

**BSN Handbook 2015-2016**  
*Revised January, 2016*

**BACHELOR OF SCIENCE IN NURSING (BSN)**

**BSN STUDENT HANDBOOK**

**2016-2017**



**MIDWESTERN**  

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**STATE UNIVERSITY®**

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## **Midwestern State University BSN Student Handbook**

### **Mission Statements and Nursing Goals**

#### **University Mission Statement**

Midwestern State University is a leading public liberal arts university committed to providing students with rigorous undergraduate and graduate education in the liberal arts and the professions. Through an emphasis upon teaching, augmented by the opportunity for students to engage in research and creative activities alongside faculty and to participate in co-curricular and service programs, Midwestern State prepares its graduates to embark upon their careers or pursue advanced study. The university's undergraduate education is based upon a comprehensive arts and sciences core curriculum. The understanding that students gain of themselves, others, and the social and natural world prepares them to contribute constructively to society through their work and through their private lives.

#### **College of Health Sciences and Human Services Vision/Mission**

In keeping with Midwestern State University's mission to provide students with rigorous undergraduate and graduate education in the liberal arts and the professions, the College of Health Sciences and Human Services seeks to be a premiere provider of health sciences and human services education on a state, national, and international level by providing learners with tools for success through:

- Student-centered undergraduate and graduate professional education built upon a strong liberal arts foundation;
- Engagement in traditional and applied research opportunities alongside faculty across disciplines and within their chosen professions;
- Cutting edge educational programs that meet the needs of our global community;
- Recognition and respect for diversity of thought;
- Interdisciplinary collaboration with professionals in the global community;
- Emphasis on scholarly teaching, practice, scientific inquiry, and service;
- Ethical professional practice and an appreciation for continuous life-long learning.

### **Wilson School of Nursing Mission**

It is the mission of the Wilson School of Nursing (WSON) to prepare nurses who will provide competent and compassionate health care to individuals, families, groups, and communities. The nursing faculty values teaching /learning in an individualized, collegial environment inclusive of a variety of teaching methodologies. Building on a liberal arts foundation, this approach to both undergraduate and graduate nursing education develops students as leaders through collaborative identification of issues and the implementation of innovative, creative solutions to the provision of health services.

### **Wilson School of Nursing Goals**

Successful graduates of the Wilson School of Nursing should be able to:

- Compare favorably with national norms for professional practice
- Be employed in professional practice
- Manage multiple, complex clients in a variety of settings
- Demonstrate leadership within the professional discipline

The Wilson School of Nursing at MSU will provide:

- Student-centered education
- Innovative educational programs that meet the needs of our local and global community
- Interdisciplinary collaboration with the practice community
- Scholarly teaching, practice, inquiry, research, and service

## **PROGRAM INFORMATION**

### **Program Approval**

The Wilson School of Nursing is approved by the Texas Board of Nursing (BON) under the authority of the Texas Administrative Code, Title 22, Part 11, Chapter 215: Professional Nursing Education. The purpose of the Board approval process is to protect the public from fraudulent programs that do not adequately prepare graduates to practice nursing safely and competently (BON, 2013). Nursing practice in Texas by licensed nurses flows along a scope of practice continuum based upon educational preparation. While selected aspects of nursing care may be assigned or delegated by licensed practicing nurses to ancillary persons such as nursing assistants or aides, LVNs and RNs currently form the core in the roles identified as members of the profession, providers of patient-centered care, patient safety advocates, and members of the health care team (BON, 2013).

The curricula of each of the nursing programs (LVN, ADN, BSN) differ and the outcomes of the educational levels dictate a differentiated set of essential competencies of graduates: the Differentiated Essential Competencies (DECs). The DECs contain 25 core competencies which fall under the four nursing roles:

- Member of the Profession
- Provider of Patient-Centered Care

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- Patient Safety Advocate
- Member of the Health Care Team

The DEC's are “written to guide nursing programs to meet the approval criteria established by the BON and to ensure that programs prepare graduates to provide safe, competent care to the people of Texas” (BON, 2010, p. vii). The faculty of the WSON ensures that all of the DEC's are incorporated into the curricula.

### **Program Accreditation**

The Wilson School of Nursing is a member of the American Association of Colleges of Nursing (AACN) and is accredited by the Commission on Collegiate Nursing Education (CCNE). As a member of AACN, the WSON endorses the document *The Essentials of Baccalaureate Education for Professional Nursing Practice*, which defines the essential knowledge, values, and professional behaviors expected of a baccalaureate nursing graduate (AACN, 2008). The faculty of the WSON uses the Essentials as a framework to develop, define, evaluate, and revise the nursing curricula. The Essentials are addressed throughout the curricula.

