



**Kentucky Christian University
Yancey School of Nursing**

Student Handbook 2011-12

Yancey School of Nursing Student Handbook Revised May 2011

This revised KCU Yancey School of Nursing Student Handbook replaces all previous issues of the School of Nursing Handbook.

Each course syllabus and/or course packet contains specific information for that course. Consult with course faculty for clarification or questions.

Kentucky Christian University policies as published in the **KCU Student Handbook**, current **KCU Catalog**, **Faculty Handbook**, **Staff Handbook**, and **Advising Handbook** extend to all locations, circumstances, activities and situations where students, faculty, and staff are engaged in activities related to the Yancey School of Nursing.

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MISSION STATEMENT & PHILOSOPHY STATEMENT

Mission Statement

The mission of the Kentucky Christian University Yancey School of Nursing is to equip students as liberally educated nurses in a Christ-centered academic environment, with the values, core competencies, and core knowledge necessary to provide leadership and service for the nursing profession. A population-focused health care approach emphasizing health promotion and maintenance serves as the foundation to prepare graduates to function autonomously as clinical decision makers in multiple health care settings and to pursue advanced professional education.



Philosophy

CENTERED-CARE

- ◆ Each **individual** is a physically, psychosocially, and spiritually integrated being endowed with dignity and worth who is created in God's image and has the capacity to live in a loving relationship with God, self, others, and the environment.
- ◆ Each **individual** possesses self-direction and can be a responsible steward of God's gifts of health and the environment.
- ◆ Each **individual** is a part of larger groups such as the family, community, and the world.
- ◆ The **family** is composed of two or more individuals that may be related or have special bonds.
- ◆ The **family** is critical to the establishment and maintenance of biblical values, including moral integrity, ethical principle, and human dignity and creates an environment that influences the physical, cognitive, psychosocial, attitudinal, and spiritual development of its members.
- ◆ **Community**, as a social support system, may be based on geography, shared interests, or shared characteristics with the size varying from a small group to the world.

*Centering care
around
individuals,
families,
communities.*

- ◆ Because of modern communication and travel, **community** has no boundaries.
- ◆ Nurses must function as managers and leaders in a larger health care **community** of professionals and non-professionals using effective communication, collaboration, partnerships, and empowerment to achieve health goals.
- ◆ Centered-care must also consider the environment. All factors that can affect an individual's behavior but that are external to that individual are considered to be the **environment** and include both physical and spiritual realities.

HEALTH

- ◆ **Health** is being able to optimally function as God originally created man; health will never be complete on this earth, but can only be realized in eternity, returning to an ideal state.
- ◆ **Health** is a perception of and satisfaction with one's ability to optimally function.
- ◆ **Health** can facilitate an individual's connections with family, community and the world.



NURSING

- ◆ **Nurses** as role models must endeavor to pursue healthy lifestyles, promote wellness within the family, community, and the world and effect social change that promotes a healthy environment.
- ◆ **Nurses** must be able to make responsible moral and ethical decisions and think logically, analytically, and critically.
- ◆ **Nurses** must know how to seek, find, and use health information and commit to lifelong learning.
- ◆ **Nurses** must be skilled contributors to their profession, committed to serving the needs of others, regardless of ethnic identity, race, gender, age, status, diagnosis, or ability to pay.



- ◆ **Nurses** use Jesus Christ as a model of servant leadership, **nursing** in a ministry of compassionate, dynamic, and autonomous, altruistic, and holistic, even if the nurse's personal beliefs do not coincide with those of the individual, family, or community receiving her/his care.

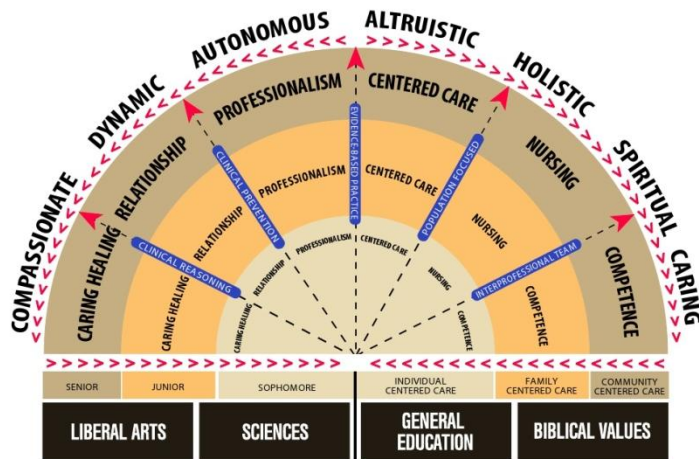
NURSING EDUCATION

Nursing education must provide a learning environment in which liberal education, biblical values, and effective working relationships between faculty and students enable students to integrate general concepts into nursing practice. Nursing education is an interactive process

between faculty and students in which students are responsible and accountable for their own learning and faculty provide the necessary support and resources.

