SHEPHERD UNIVERSITY

College of Science, Technology, Engineering, Math & Nursing

SCHOOL OF NURSING

BSN PROGRAM
STUDENT HANDBOOK

2025 - 2026

Table of Contents

Academic & Progression Policies

Welcome to Shepherd University's School of Nursing!

The nursing faculty and staff are excited that you chose Shepherd University to prepare you for your professional nursing career. The nursing curriculum, technology, and simulation laboratories are designed to enhance our teaching and your learning. The nursing faculty are experts in their respective fields and eagerly share their knowledge and expertise as you embark on your educational journey.

Each nursing class allows us to prepare tomorrow's nurses to serve Shepherdstown, the state of West Virginia, and the surrounding region. Our goal is to provide you with the best possible nursing education. We want students, faculty, and staff to have an enjoyable, productive, and rewarding year.

The School of Nursing faculty prepared the *BSN Program Student Handbook* as a valuable resource containing the information needed to be a successful nursing student. The handbook is reviewed with you during the Level 1 School of Nursing Orientation. After this orientation, you are responsible for adhering to the policies, procedures, and requirements outlined in the handbook. Your acknowledgment that you have read the handbook and understand its contents will be confirmed via the tracker. Should questions arise during the academic year, this is your first resource to review.

We are thrilled you chose nursing as your professional career. The School of Nursing faculty and staff are committed to your success. We wish you a wonderful, successful, and fulfilling year!

With warm regards,

Dr. Mary E. Hancock

Mary E. Hancock, PhD, RNC-OB
Director, School of Nursing
Professor of Nursing

FACULTY and STAFF DIRECTORY

Dr. Jennifer Barger, DNP, MSN, RN
Assistant Professor of Nursing
Office: 214 Erma Ora Byrd Hall
Phone: (304) 876-5088
E-mail: jbarger@shepherd.edu

Professor Blythe Burner, MSN, RN, CNE
Clinical Assistant Professor of Nursing
Office: 210 Erma Ora Byrd Hall
Phone: (304) 876-5789
Email: bburner@shepherd.edu

Dr. Michelle Cooper, DNP, CRNP
Assistant Professor of Nursing
Office: 217 Erma Ora Byrd Hall
Phone: (304) 876-5583
E-mail: mcooper@shepherd.edu

Dr. Laureen Donovan, PhD, RN, CCRN,
CNE
Associate Professor of Nursing
Office: 211 Erma Ora Byrd Hall
Phone: (304) 876-5774
Email: ldonovan@shepherd.edu

Dr. Angela Fetty, DNP, CRNP, PNP-AC
Associate Professor of Nursing
Office: 215 Erma Ora Byrd Hall
Phone: (304) 876-5080
E-mail: afetty@shepherd.edu

Dr. Mary Hancock, PhD, RNC-OB Professor
of Nursing
Director, School of Nursing
Office: 202C Erma Ora Byrd Hall
Phone: (304) 876-5688
E-mail: mhancock@shepherd.edu

Dr. Kelly Watson Huffer, PhD, DNP,CRNP,
CNE
Professor of Nursing
DNP/FNP Program Coordinator
Project Director, HRSA WV-REACH Grant
Office: 203 Erma Ora Byrd Hall
Phone: (304) 876-5026
E-mail: kwatsonh@shepherd.edu

Dr. Brenda Johnston, DNP, PMHNP-BC,
PMHCNS-BC
Associate Professor of Nursing
DNP/PMHNP Program Coordinator
Office: 207 Erma Ora Byrd Hall
Phone: (304) 876-5366
Email: bjohnsto@shepherd.edu

Professor Rachel Link, MSN, MBA, RN
Clinical Assistant Professor of Nursing
Clinical Coordinator
Office: 216 Erma Ora Byrd Hall
Phone: (304) 876-5342
Email: rlink@shepherd.edu

Dr. Kellie Riffe-Snyder, PhD, RN, RNC-
MNN, CNE
Associate Professor of Nursing
Office: 218 Erma Ora Byrd Hall
Phone: (304) 876-5459
Email: kriffesn@shepherd.edu

Dr. Damien Unger, DNP, RN
Assistant of Nursing
Office: 209 Erma Ora Byrd Hall
Phone: (304) 876-5047
E-mail: dunger@shepherd.edu

Dr. Lisa Zerull, PhD, RN-BC
Assistant Professor of Nursing
SUSNA Faculty Advisor
Office: 213 Erma Ora Byrd Hall
Phone (304) 876-5194
Email: lzerull@shepherd.edu

Adjunct Faculty

Dr. Charlotte Anderson, PhD, RN

Dr. Paige Anderson, DNP, APRN, FNP-BC

Professor Blythe Burner, MSN, RN, CNE

Dr. Jamie Day, DNP, APRN, PMHNP-BC

Professor Bethany Dean, BSN, PMH-BC

Professor Joan DiTonto, MSN, RN

Professor Tammy Duffey, MSN, RN

Professor Constance Frazier, MSN, RN

Professor Susan Funke, MS, CNM

Professor Lynne Livermore, MS, RN

Professor Catherine Makanjuola, MSN, RN

Dr. Jerry Oliver, DNP, APRN, FNP-BC,

Dr. Barbara Spencer, DNP, MSN, ANP-BC

Administrative Staff

Leslie Kelly
Administrative Associate
Office: 202A Erma Ora Byrd Hall
Phone: (304) 876-5341
E-mail: lkelly@shepherd.edu

Kara Rolfe
HRSA Impact Grant Coordinator
Office: 204 Erma Ora Byrd Hall
Phone (304) 876-5282
E-mail: krolfe@shepherd.edu

School of Nursing Information

Vision

We will be a nationally respected community of nurse leaders where passion, purpose, and experience unite to inspire health in individuals, families, communities, and populations.

Mission

Shepherd University's School of Nursing's mission is to enhance the health status of the world by educating professional nurses for practice in a rapidly changing health care environment. We are dedicated to the university **core values** of learning, engagement, integrity, accessibility, and community.

Program Goals: The goals of the BSN program are to prepare a graduate who is able to:

1. Integrate a background of liberal arts with the knowledge, skills, and values of professional nursing in order to affect the health of the patient.

2. Practice professional nursing utilizing skills in communication, clinical judgment, patient-centered care and professionalism.

3. Engage in teamwork with members of the intra- and inter-professional health care team promoting safe, quality, cost-effective, patient-centered care.

4. Engage in self-care, service, lifelong learning, and continued scholarship.

Expected Student Outcomes: The School of Nursing is based on four expected student outcomes, including: Communication, Clinical Judgment, Patient-centered Care, and Professionalism.

Communication – the integration of effective culturally sensitive, interprofessional and intraprofessional communication among the healthcare team and the use of informatics in the practice of professional nursing.

Teamwork and Collaboration – Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Informatics – Use of information and technology to communicate, manage knowledge, mitigate error and support decision-making.

Clinical Judgment – Synthesize the pathophysiology of complex patient health problems with patient history, diagnostic studies and treatment regimens to enhance clinical decision making.

Follows the 6-step process of the Clinical Judgment Model to validate clinical decision making.
· Can relate physical and emotional system assessment needs to patient's disease process
· Integrates patient's medications to the pathophysiology
· Assesses patient response to interventions and integrates those with
physical assessments
· Selects and provides therapeutic nursing care based on assessment findings
· Comprehends how critical thinking enhances patient care outcomes

Patient-centered Care – Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

Professionalism – Based on the American Nurses Association (ANA) Standards of Practice, ANA Code of Ethics, West Virginia Board of Registered Nurses (WVBORN) regulations, Shepherd University School of Nursing BSN Handbook, and the Shepherd University Code of Conduct.

Program Approval

The BSN program has full approval by the West Virginia Board of Registered Nurses (WVBORN) located at 5001 MacCorkle Ave, SW, Charleston, WV 25309. Phone:
(304) 744-0900

Program Accreditation

The BSN program is nationally accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001. Phone: 202-887-6791.

To review the Essential Core Competencies for Professional Nursing Education: https://www.aacnnursing.org/essentials/tool-kit/domains-concepts

Core Performance and Standards of Professional Conduct Policies

Core Performance Standards

Because the School of Nursing seeks to provide a safe environment for nursing students and their clients, students may be required to demonstrate physical and emotional fitness to meet the Core Performance Standards of the BSN program. Such essential requirements may include freedom from communicable disease, the ability to perform certain physical tasks, and suitable emotional fitness.