### **Eligibility for Licensure**

Successful completion of the WSON pre-licensure BSN programs enables the graduate to apply for licensure with the Texas Board of Nursing (BON) and take the NCLEX-RN examination for licensure. After graduation, the Chair of the Wilson School of Nursing will sign an affidavit of program completion and send it to the BON. The graduate will apply for licensure with the BON and should register to take the NCLEX-RN as outlined in *The 8 Steps of the NCLEX* found at [http://www.ncsbn.org/2015\\_NCLEX\\_Information\\_Flyer.pdf](http://www.ncsbn.org/2015_NCLEX_Information_Flyer.pdf).

Applicants for NCLEX-RN and licensure in Texas are required to submit a complete and legible set of fingerprints in a format prescribed by the BON for the purpose of obtaining a criminal history from the Texas Department of Public Safety and the Federal Bureau of Investigation (Section 301.252 (b) and Section 301.252 (e) of the Texas Occupations Code). Students in the WSON are required to complete criminal background checks prior to acceptance into the nursing program. Students with eligibility issues that could prevent them from taking the NCLEX-RN examination and being licensed after completion of the nursing program are required to complete a Declaratory Order application. The Declaratory Order process permits the BON to make decisions regarding an applicant's eligibility for licensure prior to entering or completing a nursing program. For questions on eligibility, please make an appointment with the Chair of the WSON.

### **Recommendation for Licensure**

University recommendation for application for RN licensure will be made upon satisfactory completion of the nursing curriculum.

### **Code of Academic and Clinical Conduct**

The Wilson School of Nursing affirms and adopts the National Student Nurses' Association (NSNA) Code of Academic and Clinical Conduct for nursing students.

**Academic Dishonesty**

In concert with the University's Honor Creed, included in the *MSU Student Handbook* (p.10), the nursing faculty does not condone academic dishonesty in any form and they consider it a serious offense which may result in automatic failure of a class and/or removal from the program.

Academic dishonesty (cheating) is defined by the faculty to include, among other items, cheating on examinations, removing information about exam content from the classroom/offices, using test banks, collusion, and plagiarism.

Plagiarism is further defined as "the act of using source materials of other persons (either published or unpublished) without following the accepted techniques of crediting or the submission for work not the individual's to whom credit is given. (*MSU Student Handbook*, Appendix E, page 120, Item b). Offending material that may constitute plagiarism includes, but is not limited to, the following: Bibliography cards, formal papers, book reports, written nursing care plans, etc. The accepted format for crediting sources of material in the school of nursing is the APA 6<sup>th</sup> edition.

**ACADEMIC POLICIES**

**Grading Scale for Undergraduate Courses**

|                  |   |
|------------------|---|
| 90-100 .....     | A |
| 80-89 .....      | B |
| 74-79 .....      | C |
| 65-73 .....      | D |
| 64 & below ..... | F |

**APA Format**

All written work will be formatted according to APA style as stipulated in the organization's manual: American Psychological Association. (2009). *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: Author.

**Academic Advising**

Academic advisement at regular intervals is strongly recommended with the Gunn College of Health Sciences & Human Services Academic Advisor who is located in Bridwell Hall, room 102. In addition, every BSN student is encouraged, by the end of the second semester of the junior year, to initiate a mentoring relationship with a member of the nursing faculty.

Students are advised to obtain and review the Midwestern State University Undergraduate Catalog. The BSN Student Handbook is developed with the understanding that university-wide policies will be found in the catalog. The student is responsible for information in the BSN Student Handbook, MSU Student Handbook, and the Midwestern State University Undergraduate Catalog. Course descriptions are located in the university catalog.

**Refer to the Catalog for Course Tuition, Fees and Financial Aid**

Tuition and fees are published in the current university catalog and class schedule bulletin. Financial assistance is available for qualifying students through the financial aid office located in the Hardin building.

Nursing scholarships are available. Applications may be obtained on the Wilson School of Nursing web page (<http://www.mwsu.edu/academics/hs2/nursing/index>). The GPA required to be eligible for a scholarship is 3.0.

Refer to the General Information section of the catalog for university policies such as: Anti-discrimination, Student Right to Know, and Campus Security. Testing Services are discussed in the catalog. Individuals can access the Testing Services web page at <http://testing.mwsu.edu>. Students interested in any phase of testing services are invited to contact the Testing Office at (940) 397-4676. Policies and procedures are found in the Office of the Registrar section that concerns: Texas Success Initiative, Grade Reporting, Appeal of a Course Grade, as well as a listing with explanation for commonly used terms.

