



**WILSON
COLLEGE**

**Nursing
Student Handbook
2023-2025**

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Department of Nursing Mission:

The Department of Nursing Faculty actively engages in transforming lives through the promotion of health and in increasing the quality of health care, particularly for underserved and vulnerable populations. We will cultivate a multicultural community of faculty and students in the Department of Nursing to create innovative models of education and practice, foster well-being and a collegial spirit that employs an interdisciplinary approach to nursing education. To accomplish these goals, the following values are embraced:

1. Diversity and respect
2. Collaboration and excellence
3. Stewardship of personal and environmental resources

Philosophy

The central purpose of the Department of Nursing is to increase the quality of health care by graduating nurses who excel in meeting the health care needs of individuals and the community in a rapidly changing health care environment.

The department provides an education that is interdisciplinary in nature and designed to meet the ongoing challenges of a changing world. Nursing education at Wilson College is holistic in nature and supports the belief that nursing practice is based on the premise of providing those we serve with the tools and information necessary to sustain growth and promote self-care.

Expert nursing care addresses patient and family advocacy, promotion of health and wellness, prevention of illness or injury, and the relationship of physical and emotional well-being to the environment. In collaboration with other disciplines, nurses promote optimal health care and the comfort of individuals and the community through the systematic application of knowledge.

Nursing, as a profession, is an art and a science. Implicit in the practice of professional nursing is accountability for professional growth and practice, demonstration of leadership, and commitment to the development and application of nursing theory and research. Life-long learning leads to the optimal development of both the individual practitioner and the discipline of nursing.

The faculty at Wilson College believes that the education of nurses must support and encourage critical thinking and promote awareness of social and cultural diversity among individuals. The core of the Wilson experience is the strong connection between student and professor that sees students taking an active role in the learning process. The collaborative, student-focused nature of the academic program creates an individualized education that motivates students to push the boundaries of personal expectations. Professional knowledge and clinical competence occur because of engaged student involvement and faculty mentoring.

Inclusion Statement

As an educational community devoted to the creation and maintenance of an environment conducive to learning and to the development of individuals, Wilson College strongly disapproves of and will not tolerate harassment of students, faculty or staff on the basis of gender, race, religion, age, national origin, ethnicity, or sexual preference/orientation. More information may be obtained in the [Wilson Bluebook Student Handbook](#).

Section 1: Policies and Resources

Section 1A: Pre-licensure BSN Program

Disability Accommodation for Pre-Licensure Students

Refer to the Wilson College student academic regulations. In addition, the Department of Nursing provides reasonable accommodations to otherwise qualified students with disabilities, so long as such disabilities, as determined on a case-by-case basis, do not preclude the student from meeting the qualifications considered essential by the faculty of the Department of Nursing for successful completion of the educational objectives of its curriculum.

Core Performance Standards and Requirements for Pre-licensure Nursing Students

I. Inclusion Statement

The Wilson College Department of Nursing does not discriminate on the basis of disability. In the early 1990s, the Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (CCEN) Board of Directors developed guidelines for nursing education programs to use in complying with the 1990 Americans with Disabilities Act (ADA). In developing the core performance standards, the CCEN used the definition of nursing as a practice discipline with cognitive, sensory, affective and psychomotor performance requirements.

The Academic Support Center of Wilson College serves as the advisor for students with disabilities. They are the point of initial contact for all students with disabilities and it is the student's responsibility to self-identify and request reasonable accommodations. The student must provide appropriate documentation of disabilities to the Academic Success Center. An accommodation is considered reasonable when it 1) will not alter the nature or integrity of the nursing program, and 2) will not endanger the health and safety of others. Wilson College and the Department of Nursing will ultimately determine if the student possesses the essential nonacademic skills to be eligible for the nursing program and clinical practice.

Students with disabilities must contact the Academic Support Center to receive reasonable accommodations (See Appendix 1 for contact information).

In the case of a health concern to the general public, zooming to campus may be an option for students. In person clinical attendance is expected and zoom to campus is not an option for clinical. Zoom to campus is to be reserved for students who have specific health concerns that would prohibit attendance to class in a face to face format.

Pre-Licensure Admission Criteria

Process for Acceptance into the Pre-licensure BSN Program for New Students Academic Year 2023-2025

1. Applicant meets the Traditional Undergraduate Admissions Criteria and is accepted to Wilson College.
 - A. The applicant will receive a letter from the Admissions department regarding acceptance to Wilson College and outlining the next steps for the nursing program.
2. The applicant must apply to the Pre-licensure BSN Program by fulfilling the following:
 - A. The applicant must have completed a minimum of the following high school course work or its equivalent:
 - i. Algebra and one additional math
 - ii. 2 units of science with a related laboratory
 - iii. 4 units of English
 - iv. 2 units of Social Studies

- B. The applicant must complete SAT, ACT, TEAS, or HESI with the following preferred minimum scores (please note that attaining the minimum score does not guarantee admission into the nursing program; if scores are more than 5 years old, the applicant may be asked to retake):
 1. SAT: 450 CR + 450 M
 2. ACT: 19 Composite
 3. TEAS: 65%
 4. HESI Entrance Exam: 75%
3. Note: Those admitted to the Pre-Licensure BSN program are considered Traditional Undergraduate students for academic, billing, and financial aid purposes.
4. Seating is limited and admission is competitive. Space limitations may influence ability to accept qualified applicants.

Process for Acceptance into the LPN to BSN Program Academic Year 2023-2025

1. An applicant who holds a current LPN licensure from another regionally accredited institution may earn Pre-licensure BSN degree from Wilson College through the Adult Degree Program.
2. The Applicant must meet the Traditional Transfer Undergraduate Admissions Criteria and be accepted to Wilson College. This requires a minimum cumulative GPA of 2.5 in the previous degree program.
3. The applicant must apply to the Pre-licensure BSN Program, fulfilling the following:
 - A. Meets the high school requirements as defined previously
 - B. The applicant must complete SAT, ACT, TEAS, or HESI with the following preferred minimum scores (please note that attaining the minimum score does not guarantee admission into the nursing program; if scores are more than 5 years old, the applicant may be asked to retake):
 1. SAT 450 CR + 450 M
 2. ACT: 19 Composite
 1. TEAS: 65%
 2. HESI Entrance Exam: 75%
 - C. The applicant will be asked to submit two references (one from a supervisor and one from an educator).
4. Seating is limited and admission is competitive. Space limitations may influence ability to accept qualified applicants.
5. Note: LPN candidates admitted to the Pre-Licensure BSN program are considered Adult Degree Program students for academic, billing, and financial aid purposes.

