Coordinator of any health condition that would compromise the safety of patients in the clinical setting and/or the student themselves.

New: August, 2020 Reviewed: August, 2020

8/10/2025 6

COMMUNICABLE DISEASES

Any student or employee with a communicable disease should be allowed to attend their regularly assigned duties as long as they are physically able to perform the tasks assigned them and as long as their attendance does not create a substantial risk of transmission of the illness to students or employees in the college. The college will make every effort in light of the individual's circumstances to provide the least restrictive environment for continued attendance.

There may be greater risks for the transmission of a communicable disease for some persons with certain conditions and in certain settings than for other persons infected with the same disease. These special conditions shall be considered in assessing the risk of transmission of the disease, the effect upon the educational program, and the effect upon the person's continued attendance in the least restrictive environment.

New: August, 2020 Reviewed: August, 2020

DRESS CODE

All students in the Nurse Aid Certificate Program should be neat and clean in appearance at all times. During class periods, students may use their own judgement as to what to wear. Clothing must conform to codes of-decency and shoes must be worn at all times.

At the clinical location:

- 1. All students will be required to wear the student uniform as decided by WPU.
- 2. Uniforms must be clean, neatly pressed, and free of odor at all times.
- 3. Uniforms are not to be worn as street attire. Lab coats may NOT be worn on top of the uniform.
- 4. Shoes must be clean.
- 5. Students must be clean, free of body odor, and have well-trimmed fingernails. No nail polish/false or acrylic nails may be worn.
- 6. Make-up must be conservative in nature while in uniform.
- 7. Hair must be neat and controlled by wearing it <u>above the collar and away from the face</u> at all times. No hair ornaments are to be worn.
- 8. Hair must be a naturally occurring tone/color.
- 9. Jewelry <u>must</u> be kept to a minimum. If it is necessary to wear earrings in pierced ears, they should be plain posts or similar <u>no dangling earrings</u>: only one earring in each ear. No bracelets or necklaces should be worn. Wedding and engagement rings are the only rings to be worn at the clinical site. Rings should be low-profile and not be a safety risk to patients.
- 10. During clinical time, student must comply with the policies of the clinical site(s) where they are scheduled to complete clinical reference having visible body piercings with jewelry and/or visible tattoos.
- 11. Additional items the student is required to provide:
 - A. A watch with a second hand.
- 12. Failure to follow the Clinical Dress Code Policy will result in the student being requested to leave the clinical area and being counted absent for the day.

See also attached Addedum "A" for William Penn University students.

New: August, 2020 Reviewed: August, 2020

CONFIDENTIALITY

All patient information that students have access to is personal and private; therefore, confidentiality in health care is crucial. Any violation of the "patient right" would be possible cause for dismissal. Violation would include, but not be limited to:

- A. Discussing information about a patient in an inappropriate setting, or with someone not related to the care of the patient.
- B. Taking pictures of the patient for personal keeping.
- C. Exposing a patient unnecessarily.
- D. Handling inappropriately the personal possessions of the patient, such as going through a patient's purse/wallet without authorization by patient.

All student will adhere to the HIPAA (Health Insurance Portability and Accountability Act) regulations of the facility they are attending.

New: August, 2020 Reviewed: August, 2020

HONESTY

Honesty is expected in all actions and activities related to the short-term program. Cheating is defined as the use of unauthorized resources by a student during a test and/or written assignment. This includes using notes, books or other written information during a test or duplicating someone else's work. Test questions are expected to be answered without prompts and all written work is expected to be original.

A violation of this policy will result in a zero (0) for the test or a failure (F) for the written assignment. In the event that a student is suspected of violating this policy the instructor or administrator suspecting the violation shall prepare a written statement notifying the student of the alleged violation.

The student has the right to appeal. All appeals are to follow college policy.

New: August, 2020 Reviewed: August, 2020

PROFESSIONAL CONDUCT

When caring for sick and injured patients, employees and students must conduct themselves in a professional manner. Students are also expected to relate to peers and instructors in a professional manner in the classroom. Any serious violation or several minor violations could lead to dismissal from the program.

- 1. The student is responsible for being available for instruction in his/her assigned area.
- The student will be ready for clinical experiences at the assigned time and will report to the clinical instructor.
- 3. The student is responsible to the clinical instructor.
- 4. The student will develop a sense of protection for the health and well being of a patient and them selves by careful, safe use of standard precautions and appropriate health care practices.