**Policy for Nursing Students Who Work for Compensation in a Health Care Facility**

Students enrolled in the nursing program are encouraged to limit the amount of time that they work for compensation in a health care facility. If the student chooses to work for compensation, this constitutes a private negotiation and contract between the clinical facility and student, and thus, the clinical facility assumes the legal responsibility for the action of the student during those times of employment. Under no circumstances should the student identify himself/herself as a nursing student, either in writing or by dress, while working for compensation for a clinical facility. This includes wearing of the official Midwestern State University Nursing emblem or name tag, or signing charts identifying himself/herself as a nursing student.

The Midwestern State University BSN Program assumes no responsibility for the performance and action of the nursing student while in the clinical facility other than during those times specified as laboratory learning experiences assigned/approved by MSU nursing faculty.

It is the responsibility of the student to regulate his/her own outside activities, including working for compensation, in order that appropriate amounts of time are reserved for outside study and clinical rotations to ensure the accomplishment of course objectives and educational goals.

If a student works at a clinical setting where they are assigned, please be advised that the student can NOT use the computers as a student with their employee login and vice versa. This is a violation of policy and will have consequences at both the facility and MSU.

**Course Failure Policy**

The faculty of the WSON reserves the right to recommend to the Nursing Chair and the Dean of the Gunn College of Health Sciences and Human Services withdrawal of a student from the nursing program for health, legal, or academic reasons, particularly if patient care is jeopardized. In addition, the student must perform within the following:

- **NSNA Code of Academic and Clinical Conduct for nursing students** (see <http://www.nsna.org/ConsultantsAdvisors/CodeofEthics.aspx>)
- **ANA Code of Ethics** (see <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses>)
- **Texas Nursing Practice Act** (see [https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act.asp](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act.asp))

The student must pass both the didactic and clinical portions to pass the course if a clinical component is attached to the course.

### **Admission Policies**

- Prior to enrolling in general education courses at another college/university, the student should seek guidance by the Gunn College of Health Sciences and Human Services Academic Advisor to assure equivalency with university requirements.
- A minimum grade of C is required in the following science courses: Anatomy and Physiology I and II, Pathophysiology, Microbiology, and Chemistry.
- Pre-licensure students admitted into the program who have not completed Pathophysiology, must have completed Anatomy and Physiology within the last five years. Pre-licensure students admitted into the program who have completed Pathophysiology, must have completed Pathophysiology within the last five years.
- Students may not enroll more than twice in any one science (including Fs or Ws) for the student to be admitted to nursing; no more than two sciences courses may be repeated.
- Nursing pre-requisites and electives may be repeated only once following either a grade of less than C or withdrawal.
- A student may not repeat for credit a course in which a grade of C/C- or better was awarded.
- Students should take a full academic load of at least twelve semester hours of coursework even if they are repeating a course.
- MSU students who are progressing satisfactorily will be given priority for all classes. Transfer students will be considered on an “as available” basis.
- Students must achieve a cumulative GPA of 3.0 or higher and a grade of C or higher in all core and pre-requisite courses listed on the degree plan demonstrating a pattern of academic success prior to admission.
- Students on academic probation from the university will not be admitted to the program.
- Students must complete the following courses prior to beginning the nursing program. Students may apply to the program while enrolled in core/or pre-requisite courses. The student must successfully complete the courses in order to progress through the application process. If one or more core and/or pre-requisite courses are in progress during the application process, the student may be offered a conditional admission.

Admission is contingent on satisfactorily completing the course(s) and maintaining a GPA of 3.0 prior to enrolling in the program.

- BIOL 1133 Anatomy and Physiology I
  - BIOL 1233 Anatomy and Physiology II
  - BIOL 2144 Microbiology
  - SOCL 1133 Introductory Sociology
  - CHEM 1203 General Organic- Biological Chemistry
  - Communication (core component)
  - PSYC 1103 General Psychology
  - PSYC 3233 Developmental Psychology
  - Mathematics (core component)
  - Language, Philosophy and Culture (core component)
  - Government and Political Science (core component)
  - Creative Arts (core component)
  - American History (core component)
  - Undergraduate Inquiry and Creativity (core component)
- Students enrolling in the ACCEL or RN-BSN and BSN-MSN Transition programs must be Texas Core Curriculum complete prior to enrollment into the program.
  - Students enrolling in the RN to MSN Transition program must declare intent to pursue the RN to MSN program upon application to the Wilson School of Nursing. See the graduate catalog application deadline, admission requirements, and further details on the MSN programs available. Students must be admitted to the MSN program prior to enrolling into any of the RN Transition courses if planning to pursue the RN to MSN program.