Process for Acceptance into the Pre-licensure BSN Program for Second Baccalaureate Degree Candidates Academic Year 2023-2025

1. An applicant who holds a baccalaureate degree from another regionally accredited institution may earn Pre-licensure BSN degree from Wilson College through the Adult Degree Program.
2. The Applicant must meet the Traditional Transfer Undergraduate Admissions Criteria and be accepted to Wilson College. This requires a minimum cumulative GPA of 2.5 in the previous degree program.
3. The applicant must apply to the Pre-licensure BSN Program, fulfilling the following:
 - A. Meets the high school requirements as defined previously
 - B. The applicant must complete SAT, ACT, TEAS, or HESI with the following preferred minimum scores (please note that attaining the minimum score does not guarantee admission into the nursing program; if scores are more than 5 years old, the applicant may be asked to retake):
 3. SAT 450 CR + 450 M
 4. ACT: 19 Composite
 1. TEAS: 65%
 2. HESI Entrance Exam: 75%
 - C. The applicant will be asked to schedule an interview with the nursing program admissions committee.
4. Seating is limited and admission is competitive. Space limitations may influence ability to accept qualified applicants.
5. Note: Second baccalaureate degree candidates admitted to the Pre-Licensure BSN program are considered Adult Degree Program students for academic, billing, and financial aid purposes.

Pre-licensure Progression and Retention

Students within the Wilson College Department of Nursing Program must:

1. Receive at least a “C” (2.0) in all courses required for the nursing major.
2. Maintain a cumulative GPA of 2.5 to progress in nursing and to graduate. Final GPAs from the Registrar’s Office are NOT rounded.
3. Students must obtain at least a grade of C (2.0 on a 4.0-point scale) in any required nursing major course. Two grades less than C will result in a withdrawal from the nursing program. A course can only be repeated once.
4. For each Nursing course that includes objective exams as a part of the grade, a student must achieve an **average of 75%** on objective exams before other components of the grade are calculated into final grade (i.e., papers, projects, etc.) Grades are rounded to whole numbers only once in a course when the final grades are calculated. At the end of the course, grades are rounded to the nearest tenth. Final grades round to the next highest whole number. For example, a final course grade of 79.5 is reported as an 80 and a 79.4 is reported as 79.
5. Students who earn less than a **75%** exam average will have the exam average recorded as the final grade.
6. A student who earns a less than a “C” in one nursing course is eligible to retake the same nursing course one time. A student who earns less than a C in a course the second time it is taken will result in being dismissed from the program.
7. Attendance at all clinical hours is mandatory, including orientation. One clinical make-up day is permitted for illness or family emergency. In order to pass a nursing class with a clinical component, students must be successful in the didactic (classroom) component as well as meet clinical requirements and specified number of clinical hours. Inability to meet clinical requirements and clinical hours means that the course will need to

be repeated, even if successful in the class. Students who are successful in the didactic (classroom) portion of the course but fail to meet clinical requirements will repeat the course. In order to progress in the nursing program, students must successfully complete didactic and clinical components of a course; this includes completion of all required clinical hours. Students who do not attend classroom hours are at a severe disadvantage. When determining if any exceptions should be granted, attendance will be a factor in that decision. Students who miss class are less likely to be successful than those who attend.

8. Math competency exam: Standardized math score should be 90% in all clinical courses. Two failures of the math competency exam will result in a clinical failure.

Faculty at Wilson College is required to submit low grade reports to the Registrar's Office at mid-term and at the end of the semester. Copies of these reports are sent to the Nursing Department to allow evaluation of what supportive measures can be used to increase student success.

Within the nursing program, student performance deemed not meeting progression standards in theory or clinical areas will be evaluated by the Governance Committee within the Department of Nursing. During the meeting of the Nursing Governance Committee, faculty will present the academic records of all students meeting the criteria for review. Faculty and clinical instructors may contribute information regarding the student, including information received from the student and course faculty. Effort will be made to present a comprehensive review of student performance. The student under review is not present at the meeting but may submit a written statement through the advisor or committee member.

After reviewing all of the information, the committee will discuss the student's performance and reach a decision regarding the student's continued status in the program. A simple majority of the voting members of the committee is required.

Students who are reviewed by the committee may be warned that they are progressing at a rate that will negatively impact time to graduation or ability to successfully graduate or pass the NCLEX-RN examination. These students may be required to complete specific remedial work, be required to repeat course(s), and/or be placed on departmental probation.

Students are encouraged to make use of the multiple resources that are available to promote success. More information can be obtained from Admissions or the Academic Support Center.

Nursing Appeal Process

Students who have not achieved the minimal requirements for continuing in the nursing program may appeal to remain in the program. A letter sent to the Chair of Nursing will address reasons for their performance as well as a detailed outline in how they plan to be successful in the future. The letter will be reviewed by the Chair and the nursing department to discern academic progression. If the department votes to endorse the student's request, the final decision for progression will be forwarded to the Academic Program Committee of Wilson College.

Departmental Probation

A student who earns less than a "C" in any required nursing course will automatically be placed on departmental probation for a minimum of one semester. Probationary status requires a student to meet with the Nursing Director to develop a remediation plan. Probationary status will be lifted upon successful completion of a semester with all grades greater than a "C". The intent of this process is to nurture the student and develop those skills that will lead to successful completion of the program.

Out of Sequence Students

If a student leaves the program temporarily, whether by choice or because of failure, readmission to the nursing sequence is based on available space. Students will be accommodated in rank order according to their GPA. Students are responsible for keeping health requirements, competencies, and skills up to date.

Transferring College Science Credit for Nursing Major: As a transfer-friendly institution, Wilson College does not place a time limit on previous course work. However, we strongly suggest auditing a science class if it is 5 to 7 years old, and repeating the course if it is more than 7 years old. Students must have a grade of “C” (2.0) or higher in order to transfer courses. All transcripts are preliminarily reviewed by Dean of Academic Advising prior to acceptance into the Pre-licensure BSN program. Following acceptance, the Registrar will review the student’s transcript and make the final decision on transfer credit.

Adverse Weather: <https://www.wilson.edu/inclement-weather-policy>

In the event of adverse weather conditions, students are to use their own judgment as to the safety of traveling to class. In the case of inclement weather or emergency information, the College’s website will have an announcement on the homepage. All weather calls are made by 6:00 am regarding the cancellation of class. Clinical attendance based upon weather conditions will be determined by the clinical instructor. (If there is a one or two hour delay, the delay starts from your clinical start time: if clinical starts at 0630, a two hour delay would have the clinical student begin at the site at 0830.) The exception of this is for students attending the Simulation Lab for clinical. Their clinical day must begin when the college opens due to weather-related hazards.

Graduation Expenses

The following will give students and ESTIMATE of the expense.

Costs**

Castlebranch – price varies each year

Pictures (Basic) Varies each year

Wilson College Graduation Fee - \$125

Wilson cap and gown fee - \$100

Nursing Pin: Price: Silver Included/Gold - \$25.00 extra fee.

NCLEX-RN Registration Fee - \$200.00

Pennsylvania Board of Nursing Registration fee (ATT)\$ 35.00

Temporary Practice Permit \$165.00 (optional)

**Prices subject to change

Graduation

Graduation policies are outlined in the Wilson College Academic Regulations.

Section 1B: RN-BSN Program

RN-BSN Admission Criteria

A licensed registered nurse can enter Wilson College to complete their Bachelors in Nursing. Admission to the Department of Nursing is competitive. All applicants to the RN-to-BSN program must have earned a cumulative GPA of at least 2.5. Those who do not meet GPA requirements may petition the Department of Nursing for admission and acceptance is based on assessment of the student’s potential to succeed.