Any appraisal measures used to determine such physical and emotional fitness will comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of his or her disability.

The core performance standards of the BSN program with examples of activities required of students during their nursing education are listed below, and in the School of Nursing Core Performance Standards of the Nursing Program document.

A student with a documented disability who requires accommodation to be able to meet the Core Performance Standards must bring appropriate documentation from the University Accessibility Services Specialist to the Director of the School of Nursing

ISSUES	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (not inclusive)
Critical Thinking Clinical Judgment	Critical thinking ability sufficient for clinical judgment; critical thinking ability in application and integration of knowledge; critical thinking ability to analyze and solve problems and reach sound decisions.	Identify cause-effect relationships in clinical situations, develop concept maps or nursing process reports.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, faculty, colleagues, and groups of a variety of social, emotional, and cultural backgrounds.	Establish rapport with clients and colleagues.
Communication	Communication abilities sufficient for interaction with others in oral and written form with accuracy, clarity, efficiency. Able to take written exams.	Explain treatment procedures, initiate health teaching, document, and interpret nursing actions and client responses.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces. Lift up to 50 pounds of weight.	Moves around in patient's rooms, workspaces, and treatment areas; administers cardiopulmonary resuscitation.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care and to operate computers and other equipment in clinical and classroom settings.	Calibrate and use equipment; position clients.

Hearing	Auditory ability sufficient to monitor and assess health needs and to learn from Audio- aided instruction in classroom settings.	Hears monitor alarm, emergency signals, auscultatory sounds, cries for help.
Visual	Visual ability sufficient for observation and assessment, including ability to distinguish colors necessary in nursing care, and sufficient to learn from visual-aided instruction and demonstration in the classroom.	Observes client responses.
Tactile	Tactile ability sufficient for physical assessment and to use media-aided instruction.	Perform palpation, functions of physical examination, and functions related to therapeutic intervention, e.g., insertion of a catheter.
Smell	Ability sufficient for assessment in nursing care.	Detect the odor of ketones in the breath of a patient with diabetes; detect odors that indicate poor personal and environmental hygiene.
Emotional Stability	Adequate coping skills and ability to accept responsibility and accountability.	Remains calm in emergency situations; reports own mistake(s).

*Consistent with the recommendations of the Council on Collegiate Education for Nursing, Southern Regional Education Board (SREB)

Standards of Professional Conduct

Professional nursing students are expected to demonstrate responsibility and accountability and to practice nursing in a manner that protects the safety of patients and others in the clinical environment. All students are expected to adhere to the School *Standards of Professional Conduct and Safe Clinical Practice* at all times, and to adhere to the ANA Scope and Standards of Professional Practice found at Tand/ Failure to adhere to these standards will result in disciplinary action, which may include dismissal from the nursing program.

All BSN students are required to review the *Standards of Professional Conduct and Safe Clinical Practice* upon matriculation into the BSN Program. Students will be required to sign a statement indicating that they have read and understand the *Standards*. This statement will be kept in the students' academic file and/or CastleBranch tracker during the students' enrollment in the School of Nursing. During enrollment in the BSN program, all students are expected to demonstrate conduct consistent with the *Standards of Professional Conduct and Safe Clinical Practice* found in the BSN Program Nursing Student Handbook. Failure to abide by these standards will result in disciplinary action, which may include dismissal from the nursing program.

The *Standards of Professional Conduct* will be reviewed with all students at the beginning of each subsequent academic year. Violation of these *Standards* will result in the following disciplinary action:
1. The faculty member who observes a violation will discuss the incident with the student immediately. The faculty member will document the incident on the *Violation of Standards of Professional Conduct* form, give one copy to the student, and forward a copy of the form

to the Director of the School of Nursing.

    a. If the violation involves unsafe clinical practice, the student may be required to leave the clinical unit for the remainder of that day at the instructor's discretion. The student may be given an alternative assignment at the instructor's discretion.

At the discretion of the School of Nursing (SON) Director, the Director will reprimand the student orally or in writing or will initiate a formal review of the student's status by the School faculty, who will determine if the student may continue in the program.

The School will dismiss a student from the program in cases of:

- breach of confidentiality of patient information (HIPAA violation)
- clinical practice that is repeatedly unsafe
- falsifying documentation of patient care
- acting in a manner that is a threat or danger to the safety of the student or to others
- failure to comply with the policies of the agency in which the student is placed for clinical learning activities.
- clinical site request student not return to the clinical site.
- student behavior results in the loss of the clinical site.
- student arrives at the clinical site more than 10 minutes late two (2) or more times.

The disciplinary action taken will be documented by the Director and placed in the student's confidential file. The student may appeal dismissal from the program by the School as provided for in the Academic Action section of the Shepherd University Student Handbook.

As provided for in the Academic Action Policy, the student would remain in lecture courses and generally would remain in clinical courses. However, if the School determines that the safety of a student or clinical site would be unacceptably endangered by any further clinical participation, the School may immediately suspend the student from any further clinical activity while the student appeals a dismissal decision. If the student appeal is successful and the dismissal decision is overturned, the student will be provided independent study for completion of clinical learning activities missed during the period of suspension. This will be completed to allow the student to progress without further disruption in the educational program.

Standards of Professional Conduct and Safe Clinical Practice

Nursing students are expected to adhere to the following standards of professional conduct and safe clinical practice and comply with all institutional, ethical, and legal parameters regarding confidentiality of patient information.

Students and faculty are not permitted to access their personal medical records from any clinical site while acting in their student or faculty role. This policy does NOT prohibit students or faculty who are or have been patients at a clinical site from accessing their records, **while not acting in their Shepherd University role,** using web-based patient portals or other methods created and approved by the healthcare organization.

Standards include, but are not limited to:

- Adherent to University, School, and clinical agency policies regarding drug and alcohol use.
- Comply with all other policies of assigned clinical sites.
- Demonstrate respect toward clients and their families, peers, faculty, staff members, and others in the clinical setting, the School of Nursing, and Shepherd University, regardless of race, religion, national origin, ethnicity, gender, sexual preference, age, health status, or diagnosis.
- Demonstrate integrity in all classroom and clinical situations.

- Use standard and transmission-based precautions in all patient care activities.
- Promptly report any error to the faculty member and to other appropriate clinical personnel.
- Comply with School of Nursing and clinical agency dress code policies.
- Arrive punctually for clinical learning activities.
- Maintain appropriate professional role boundaries.
- Demonstrate the application of previously learned clinical competencies.

American Nurses Association Code of Ethics (2025)

Students are expected to adhere to the *ANA Code of Ethics for Nurses* which can be found at: https://codeofethics.ana.org/provisions

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

Provision 1: The nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, or community.

Provision 3: The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.

Provision 4: Nurses have the authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.

Provision 5: The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

Provision 6: Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.

Provision 7: Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.

Provision 8: Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.

Provision 9: Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

Provision 10: Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

Clinical & Simulation Laboratory Policies

Accident/Injury/Impairment

In the event of an accident, injury, or exposure to infectious agents, blood, or body fluid during clinical learning activities, the student must comply with the agency's policy and procedures regarding such events. Emergency treatment and follow-up may be required.

Students are responsible for all expenses that occur as a result of injury, exposure, or suspected drug or alcohol impairment. Students are required to carry health insurance to assist with expenses related to injury or illness on campus or in the clinical agency.

Students who report to a clinical facility exhibiting signs of ill health or impairment will not be permitted to remain for clinical learning activities. Such behavior will be considered a violation of School Standards of Professional Conduct and Safe Clinical Practice.

Tardiness for clinical learning activities is a violation of **the School Standards of Professional Conduct and Safe Clinical Practice.** Response to this behavior is outlined in the standard. In addition, if the student has worked prior to clinical there must be at least eight hours between the end of work and beginning of clinical. Students may have a clinical assignment in the same hospital they work at, but not in the same unit.

Attendance

It is mandatory that students attend all scheduled clinical and lab learning activities. Excused absences from clinical and lab learning activities include:
- Personal illness (physician or nurse practitioner note required)
- Death in the immediate family (obituary required).

Documentation of a valid excuse for absence is required. Students who anticipate their absence from a scheduled clinical learning activity must notify the clinical instructor and the clinical course coordinator **by telephone no later than 1 hour prior to the start of the clinical or lab learning activity**. Make-up days will be scheduled for excused absences by the clinical course coordinator the day the student returns to campus. If prior notification of the absence is not received, the student's absence will be considered a non-excused absence. Students **are not** to schedule their own make-up days. Doing so will result in a written reprimand from the Director.