### **Transfer Policies**

- Admission and progression requirements for transfer students are identical to those of the MSU BSN Program students.
- In addition, transfer students who wish to transfer nursing courses from another nursing program must meet the following requirements:
  - Nursing courses to be transferred were completed at a nationally accredited nursing program.
  - A grade of C or better was earned in all nursing courses.
  - Written statement from the Dean of the program is provided stating the student is in good academic standing within the university and the nursing program and is eligible to continue in the program.
  - Student must submit a well-organized notebook to the Chair of the Wilson School of Nursing that includes the letter of good standing, the admission application, and the course descriptions, course content outlines and syllabi for the courses requesting transfer.

- Courses taken without formal admission within the transferring program will not be accepted for courses requiring formal admission in the Wilson School of Nursing.
- All potential transfer students are reviewed by the Wilson School of Nursing Student Affairs Committee, which will make recommendations regarding admission and placement.
- Transfer credit will be evaluated according to University policy.
- Students planning to take general education courses at another college before transferring to the MSU BSN Program should seek guidance from the Gunn Health Sciences and Human Services Academic Advisor before enrolling in the courses to assure equivalency with MSU requirements.
- MSU students who are progressing satisfactorily will be given priority for all classes. Transfer students will be considered on an “available” basis.
- Transfer students must earn 31 semester credit hours in 3000/4000 level courses at MSU.
- To increase the opportunity for nurses to progress their education from ADN to BSN, the Wilson School of Nursing has signed Articulation Agreements (CABNET) with many Texas Community Colleges. This assists with a pathway for nurses to achieve their baccalaureate degree and removes economic and curriculum barriers. This will promote a seamless transition between associate degree graduates seeking to achieve a BSN.

### **Progression Policies**

- Theory grades in all nursing courses are calculated per the course syllabus and are reported as a letter grade. Students are required to earn a grade of C or higher in the theory component of all nursing courses, including clinical and non-clinical required courses in order to successfully complete or pass the course. The minimum numeric score required to earn a grade of C in any nursing course is a 74% (no rounding). All nursing courses required for the program will be evaluated based on satisfactory completion of class, lab, and clinical competencies. Students are required to achieve a satisfactory evaluation on the lab and clinical components of the nursing courses that have a lab and/or clinical component. In a course, which includes both didactic and clinical components, the student must pass both components in order to pass the course.
- A minimum grade of C is required in the following science courses: Anatomy and Physiology I (BIOL 1133); Anatomy and Physiology II (BIOL 1233); Pathophysiologic Process (NURS 3203); Foundations of Comprehensive Pathophysiology in Nursing (NURS 3733); Microbiology (BIOL 2144); and chemistry (CHEM 1303; Gen/Org/Bio Chemistry). A grade lower than C precludes admission/progression.

- Clinical performance is evaluated per the course syllabus and posted rubric. Scoring an “unsatisfactory” rating on any section of the end-of-semester rubric results in clinical failure. Students must successfully complete the clinical component of the course to successfully complete the course. Scoring an unsatisfactory rating on the clinical component of the course results in a grade of F for the course and clinical. A grade of “pass” in the clinical/laboratory component of the course is required to successfully complete, or pass, the co-requisite theory portion of the course.
- Pre-licensure and ACCEL students are required to achieve at least a 74% average on all course exams in nursing courses that provide objective testing (before factoring in grades on additional assignments or “bonus” points) for successful course completion. Exceptions would include the following courses: [Unless stated differently in the course syllabus]
  - Introduction to Nursing
  - Data Analysis
  - Nursing Research
  - Leadership
- Pre-licensure and ACCEL students who do not score a minimum of C on each exam in a course are required to meet with the instructor following the exam for exam review/remediation at least one week prior to the next scheduled exam.
- Students will be required to take a number of electronically delivered exams throughout the nursing program to monitor the students’ retention of course content and meet expected student learning outcomes. The score from these exams will be computed and factored in the average score for objective testing.
- Students must pass the mastery testing to progress in the program. Mastery testing is embedded throughout the curriculum to assess student learning and program/course outcomes. Students must achieve a passing score as noted on the course syllabus, in order to progress in the course in which mastery testing is administered. Course syllabi provide the details on mastery testing assignments. Failure to achieve a passing score on a mastery test will result in a course grade of F for an unsatisfactory attainment of course competencies.
- Students are placed on academic probation in the Wilson School of Nursing if they withdraw and/or drop from one nursing course and/or receive a grade of D or F in any nursing course.
- Students on academic probation must submit a letter to the BSN Student Affairs Committee. The letter must be submitted to the BSN Programs’ Coordinator at [robin.lockhart@mwsu.edu](mailto:robin.lockhart@mwsu.edu) within two weeks of receiving the letter of probation. The letter must obtain the following information:
  - Date
  - Student First and Last Name