RN-BSN Progression and Readmission Policies

Criteria for progression within undergraduate nursing programs are as follows:

1. Receive at least a “C” in all courses required for the nursing major*.
2. Maintain a cumulative GPA of 2.5
3. A grade less than “C” in any required nursing courses (found on page 10) will result in a course failure. Two grades less than C will result in a withdrawal from the nursing program. A course can only be repeated once.
4. A student must be in good academic standing to be considered for readmission. If a student has been on a leave from the nursing program for more than 12 months, the student will need to reapply for admission to the program.

*Definition of courses required for the nursing major include HSC 111/215/216/209/218, CLS 105, PHI 230, PSY 110/202, NUR designated courses.

Transfer Credit for Nursing Courses

All transcripts are preliminarily reviewed by an advisor prior to acceptance into the RN-to-BSN programs. Following acceptance, the Registrar will review the student’s transcript and make the final decision on transfer credit.

Graduation

Graduation policies are outlined in the Wilson College Academic Regulations.

Section 1C: Graduate Nursing Programs

Graduate Nursing Programs Progression and Readmission Policies

Criteria for progression and graduation from graduate nursing programs are as follows:

1. Receive at least a “B” in all nursing courses.
2. Maintain a cumulative GPA of 3.0.
3. A student may only attempt a required nursing course twice (Failure or withdrawal from a course constitutes an attempt). A grade less than “B” in any two nursing courses will result in being dropped from the program. Students who are dropped are not eligible to reapply. Students must earn a minimum of “B” in each nursing course to progress.

If a student leaves the program temporarily, whether by choice or because of failure, readmission to the nursing sequence is not guaranteed. Eligible students who drop out of the nursing sequence for any reason will be readmitted to the sequence on a space-available basis. Students will be accommodated in rank order according to their GPA. Students interested in reentry must notify the Director in writing of their interest.

Academic Standards – Graduate

Degree Time Limits for Graduate Students

Graduate student working toward a master’s degree has five calendar years from the date of the first registration to complete all requirements for the degree.

Transfer Credit for Graduate Nursing Courses

Transfer credit into the Master of Science in Nursing program is limited to 2 courses and not more than 12 semester hours. Students may be asked to supply a syllabus from the desired transfer course and decision to accept transfer credit will be made by the program coordinator in consultation with the Director and Registrar.

Graduation

Graduation policies are outlined in the Wilson College Student Academic Regulations.

While Wilson College has no degree time limits, students who take more than 5 calendar years to complete a degree will be subject to current program requirements to comply with any changes in nursing accreditation.

Plans of Study

Students are required to meet at least annually with your academic advisor in order to plan for your academic success at Wilson College.

Curriculum Goals/Objectives/Concepts

<i>Institutional Goals</i>	<i>Wilson College Student Learning Outcomes</i>	Program Concept
1. Communication	1. Students will write and speak well in different contexts	Communication and Informatics
2. Critical and Creative Thinking	2. Students will analyze, synthesize and interpret texts, images, experiences or other information	Nursing Leadership
3. Research	3. Students will conduct research, collaboratively or independently, using methods and tools that are appropriate to their discipline	Evidence-based Practice and Quality Improvement
4. Ethical Awareness	4. Students will identify and analyze ethical issues in their own lives and as they pertain to questions that arise within their major	Professionalism and Safety
5. Engaging Diversity	5. Students will demonstrate awareness of their own culture in comparison with other cultures and communities, within the United States and globally. Additionally, students will learn about the obstacles women and minorities face now and historically and the contributions they have made to cultures despite those obstacles	Patient-Centered Care
6. Disciplinary and Inter-disciplinary Knowledge	6. Students will achieve depth of knowledge in at least one field of study and breadth of knowledge through study in the sciences and mathematics, social sciences, humanities, histories, languages, and arts.	Teamwork and Collaboration
7. Integration and Application of Learning	7. Students will integrate learning in the major and across the Wilson College Liberal Arts curriculum to deepen engagement with big questions, both contemporary and enduring	Systems-Based Practice

Pre-licensure BSN Program

Program Concept	Concept Definition	Behavioral Objective
Communication and Informatics	The effective exchange of information or feelings between two or more people that promotes mutual respect and shared decision making with the goal of enhancing patient satisfaction and achieving optimal patient outcomes. This includes the use of information technology as a communication and information gathering tool that supports clinical decision making and evidence-based nursing practice.	Employ therapeutic communication techniques and information technology to foster strong relationships within the healthcare environment that promote optimal patient outcomes
Nursing Leadership	The process by which nurses use a set of critical and creative thinking skills with clinical judgment to direct and influence others in the provision of individualized, safe, quality patient care.	Use critical thinking and clinical judgment to direct individualized, safe, quality patient care
Evidence-based Practice and Quality Improvement	The use of best current evidence, expert opinion, and clinical expertise, upon which clinical judgment and patient care is based for the delivery of safe, quality health care. Includes the use of data to monitor outcomes of care processes with the goal of developing and implementing a plan to improve health care services and better meet the needs of patients.	Understand and incorporate best practice evidence into daily practice while using data to monitor outcomes
Professionalism and Safety	The accountable and responsible behavior of the nurse that incorporates legal and ethical principles and regulatory guidelines that comply with standards of nursing practice. The minimization of risk factors that could cause harm or delay patient recovery while promoting quality care and maintaining a secure environment for patients, self, and others.	Practice as a professional nurse using legal and ethical principles that comply with standards of nursing practice to minimize risk factors and promote quality care
Patient-Centered Care	The provision of caring and compassionate, culturally sensitive care that is based on a patient's physiological, psychological, sociological, spiritual, and cultural needs, preferences, and values to promote achievement of optimal outcomes.	Engage in patient-centered care to meet individual physiological, psychological, sociological, spiritual, and cultural needs, preferences, and values to promote achievement of optimal outcomes
Teamwork and Collaboration	The delivery of patient-centered care in partnership with interprofessional members of the health care team, to achieve continuity of care and optimal patient outcomes.	Effectively work within interdisciplinary teams to promote safe patient care and improve outcomes
Systems-Based Practice	The delivery of healthcare within interrelated microsystems that exist in a larger system or organization referred to as a macrosystem.	Understand the healthcare system on a micro and macro level to promote effective nursing practice