Students missing more than one excused clinical experience will need to withdraw from the course or take leave of absence from the program.

Non-excused absences include, but are not limited to:
- Non-emergent scheduled provider visit
- Non-emergent scheduled dental appointments
- Non-emergent scheduled diagnostic testing
- Follow-up provider visits
- Lack of childcare
- Family member illness
- Family member non-life-threatening surgery
- Transportation issues.

Make-up days **will not** be provided for non-excused absences. **An unexcused clinical absence will result in failure of the course and both theory and clinical will need to be repeated. Students who fail the clinical portion of a course will receive an F, regardless of the percentage obtained in the theory portion of the course.**

Professional Boundaries

Nursing students in all learning environments are not to give personal information such as telephone number, address, or access to social media accounts to clients.

At the completion of the clinical experience, nursing students are not allowed further contact

with clients and their families.

Failure to maintain professional boundaries will be considered a violation of School Standards of Professional

NCSBN- https://www.ncsbn.org/nursing-regulation/practice/professional-boundaries.page

Smoking/Vaping
The odor of smoke or vaping products on hair, skin, and clothing may be offensive to clients in clinical settings, and professional nurses are expected to be role models of good health practices. For these reasons, smoking prior to and during clinical learning activities is **prohibited**. In addition, smoking while in uniform at any time is considered a violation of the standards of professional conduct and will result in disciplinary action.

<div align="center">

Dress Code Policy

</div>

The student must maintain a professional appearance when in uniform. The SON follows the guidance from clinical agencies and supports cultural and religious exemptions from standard policies to the degree reasonably able to accommodate. Requests for exemptions should be brought to the attention of the Director, School of Nursing. Infractions of the dress code may result in dismissal from the School of Nursing clinical skills labs and clinical unit. Dismissal from clinical unit results in an unsatisfactory for the day.

Student Uniform: Student is required to wear the required School of Nursing student uniform to the skills labs, simulations, and clinical experiences. Both the scrub top and pants must be purchased from the Shepherd University Bookstore. Both garments are pewter gray in color.

The School of Nursing scrub top is embroidered with the School of Nursing seal on the upper chest area. The School of Nursing seal should always be visible to identify students as Shepherd Nursing Students. Pant hems should not extend past the bottom of the shoe heel as this is an infection control concern. Students may raise the hem using sewing machines or other options such as fabric bonding, glue, seam tape or pins.

Student Identification Badge: Student must always wear the Shepherd University photo ID badge when in uniform or at the clinical agency, skills labs, and simulation lab experiences attached to the scrub top at the clavicle level. The white plastic picture ID is to be obtained at the Rambler's office and returned to the School of Nursing at the end of each semester. Use of lanyards around the neck is not acceptable due to choking hazard in patient care areas. Students may be required to wear a clinical agency specific badge buddy. Students are expected to adhere to clinical agency guidelines.

In addition to the Shepherd University School of Nursing Uniform please note the following:
- Hair: Hair must be off the collar, neat, clean, contained, and not interfere with patient care including personal protective equipment.
- Hair Color: Must be a natural color. No excessive two-toned hair. No fantasy colors, such as hot pink.

- Beards/Moustache: Must be neatly trimmed and not interfere with patient care.
- Headbands: Students may wear white, gray, or black headbands to contain hair. No patterns.
- Surgical caps: Solid color surgical caps may be worn. They must be the same color as shoes, shirt and socks. White, gray, or black colors are permitted. No patterns.
- Fingernails: Must be short and do not extend beyond the fingertip and clean. Clear, unchipped nail polish is acceptable. No artificial or gel nails permitted. No fingernail jewelry.
- Piercings: Student are required to adhere to the following guidelines:
  - Up to two studs per ear allowed. No bars, chain, hoop or dangle earrings.
  - Ear gauges: Must wear a clear spacer. No bars, chain, hoop or dangle earrings.
  - Ear cartilage: Must be covered.
  - Nose: One nose piercing with a very small solid gold or silver stud allowed. No hoops permitted.
  - Tongue: No tongue piercings. If you have a tongue piercing, you can wear a spacer. The piercing must not interfere with your speech.
  - Nose cartilage: Not permitted. May wear a spacer.
  - Eyebrow: Not permitted. May wear a spacer.
- Jewelry:
  - No stone rings or rings with a high setting.
  - Plain wedding band.
  - No necklaces, bracelets, or other jewelry except for the arm band or kara (permissible as accommodation). Clinical agencies may have differing policies that may require removal in some or all areas while in the clinical setting.
- Tattoos:
  - May be uncovered.
  - Cover tattoos if deemed offense by the Director, nursing faculty, clinical adjunct faculty, and/or clinical site.
- Shoes: Must be white, gray or black. Must be waterproof or impermeable to body fluids or other fluids encountered at the clinical site. Must be clean. No clogs, open-toed shoes, heels or sandals.
- Shirts under Scrub Top:
  - Tank top, short-sleeve, and ¾ length shirts worn under the scrub top is permitted. Long sleeve shirts may be worn; however, consider infection control recommendations.
  - Shirts/tops must be the same color as shoes. White shoes=white shirt/top.
- Scrub Pants: Jogger style bottom/pants that match the Shepherd U SON scrub top is permissible with no skin visible. When jogger bottoms are worn, the sock must match the shoe color.
- Socks: Socks must match shoes. Black shoes=black socks. Must cover ankles.
- No chewing gum is permitted.
- Identification: Must be worn at all times in the clinical skills lab and clinical area. The Shepherd University photo identification badge may not be worn while working for a salary by an outside university employer.
- Makeup: Must be subdued.
- Personal Hygiene: Good personal hygiene is expected. Daily showering/bathing, use of deodorant, and oral hygiene is expected. An unclean, unkempt appearance, unpleasant body or breath odors, including smoke and vape odors, are not acceptable and will result in dismissal from the lab/clinical area.
- Perfume/Body Lotion: Strong scents are to be avoided. No perfume, cologne or scented lotions are to be worn.
- Smoking and use of other tobacco, marijuana, vaping products and/or illicit drug use is not permitted, while in uniform, prior to coming to clinical and during clinical rotation.
- Language: Polite, professional in nature. No profanity or vulgar slang.

Transportation to Clinical Learning Activities
It is the responsibility of students to provide their own transportation to and from clinical sites.

Use of Clinical Simulation, Computer Labs and Group Study Rooms
1. **Study Rooms.** Study rooms are available during the School of Nursing business hours on a first-come, first-serve basis when not in use by faculty. Students may use the room for up to two (2) hours. The School of Nursing administrative assistant will keep a schedule of reserved lab and group study room dates and times. Students may check with the administrative assistance for access to study rooms. Students will be required to provide their identification badge to access the

room. The badge will be returned when signing out of the study room. Badges will not be returned after business hours or when the university is closed. No food or drinks other than water are allowed. Failure to follow these guidelines will result in the closing of the study rooms.

2. **Clinical Simulation Labs**.
   - Students are required to comply with the uniform policy for all scheduled simulation lab activities, including open labs.
   - Students should bring appropriate equipment and reference materials to all scheduled simulation lab activities (e.g., watch, writing materials, stethoscope, and drug manual, other items specified by the faculty member or Clinical Simulation Lab Coordinator).
   - Students must use their own supplies from their Nurse Packs. Supplies and equipment are not to be removed from the clinical simulation labs.
   - Students are responsible for cleaning up after themselves in all areas.

   Students may use simulation manikins under the direct supervision of a faculty member or Clinical Simulation Lab Coordinator **only**.

   Students should report any equipment problems to the Clinical Simulation Lab Coordinator.

   Adequate open practice hours will be scheduled and posted each semester by the Clinical Simulation Lab Coordinator. Students are encouraged to use these hours because guidance for skill learning will be available.

   Please see and sign simulation confidentiality and video taping consent form (Appendix A) at the end of this document.

   No food or drinks are permitted in the simulation or computer labs. Bottled water or closed cap bottles only is permitted in group study rooms. Students are required to clean up spaces prior to leaving the room.

   3. Computer Lab: Computers are for academic use only.

Students who violate these rules may be dismissed from the computer labs, study rooms, or clinical simulation labs. Such an absence from a scheduled simulation lab activity will be recorded as unexcused.