- Mustang (M) number
- Must include a clear and detailed explanation of what may have contributed to the unsuccessful attempts in the nursing program.
- Must include a clear and viable explanation that demonstrates the student's effort to improve the likelihood of future success.
- Must present a viable degree plan that demonstrates the student will graduate within the time limit for the program.
- The letter must be type written and signed by the student.
- Students on academic probation are subject to dismissal from the nursing program if they withdraw and/or drop for a second time from any nursing course and/or receive a second D or F while on academic probation even if the student has passed a repeated course with a C or above.
- No more than two (either the same or different) nursing courses may be repeated while in any of the undergraduate programs. Students enrolled in the ACCEL program are ineligible to progress if they withdraw or drop any ACCEL course or receive a D or F in any ACCEL course. They are eligible to transfer to the pre-licensure program, however they will be on probation and must comply with the policies for students on probation to continue to progress in the program.
- Students are permitted only one unsuccessful attempt to complete a nursing course throughout the program and withdrawals, dropped courses, and failures count as an attempt.
- Students must pass both the didactic and clinical portion to pass the course if a clinical component is attached to the course. Students failing either the classroom or clinical component of a nursing course must repeat the course in its entirety, including the classroom and clinical components.
- Students who withdraw from the university, drop a nursing course, or have a failure in a nursing course must submit a letter to the BSN Program's Student Affairs Committee as to their intent prior to re-enrollment. An individual interview with the committee may be required. If a student is selected for readmission to the Wilson School of Nursing, the student's re-enrollment is contingent on available space. The decision of this committee is confidential and final.
- Students who withdraw and/or drop from a nursing course with a co-requisite requirement must withdraw and/or drop from the other co-requisite courses as well. For progression purposes, withdrawal and/or dropping from one course and its co-requisite will be considered as one withdrawal within the Wilson School of Nursing.
- Dismissal from the program due to academic reasons will occur under the following circumstances:
  - A course grade of less than C in the same nursing course twice.

- A course grade of less than C in any nursing course with subsequent withdrawal or drop from the same course on the second attempt.
- A course grade less than a C in any two nursing courses.
- A withdrawal or drop from a nursing course, followed by a subsequent withdrawal or drop for any other nursing course will result in dismissal from the nursing program.
- Students who are in the process of appealing a course grade through the Academic Appeals Committee may not enroll in any subsequent nursing courses for which the course under appeal is a prerequisite. If students have registered early, then they will be administratively withdrawn from those courses.
- RN Transition students must maintain enrollment in at least two (2) courses per semester. Students who do not maintain enrollment for one (1) semester will be placed on inactive status and will need to submit a letter to the WSON Student Affairs Committee and to the MSU Nursing Program E-Mail in order to continue.
- Students pursuing the RN to MSN program must take up to 6 semester credit hours of graduate nursing courses as follows:
  - NURS 5023 Research in Nursing in lieu of NURS 3743 Introduction to Evidence-based Practice
  - NURS 5043 Pathological Processes for Advanced Nursing Practice in lieu of NURS 3733 Foundation of Comprehensive Pathophysiology in Nursing
- Students must earn a "B" or better in all graduate courses in order to meet the requirements for the MSN. A grade lower than "B" in a graduate course precludes progression in the RN to MSN program; however, if the student achieves a passing grade of 'C' in the course(s) they will be re-assigned to the RN to BSN and the coursework will be used toward the completion of a BSN degree.
- If a RN to MSN student completes all required courses for the BSN degree and chooses to not continue to pursue the MSN degree, the student may elect to exit the program and receive a BSN. The student must submit a letter to the Graduate Program Coordinator of his/her intent not to continue toward an MSN.
- Once the BSN degree is conferred and the RN to MSN student elects not to enroll in MSN courses during the subsequent fall or spring semester they will be required to take an additional 6 credits to complete the MSN degree.

**Dismissal from the Program Appeals**

- Students who fail to meet the progression standards may appeal this decision by submitting a letter to the BSN Program's Student Affairs Committee. The Committee

reserves the right to make exceptions to the progression policies due to compelling circumstances.

- The petition letter should be submitted by 1700 no later than the Monday, prior to the first date of classes to the MSU Nursing Program E-Mail. The letter must include:
  - Date
  - Student First and Last Name
  - Mustang (M) number
  - Must include a clear and detailed explanation of what may have contributed to the unsuccessful attempts in the nursing program.
  - Must include a clear and viable explanation that demonstrates the student's effort to improve the likelihood of future success.
  - Must present a viable degree plan that demonstrates the student will graduate within the time limit for the program.
  - The letter must be type written and signed by the student.
- The decision of the committee is confidential and final.