Post-Licensure Program Goals/Outcomes

<i>Program Concepts</i>	<i>RN to BSN Completion Program Outcomes</i>	<i>MSN Program Outcomes</i>
Communication and Informatics	1. Prepares students to effectively communicate in a variety of settings and methods that will increase safety and satisfaction among all healthcare team members, including patients and families	1. Implement communication skills, strategies, and technology to advance professional nursing across populations and settings
Nursing Leadership	2. Empowers baccalaureate nurses to assume a leadership role that uses critical thinking and problem solving in planning, managing, and evaluating healthcare to improve patient and family outcomes	2. Apply critical thinking and clinical judgment principles to improve the quality of individual practice and advance the profession of nursing
Evidence-based Practice and Quality Improvement	3. Prepares students to provide and evaluate care from an evidence-based approach that encompasses research and holistic theory to promote improved patient outcomes	3. Serve as a leader in advancing the practice of nursing through integrating, planning, and coordinating research translation and theory in evidence-based nursing within the practice discipline
Professionalism and Safety	4. Assists students in creating a framework for the provision of care that is ethical and holistic, placing emphasis on the biological, psychological, social and spiritual elements of human development	4. Conduct advanced nursing practice within ethical-legal guidelines, professional policies and regulations, and standards of practice associated with a specialty area of practice
Patient-Centered Care	5. Provides students with the knowledge, attitudes, and skills necessary to care for diverse populations	5. Articulate the effects of culture in the design, delivery, and evaluation of exemplary practice within the specialty area that values the inherent dignity of all humans and is committed to culturally competent care of unique individuals in a global society
Teamwork and Collaboration	6. Prepares students with the knowledge and values to practice within a collaborative environment that facilitates patient safety, innovation, and accountability	6. Demonstrate collaborative practice and interpret nursing science within an interdisciplinary context to support advanced nursing practice
Systems-Based Practice	7. Allows students the opportunity to engage in broad learning environments that fosters growth and understanding of an interdisciplinary practice and the need for life-long learning	7. Model excellence in nursing leadership to improve nursing practice within a complex health care system while practicing as a responsible, autonomous member of the nursing profession who is committed to life-long learning

Section 2: Nursing Department Academic Policies

Academic honesty and integrity policies may be found in the Bluebook under the Wilson College Judicial System.

Professional Risk

The practice of nursing involves the care of individuals who are ill or injured. Communicable diseases are common in health care delivery settings and may be a threat to nursing students. During the performance of clinical practice/research activities, a student may have contact with patients/subjects with HIV/AIDS, tuberculosis, hepatitis, and other infections. Such contact, although rare when proper preventive measures are used, may result in a student's being exposed to infectious agents and/or transmitting an infectious disease to other students, faculty, patients, family members, and subjects. During pregnancy, the fetus may also be at risk. As a student enrolled in the Department of Nursing at Wilson College, students are expected to provide care to patients who may have known or unknown communicable diseases. Application to and acceptance of an offer from the Department of Nursing indicates a student's understanding of related professional risks.

Nursing Computer Requirements

All Department of Nursing students are required to use Wilson College e-mail address for conveying course/clinical/research/other School related business. Department of Nursing courses use the Canvas Learning Management Systems that requires frequent reliable access to Internet resources. For both these reasons, easy access to personal computers and the Web are imperative. Students may access PC lab facilities on campus.

In addition to the computer itself, students must have an Internet Service Provider (ISP) and an account for a high-speed access service. The ATI (our e-learning provider) recommended browser is Firefox.

Advising

All nursing students have a primary academic advisor. Students are strongly encouraged to meet regularly with their advisor and review their progress and goals each semester. Advising information and advising hours may be found by contacting your advisor (as noted in your acceptance letter).

Financial Aid, Registration, and Academic Policy and Procedures

Nursing policies are consistent with those of the College. See Wilson College Academic Regulations and the MyWilson portal for more information.

Dismissal from Clinical

- Students must provide competent practice with reasonable skill and safety to patients. Faculty has the right to immediately dismiss a student from clinical if practice is deemed unsafe. This behavior may also affect a student's ability to proceed in the nursing major. Unsafe clinical behaviors can cause harm or place a client or group of clients at risk of harm. Examples include (but are not limited to):
- Lack of proper protection to keep the client free from injury
- Lack of preparation for clinical day or failing to seek help when needed
- Violation of standard and pathogen specific precautions
- Providing the client with inappropriate or incorrect information
- Making comments that would increase patient anxiety or making the client fearful
- Attending clinical experiences while under the influence of alcohol, controlled substances or other alterations in mental status
- Lying or deliberately giving inaccurate information relating to clinical experience
- Refusal to provide assigned patient care
- Performing actions outside of the nursing student role
- Falsifying documentation on the clinical record or in homework assignments

- **Tardiness.** Failure to arrive to clinical on time will result in a clinical failure for that day and requires a clinical make-up. This will be considered one clinical absence.

Nursing Appeal Process for Clinical Issues

Due to the progression timing for many nursing courses, nursing students must follow this policy for academic appeals.

- 1) Any student who has a conflict with an instructor should attempt to resolve the situation directly with the faculty member.
- 2) If, after discussing the situation with the instructor, the student believes that the situation is still unresolved, the student should, within four business days, discuss the situation with the nursing program director.
- 3) If, after this meeting, the student believes that the situation is still unresolved, the student would submit a written description of the problem and request for review to the sciences division head within four business days of the director's decision.
- 4) If, after exhausting these channels, the student still believes that the situation is unresolved, the student would submit a written description of the problem and request for review to the vice president for academic affairs/dean of the faculty within four business days of the division head's decision. At any level of the appeal process, the instructor may be invited to participate in the meetings.

Exception for Policy Regulations

A student or faculty member may petition for an exception to any academic regulation. The process is outlined in Academic Regulations.

Use of Assistive devices in Examinations

Assistive devices, such as PDAs, cell or smart phones, smart watches, calculators, translators, or other electronic devices are not allowed into an examination session for use by students unless faculty have approved use of these devices for all students prior to the examination. One exception to this is the use of assistive devices that have been approved by Disability Services. In instances where an assistive device has been approved by Disability Services, the student should inform the course faculty prior to the examination session.

English as a second language is not classified as a disability by the college. Use of translation devices is not permitted in the undergraduate program during course exams or program performance testing. At the graduate level, use of translation devices is the prerogative of the supervising faculty. Permission to use translation devices at the graduate level must be obtained by students in advance of the planned use.

New technologies will need to be monitored and evaluated as they become available. Questions about assistive devices can be directed to course faculty or the appropriate Program Director.

Nursing Grading Scale

Grading Scale for Determination of Department of Nursing Course Grades

95-100 = A	75-76 = C
90 - 94 = A-	70 - 74 = C-
87 - 89 = B+	67 - 69 = D+
83 - 86 = B	63 - 66 = D
80-82 = B-	61 - 62 = D-
77 - 79 = C+	0 - 60 = F

*To pass a nursing course (any course with an NUR designation), the grade must be a "C" or better

Nursing Clinical Laboratory Grade

Students are evaluated as satisfactory or unsatisfactory in the laboratory component of laboratory/clinical nursing courses, based on the results of the clinical assessment tool. Laboratory/clinical experiences are pass/fail, and students must pass in order to pass the classroom portion of the nursing course. In nursing courses using an alternate method of clinical assessment (for example NUR 101), students are expected to meet all required clinical/laboratory components in order to pass the course. Feedback will be provided throughout laboratory/clinical experiences. If a student is at risk of failing, a remediation plan will be developed with the student to assist in developing professional skills. Failure to abide by established policies and expectations of safe nursing practice may result in dismissal from the program.