CLINICAL AGENCY'S POLICIES AND PROCEDURES

In order to safeguard students in the healthcare provider role and to protect patients, all BSN students enrolled in the School of Nursing are required to meet the following requirements for physical examination, immunization screening, CPR status, criminal background check, drug screening, health insurance, professional liability insurance, and adherence to agency policies and procedures. All information must be submitted in CastleBranch by **July 1 for students admitted for the Fall semester and December 1 for students admitted for the Spring semester, unless otherwise informed.**

In-program BSN students are required to adhere to the annual requirements listed below as well as renewing any requirements, such as CPR. Failure to complete/renew the requirements listed below by August 1 for the fall semester and December 1 for the Spring semester requires the student to withdraw from the semester. Withdrawals count toward program dismissal. Please review the Academic Progression Policy.

The student is responsible for paying all costs for requirements/renewals and uploading the documents in CastleBranch. Students should keep copies of all information for their records.

1. **Physical Examination**
   a. Upon entrance into the nursing program, the nursing student must submit proof of physical

and emotional fitness to meet the core performance standards of the nursing program, including freedom from communicable disease, as attested to by a physician or nurse practitioner (form provided).

b. Students may be required to submit an updated physical examination form if there is a change in their health status while enrolled in the nursing program.

c. Students will not be permitted to attend class, clinical, or campus learning lab until the completed Health Record is on file in the Student Health Center Office. Absence in class, clinical, or campus learning lab due to an incomplete health record is considered an unexcused absence.

2. **Immunization Status**

a. Official documentation from a physician or nurse practitioner is required (parental written documentation of immunizations records is not considered adequate) by the specified date. A Health Records Verification (HRV) form will be provided to the student to be completed and uploaded on the on-line immunization tracker located at www.castlebranch.com Students may call the service desk at 1-888-723-4263 Ext. 7196 for assistance with uploading documents.

   i. *Diphtheria, Pertussis, and Tetanus (DPT) Immunization*.
   ii. *Tetanus Booster* within the last 5 years.
   iii. *Tdap* within the last 5 years or if Tetanus Booster was before January 2008.
   iv. *Measles (Rubeola), Mumps, Rubella (MMR)* – completion of a series of 2 immunizations. If born before 1957 or no official documentation of immunizations, the student is required to provide recent documentation of immune (IgG) antibody titers indicating immunity to Measles (Rubeola), Mumps, and Rubella (MMR). If titers show "no immunity" the student must begin the series immediately and contact the Program Clinical Coordinator.
   v. *Polio vaccination* (series of 4) or recent titers. If titers show "no immunity" the student must begin the series immediately and contact the Program Clinical Coordinator.
   vi. *Varicella* (Chicken Pox) Initial and booster immunization (at least one month apart) for Varicella. The student must upload documentation of recent immune (IgG) antibody titer if no official evidence of immunization.
   vii. *Hepatitis B* Series of three or documentation of immune antibody titer. If the student has not completed the series, they must contact the Program Clinical Coordinator.
   viii. *An Annual Influenza vaccine*
   ix. *PPD* A two-step PPD test is required. The second test is performed 2 weeks after the initial testing and the appropriate documentation is provided.
      1. If the student has a positive reaction or has a history of the BCG immunization, the PPD is not repeated. Upload a statement from the healthcare provider verifying chest x-ray results within the last 2 months and safe status to practice. An annual assessment must be performed by the healthcare provider and documentation uploaded for continued safe status for nursing practice.
      2. Returning students must upload proof of current PPD status prior to their expiration date.
      3. Failure of the student to maintain current PPD status will result in the student's inability to attend clinical learning activities and as such is considered a violation of the Standards of Professional Conduct and Safe Clinical Practice.
   x. *Hepatitis A* – Series of two. Submit documentation of vaccinations or, if documentation is unavailable, evidence of immunity.
   xi. *Covid 19 vaccine*: Updates provided as received based upon University & Clinical Sites requirements for student nurse placements.

3. **CPR Certification**
    a. Official documentation (copy of front and back) of **American Heart Association Basic Life Support Provider CPR** card must be uploaded in the online immunization tracker located at www.castlebranch.com
    b. Returning students must upload proof of current CPR status prior to their expiration date to the School of Nursing.
    c. Failure of the student to maintain current CPR status will result in the student's inability to attend clinical learning activities and, as such, is considered a violation of the Standards of Professional Conduct and Safe Clinical Practice.

4. **Criminal Background Check**
    a. Students are required by clinical agencies to undergo a criminal background check prior to clinical experiences. Felony convictions and some serious misdemeanors may preclude participation in clinical rotations. This could, in turn, prevent the completion of clinical course requirements and completion of the nursing program.
    b. In addition, the State of West Virginia Board of Registered Nurses (WVBORN) requires that applicants for licensure undergo a criminal background check and answer the following question: *Have you ever been convicted of a felony or a misdemeanor or pled nolo contendere to any crime, had record expunged or been pardoned?* Any application that indicated a criminal history is considered a non-routine application and must be reviewed by the WV Board of Registered Nurses staff and possibly referred to the Board's Disciplinary Review Committee.
    c. Students will be provided with a West Virginia Card Scan Services Information Form and two (2) fingerprint cards upon acceptance in the nursing program.
    d. The fee for the background check is the responsibility of the student and may vary depending on the agency that performs the background check. Further information will be provided to the student upon admittance about making arrangements to pay for the background check.
    e. If the background check indicates a criminal history, the clinical agency will be notified and will determine whether or not to allow the student to participate in the clinical experiences at that agency.
    f. If the student is unable to participate in the clinical experiences, the student will not be able to complete clinical course requirements, and therefore, will not be able to meet requirements for completion of the nursing program.
    g. Students who are charged with or convicted of any crime while enrolled in the nursing program must report this immediately to the Director of the School of Nursing. The student may be subject to dismissal, supervision, or lesser disciplinary sanctions depending on the type of crime.
    h. Results are reported to the Director of the School of Nursing, who will store them in a confidential file.
    i. Students who have been out of the program for one semester or more will be required to complete another background screen prior to resuming their course work.
    j. If a report identifies a felony or misdemeanor, a student may be dismissed from the program for inability to fulfill the educational requirements of the curriculum.

5. **Drug Screening**
    a. Test results are confidential, with disclosure of results provided only to the Director of the School of Nursing and persons evaluating qualifications for clinical placement or the academic standing within the program of study or university. Negative urine test results may be shared with clinical affiliate agencies in order to comply with health system policies. Disciplinary actions (e.g. immediate suspension) may be imposed without the customary mechanisms of academic warning and probation period if the drug screening is positive. Reports will be kept in confidential files in the Director's office and separate from the student's academic file. Students who wish to review a copy of their test results

will have online access through the selected agency. It is not the policy of Shepherd University to report drug screen results to law enforcement agencies. However, this does not preclude University officials from responding to lawful inquiries from law enforcement agencies. Positive test results for unlawful narcotics are reported to the Student Affairs Office for possible disciplinary action.

b. A Custody and Control Form for drug screening will be given to students prior to testing at an approved drug screen site determined by the agency. The form must be completed and a copy provided to the School of Nursing. Any false information contained on any forms pertaining to this policy will be grounds for dismissal from the program or denial of admission into the program. Students will complete the online process with the School of Nursing approved agency, pay for the test, and obtain a Custody & Control Form from the nursing administrator. The approved agency will provide the directions to the closest collection facility. The students will go to the collection facility to complete their drug test.

c. Once the drug test is complete, students may go online to the agency's website and retrieve a copy of their results. The School of Nursing Director will have online access to the students' results through an online username/password account.

d. In the event the drug results are inconclusive, repeat testing may be required at the student's expense unless the testing agency is at fault. In the case of a positive test, a Medical Review Officer (MRO) employed by the testing agency will interpret the results and contact the student for additional information regarding prescriptive medications. If the MRO determines this further investigation provides a negative result, no further action is required, and the negative result is reported. If the further interpretation proves the results positive, the MRO notifies the student and the Director of the School of Nursing.

e. A student with a positive drug screen result will not be allowed to continue and/or participate in the clinical component of the program. If a drug screen is determined to be dilute, the student shall be retested, and the student will be counseled regarding dilute specimens. If a second drug screen is determined to be dilute, that shall be deemed a positive result for purposes of departmental action against the student. At the discretion of the School of Nursing Director, the student may be dismissed from the program, may be permitted to request referral for treatment and return to the program upon successful completion of a treatment program, or may incur other sanctions. If a student returns to the educational program after treatment, periodic drug screen monitoring may be required.