### **Program Time Limits**

- Students enrolled in the Pre-licensure program must complete the program within 4.5 years (9 long semesters).
- Students enrolled in the ACCEL pre-licensure program must complete the program within 15 months.
- Students enrolled in the RN to BSN program must complete the program within 2 years.

## **NURSING PROGRAM REQUIREMENTS**

### **Technology Requirements**

Each student is expected to have, at a minimum, computer literacy upon enrollment in the Wilson School of Nursing (WSON).

Computer literacy is defined as the knowledge and ability to function independently with a computer. It is the ability to use related functions efficiently and having the knowledge to operate the computer and its software including word processing, e-mail, Power Point etc., plus manage files, and use the Internet.

Students who do not feel they have minimum basic computer literacy are to seek out appropriate computer workshop(s) or course(s) prior to starting the nursing program.

Computer Requirements:

- The WSON requires all students to have a reliable working computer that meets the requirements to be able to access software programs/testing programs/Internet/ and Learning Management System used by the school.
- Student must have access to a personal computer and the Web.
- It is necessary to have an Internet Service Provider (ISP) and an account for a high-speed access service in order to access the Internet.
- The WSON does not provide computers for personal use or consistent access to a computer lab.
- All WSON students are required to use e-mail for conveying all School related business.
- All e-mail communication regarding WSON matters must utilize the student's University e-mail address only. **The use of external email services is not permitted.** A MSU email account is setup for you automatically and your email address will be in the form of studentportalusername@my.mwsu.edu. You can access this email account from the Launchpad area of the portal once you have successfully logged in. If you need any guidance for the portal login process you can follow the instructions available here (<https://my.mwsu.edu/web/mycampus/graphic-help>)
- Going mobile: <https://my.mwsu.edu/web/mycampus/mobile>
- All WSON courses use D2L (Learning Management System) which requires frequent access to resources via the Internet.
- The my.msu.edu (Portal) is a place to go for all information MWSU for finding and managing services.
- All WSON pre-licensure and accelerated nursing students are required to have a laptop computer that meets the minimum requirements specified by the software and D2L.
- Specifications for the software products can be found at:
  - ✓ ExamSoft: (Pre-licensure and ACCEL students) Must download SofTest <http://support.examsoft.com/ics/support/KBAnswer.asp?questionID=162&hitOffset=10+9&docID=546>
  - Minimum system requirements can be found at: <http://www.mwsu.edu/distance/online-courses>
  - ✓ HESI: (Pre-licensure and ACCEL students) <https://hesinet.elsevier.com/>  
Must complete the compatibility check, complete the steps to ensure your computer is compatible. Email report to self. Must submit report via Certified Background.
  - ✓ D2L: <http://www.mwsu.edu/distance/online-courses>  
Click on Quick-Start Guide for more information. On the log-in page complete a system check.

Additionally, the WSON requires that students have a full battery or purchase an extra battery to ensure an adequate power supply for extended classroom, lab, testing or special projects use.

Choosing a vendor for the laptop purchase is the student’s prerogative; however, it is important to make sure the computer purchased will meet the requirements while enrolled in nursing school. Log in to the portal and access Technology@MSU for further information.

<https://my.mwsu.edu/web/mycampus/technology-msu>

**WSO recommends computers be compatible with internal systems and applications**

Laptop Requirements: *Minimum specifications:*

|                            |  |
|----------------------------|--|
| Operating Systems:         | <b>PC Users:</b> A well-working computer running Windows 7 with 1024 mb of RAM or higher<br><b>Mac Users:</b> A well-working computer running Mac OS X 10.6 (Lion) or higher |
| Wireless and USB           | Built in   |
| RAM                        | At least 4 GB, dual core processor or better   |
| Hard drive                 | At least 500GB or >  |
| Headphones with Microphone | Headphones, and working speakers integrated into laptop  |
| Web browser                | Chrome and/or Mozilla Firefox and Internet Explorer latest versions  |
| Software                   | Microsoft Office 2010 or higher  |
| Other software             | Up to date Antivirus, Adobe Acrobat Reader, Adobe Flash Player, Java, and Windows Media Player   |
| Webcam                     | Integrated into laptop or external   |

Other important considerations:

- The ability to download other programs as necessary including but not limited to: PrepU, instant messaging programs, Skype, anti-virus software, etc.
- Operating system updates should be routinely performed and configured to avoid downloading, installation and rebooting during test times.
- You will not have the ability to update or require user interaction programs during testing.
- SofTest and HESI will lockdown the browsing features and all other programs on the computer including the antivirus software installed on the device. You will need to have the ability to configure the anti-virus software or trouble shoot if necessary.
- Users should turn off automatic updates for Java. Before installing Java updates, verify that the new version is compatible with the programs used in the WSON.
- The laptop must be configured to access the MSU wireless network. Users should routinely bring the laptop on campus and verify that network connectivity is working before test times.
- Students should routinely run appropriate anti-virus/anti-malware software to ensure the laptop remains uninfected.
- Students are responsible for downloading and installing the software required for testing.
- Users should adjust power settings to ensure the laptop does not sleep or hibernate during the test.