Early Academic Warning System for Nursing courses

The Early Warning System (EWS) is an official check on current progress to help a student that may be in danger of failing a class. The EWS notice is not to serve as criticism, but rather to assist students to complete courses. The reasons for the EWS include (but not limited to):

- Poor test performance
- Inadequate understanding of class subject matter
- Unprofessional attitude or irresponsible behavior
- Failing grades on papers, homework, or assignments
- Inadequate preparation for class/laboratory/clinical
- Lack of focus/attention during class
- Unsafe clinical/laboratory performance
- Other (to be specified by instructor)

Components of the EWS

1. Notice from course faculty citing current grade and/or behaviors in class that are detrimental to success in the course
2. Strategies for improvement
3. Referral

The EWS notice will be emailed to the student as well as their advisor. Additionally, concerns may be reported through Wilson College retention alert system.

Nursing Test Review Policy

Faculty is encouraged to provide an opportunity for students to review each test following its administration at the discretion of the faculty.

ATI Policy

All ATI materials must be completed as assigned in Nursing courses.

Students must receive an 80% on a post ATI test. Module grades from the first attempt was used for grades.

Senior nursing students must attend the ATI Live Review which is planned at the end of every spring semester. Following the Live Review, the graduate must attain a “Green Light” status from ATI so the Chair of the Nursing Department can forward their PA State Board of Nursing information. This benchmark is required in order to sit for the NCLEX.

Section 3: Professional Policies

Professional Behaviors

The Department of Nursing is a community of staff, faculty and students that is committed to a respectful, safe and protected environment, founded in civility and free from violence, in which all can work and learn. Professional behavior is also important because patient outcomes are directly linked to a nurse's civility.

Acknowledging that workplace violence falls on a continuum from civility through physical violence, the Department of Nursing requires that all members of our community value and respect each other. As a community, the Department will make every effort to encourage civility and protect its individual members from all forms of unacceptable interpersonal aggression including, but not limited to, verbal, written, physical, or any other forms. All members of the Department of Nursing will strive to maintain an environment that is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

All who participate in or engage with this community will abide by these guiding principles:

1. We value differences among individuals and, in that spirit, require that all treat each other with respect. Interactions in the Department of Nursing are expected to be courteous, respectful, and professional.
2. Individuals are responsible for their own behavior and will be held accountable for that behavior.
3. Inappropriate and unacceptable behavior may be a warning sign of impending hostility or violence and will be reported and dealt with in accordance with the policies outlined below.
4. When inappropriate behavior occurs, members of the Department of Nursing community are empowered and expected to deal with the situation according to established guidelines.
5. Individuals are expected to keep their own personal safety foremost in their plans and actions and to support others in doing the same.
6. Unacceptable behavior will be dealt with so that the message of expecting civility is consistent and clear.

When inappropriate behavior occurs, the Department of Nursing will:

- Respond promptly to immediate interpersonal dangers to staff, faculty and students in the school in accordance with established procedures.
- Facilitate the investigation of threats and other reported incidents, and file necessary reports per College policy with the Human Resources Department.
- Respond to each report objectively, seriously address any allegations, even those that may appear frivolous, thus taking threats and threatening behavior seriously and ensuring that Department of Nursing members feel safe in sharing their concerns.
- Take disciplinary actions under the College's disciplinary policy when warranted.
- Support victims and affected persons after an incident.

Definitions

Definitions of key terms used in this policy are as follows:

Inappropriate and prohibited behavior is behavior that can serve as a warning sign of potential hostility or violence.

Examples of these kinds of behaviors of interpersonal aggression include but are not limited to:

1. Unwelcome name-calling
2. Rude* or uncivil (e.g, slamming doors in angry response, making disparaging comments about another worker, purposefully blocking someone's view or path, harshly criticizing a subordinate in public, vulgar or obscene words or actions, either written or verbal, including email, voice messages, and graffiti).
3. Acts of abuse (e.g. verbal statements, including tone of voice, or physical act which may be construed as a derogatory, intimidating, bullying or psychologically or emotionally disturbing
4. Intimidation through direct or veiled verbal threats
5. Throwing objects regardless of size or type or whether a person is the target of a thrown object

6. Physically touching another employee in an intimidating, malicious or sexually harassing manner
7. Physically intimidating others including such acts as obscene gestures, fist-shaking, or “getting in your face” types of gestures
8. Stalking, either on or off campus.

Threat: the expression of intent to cause physical or mental harm. A threat is conveyed regardless of whether the individual communicating the threat has the present ability to carry it out and without regard to whether the expression of threat is contingent, conditional, or placed in the future.

Physical attack: unwanted or hostile contact such as hitting, fighting, pushing, shoving, or throwing objects.

Property damage is intentional damage to property owned by the state, employees, students, or visitors.

The experience of interpersonal hostility and violence can be extremely upsetting. Such incidents should not be experienced in isolation. Persons with these experiences are encouraged to seek support from individuals within the Department of Nursing such as a direct supervisor or Human Resource Manager, who will provide active listening, advice, coaching as the situation dictates.

Reporting Procedure:

Students should immediately report inappropriate and prohibited behavior to the Wilson Security, Wilson faculty or staff, or to the police. Procedures to be followed by students alleging any type of harassment or stalking may be found in the [Wilson College Student Bluebook](#).

Social Media Policy

Use of Social Media by Department of Nursing Students and Employees

While social media allows the College to reach many audiences including faculty, staff and students, use of social media by Department of Nursing faculty, staff and students presents special concerns for privacy and confidentiality. The general use of social media by Department faculty, staff and students is not affected by the following policy; its use is related to confidential information about the Department (including the faculty, staff and students), patients or Department of Nursing-clinical affiliates (agencies with which the Department has entered a contractual relationship to provide clinical experience opportunities for students) and is notably restricted.

Social media are defined as, but not limited to, web-based or mobile technologies used for interactive communication. Examples of social media include but are not limited to collaborative projects (e.g., Wikipedia), blogs and microblogs (e.g., Twitter), content communities (e.g., YouTube), social networking sites (e.g., Facebook), virtual game worlds (e.g., World of Warcraft), and virtual social worlds (e.g., Second Life). Regardless of how these forms of media are used, employees and students are responsible for the content they post or promote. Content contributed on these platforms is immediately searchable and shareable, regardless of whether that is the intention of the contributor. Once posted online, the content leaves the contributing individual’s control forever and may be traced back to the individual in perpetuity.

Social Media Use in the Nursing Department

- Department of Nursing students and employees are prohibited from disclosing through social media the following:
- Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA) ***even when the patient is not identified***
 - Education Record Information, as defined by the Family Educational Rights and Privacy Act (FERPA)
 - Confidential Personnel Information, as defined by the State Personnel Act
 - Confidential, non-public or proprietary information about families, clinical facility staff or clinical institutions, and the School, its employees and students
 - Copyrighted or intellectual property belonging to the College

- Comments that express or imply sponsorship or endorsement by the Department or the College, unless you are officially authorized to act in this capacity for this purpose on behalf of the College or the Department of Nursing

Disclosure or communication in any form of any and all clinical information, issues related to HIPAA, FERPA, and any other sensitive information are strictly prohibited, even in personal (social media or otherwise) communications.