The following are examples of misconduct in the clinical/classroom setting:

- 1. Falsifying records or dishonest behavior.
- Leaving a clinical area during clinical hours without permission, loafing, or sleeping on the premises or conducting personal business during clinical hours.
- 3. Failing to follow instructions or neglecting duties assigned.
- Displaying immoral conduct, such as using alcohol or illegal drugs while on duty or reporting for clinical or class under the influence of alcohol or drugs.
- Fighting, horseplay, disorderly conduct, loud talking, or the possession of weapons on health care facility or college property.
- 6. Threatening any person while in the clinical or classroom setting.
- Acting in a discourteous manner toward patients, visitors, physicians, health care staff, instructors, or peers. This includes the use of vial or abusive language.
- 8. Abusing time spent on breaks or lunch.
- 9. Disregarding health care facility safety rules.
- 10. Smoking in unauthorized areas.
- 11. Disclosing information about patients, students, physicians, staff or ancillary personnel.
- 12. Destroying, stealing or misusing hospital, patient or college property.
- 13. Having excessive absenteeism or tardiness.
- 14. Violating dress code.
- 15. Refusing to provide care to a patient because of the patient's race, color, sex, religion, age, beliefs, or disability.
- 16. Going through a patient's possessions without authorization and/or permission of the patient.
- 17. Having cell phones during the clinical day.

New: August, 2020 Reviewed: August, 2020

NON-DISCRIMINATION STATEMENT

It is the policy of Indian Hills Community College and William Penn University to provide equal educational and employment opportunities and to not illegally discriminate on the basis of: age, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, genetic information or disability in its educational programs, activities or its employment and personal policies. It is further policy of Indian Hills Community College and William Penn University that no retaliatory action shall be taken against any person exercising their rights as an employee or student irrespective of the outcome of any procedure instituted hereunder. Inquiries or grievances related to this policy may be directed as outlined in either college's overall student policies.

New: August, 2020 Reviewed: August, 2020

DISABILITY SERVICES/ACCOMMODATIONS

Individuals with disabilities who require accommodations or special services should contact IHCC or WPU Disability Services for assistance. Services are available to students who need classroom accommodations, interpreter and/or specialized equipment.

New: August, 2020 Reviewed: August, 2020

SEXUAL HARASSMENT

Sexual harassment is a form of sexual discrimination in violation of Title VII of the Civil Rights Act of 1964. Unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile or offensive classroom or clinical environment. Behaviors that may constitute sexual harassment include (but are not limited to):

- Sexual innuendo or comments about a person's body
- Sexual jokes or stories
- Whistling at someone or making "cat calls"
- Looking a person up and down
- Making sexually suggestive visuals
- Patting or pinching
- Any touch of a sexual nature
- Massaging of the neck, shoulders or back
- Standing close or brushing up against another person
- Writing or e-mailing sexually suggestive material

If you believe you are being sexually harassed, report the situation to the classroom or clinical instructor, IHCC Coordinator, or WPU Director of Nursing.

New: August, 2020 Reviewed: August, 2020

Addendum A.

WPU Students are expected to present themselves professionally for all clinical practice.

- Clothing must conform to codes of decency and shoes must be worn at all times.
- All students will be required to wear the William Penn University student uniform for the Nursing
 assistant which includes a white scrub top and royal blue scrub pants. If needing an additional layer
 for modesty or warmth, a plain long sleeve shirt may be worn under the scrub top but the sleeves
 must be able to be pushed up and remain up on the arm when necessary.
- Uniform must be clean, neatly pressed, without wrinkles, and free from odor at all times. Undergarments must not be visible under uniform.
- Lab coats are NOT to be worn on top of the uniform. Plain scrub jackets can be worn.
- Uniforms are not to be worn as street attire on or off campus.
- Name tag must be on a retractable clip attached to collar or top pocket on scrub top and be visible.
- Shoes and socks are required and must be clean and intact. The shoe must cover the entire foot including toes and heels and be secured around the foot by tying the shoe or Velcro on the shoe straps.
- Student is required to provide a watch with a second hand. No electronic device watches that allow
 digital communication are allowed at the clinical site.
- Students must be clean, free from body odor and have clean well-trimmed short fingernails.
- Make-Up must be minimal and conservative in nature while in uniform.
- Hair must be clean and free from odor and be a naturally occurring tone/color. Hair must be neat
 and controlled by wearing it above the collar and away from the face at all times. No hair ornaments are to be worn.
- No perfume is to be worn at any time during the clinical practicum.
- Jewelry must be kept to a minimum. If it is necessary to wear earrings in pierced ears, they should
 be plain posts or similar and only one earring in each ear. No dangling earrings are allowed. No
 bracelets or necklaces should be worn. Wedding and engagement rings are the only rings to be
 worn at the clinical site, however, all rings must be low-profile rings so as to not be a safety risk to
 patients.
- During clinical time, students must comply with the policies of the clinical sites(s) where they are scheduled to complete clinical with reference to having visible body piercings with jewelry and/or visible tattoos.
- Cell phones, electronic communication devices such as watches, ear-pods/ear-buds or similar devices, and devices capable of taking pictures are absolutely restricted in the clinical setting. Any of these devices or similar devices are not to enter the building of the clinical site.
- Failure to follow the Clinical Dress Code Policy and/or the requirements listed above will result in
 the student being requested to leave the clinical area and the student will be counted as absent for
 that specific clinical day.