- Ensure the laptop is in good working order, the battery is fully charged, and you have the power supply with you. If you are experiencing hardware or software issues, those should be addressed before test day.

### **Dress Code**

Anything that compromises communication, safety, and infection control will not be allowed.

### **Clinical Uniform**

- The clinical uniform of matching maroon pants or skirt and maroon tunic top is the required uniform. No cuffed legs on pants are permitted. Undershirts, if worn should be plain and white.
- Proper MSU identification (name tag and MSU patch). MSU patch (obtainable at bookstore) is to be sewn on left sleeve, centered and 1" from shoulder seam.
- If a student desires a cover, they may wear a matching maroon scrub jacket with the appropriate name tag and MSU patch sewn on left sleeve, centered and 1" from shoulder seam.
- All uniforms must fit appropriately.
- Hair must be self-contained and unadorned and must be a natural hair color. Any containing articles (barrettes, bands, clips) must be same color as hair.
- Short, natural fingernails with NO polish (Center for Disease Control Guidelines).
- No jewelry other than a plain ring (band) and a watch with a second hand is allowed.
- If a clinical requires "professional dress" other than the clinical uniform, the student will be asked to wear khaki slacks or a skirt and a maroon polo shirt with the appropriate name tag.
- During clinicals, body piercings must be removed, and tattoos must be covered.
- Shoes must be closed toe, closed heel, flat shoes that are predominantly white or black.
- Nametag must contain the name of the university, name of the student, designation of student, and a photograph of the student. The nametag is obtained through Card Services at the Clark Student Center and/or clinical facilities.

A warning to prospective students will be placed in recruitment and admission publications stating that exposed tattoos and body piercings are not allowed. This policy reflects local hospital/agency policies. Since students are representing the University and specifically the WSON, they should make every effort to look professional.

## **CLINICAL COMPLIANCE**

### **Supplies for Assessment**

Students must have a stethoscope that will effectively detect both high and low pitched sounds, a watch that keeps time in seconds, bandage scissors, and a penlight. The assessment supplies are available from the bookstore in the assessment kit.

### **Clinical Failure**

Clinical failures are ascribed to students who fail to meet the objectives of the clinical experience, students who fail to uphold the ANA Practice Standards and the ANA Code of Ethics, students who fail to maintain patient safety, and students who fail to complete all of their clinical hours.

#### **Infractions Constituting Clinical Failure:**

- STUDENTS ARE NOT TO ADMINISTER MEDICATIONS OR PERFORM INVASIVE PROCEDURES UNLESS DIRECTLY SUPERVISED BY A FACULTY MEMBER OR PRECEPTOR
- Failure of the clinical component of the course occurs when the student receives an unsatisfactory rating in any area of the evaluation tool or does not complete the required number of hours of the clinical. Absences will be rescheduled at the discretion of the course coordinator.
- Certain behaviors result in an unsatisfactory rating in the professional behavior section of the evaluation rubric.

#### ***Three incidents of infractions to the standard of professional behavior to include but not limited to:***

- Arriving to a clinical experience without completing the pre-clinical assignment even if allowed to stay in the clinical
- Not conforming to the dress code even if allowed to stay in the clinical
- Not bringing appropriate supplies to the clinical experience even if allowed to stay in the clinical
- Unprofessional/inappropriate language or gestures
- Unprofessional/inappropriate behavior such as disrespectful behavior, chewing gum, using tobacco products in non-smoking areas, disruptive behavior, or failure to comply with a written or verbal instruction including reminders to update immunizations and other clinical requirements
- Arriving late to any clinical site even if allowed to stay in the clinical
- Non-compliance with the policy to notify the instructor and the agency of a clinical absence prior to the absence or as soon as possible if immediate notification is not possible
- Non-compliance with the policy to receive written prior approval before attending the clinical and/or the policy to notify the clinical instructor of absences prior to attending the clinical or as soon as the student realizes he/she must leave the clinical experience.
- Leaving the premises without permission from the clinical instructor
- Failure to complete assignments by the due dates
- Failure to return from meals or breaks at the assigned time
- Falsification, omissions, and/or lying about a non-patient care situation
- Non-professional use of a cell phone and other electronic devices is not allowed [unless approved by the clinical facility].