Students in violation of this policy may be considered as having violated the Wilson College Honor Code. However, like faculty and staff who violate this policy, **nursing students may face disciplinary action up to and including dismissal from the program.**

Related references

- See WC Honor Code and Honor Principle in [“Bluebook”](#)
- HIPAA - <http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>
- FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html?src=rn>
- PCI - <http://www.informationshield.com/papers/PCI-Security-Policies-Using-ISPME.pdf>
- ANA Social Media Toolkit- <http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-Networking-Principles-Toolkit/Tip-Card-for-Nurses-Using-Social-Media.pdf>
- NCSBN Social Media White Paper - https://www.ncsbn.org/Social_Media.pdf

Communication

Official Department of Nursing electronic communication regarding academic classes or academic schedules **will occur through School-sanctioned channels**, e.g., Wilson College email, listservs, Canvas, and Wilson College websites. Electronic communications outside these channels are not endorsed for academic courses. Communication to students will occur through Wilson email. Students who opt to forward email to a personal email address are responsible for ensuring that they are secure.

Classroom behavior

Faculty and students are mutually responsible for enforcing optimal classroom behavior and thus helping to create an appropriate learning environment for all. All students shall be given the opportunity to learn in an environment that is free from noise, intrusions and disruptions. Students should remain attentive to the activities of the classroom and behave in a manner that allows others to be attentive. Noise must be avoided and includes, but is not limited to: electronic devices except those being used for note-taking purposes, cell phones, children, side conversations among students, monopolization of conversation, reading outside materials, and frequent getting up and down while class is in session.

Online Behavior: Cyber-Bullying Policy

Social media’s influence has created many ways to communicate, expand knowledge, and search for answers. However, social media has led to the phenomenon of electronic harassment and intimidation.

If you experience cyber-bullying:

- Tell the bully to stop. This is often a difficult step but a necessary one to halt the interaction. Confronting the behavior (if it is safe for you to do so) zaps the bully’s power.
- Use your social media technology to defriend and/or block access to your account.
- Contact your service provider such as AT&T, Verizon, G-Mail, etc. Each has a process for addressing complaints.
- Document everything. Keep all emails, texts, tweets, tags, web pages with dates and times. Archive the information as well as make printed copies. Store in a safe place.
- Ask for help: If the bully is another student, the student development offices can assist with Honor or Joint Honor Council proceedings. In addition, student development can walk you through the process. If person is not a student, student development can assist with service provider contact and intercession.

Cyber-bullying and/or any cyber-attack can go viral quickly. As students, be responsible for your postings. Do not spread rumor/gossip. Remain civil. Consequences of conducting cyber-bullying can range from loss of college email to possible suspension and/or criminal charges.

References: Cyber Bullying: Sheri Bauman: Stopcyberbullying .org / Dosomething.org

Drugs and Alcohol Policies

The use of substances which interfere with the judgment and/or motor coordination of nursing students pose an unacceptable risk for clients, Wilson College, the faculty, and clinical agencies. Wilson College Department of Nursing requires drug testing. Such testing will be completed before classes begin and will be required annually thereafter for all students in clinical courses. Additionally, upon reasonable suspicion of drug and/or alcohol use in the clinical, classroom, or laboratory settings, Wilson College Department of Nursing has the right to require a student to submit to testing for substance abuse at the student's expense. Refusal by a student to submit to testing will result in that student's dismissal from the Wilson College Department of Nursing.

Procedure for Drug Testing

Tests will be conducted by a qualified laboratory using established methods and procedures selected by the Department of Nursing. Students will be notified when testing is due. The student may be screened for amphetamines, cocaine metabolites, marijuana metabolite, opiates, phencyclidine (PCP), propoxyphene, barbiturates, benzodiazepines, methadone, methaqualone, and other chemicals as required by clinical agencies. A drug test will be presumed positive if any of the drugs tested are found.

Positive Results

Positive drug screens shall be reviewed by a Medical Review Officer (MRO) employed by the vendor. In the event that a drug screen indicates a diluted specimen, the student must repeat the drug screen at their own expense.

Reasonable Suspicion of Drug/Alcohol Use

In addition to the preclinical screening process for substance abuse, for the protection of clients, faculty, staff, and students, the Wilson College Department of Nursing has the right to require a student to submit to testing for substance abuse at the student's expense when a faculty member has reasonable cause to believe that a student is under the influence of alcohol and/or other drugs during a clinical or laboratory experience.

As this policy refers to positive drug/alcohol screen procedures, the following definitions of positive will be used:

1. Screen results indicating use of an illegal drug;
2. Screen results indicating non-therapeutic drug level of prescribed or non-prescribed drugs;
3. Screen results indicating presence of alcohol in blood

Evidence of Alcohol/Drug Use

During clinical or laboratory experiences, any one or more of the following behaviors may also constitute evidence that a student is under the influence of alcohol and/or drugs:

- Observable lack of motor coordination without reasonable explanation. Such behavior must be described objectively by persons making such observations and includes, but is not limited to, slurred speech, impaired physical coordination, inappropriate comments or behaviors, pupillary changes, noticeable change in grooming habits or odor of alcohol or other drugs
- Incoherent speech without reasonable explanation
- Inappropriate decision-making behavior without reasonable explanation. This behavior must be described objectively by persons making such observations and must clearly be inappropriate based upon reasonable expectations of students at the same academic level. It may include information that the individual has caused or contributed to harm of self, visitors, staff, or patient while under the influence of drugs.
- Odor of alcohol detected on the breath of the student detected

- A report of drug use by credible sources or direct observation of drug use. (Reporting source may be identified in accordance with clinical agency policy)
- Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs

If the reasonable suspicion incident occurs while at a clinical facility, the student will be responsible for obtaining transportation to the designated reference laboratory for drug and/or alcohol testing. The student will not be allowed to drive from the clinical facility. The student must present to the designated reference laboratory for confirmatory testing within one (1) hour of being excused from the clinical facility.

Record of Test Results

The MRO will report all positive test results to the Director of the Department of Nursing. The results will be maintained in student CastleBranch records.

Readmission following Positive Test Results

In order to be considered for readmission, students who are dismissed from the nursing program due to a positive substance abuse screen must:

1. Submit a letter from a treatment agency verifying completion of a substance abuse treatment program.
2. Prior to readmission, submit to an unannounced substance abuse screening at the student's expense. A positive screen will result in ineligibility for readmission.
3. Submit to random drug tests as requested by the Department of Nursing after readmission. A positive screen will result in permanent dismissal.

Clinical Dress Policy

Purpose:

The purpose of outlining clinical dress parameters is to assist the beginning nursing student in establishing a professional appearance. Projecting a professional image of the Wilson College nursing student to professional nurse colleagues and the profession is the responsibility of each student at all times. Specific questions or concerns about professional dress should be addressed to your current course faculty member.