Students and teachers must share responsibility for the **teaching-learning** environment, course content, and learning strategies through on-going evaluation of the curriculum. The role of the faculty is to facilitate **learning** by being mentors and role models.

Organizing Framework



Ten philosophical concepts direct the Kentucky Christian University Yancey School of Nursing curriculum organization. These include:

Caring Healing Relationship		Professionalism	Centered-Care
Nursing	Competence	Clinical Reasoning	Clinical Prevention
Evidence-Based Practice	Population-Focused Nursing		Interprofessional Team

These concepts serve as a guide for the selection of course content, ordering of courses, and sequencing of learning experiences to prepare students to practice professional nursing at a beginning level.

The nursing curriculum is supported by liberal arts and sciences, general education, and biblical values, all of which provide a foundation for nursing education and practice.

Five concepts - **Caring Healing Relationship, Professionalism, Centered-Care, Nursing, and Competence** – serve as a means to *organize* content. The curriculum builds on developmental levels of these concepts from the sophomore year through the senior year. Weaving through these developmental levels are five additional concepts – **Clinical Reasoning, Clinical Prevention, Evidence-Based Practice, Population-Focused Nursing, and Interprofessional Team**. The diagram above illustrates their integration in the nursing courses at each level. The feedback loop in the framework demonstrates that the nursing curriculum requires on-going assessment to ensure course content and sequence are meeting the needs and expectations of the health care community and public being served.

5 Organizing Framework Concept Definitions

1. CARING HEALING RELATIONSHIP

The **caring healing relationship** is introduced in the sophomore level as a commitment to servant leadership, as shown in the life of Christ. Nursing is a calling and not just a job. According to Watson (1996a), caring provides a way of relating to someone and is experienced both as an extension of, and separate from, oneself. The person being cared for is viewed as a physical, psychosocial, and spiritual being of dignity and worth. The junior level builds on development of the Transpersonal Caring Healing relationship (Watson, 1996a) centering on communication, self-awareness, trust, and patience. As seniors, personal, professional, and spiritual growth is emphasized to assist the nurse into a deeper level of professional healing practice.

2. CENTERED-CARE

Providing nursing care to the client as an individual, as part of a family, and as part of a community at the sophomore, junior, and senior year respectively, reveals the concept of **centered-care**. Environment must be considered when providing centered-care. **Environment** is introduced to sophomores as multiple factors that can affect the individual's health care behavior positively or negatively and must be carefully considered when planning nursing care. The junior examines the family environment that influences the physical, cognitive, psychosocial, attitudinal, and spiritual development of its members. The senior looks at the nurse's responsibility to care for the health of the community and the environment.

At the junior level, students will apply the nursing process in caring for the family as a unit and at the senior level caring for the community as a whole.

3. NURSING

The concept of **nursing** is introduced to sophomores with emphasis on modeling a healthy lifestyle, moral and ethical decision-making, effective communication skills, and commitment to caring and professionalism. Nursing is presented to juniors with a focus on wellness promotion within the family, as well as lifelong learning, leadership, management, and how to find and use health information. Seniors focus on effective collaboration and partnership with individuals, families, communities, and other healthcare providers in a variety of settings to promote wellness within the community as well as empowering others to effect change.

4. COMPETENCE

Competency-oriented learning is shared across all levels in clinical opportunities. Each course has specific goals in cognitive, affective and psychomotor skills to ensure students learn competent nursing care. Safety is priority in carrying out all nursing duties. Nurses must gain the knowledge, skills, and attitudes to continuously improve the health care systems in which they work.

5 Developmental Framework Concept Definitions

1. CLINICAL REASONING

Throughout the curriculum, **clinical reasoning** is emphasized requiring the nursing student to apply logical, analytical, and creative problem-solving techniques. A variety of active learning strategies, such as case studies, seminar experiences, self-directed learning, and reflective thinking, are used in classroom and clinical settings to refine clinical reasoning skills.