f. A dismissed student may appeal to the Dean, as provided for in the Shepherd University Student Handbook.

g. Drug screen procedures given to student:
   1. Provided with policy and signs disclosure and consent form which is filed in the student academic record.
   2. Must have negative drug screen prior to the clinical assignment.
   3. Given information for online registration and payment for the screen
   4. Provided directions to lab testing site.
   5. Report to lab testing site within four hours of signing the disclosure and consent form.
   6. Collection of urine specimen.
   7. Sample processed and reported to online agency.
   8. Follow-up provided by MRO consult if needed.
   9. Report made accessible through online reporting agency to Director of the School of Nursing or his/her designee
   10. Information shared with clinical agencies (negative results) or consultation with the Dean of the College of Science, Technology, Engineering, Math & Nursing if results positive and appropriate action taken.
   11. Random drug screen performed at student expense.
   12. Students refusing to complete the drug screening will be considered positive and dismissed from the nursing program.

h. **PROHIBITED DRUGS**
   The use of marijuana, opiates, cocaine, amphetamines, barbiturates, phencyclidine, benzodiazepines, methadone, propoxyphene, methaqualone, and any other controlled or illicit substances as defined by federal or state law are expressly

prohibited. The only exceptions are for medications prescribed by a licensed physician or other licensed provider, which must be disclosed to the drug screening MRO if requested. Original prescription bottles must be provided or written verification from the prescribing authority.

    i. Failure of a drug test (positive result for illicit substance) or refusal to cooperate with any aspect of this policy, of any health system or university policy on substance abuse, will result in disciplinary action up to and including dismissal, or denial of progression in the program study. In no case will a student be reassigned to another clinical agency of the basis of refusal to participate in drug screening.

    j. Testing may be required if there is reasonable suspicion of substance abuse or at the clinical agency request.

6. **Health Insurance**
   a. Students will need to upload a copy the front and back of their current health insurance card into the online immunization tracker located at www.castlebranch.com
   b. If you are not currently covered under a health insurance plan you may want to check into a college student health insurance such as "The Sentry Student Security Plan." A brochure describing the coverage and cost may be picked up at Student Health Services or in the School of Nursing.
   c. Students must upload into the TRACKER a copy of their current health insurance card at the beginning of each semester to verify their insurance is current.
   d. Failure of the student to maintain current health insurance will result in the student's inability to attend clinical learning activities and as such is considered a violation of the Standards of Professional Conduct and Safe Clinical Practice.
   e. This information will enable the Administration to assist the student should an injury occur in the clinical setting. Students are responsible for any cost incurred that is not covered by their personal health insurance. Shepherd University assumes no financial liability for an incident or injury that may occur during a clinical or laboratory experience.

7. **Professional Liability Insurance for Nursing Students**
   a. Students will need to upload a copy of their current professional liability insurance policy into the online immunization tracker located at www.castlebranch.com
   b. If you are not currently covered under a professional liability insurance plan you may want to check into Nurses' Service Organization student coverage plan. Log on to www.nso.com and click on student coverage.
   c. Students must upload a copy of their current professional liability insurance plan to the School of Nursing annually.
   d. Failure of the student to maintain current professional liability insurance plan will result in the student's inability to attend clinical learning activities and as such is considered a violation of the Standards of Professional Conduct and Safe Clinical Practice.
   e. Nursing students are covered in the clinical setting by insurance provided by the State of West Virginia. Details of this insurance coverage are on file in the School of Nursing office.

8. **Incidents Occurring Onsite for Clinical**
   Clinical faculty will be aware of the policy and procedure of the clinical agency to which they are assigned. Any accident or injury requiring immediate attention will be treated at the nearest facility providing emergency care. Clinical faculty will submit a University Incident Report. https://www.shepherd.edu/accident-incident/

9. **Exposure to Bloodborne Pathogens**
   If a student is exposed to a blood or body fluid pathogen, the student must notify the clinical

instructor (faculty), the supervisor at the clinical site or the laboratory and the Director immediately. If the facility has an Employee Health Department, the Clinical faculty will escort the student to the department and follow the agency guidelines providing for immediate treatment. If there is no facility on-site, the nearest emergency department will be contacted, and immediate treatment guidelines will be followed. The student must contact his or her personal health care provider for any necessary and required follow-up care. Appropriate documentation of the incident will be kept in the student's confidential health information file in the Student Health Center.

10. **Adherence to Clinical Agency Policies and Procedures**
    a. It is the student's responsibility to understand and adhere to specific clinical agency policies and procedures. The clinical faculty member will provide agency orientation prior to the start of the clinical learning experience. Orientation will include student parking, provisions for student personal belongings, and computer access, if granted.
    b. Failure to comply with any clinical agency policy is a violation of the School Standards of Professional Conduct and Safe Clinical Practice.

Lab Policies

Students are required to work in the lab in a manner that maintains safety and respect for other students and equipment at all times.

General:
1. Students are required to wear the School of Nursing approved scrubs and follow the dress code while in the clinical skills labs. Failure to follow the dress code will result in a dismissal from lab without the option to make-up the lab. Any quizzes, assignments, etc. will result in a grade of zero.
2. All students are expected to wash their hands upon entering and exiting the lab.
3. Students may use the lab to practice skills only under the supervision of the lab coordinator, faculty or Student Nurse Association student leaders.
4. No food or drinks (except water in a closed container) are permitted in labs.
5. After use, the lab is to be left neat and tidy with all equipment, supplies put away, and furniture cleaned and returned to the original position.
6. No trash left on counter tops, floors or on bedside tables, beds, etc.
7. Since the lab may not be a latex free environment, latex sensitive instructors and students must notify the lab coordinator so that any special needs or precautions can be addressed.

Equipment
1. To be used for specific purposes only as assigned.
2. Students may only use equipment for which they have received instruction.
3. Clean equipment as needed according to manufacturer's instructions.
4. Equipment that runs on rechargeable batteries needs to be plugged into a live outlet to ensure a constant battery charge. Examples include IV pumps, Feeding pumps, Thermometers, Cardiac monitors.
5. Report broken or non-functioning equipment to the lab coordinator.
6. Beds are to be made after use and placed in a low position with wheels locked.
7. Stretchers are to have wheels locked.
8. All equipment should be stored properly.

Manikins
1. Do not attempt to operate or move electronic equipment used to operate the manikins.
2. Do not use betadine or ink pens on manikin skin.
3. Treat with care and respect, as a patient would be treated.
4. Positioning should be the same as for patients.
5. All unnecessary tape is to be removed when the lab is complete.
6. Leave manikin gowned with sheet pulled up and arms out.

7. Manikins must never be moved without the pelvic pin in place.
8. Report a broken or malfunctioning manikin to the lab coordinator.

Linens
1. All soiled linen is to be placed in a linen hamper.
2. Change the linen bag when it is 2/3 full.

Biohazard
1. All needles and sharps are to be placed in the biohazard red sharps boxes.
2. Notify lab coordinator when a sharps box is full. Do not overfill.

BSN PROGRAM POLICIES & PROCEDURES

Academic Advisement

In accordance with the mission of Shepherd University's Academic Advising policies, BSN students will be assigned to a full-time nursing faculty member advisor. Students meet with their advisors during posted office hours or by appointment. Students are encouraged to meet with the assigned academic advisor as the first point of contact should issues or concerns arise. **Students must meet with their advisors during registration advisement periods to receive their PIN for course registration for the following semester**.

Students should meet with their advisors regularly, especially when:

- Student is having difficulty in a course.
- Student is experiencing unexpected life challenges interfering with academic progression.
- Student is considering withdrawal from any course or the nursing program.
- Student is re-applying to the nursing program or returning from a leave of absence.
- Student is in violation of the School of Nursing policy.

See *Academic Advisement* in the Shepherd University catalog.

Academic Freedom and Responsibility

The School of Nursing adheres to Shepherd University policies as identified in the *Shepherd University Student Handbook*
https://www.shepherd.edu/student-handbook

Accessibility-Related Accommodations

Students who are requesting accessibility-related accommodations must contact Accessibility Services as per university policy. New and previously registered students with Accessibility Services use Accommodate system to streamline the accommodation process and test proctoring service.