Wearing Uniforms

- Uniforms are to be worn by students in providing nursing care when involved in clinical laboratory settings; The uniform is to be worn only in course clinicals (not work)
- Students may wear the uniform to class on those days when it would not be feasible for the student to change to street clothes before going to class or before going to the clinical area
- Students are not to wear Wilson Nursing or hospital identification cards, or school uniform in social settings that are not directly associated with clinical or other nursing faculty sanctioned events
- Students should not contaminate uniforms that will be in contact with patients. This include being in the community (shopping, dining etc.) and sitting on the surfaces like the floor while wearing the student uniform or lab jacket
- Uniforms must be clean, stainless, smoothly pressed, and in good repair
- Uniforms for the simulation lab setting may be a nursing department T-shirt and uniform scrub pants

Any student in nursing laboratory/clinical setting not dressed according to policy could be given an unsatisfactory grade and sent home.

Student Uniforms:

- Two (2) complete uniforms ordered through Flynn O'Hara
- Plain white socks
- Picture Identification Badge per agency policy and Department of Nursing; exceptions may be made by a clinical instructor to meet requirements of a specific experience (for example, operating room)

- Solid dark colored professional shoes (closed toe and heel)
- Scrub Jacket (ordered through the Flynn O'Hara)
- Long Sleeved white tops may be worn under the uniform but should not extend past the wrist.
- Wilson College or Clinical Facility Picture Identification on upper left chest.

Undergarments:

Undergarments must be worn, provide full coverage and should not be visible through the uniform.

Jewelry: Jewelry may only include the following:

- Smooth wedding band with no stones.
- One pair of small stud style earrings in the earlobe. No gauges unless flesh colored. Only one earring per ear should be worn and size should not exceed the earlobe. No dangle or loop earrings with stones may be worn.
- Medic Alert necklace or bracelet
- No oral or facial jewelry.

Body Tattoos:

- All body tattoos should be hygienically concealed.

Differences in Clinical Agencies:

Students are expected to follow dress policy modifications specific to clinical areas (for example labor and delivery, nursery, operating room, and community settings).

Personal Hygiene:

Personal cleanliness is prerequisite for client care. Regular bathing, hair washing and use of deodorant are part of personal cleanliness. Make-up is to be applied so that a natural look is conveyed. No perfume, aftershave, cologne or strong-smelling toiletries.

Hair:

- Hair must be neat and professionally-appearing at all times. It cannot touch the neckline of the uniform or scrub jacket.
- Long hair must be neatly pinned up to keep it off the uniform collar. It must be restrained so that it will not interfere with nursing activities.
- Devices used to restrain the hair are to be unobtrusive and of a color consistent with the hair color.
- Hair color should occur naturally in humans, i.e. black, brown, blonde, natural shades of red, and gray.
- Beards and mustaches should be kept trim and neat.

Fingernails:

- Nails should be kept clean and short to be even with the end of the fingers.
- No colored nail polish
- No coverings over natural nails, to include but not limited to, polish overlays, artificial nails or tips.

Gum Chewing:

Chewing gum will NOT be permitted in clinical areas.

Smoking:

Smoking is not permitted while in student uniform/professional dress before or during any clinical/laboratory activity. Students smelling of smoke will be asked to leave the clinical unit.

General Professional Clinical Dress:

Scrub jackets may be worn over appropriate street clothes. No jeans, sweats or shorts are allowed. Requirements for jewelry and hair are consistent with the clinical uniform policy. Shoes should be closed toe/closed heel. Wilson Uniforms are the only permitted attire in clinical settings unless directed differently to meet clinical site requirements (example: OR scrubs). Picture Identification Badge must be worn.

Accessories:

Uniform accessories are a part of each uniform and include the following:

1. Watch that has a second hand counter
2. Identification Badge: Worn on the left upper portion of the uniform/scrub jacket.
3. Bandage scissors
4. Stethoscope
5. Blood pressure cuff (optional)
6. Penlight

*Nursing equipment as required by the specific course

Requirements for Entering Pre-Licensure BSN Clinical Nursing Courses

Initial Required Health Screening for Pre-Licensure Nursing Students (First year only)- Castlebranch* (Please note that there is a processing fee with the use of Castlebranch software)

1. Physical exam by licensed provider (See Annual Physical Exam form in Section 4). If you are a student athlete, please make a copy of the physical form you submitted to the Wilson College nurse.
2. **QuantiFERON Gold blood test (blood test for TB) OR** the Two (2) Step Tuberculosis screening (the second PPD must be administered 10-20 days after the first reading). If the student has a positive test or has a history of BCG injection, TB testing is not completed. Instead, attach a statement from the health care provider verifying chest x-ray results or completion of prophylactic therapy **and** safe status to practice. An annual assessment must be performed by a health care provider and documentation provided for continued safe status for nursing practice. The provider is able to override the need for a chest x-ray or prophylactic therapy based on his or her clinical assessment and professional opinion.
3. Measles, Mumps and Rubella (MMR): (2 doses required). Documentation of two doses of vaccine or confirmed immunity by serology. MMR Vaccine Dose #1 given at age 12 months or later. Dose #2 given at age 4-5 years or later and at least one month after first dose.
4. Tetanus Diphtheria, Pertussis (Tdap) within 10 years.
5. Hepatitis B: Dates of 3 immunizations (first dose of the three dose series must be completed) or laboratory confirmed immunity by Surface Antibody Serologic Titer. Any student who is unable or unwilling to take the vaccine must write a letter declining the immunization to be kept on file.
6. Varicella: Dates of 2 immunizations or confirmed immunity by serology or documented history from physician with signature.
7. Influenza Vaccine: (Required Annually during Influenza season).
8. Current clear criminal background check, finger printing, child abuse clearances, and drug screening
9. Current student nurse liability insurance ('Malpractice' insurance; submit copy of the face sheet of the Professional Student Nursing Liability Insurance policy showing coverage dates and amounts)
10. Current CPR certification for adult, child, infant and obstructed airway (The only course accepted is American Heart Association Healthcare Provider BLS).

NOTE:

Titers are the preferred method of confirmation.

Please allow yourself at least **6 weeks** to complete these requirements.

Students will use Castlebranch to submit all of their required health screening documents at

<https://mycb.castlebranch.com>

Annual Required Health Screening of Pre-Licensure Nursing Students

Returning Students:

1. Physical exam by licensed provider (See Annual Physical Exam Form in Section 4). If you are a student athlete, please make a copy of the physical form you submitted to the Wilson College nurse.
2. Annual QuantiFERON Gold blood test (blood test for TB), T-Spot, **OR** annual PPD update (date administered, results, and name of agency where it was completed). If the student has a history of a positive reaction or has a history of BCG injection, TB testing is not completed. Instead, attach a statement from the health care provider verifying safe status to practice. An annual assessment must be performed by a health care provider and documentation provided for continued safe status for nursing practice.
3. Influenza Vaccine: (Required Annually during Influenza season).
4. Tetanus Diphtheria, Pertussis (Tdap) within 10 years
5. You will need an annual drug screen and may need an annual background check depending on clinical placement.
6. Current student nurse liability insurance
7. Current CPR certification for adult, child, infant and obstructed airway (The only course accepted is American Heart Association Healthcare Provider BLS).
8. Annual Drug Screen purchased through CastleBranch.
9. Students will use Castlebranch to submit all of their required health screening documents at <https://mycb.castlebranch.com>
10. Sign acknowledgement of the Nursing Handbook policies through Castlebranch.