2. CLINICAL PREVENTION

Preventable occurrences can lead to suffering, premature death, and medical costs. **Clinical Prevention** can decrease these occurrences. Clinical prevention consists of primary prevention, secondary prevention, and tertiary prevention. Primary prevention helps individuals achieve their best possible health potential. The scope of primary prevention is nearly limitless. Secondary prevention focuses on early detection of diseases and prompt, effective treatment. Types of treatment are included in secondary prevention. Tertiary prevention deals with rehabilitation after disease or trauma. The diagnosis of chronic diseases can often create a readiness point for education, helping to reduce risk and promote wellness. The concept of clinical prevention is covered in each nursing course.

3. POPULATION-FOCUSED NURSING

Health care must be focused in ways to improve the health of the population, to better inform the public and to distribute resources for health promotion and disease prevention. **Population-focused** nursing care, to assure equal treatment and access to quality care in a fair way, is presented at all levels. Emphasis is placed on targeting health promotion at populations, not just single individuals, through policies that support healthy lifestyles and reduce health hazards.

4. INTERPROFESSIONAL TEAM

Nursing students interact with a larger health care **community**, known as the **interprofessional team**. Such interaction allows nursing students the opportunity to refine their communication, leadership, management, research, and collaboration skills. Educational activities emphasize working with community organizations, health education, and generalist care to selected individuals, families, and groups.



REFERENCES

American Association of Colleges of Nursing. (2008). *The essentials of baccalaureate education for professional nursing practice*. Washington, DC: AACN

Watson, J. (1996b). *Postmodern nursing and beyond*. Edinburgh, Scotland: Harcourt-Brace.

Watson, J. 1996a). *Watson's theory of transpersonal caring*. New York: NLN

THE KENTUCKY CHRISTIAN UNIVERSITY YANCEY SCHOOL OF NURSING GRADUATE IS:

- 1. A caring and competent provider, designer, and coordinator of nursing care who demonstrates integrity, biblical values, and non-discrimination while utilizing emerging technology in clinical prevention and population focused health.**
- 2. A critical thinker who employs the nursing process and provides evidence based health care information to individuals, families, and communities empowering them to make informed choices and decisions.**
- 3. A caring and competent manager and delegator of nursing care in a variety of settings respecting the dignity and worth of each client regardless of ethnic identity, race, gender, age, status, diagnosis, or ability to pay.**
- 4. An effective interprofessional communicator who uses leadership skills to collaborate and partner with clients, families, communities, and other health care providers to promote wellness and effect social change for a healthy environment.**
- 5. A professional practitioner and lifelong learner who understands health care systems and health care policy, encouraging legislation and policy consistent with the advancement of nursing care and health care.**



Costs

In addition to the University's academic fees, books, and basic educational equipment, the nursing student will be responsible for costs associated with, but not limited to, the following:

1. Purchase of a School of Nursing clinical and community student uniform as described in [Uniform Requirements](#). (Control-click to link)
2. Equipment approved by School of Nursing clinical faculty.
3. Expenses incurred in achieving School of Nursing health requirements, including CPR course completion, an annual TB skin test and other vaccinations.
4. Students are responsible for transportation to and from clinical experiences and accept responsibility for any expenses incurred while traveling to and from clinical experiences.
5. Degree completion and licensure fees as stated under [Graduation](#). (Control-click to link)
6. Students must have access to a laptop computer, Internet, and a KCU email account.
Recommended/required components as follows:
 - ◆ Windows 2000 or later
 - ◆ 10/100 mps or higher recommended
 - ◆ Web browser
 - ◆ Word Processor/Software: Microsoft Word, Power Point, Excel
 - ◆ Virus Protection Software
 - ◆ All laptops must be reviewed by University Telecom (474-3250) at the start of the fall semester.
7. Resources for remediation exams.
8. Cost from additional clinical agency requirements.
9. Costs associated with injury (i.e., needlestick).
10. Costs associated with drug testing.
11. NURS 418, Clinical Integrated Practicum, must be taken in the last semester of the nursing program. Students who successfully complete NURS 418, but are not successful in another course or have not met all of the other requirements to graduate in the current semester in which they take NURS 418 must re-take NURS 418 at their own expense before they graduate from KCU.