If a request for accommodations is granted, the student is required to use Shepherd University "Accommodate" to schedule testing. Please allow for sufficient time for the School and course faculty to make accommodations including test proctoring requests (~2 weeks in advance) based upon the Accessibility Service or function that has been granted.

In order to qualify for NCLEX testing accommodations, the student must show evidence to the State Board of Nursing that accommodation was received while enrolled as a student. Therefore, the documentation for the accessibility-related accommodation must be identified by the Office of Accessibility Services and the School of Nursing prior to taking the NCLEX exam.

Cell Phone Policy

Cell phone use for personal reasons (text and phone calls) is not allowed during class and is only used with permission of faculty in clinical settings. Cell phones in clinical settings may be used for online reference purposes if requested by faculty and allowed per agency policy. Failure to follow this policy will result in a written reprimand by the Director. Additional violations will result in the dismissal from the nursing program.

Chain of Command for Conflict Resolution

Any student who has a concern or conflict regarding a course, clinical, or other issue related to the nursing program is encouraged to use the following process. First, discuss the issue with the appropriate

faculty member or staff involved with the concern, or in case of clinical you may contact the course coordinator, to see if the issue can be resolved at this level. The student may also want to confer with his/her advisor for guidance, as needed. The student should only address the concern with those immediately involved with the concern, and not with other members of the faculty, staff, or students.

If the concern is not resolved at the faculty level, the student may then contact the Director, School of Nursing to discuss the concern. The student should present a written description of the issue to the Director. If the issue remains unresolved the student may then contact the Dean of the College of Nursing, Science, Technology, Engineering, & Math. Students who do not follow this progression will be referred back to the appropriate level to address their concern. Students may also refer to the Shepherd University Student Handbook https://www.shepherd.edu/student-handbook

Complaints/Conflict Resolution

Formal complaints such as grade appeals, sexual harassment, or plagiarism are handled in accordance with the Shepherd University policy as outlined in the Student Handbook. (See https://www.shepherd.edu/policies/)

ExamSoft (Legacy Portal) Policy/Procedure and Computer Requirements

Students will complete all assigned online assessments, examinations, and quizzes on their personal computer using proprietary software, called Examplify (Legacy Portal), from Examsoft. The exception is ATI proctored assessments which are taken on the ATI platform. **Students are required to pay the ExamSoft fee each semester until graduation.** Students who require testing accommodations will complete all assigned online exams and quizzes on their personal computer in the location designated by the Office of Accessibility Services. Exam length, exam results, exam review, and posting grades will be at the discretion of the individual course instructor.

Procedure

Examplify must be installed on all student computers by the first week of classes. **The purchased license for every student is renewed each semester.** The software license must be purchased online from ExamSoft using the procedure below for purchasing and loading the software. Please note this procedure is different for new versus returning students.

After purchasing the software, students are expected to review the tutorials for the program. Incoming nursing students will receive inservice by faculty on how to use the program.

Required Resources for Examinations
Student must provide own resources:
- Personal computer (do not use Ipads or others smaller devices).
- Earphones or ear buds are required to answer audio questions.
- External/manual mouse is required to answer questions. It is not sufficient to use the mouse located within the keyboard.
- A laptop privacy screen cover/privacy shield is required when taking online assessments, quizzes, tests, and/or examinations in the classroom setting.
- Charging device/cord.

Failure to meet these requirements will result in the student not sitting for the exam. A grade of zero will be recorded for the exam. No make-up exams will be provided.

Computer Requirements
- Personal computer device must meet the following minimum technical requirements and updates to successfully access and use Examplify.
- Failure to meet the technical requirements/updates may result in functionality issues while taking an exam resulting in a grade of zero for any questions missed or unable to answer.

- Personal computer device must be fully charged and updated prior to any scheduled examination. Computer devices cutting off due to lack of battery charge will be graded based on the number of questions completed.

Examplify Required Computer Functionality:
All nursing student owned computers must be able to access and complete all question types within the Examplify software. All student personal computer devices that are unable to complete all Examplify software question types will follow the next steps.
- Call Examsoft 24-hour support line to address the situation.
- Notify the Examsoft faculty coordinator the outcome of the call through email.
- If unsuccessful after two calls to the 24-hour Exam Soft support line, the nursing student will obtain a new computer to use during nursing course exams.

Minimum Operating System Requirements
Click on the link to explore minimum system requirements to support Examplify for testing (Dec 2023) purposes: https://support.examsoft.com/hc/en-us/articles/11145768448909-Examplify-Minimum-System-Requirements-MSRs

HIPAA and Patient Confidentiality

Federal regulations under the Health Insurance Portability and Accountability Act (HIPAA) include provisions designed to protect the privacy of patient information and are commonly known as the Privacy and Security Rules. The HIPAA Privacy and Security rules affect all healthcare providers.

Confidential patient information means information that identifies the patient, relates to the patient's diagnosis or condition, the patient's care, treatment or other services provided to the patient, or the patient's billing and payment information.

Students violating patient confidentiality practices are subject to civil and criminal liability under applicable law and are subject to Standards of Professional Conduct and Safe Clinical Practice and the Confidentiality Agreement rules.

Confidentiality Agreement for Nursing Students – Statement:
As a nursing student at Shepherd University, I may have access to what this agreement refers to as "confidential information." Confidential information includes, but is not limited to, individually identifiable information concerning patients, families, communities, and the personnel at any agencies used by Shepherd University nursing students. It may also include financial information and other information related to any of these utilized agencies. I may learn of or have access to some or all of this confidential information through a computer system or through my learning activities.

Confidential information is valuable and sensitive and is protected by federal and state laws and regulations, as well as strict agency policies. I understand that I must comply with these laws and policies governing confidential information. I understand that any violation of these laws and policies will subject me to disciplinary action, which might include, but is not limited to, termination of access to the agency, dismissal from the nursing program, and potential legal liability.

In consideration of my access to confidential information as a nursing student, I agree and promise that I will use confidential information only as needed to perform my legitimate duties. This means that:

1. I will only access confidential information for which I have a need to know.
2. I will only disclose confidential information to those health care personnel who have a right to know.
3. I will only access and disclose confidential information in a manner that provides for privacy and security.

4. I will **NOT**, in any way, divulge, release, sell, loan, review, alter, or destroy any confidential information except as properly authorized within the scope of my legitimate duties and agency policies.
5. I will **NOT** photocopy or download any confidential information during my learning experience at Shepherd University.
6. I will **NOT** misuse or carelessly care for confidential information.
7. I will protect and will not release my security code, identification badge, or any other authorization I have that allows me to access confidential information in any of the agencies used by Shepherd University School of Nursing. I accept responsibility for all activities undertaken using my security code, identification badge, or other authorization.
8. I understand that my obligations under this agreement will continue after I leave the agency utilized for learning. I also understand that my privileges can be periodically reviewed by the agency or Shepherd University School of Nursing and that any of the agencies or Shepherd University School of Nursing or both may, at any time, revoke my security code, identification badge, or access to confidential information.

I understand that my access to any agency used for learning is contingent upon my adherence to the information stated above and my adherence to policy. I further understand that my failure to comply with this agreement or applicable laws and policies will result in dismissal from the nursing program.

Honor Code Policy - Academic Dishonesty – Use of Prohibited Items

Academic dishonesty (e.g., plagiarism, cheating, falsifying records) will result in academic action as outlined in the Shepherd University Student Handbook. It is the policy of the School of Nursing that the following materials [prohibited items"] may not be used by a student as a part of study-preparation for a test in any nursing course, unless expressly first approved in writing by the course instructor:

- Copies of tests previously administered by the course instructor or any other instructor of the School of Nursing, unless distributed to all students in the class by the course instructor.
- Copies of a "course-instructor" version of an assigned textbook.
- Copies of test banks or other sample tests published for faculty by textbook publishers.
- Copies of course materials, test banks, assignments, etc. discovered at various online websites.
- Use of AI unless directed by the nursing faculty. Please review the Generative Artificial Intelligence (AI) Academic Integrity policy in the University Student Code of Conduct. https://www.shepherd.edu/student-handbook/student-conduct-2

For purposes of this policy: 1) possession of prohibited materials shall constitute presumptive evidence of use by the possessing student; 2) receipt and possession of any document compiled by a student who was in possession of prohibited items shall constitute presumptive evidence of use by the receiving student, if the receiving student knew or should have known that the content derived from prohibited items; 3) possession of prohibited items shall constitute "receiving assistance in coursework in a manner not authorized" under the Academic Integrity Policy of the University and will be addressed by the professor consistent with that policy.