AC

Getting Started: New Faculty

The following steps will prepare you to use ATI in your program. This training includes creating an account, website navigation, product integration, and policy.



STEP 1: CREATE AN ACCOUNT (skip to step 2 if you already have an account)

Visit <u>www.atitesting.com</u> and click create account. For detailed steps on creating an ATI Faculty account view our <u>creating an account guide</u>.

For security purposes, have your program director/ ATI representative call 1-800-667-7531 to update your status from a student account to instructor account.

STEP 2: ATI TRAINING

Register and attend a "Faculty Orientation to ATI" webinar. Scan the QR code or click here to register.



Complete the Proctor Certification Course.



STEP 3: EDUCATOR RESOURCES

Quick Tip! This is an essential step to understand the products and how to integrate them into your course(s).

Review your ATI Product Alignment for suggestions on products for your course. Please contact your Director/ATI Champion/ATI representative to gain access to this document.

Click the Resources
Tab, Products and
Integration, to review
and access educator
and student
resources for
products used in
your course.



STEP 4: STUDENT VIEW

Quick Tip! Use the student view to explore your ATI resources. The ATI Product Alignment can be utilized to guide which tutorials are suggested to use in your course.

Click the drop-down arrow next to your name to access the Student View.



Access the MY ATI tab and explore the LEARN, ASSESSMENTS, and NCLEX PREP tabs.



STEP 5: ATI TESTING AND REMEDIATION POLICY

Review your program's ATI Policy to understand guidelines and procedures around the expected use of ATI tools. Please contact your Director/ATI Champion to gain access to this document.

If your program does not have an ATI Policy, you can find a copy of our Best Practice Policy by clicking Resources > Best Practices > Student ATI Assessment & Review Policy.



ADDITIONAL TRAINING AND SUPPORT

For additional training opportunities please view your ATI Academy or visit our <u>events page</u> for upcoming ATI webinars.

If you need further support, please contact 1-800-667-7531 or your *on-campus* ATI Champion to schedule training.

Welcome to Bridges™

William Penn University - Traditional BSN

To set up an account and place an order, go to castlebranch.com

the "Place Order" field, enter the following package code specific to your organization

WR67cbwc

CB Bridges™ is a platform designed to help schools, facilities, and most importantly, you, manage your clinical education experience.

Placing an Order

- 1. Please navigate to CastleBranch.com to place your order.
- Select the "Place Order" icon on the menu bar at the top of the screen and enter in the package code.
- Once you have placed your new CB Bridges[™] order, please allow up to 24 hours for your account to be established. The CB Bridges[™] access tile will then appear on your dashboard.

Granting Consent

- Once you have navigated to CB Bridges™, you will see two pop-up windows asking for your consent and signature before moving forward;
 - a. E-Signature and Transactions consent
 - b. Terms of Use and Conditions consent

Tracking Your Wellness

- Once you are in CB Bridges™, on the right side of the dashboard labeled COVID-19 Compliance, click "Enter."
- 2. Fill out all required fields: temperature, date and time.
- Select "submit." You will receive a "successful submission" message once the log has been processed.
- Using this method, submit a log twice daily for a period of at least 14 days.