Maintaining a Healthy Computer

1. ***Always keep Windows updated. Ensure that automatic updating is enabled.***
<http://www.update.microsoft.com/microsoftupdate/v6/default.aspx?ln=en-us>
2. ***Maintain updates on 3rd party programs/plugin such as Java, Adobe Reader, Quick Time, etc.*** This is a primary protection for viruses.
3. ***Install a good virus program you will use,*** such as AVG, BitDefender, ESET Nod 32 or Kasperksy. Keep it updated.
4. ***Once a week, run disk cleanup/disk defragmenter.*** These are located in the system tools folder of Windows. Use disk cleanup first, then disk defragmenter. Turn off your screen saver and your power saver. This may take 20 to 30 minutes if you do it regularly
5. ***Download only what you need.*** Loading extras will cause your machine to become overloaded and sluggish. Keep media players and games down to one or two.
6. ***No peer-to-peer programs!*** They may claim to be clean, but that doesn't mean they are! Everyone loves the "free" stuff, but nothing is really free.

Organizations of the Yancey School of Nursing

Student Nurses Organization – SNO

The Student Nurses Organization (SNO) provides support to the nursing student body. It is self-governing, self-sustaining and provides opportunity for fellowship, mentoring, and spiritual support. Membership in the organization is voluntary and strongly encouraged. Board members and the offices of president, vice president, secretary, and treasurer are elected by the nursing student body. The president of SNO provides representation at KCU Student Council meetings.

Faculty Meetings

Yancey School of Nursing faculty meetings are open to students unless posted as a closed meeting. Students may be asked to leave Yancey School of Nursing faculty meetings during discussion of confidential and/or sensitive issues.

Yancey School of Nursing faculty meetings occur at least monthly during the academic year. Students are encouraged to participate in open meetings and committees.

Yancey School of Nursing Committees

The Nursing Admission, Progression, and Graduation Committee (NAPG) governs admission, readmission, progression, retention, dismissal, and graduation of Yancey School of Nursing students. Information reviewed in this Committee is confidential.

The Publications Committee reviews, edits, and approves all publications relating to the Yancey School of Nursing.

The Service Committee develops and executes service opportunities for YSN students and faculty, consistent with the mission of KCU & the KCU YSN.

The Yancey School of Nursing Policy and Curriculum Committee (P & C) develops, recommends, and reviews policies for the Yancey School of Nursing. The committee evaluates the curriculum and makes recommendations to the Yancey School of Nursing Faculty. Two student representatives who do not hold office in SNO are elected by the nursing student body.

Guidelines for Student Representation (P & C):

- ◆ Issues presented to the committee must relate to the role of the committee and must represent the interests of the student body.
- ◆ Agenda items must be submitted to the chair of the committee on the Agenda Item Submission Form available from the Administrative Assistant.



**Participate in
your education**

Ad Hoc Committees and Task Forces: These committees and/or task forces are appointed as necessary. Student and faculty participation are at the discretion of the Yancey School of Nursing Dean.

Campus Facilities and Resources

KCU lab facilities and resources are designed to build on the classroom experience and contribute to clinical learning.

Physical Space

The Clinical Skills Laboratory (CSL) is located in the main Nursing building. KCU Young Library also serves as supplemental lab space. Printing and copying services are available in the library. Instruction materials will be placed on Reserve. The Young Library also houses a Nursing Resource and Learning Center for the YSN. This is located in the periodicals section of the library and houses a multitude of nursing resources.

Library URL: <http://campus.kcu.edu/library/html/webresource.html>
Username: kcuyoung **Password:** knights

CSL Resources

Resources available for student use include, but are not limited to, the following:

- ◆ Computers
- ◆ SimMan 3G patient simulator
- ◆ Individual small group A/V study area
- ◆ DVD/Videotape player
- ◆ Media software (CAI, videotapes)
- ◆ Resource books
- ◆ Clinical equipment models for psychomotor skills practice
- ◆ Selected reserve course materials
- ◆ Individualized assistance

During peak hours, students may be asked to observe a time limit on their use of equipment. Resource books, media, software, hardware, supplies, and equipment **are to remain in the CSL.**

Students seeking to utilize Yancey School of Nursing resources outside scheduled course activities, i.e., equipment, rooms, multi-media, must complete the Proposal for Utilization of Yancey School of Nursing Resources form (available from the CSL Coordinator or Administrative Assistant) and submit it to the CSL coordinator with a minimum of one week notice. Students will be notified of approval/denial of proposal by the CSL Coordinator.

Scheduling

The CSL is available for independent use but **must be scheduled in advance** with the CSL Coordinator. When not scheduled for classroom teaching or testing, use of the CSL and clinical equipment is on a first-come, first-served basis.

Students are responsible for scheduling adequate personal time in the Clinical Skills Laboratory.