Personal Safety

The School of Nursing attempts to establish and maintain safe working and learning environments for students, faculty, and staff. Awareness and communication of potentially unsafe situations can decrease the possibility of a harmful or lethal occurrence. Students and faculty can expect:

1. The School of Nursing will not relay information about the location of any student or faculty to anyone other than an authorized University employee acting in an official capacity.
2. The School of Nursing will not post schedules that include student names and clinical locations in public areas.
3. Students must not reveal the location of other students to anyone other than an authorized University employee acting in an official capacity.

4. Students should inform their own family members or significant others what they want them to

know about their whereabouts. Students should establish with these individuals how to reach them in case of emergency.

5. If students' personal situations could present a threat to their own or others' safety, they should immediately confer with the relevant faculty, Director, and campus police to establish procedures to maintain a safe learning and teaching environment.

Lockers

Lockers are provided for students to place their nurse packs and other items while in the skills lab, simulation lab or classroom. Students are responsible for purchasing their own lock for their locker. Students will provide the School of Nursing Administrative Associate with their chosen locker number. If the School of Nursing suspects illegal substances or other prohibited items, the student will be required to open their locker for inspection. Students refusing to do so will be considered guilty and dismissed from the nursing program. Students graduating are required to clean out their locker by the last day of classes for their graduation semester. Not meeting this deadline will result in the lock being broken and items discarded.

Social Media Policy

The National Council of State Boards of Nursing has published the document: A Nurse's Guide to the Use of Social Media (NCSBN, 2018). The document is available online:
https://www.ncsbn.org/brochures-and-posters/nurses-guide-to-the-use-of-social-media

It is expected that all students will read and comply with this document. Additional policies:
- The use of social media during class or clinical is not permitted.
- Students uploading pictures, videos, or other items on social media during class will be reprimanded by the Director. A second reprimand will result in the dismissal from the nursing program.
- Students uploading pictures, videos, or other times on social media before, during or after clinical while remaining at the clinical site will be reprimanded by the Director. A second reprimand will result in the dismissal from the nursing program.
- Students uploading pictures, videos, or other items that violate HIPPA or who have been asked to not return to the clinical site based on social media activity will be immediately dismissed from the nursing program.
- Students uploading pictures, videos, or other items that violate professional practice standards will be immediately dismissed from the nursing program.

New Student Level 1 SON Orientation

At the beginning of each semester, incoming Level 1 nursing students attend the School of Nursing Student Orientation on or before the first day of classes. The orientation is designed to provide comprehensive information such as School of Nursing Handbook and policies; University and School contacts/resources; HIPAA requirements; getting started with online learning resources; clinical group assignments, as well as other course, skills lab and clinical requirements. Students repeating one or more Level 1 courses are also expected to attend. Attendance is mandatory.

Students are excused only for an emergency and only by notifying the School of Nursing Director in advance. Students who do not attend the Nursing Orientation may be ineligible to participate in clinical activities, at the discretion of the Director, and therefore, be dismissed from the nursing program.

Sign-in records are the only accepted evidence of attendance at the Orientation.

If immunization and CPR status are not up to date in the online documentation tracker, students will not be permitted to attend this Orientation.

The Director will be notified of students whose immunization and CPR status are not current; the Director or designee will notify those students that they may not attend the Orientation.

ACADEMIC AND PROGRESSION POLICIES

Academic Progression

In order to progress in the nursing program, the student must:
1. Maintain a cumulative GPA of 2.0.
2. Earn a minimum grade of C in each nursing course.
3. Maintain good academic standing.

Students must earn passing grades in nursing courses and maintain an acceptable GPA in order to progress in the nursing program.

Failing the same nursing <u>course more than once</u> or failing <u>two separate nursing courses</u> will result in automatic dismissal from the nursing program.

A student who fails, withdraws from, or receives an incomplete grade in a nursing course may not take any subsequent courses for which that course is a prerequisite until the student has successfully completed the course. The student who requests complete withdrawal from all nursing courses in one academic semester is deemed to have failed one course.

Students who withdraw from or fails a nursing course must meet with their academic advisors to discuss strategies to support success in the course when it is repeated and to re-plan the schedule of courses needed to complete degree requirements. Students will be allowed to enroll in the course if there is space available.

Students who want to remain in the nursing program but are unable to register for nursing courses in the semester following a course failure or withdrawal must submit a letter to the Director of the School of Nursing requesting an official leave of absence from the nursing program by May 31 for the following Spring Semester and December 31 for the following Fall Semester.

CLASSROOM COURSE POLICIES

APA Style for All Written Assignments
All written assignments must comply with the current edition of the *Publication Manual of the American Psychological Association*.

Calculators
During course examinations, students may use only calculators provided by the School of Nursing or embedded in the ExamSoft software.

Cell Phones
Use of cell phones in class is prohibited unless authorized by the course instructor. If students are seen using a cell phone in any capacity or if their cell phone rings during the class session, they may be asked to leave for the remainder of the class session.

Children
Students are not permitted to bring their children to class, regardless of their age(s). Please make arrangements for childcare in case they are ill, in the event that their school or day care is canceled due to inclement weather, etc.

Generative Artificial Intelligence (AI): Course Work generated or materially modified by AI in a way that violates an instructor's articulated policy within their syllabus or use of AI to complete coursework in a manner not expressly permitted by the instructor is not allowed. Instructors will clearly communicate expectations to all students in their course syllabus. (University Student Code of Conduct: https://www.shepherd.edu/student-handbook/student-conduct-2)

Illness/Impairment
Students attending class in ill health or impaired will not be permitted to remain in the classroom and is considered a violation of the School of Nursing Standards of Professional Conduct. Impaired students are subject to drug screening and program dismissal.

Recording

Recording devices: recording via cell phone, or other recording methods may only be used with the permission of the faculty member or when authorized as an accommodation through the office of Shepherd University Accessibility Services.

Grading

The grading scale used by the School of Nursing for all examination and theory course grades is as follows:

93- 100	= A
86- 92.9	= B
78- 85.9	= C
70- 77.9	= D
69.9 and below	= F

The minimum passing grade for any nursing course is a C. "Successful completion" of a nursing course is defined as earning a minimum final course grade of C.

GRADUATION AND LICENSURE

Degree Completion

All nursing program requirements for the BSN degree must be met within three (3) years of admission into the nursing program. If a student is granted an official leave of absence, this policy is suspended for the length of the leave, up to two (2) semesters. Under unusual circumstances, the student may petition for an extension of the degree completion requirements. The petition must be supported by the academic advisor and submitted to the faculty of the School of Nursing for final decision:

Academic advisors will monitor their advisees' progression toward meeting degree requirements and notify any student whose progress in the program is at risk for not completing degree requirements within the stated time period.

Students who want to petition for an extension of this policy must submit a letter to their academic advisors including:
1. the reason or reasons for the delay in meeting degree requirements
2. evidence of continuing progress toward completion of the degree, and
3. a plan and a proposed date for completion of the degree.

The academic advisor signs and dates the letter if the advisor supports the student's request. If the advisor opposes the request, the student will indicate this on petition and the advisor will submit a statement of opposition. The letter then is submitted to the faculty of the School of Nursing for a decision. The Director will notify the student in writing of the decision. A copy of this letter will be filed in the student's permanent record.

Eligibility for Licensure

The *West Virginia Nursing Code and Legislative Rules* addresses criteria for application for licensure. The West Virginia Board Registered Nurses has the power to deny the opportunity to procure a license through testing if the applicant has willfully committed a felony under the laws of West Virginia. Details are requested when the graduate makes an application for licensure. Any student who has a concern about eligibility should discuss this concern with the Director of the School of Nursing.

Standardized Testing (ATI)

All BSN students are required to take Assessment Technologies Institute (ATI) exams while progressing through the nursing program. The student is responsible for semester, non-refundable payments to ATI by the announced deadline. Navigate to the ATI website at http://www.atitesting.com. The School of Nursing will provide you with registration information at the beginning of your first semester. It is the student's responsibility to renew ATI access by January 1 for the spring semester and August 1 for the fall semester. Failure to do so will require the student to withdrawal from the upcoming semester. A withdrawal will count as a course failure. Please review the Academic Progression Policy. If you need assistance contact the ATI Customer Service Department at 1-800-667-7531.