View User FAQ's Click the link above or visit the student FAQ section of the CB Bridges website.

Receiving Your Placement

- When your clinical coordinator has placed you into a clinical experience for the semester within CB Bridges™, you will receive an email notification to your primary email address on file alerting you that you have checklist items to complete.
- Your first few checklist items are generated by CastleBranch. You will need to complete the Clinical Group Membership Checklist Items:
 - a. FCRA Consent
 - b. FERPA Consent
 - c. Consent to Share
 - d. CB Bridges™ Subscription If you have already ordered CB Bridges™, this item will be marked as COMPLETE

Working Through Your Checklist

- Once you have completed all of the items above, you will receive another CB Bridges™ email notification alerting you when your COVID-19 items have been added to your Checklist. (This may not happen immediately because your clinical coordinator will need to trigger the items to be added.)
- 2. Your next interaction with CB Bridges™ will likely be completing checklist items such as COVID-19 symptom and exposure questionnaires with attestation, handwashing education, and uploading your temperature log. You will be able to read and review all documents provided, as well as download, fill out, sign and upload documents back into the system as needed. Your clinical coordinator will be able to see your progress as you work through your Checklist items. Some items may require review before they are considered complete. Some items may require review before they are considered complete. Items that are waiting to be reviewed will have a status of Pendina.

Do you have questions? We have answers.

The Service Desk is available to assist you via phone, chat and email. Mon-Thurs: 8 am - 8 pm, Fri: 8 am - 6:30 pm & Sun: 10 am - 6:30 pm EST 888.723.4263 | servicedesk.cu@castlebranch.com



NOTE: If you are already obtaining your pre-clinical requirements through CastleBranch, you will continue to use myCB to complete background checks, immunization records, and/or drug testing requirements. CB Bridges is the place you will go to complete all other orientation requirements specific to a facility.

ΑE

William Penn University - Division of Nursing

Dear Future Nurse,

Welcome to the Bachelor of Science in Nursing (BSN) Program at William Penn University! We are thrilled that you have chosen to begin this exciting and meaningful journey with us. You are about to embark on a new chapter of your life--one filled with purpose, challenge, growth, and the pursuit of excellence in nursing.

As you step into this community of scholars, know that you are joining a supportive academic family that is committed to your personal and professional success. You will build lifelong friendships, connect with faculty mentors, and discover the strength within yourself to rise to the demands of a noble and rewarding profession.

Our program offers you amazing opportunities to learn and serve in both small rural clinics and major urban hospitals, gaining experience in a wide variety of health care settings and communities. These experiences will deepen your knowledge, enhance your skills, and prepare you to care for individuals and families with compassion and competence.

During your time in the program, we will orient you to our nursing curriculum, professional standards, clinical organizations, policies, and procedures. The path ahead will require dedication, time, energy, and professionalism, but you will not be walking it alone. Our faculty and staff are here to support and guide you every step of the way.

We are honored to partner with you on this incredible journey. We can't wait to watch you grow into the nurse you aspire to be--and the world so desperately needs.

Page 1

Welcome to the William Penn Nursing Family!

With excitement and encouragement,

The William Penn University Nursing Faculty and Staff

AF



Dismissal from the Nursing Program

Student Name	ID#
	, student has been dismissed from the William
Penn University's Nursing Program for the	he following reasons:
I understand that by signing this form I a	gree to the reasons for dismissal.
Session/Year	
Student Signature	Date
3,5,1,1,1,1	
Academic Advisor	Date
Director of the Division of Nursing	Date

New 12/18/23



William Penn University NURS 413 Transition to Nursing Preceptor Request Form

Date:			
Name:			
Email:			
Please list below the top the Completing this section is			would like to do your preceptorship. our top choice.
1			
2			
1			
Please circle your answer	to the followi	ng questions.	
I prefer a large facility.	Yes	No	Makes no difference.
I prefer a small facility.	Yes	No	Makes no difference.
I have read, completed, an			
Student Signature:			
Clinical Coordinators Sign	iature:		

New 3/20/24

	AH
Remarks:	

As a nursing student at WPU, this guidebook serves as a valuable tool to help navigate through nursing school. We have purposely left blank spots for note-taking. As we progress through the year, we may need to update information, which we will then send to you via your WPU email.

Division of Nursing Student Guidebook Verification

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 Nam	e (please print):		
Student's Signature:			
Date:			
Date:			

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