***Two incidents of infractions to the standard of professional behavior to include but not limited to:***

- Disregarding patient confidentiality without malice or intent to disclose
- Patient negligence that does not result in patient injury
- An error in care that does not harm a patient
- Cheating, collusion, plagiarism, or stealing. Cheating/collusion/plagiarism – cheating means intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; collusion means the unauthorized collaboration with another person in preparing work offered for credit; plagiarism means intentionally representing the words or ideas of another as one’s own in any academic exercise.
- Committing two infractions from the list above as well as one in this list

***Infractions to the standard of professional behavior that results in immediate failure of the clinical component of the course to include by not limited to:***

- Administering medications or performing invasive procedures without the direct supervision of a faculty member or preceptor
- Failing to check two patient identifiers prior to administering medications.
- Testing positive for illicit drugs or alcohol
- An error in care or patient negligence that harms a patient
- Falsification, omissions, and/or lying about a patient care situation
- Intentionally revealing confidential information
- Placing self, staff or patient at risk of harm due to abandonment of duties and/or sleeping during clinical experiences
- Performing in an unsafe manner.
- Failure to report a patient care error or incident.
- Physical or verbal abuse of patients, patient’s family members, faculty or staff.

**FBI Criminal Back Ground Search**

Students in the BSN programs are required to have a criminal background search completed by the Texas Board of Nursing prior to admission into the program. Listed on the application check-off sheet is information on how to complete the background check from the Texas Board of Nursing. Prospective students must submit the background check form from the Texas Board of Nursing with their application to the program.

**Certified Profile**

During the new student meeting held the first semester of the program, students receive a packet that informs them how to complete their certified profile. Students are required to keep their profile current.

**PROFESSIONAL BEHAVIOR OF BSN STUDENTS**

**Purpose**

- A. To identify non-professional behavior of students.

- B. To provide guidelines to faculty in the MSU nursing programs for identifying and addressing non-professional behaviors of students in nursing courses.

### **Procedure**

Anyone identifying non-professional behaviors (which may include behaviors indicative of impairment) needs to document specific information on the reporting form. These behaviors are to be determined by using the ANA Standards of Practice and Code of Ethics in addition to, but not limited to, the list below which has been adapted from The Texas Peer Assistance Program for Nurses (TPAPN).

### **TPAPN Assessment**

In accordance with TPAPN recommendations, the faculty is encouraged to document and refer students who exhibit the following characteristics:

- Irritability, mood swings
- Social isolation
- Elaborate excuses for behavior, such as being late
- Unkempt appearance, body odors
- Experiences blackouts
- Impaired motor coordination, slurred or pressured speech, flushed face, red, bleary eyes, pupillary changes
- Numerous injuries, burns, bruises with vague explanation
- Activity level changes (i.e. lethargy to hyperactivity)
- Diaphoresis and pallor
- Highly defensive when questioned
- Frequent use of restroom
- Insistent on evening clinical
- Violates procedures for medication administration

The documented incident/occurrence will be reviewed at not less than the team level. The student involved will have an opportunity to be present at a review. Based on the outcome of the review, recommendations will be forwarded to the Wilson School of Nursing Chair and may subsequently be forwarded to the Dean of the Gunn College of Health Sciences and Human Services where further action may be decided.

### **Competencies for BSN Graduates**

Currently, the connection between the nursing curriculum, the American Academy of Colleges of Nursing (AACN) Essential Competencies (see <http://www.aacn.nche.edu/education-resources/BaccEssentials08.pdf>) and the Texas Differentiated Essential Competencies (DECs) (see [https://www.bon.texas.gov/pdfs/differentiated\\_essential\\_competencies-2010.pdf](https://www.bon.texas.gov/pdfs/differentiated_essential_competencies-2010.pdf)) for professional nursing has been identified with the table in the syllabus for each nursing course.

The table correlates course objectives with the AACN Essentials and the DEC's. These standards are consistent with those established by the Texas Board of Nursing.

### **Resources to Help Students Succeed**

The program provides a list of resources to assist in student success. This list is available at <http://www.mwsu.edu/academics/hs2/nursing/current-students>. Students are encouraged to make an appointment to meet with their individual faculty anytime they are struggling in courses or have a need for academic guidance.

### **Graduation Procedures**

- Residency hours must be completed and the student must have successfully completed the Writing Proficiency requirement.
- The semester prior to graduation, students are to apply for graduation by paying the required fee at the Business Office. The university will do a degree audit and send information as to which courses remain in the students' program of study.
- The semester of graduation, the pre-licensure student is to apply for nursing licensure from the state the student desires initial licensure.
- The National Council of State Boards of Nursing (NCSBN) provides information on applying for licensure and registering for the NCLEX-RN, including a checklist for completing the necessary procedures and the NCLEX Candidate Bulletin. The website for this information can be found here <https://www.ncsbn.org/students.htm>.