Students take non-proctored (practice) assessments to prepare for proctored exams that are scheduled throughout the nursing program. The student discusses his or her results of non-proctored and proctored exams with the course faculty and develops and implements remediation plans as directed. The student must complete assigned non-proctored and proctored exams or earn a grade of (I) incomplete for the course. See *Academic Progression Policy.*

The School of Nursing adopted standardized scoring for converting Proctored ATI exam scores to a test grade:
Level 3 = 100
Level 2 = 86
Level 1 = 78
Below Level 1 = 60

If the instructor grades the course using a point system, then the above scores indicating percentage of the points assigned to the exam that will be given to the student. Thus, if the ATI exam is worth 75 points, then the following grades would apply:
Level 3 = 75 points x 100% (1.0) = 75 points
Level 2 = 75 points x 86% (0.86) = 64.5 points
Level 1 = 75 points x 78% (0.78) = 58.5 points
Below Level 1 = 75 points x 60% (0.60) = 45 points

Students out of sequence with their cohort are required to change their cohort in the ATI website. Instructions on how to change ATI cohorts will be provided on the first day of the fall and spring semesters by the faculty. Students failing to change their cohort will not have access to the appropriate proctored examinations resulting in a "zero" for their ATI scoring for that course. Retakes will not be administered.

NURS 445 NCLEX RN Preparation course will administer the ATI RN Predictor Exam approximately 30 days before the end of the semester. Students must achieve a 94% or above predictability score of passing NCLEX. Students not achieving 94% predictability score will remediate as directed by the course faculty. The RN Predictor Exam will be administered for the second time following the live three-day ATI NCLEX Review. **If the student fails to achieve a 94% predictability score on the second RN Predictor Exam the student will receive a grade of (F). Please refer to the *Academic Progression Policy*.**

Readmission to the Nursing Program

Academically Dismissed
A student who was academically dismissed may reapply to the BSN program within one (1) year from the dismissal date. The student is required to meet with the School of Nursing Director to discuss the readmission. The student will be required to meet current admission requirements (i.e. GPA) including prerequisite coursework in addition to other faculty recommendations. Students dismissed for more than one (1) year will not be considered for readmission. Students can only apply one time for readmission.

Inactive Status

A student who has not taken nursing courses for two (2) consecutive semesters, not including summer sessions, will be placed on inactive status. To continue in the nursing program, the student must apply for readmission and meet admission requirements (i.e. GPA). The application must be submitted by March 1 for Fall Semester readmission and by October 1 for Spring Semester readmission. The student may be required to change University catalog year. If this occurs, the student is required to meet admission requirements.

Withdrawals

A student who withdraws from the University or otherwise is no longer enrolled in the University must apply for readmission to the University prior to resuming the BSN program. Readmission to the nursing program does not replace University readmission requirements, and if University readmission is denied, the student is not eligible to continue in the nursing program.

Readmission Procedure

Readmission will be based on the decision of the SON faculty and availability of space in the BSN courses, labs, and clinical. The faculty's decision will consider past academic performance and adherence to School policies. If readmitted, the student will be expected to comply with individual requirements set by the nursing faculty for continuation in the nursing program. A student is eligible for readmission to the nursing program **one time**.

A student who is denied readmission to the nursing program may appeal this decision by submitting a request for reconsideration within 10 consecutive business days of receiving written notification of denial. If the Director does not grant this appeal, the student may petition for readmission to the University Admissions and Credits Committee according to the procedures specified in the *Shepherd University Student Handbook,* Academic Freedom and Responsibility section III, Academic Actions Concerning Admissions and Credits.

The student seeking readmission to the nursing program must submit a letter of application to the Director of the School of Nursing. The letter must address:
- Rationale for lack of progress in the program;
- Success plan;
- Time management plan;
- Current and future efforts to maintain nursing competencies;
- Intended date of readmission.

The School of Nursing faculty discuss the application and vote to grant or deny readmission.
The Director notifies the student in writing of the faculty decision.

If the decision is to readmit, the student notifies the School of Nursing, in writing, whether the student accepts the offer of readmission.

Readmitted students meet with their academic advisors no later than December 1 for Spring Semester readmission or May 1 for Fall Semester readmission to discuss strategies to support success in the nursing program, needs for review of content and skills, and courses needed to complete degree requirements.

Readmitted students are required to submit a current Health Data Sheet and proof of current PPD and CPR status by December 1 for Spring Semester readmission and by July 1 for Fall Semester readmission. The student will need to repeat background check and drug screen and renew any additional requirements. All requirements/renewals must be uploaded into CastleBranch by August 1 for the Fall semester and January 1 for the Spring semester. Failure to comply with the deadline will result in dismissal from the BSN program without the option of readmission.

The student who is readmitted for Fall Semester attends the Annual Nursing Orientation at the beginning of that semester. The student who resumes the nursing program in the Spring Semester also attends the Annual Nursing Orientation at the beginning of that semester.

STUDENT GOVERNANCE

The School of Nursing participates in the University's mission to continually improve student learning. Student input is solicited through course evaluations, evaluation of teaching effectiveness, and participation as student representatives to regularly scheduled School meetings.

Each group of students (Levels 1, 2, 3, & 4) will select two representatives and two alternates to participate in the School meetings. These representatives will participate in the School discussions, raise questions, offer ideas, and communicate information to classmates. The focus of the School meetings is on addressing broad issues and making decisions that affect the BSN program and the School, rather than on specific courses. Concerns or issues about a specific course need to be addressed with the course coordinator first. Students are encouraged to provide a monthly report at the School meetings. One purpose of Student Governance is to be inclusive of improving student life by allowing them to have a voice to effectively express their concerns. Student representatives will be excused for Executive Sessions.

Organizations

Student Nurses Association (SUSNA) - The mission of the Shepherd University Student

Nurses' Association is to enhance educational opportunities of the association members and recognize the community's health disparities and needs. This organization will function to identify the needs of the surrounding community and schedule activities to aide in the promotion of health and the prevention of illness.

The organization will strive to influence the future of healthcare as the new generation of nurses with an emphasis on lifelong learning, professionalism, therapeutic relationships, leadership, ethical practices, and intellectual development.

Nursing Honor Society--Sigma Theta Tau (Alpha Beta Omega Chapter) -The focus of the Sigma Theta Tau Nursing Honor Society is to recognize scholarship, professionalism and leadership excellence of Shepherd's nursing students. Membership is by invitation and is based on GPA as well as adding to the body of nursing knowledge at Shepherd University and excellence in patient care delivery.

Appendix A
Shepherd University
School of Nursing

Lab and Simulation Activities

Statement of Understanding, Confidentiality, and Compliance/Student

I, (please print name) _____, give Shepherd University School of Nursing give permission to record and discuss my performance(s) in the Simulation Laboratory and Lab and to use the video recordings in debriefing sessions with faculty, staff, and students, and for other educational purposes. I understand that my participation in the nursing simulation laboratory and/or lab is an integral component of the nursing students' education here at Shepherd University, and that professional behavior is expected of me in connection with my participation.

In addition, I agree to uphold the Honor Code of Shepherd University.

I agree that, as a student in affiliation with Shepherd University's School of Nursing, I have a moral responsibility to protect the confidentiality of privileged information obtained by me through the delivery of patient care and/or daily clinical lab operations, and I agree not to share or release personal health information or other confidential information about clients cared for in the Clinical Simulation Lab or Lab to other students.

I understand that the improper communication of confidential information (i.e., the release, possession, copying, use, reading or discussion of such information inappropriately or without proper authority) is strictly prohibited for the sole purpose of providing an equal opportunity for all nursing students to care for assigned clients in the lab setting with the same amount of preparation time.

Confidential information includes facts, anecdotes, data, perceptions, and other knowledge of patients, but is not limited to, information learned from verbal, written, emailed, audio or video taped, observed or other means.

Student Signature: _____ **Date:** _____

I have read the *Shepherd University BSN Program Nursing Student Handbook* and agree to uphold the standards set forth therein. I consent that if deemed necessary by the Director of Nursing, any component of the content of my Education Records at the School of Nursing, including but not limited to my medical records, back ground check(s), drug screens, etc., may be shared confidentially with clinical site administrators to confirm my eligibility for placements.

Student Name (Printed) _____

Student Signature: _____

Date: _____