Written evidence of the above requirements must be submitted to the Department of Nursing as directed. Failure to comply with this requirement will result in forfeiture of space in clinical nursing classes. The student is responsible for submitting annual completed documentation and keeping a copy of the documentation for personal use. This **MUST** be completed before the student can enter into ANY clinical site.

Professional Student Nursing Liability Insurance

The Professional Student Nursing Liability Insurance must provide coverage of at least 1 million per incident/ 3 million aggregate. Suggested Professional Student Nursing Liability Insurance carriers are ProLiability and Nursing Service Organization (NSO) (See Appendix 1 for liability insurance contact information).

Education/Training Requirement for Clinical Agencies

Students enrolled in clinical nursing courses are required to complete a mandatory clinical agency requirement for education/training regarding safety and protection (including but not limited to occupational exposure to blood borne pathogens, hazardous waste disposal, fire safety, and HIPAA). The dates and location for annual trainings are announced in each clinical course.

Ineligibility to Continue in Major Due to Student Conduct

In order to participate in certain clinical learning sites, agency contracts require that students have a drug screen and criminal background check. If certain information is revealed by the criminal background check, a student may be restricted by agencies from using their facilities. Students may also be banned for conduct violations and/or other violations of agency contracts. If students are denied access to a clinical agency or site, they will be ineligible to continue in the nursing major. Students are responsible for accurately updating their record every semester and notifying the Director of any changes in health or legal status. Students must understand that serious infractions that involve behavior and/or impact client care may cause failure of a course and permanent dismissal from the Wilson nursing program.

Accreditation

The Wilson College **Bachelor of Science in Nursing** program is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, 8th Floor, Washington, DC 20037; phone 202-909-2500.

The Wilson College **Master of Science in Nursing** program is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, Washington, DC, 20037.

Section 4: Forms

Early Warning System

Annual Physical Form

Statement of Understanding the Handbook form

Early Warning System

TO:
CC:
FROM:
DATE:

This notice is to inform you that there are concerns about your work in COURSE: _____

At this point of the semester, your performance indicates that without significant work on your part, you may not successfully complete this course. Use this notice as a motivator, and work on improving the areas your professor has identified.

Specific issues or problems:

_____ Poor class attendance (including late arrivals/early departures)

_____ Poor test performance

_____ Difficulty completing work on time

_____ Inadequate understanding of class subject matter

_____ Difficulty following directions

_____ Unprofessional attitude or irresponsible behavior

_____ Poor class participation

_____ Failing grades on papers, homework, or assignments

_____ Inadequate preparation for class/laboratory/clinical

_____ Lack of focus or attention during class

_____ Warning of honor code violations

_____ Unsafe clinical/laboratory performance

_____ Other:

Suggested Student Actions:

Referrals:

Department of Nursing
Annual Physical Form

SECTION 1 (Student must complete this part prior to exam.)

A) Drug allergies Food allergies or intolerance: _____

Does student require epi-pen? (circle) Yes /No Has student been trained in its use? (circle) Yes No
Medications

B) Please list any health conditions or medications that would be pertinent to providing emergency care:

C) Students must possess the functional ability to perform the skills and demonstrate the behaviors required of a professional nurse. These abilities include but are not limited to (circle Yes or No)

Yes/No	Adequate vision, such as that required to observe changes in physical conditions, to read small print on labels and reports, and to discern subtle changes in color;
Yes/No	Adequate hearing, such as that required to distinguish muted sounds through a stethoscope;
Yes/No	Fine motor skills and manual dexterity, such as required to handle small, delicate equipment;
Yes/No	Strength to turn and assist with lifting 50 pounds
Yes/No	The mobility to perform skills and respond quickly in emergency situations;
Yes/No	The ability to communicate and interact effectively with others, verbally and in writing; and
Yes/No	The ability to detect odors.
Yes/No	Are there any conditions, concerns, or treatments that may affect the ability of this student to meet these program requirements? <i>Please explain below</i>

Please explain any **no** answer:

Healthcare provider's name _____ Date of exam _____

Signature _____ Phone _____

**Wilson College Department of Nursing
Statements of Understanding the Handbook Form**

I. Professional Confidentiality, Behaviors and Communications: I have read the Wilson College Department of Nursing Policies regarding professional confidentiality, behaviors, and communications. I agree to abide by these policies as this can impact my ability to succeed. I will adhere to the policies as stated and am aware of the ramifications of a breach in professional confidentiality and not following the standards for clinical practice.
_____ Initials

II. Annual Health Screenings and clinical updates: I understand that I am responsible for completing the required annual health screening and immunizations. I am responsible for turning in the necessary items on time and in full to participate in clinical experiences.
_____ Initials

III. Progression and Retention Policies: I understand that I must receive at least a "C" in all nursing courses and achieve an average of 75% on objective exams before other components of the grade are calculated into final grade. I acknowledge the maximum repeat and withdrawal opportunity of nursing courses. I acknowledge that if out of sequence in the required nursing curriculum, I will rejoin the sequence on a space available basis when I have successfully met course prerequisite criteria.
_____ Initials

IV. Nursing Student Handbook: I understand that the Nursing Student Handbook is available on the Intranet. I understand that it is my responsibility to read the Handbook, and that I will adhere to the policies contained therein. I understand that I will need to read the Handbook by the first day of classes each fall semester. _____ Initials

V. Policy Governing Use and/or Abuse of Drugs and/or Alcohol by Nursing Students: I have read and agree to abide by the Policy Governing Use and/or Abuse of Drugs and/or Alcohol by Nursing Students. _____ Initials

VI. Ineligibility to Continue in Major Due to Student Conduct: I understand that serious infractions that involve my behavior and/or impact client care may cause failure of a course and permanent dismissal from the Wilson nursing program. _____ Initials
THIS FORM WILL BE PLACED IN MY PERMANENT FILE in the Department of Nursing.

Print Name: _____

Signature: _____

Date: _____

Appendix 1

Academic Support Center

Mike Bloomford/Director of the Academic Success Center
717-262-2773
Michael.bloomford@wilson.edu
Location: John Stewart Memorial Library, Room 207
<https://www.wilson.edu/academic-support-center>

Calendar (Academic)

<http://www.wilson.edu/academic-calendar>

College Catalog

<https://www.wilson.edu/wilson-college-course-catalog>

Student Financial Services Center

T: 717-262-2016
F: 717-262-2530
finaid@wilson.edu
Location: Lenfest 1st floor within One-Stop

Professional Liability Insurance

Nurses Service Organization (NSO) <http://www.nso.com/professional-liability-insurance/nurse-coverage.jsp>
ProLiability Insurance – <https://www.proliability.com>

Registrar Office

T: 717-262-2007
F: 717-262-2593
registrar@wilson.edu
Location: Edgar Hall 1st floor
<https://www.wilson.edu/registrar>