Anyone over 10 minutes late for a scheduled appointment for lab use or with the CSL coordinator will be listed as a “no show,” an email will be sent to the student’s advisor and/or clinical instructor, and the appointment rescheduled at the discretion of the CSL coordinator.

CSL Guidelines

- ◆ Students may be dismissed from the CSL for tardiness, disruption of class/lab, dress code violations, lack of preparation, being physically or mentally compromised, unprofessional conduct, and/or at the discretion of the faculty/CSL Coordinator.
- ◆ **Students must follow designated procedures for signing in and out of the CSL and utilization of video rooms.**
- ◆ Students are expected to clean up after themselves – return all equipment, unused supplies, and reference materials to the proper location, straighten bed linens, remove personal belongings, and dispose of personal trash.

Simulation Guidelines

Evidence shows that use of simulation manikins facilitates skill acquisition and will also increase clinical judgment and reasoning skills of students (Durham, & Alden, 2008); therefore, it is considered the same as a clinical experience. Although each instructor will delineate specific guidelines for their simulations, here are some general guidelines to follow:

- ◆ While in simulation, the CSL is considered a medical facility. Performance is documented in each student’s Clinical Evaluation Tool.
- ◆ Uniforms are to be worn, safety guidelines (e.g. 2 patient identifiers) are to be followed, customer satisfaction skills (e.g. SPIRIT standards) are to be applied.
- ◆ Each task must be actually performed, no pretending.
- ◆ Even though each class member may not be involved in ‘actual simulation’; each class member will be responsible for knowing what occurred for debriefing. Every student is a participant.
- ◆ The instructor is present to guide the scenario not to dictate what the student does or does not do.
- ◆ Only professional criticism will be given. Unprofessional behavior will not be tolerated.

- ◆ Students are expected to use resources. For example, reference books are available at the nurses' station. If you don't know something-- look it up!
- ◆ Simulations are recorded for debriefing and the Yancey School of Nursing reserves the right to use these recordings for future teaching and viewing by review bodies. Each student will be asked to sign a consent form to allow use of recordings.



Reference

Durham, C.F. and Alden, K.R.. (2008). *Enhancing patient safety in nursing education through patient simulation*. In Hughes, R.G. *Patient safety and quality: An evidenced-based handbook for nurses* (pp.1-40). Rockville, MD: Agency of Healthcare Research and Quality

Communication

Faculty Office Hours

Office hours are posted on each faculty door. Students are expected to schedule appointments with faculty during faculty office hours.

Telephone

All faculty members have voicemail on their office phones and a message may be left with the Administrative Assistant. **No phone calls to faculty homes.**

Email

- ◆ Students will maintain a functional KCU email account.
- ◆ Students will receive at least 24-hour notice for assignments delivered via email.

Student Mailboxes

Each nursing student has a mailbox in the Lusby Center. Campus mailboxes are for communication and assignment return. **STUDENTS MUST INDICATE MAILBOX NUMBERS ON ALL ASSIGNMENTS.**

Bulletin Boards/Sakai Platform

- ◆ Sakai and bulletin boards provide critical information about class schedules, clinical experiences, special assignments, and special instructions.
- ◆ Students may post information on the bulletin board after obtaining the approval of the CSL Coordinator. All postings must include a posting date.

Cell Phones & Pagers

- ◆ Cell phone and pager use is **prohibited** during classroom and clinical activities. Students not in compliance may be dismissed and charged with an unexcused absence.
- ◆ Emergency situations should be directed to faculty.

Spirit Standards

Show Your S.P.I.R.I.T.!

High achieving organizations possess established, non-negotiable attitude and behavior standards that all team members must consistently adhere to, regardless of their position and without exception.

Behavior and attitude standards are important because customers measure the quality of their care by the way we act.

KDMC established six standards of performance for customer interactions, based on customer feedback over a ten-year time span. These standards of performance have been adopted by the Yancey School of Nursing. These six elements represent the top expectations for our patients' overall experience. The S.P.I.R.I.T. Standards are important with **any** customer interaction – which includes patients, family members, fellow team members, other departments, and external customers.

YSN Standards of Performance

- Sensitivity
- Privacy
- Information
- Responsiveness
- Introductions
- Teamwork

Sensitivity—We are sensitive to the inconvenience of hospitalization and make the healthcare experience as positive as possible.

- Apologize for inconveniences
- Offer help to customers
- Escort customers to destinations
- Hold doors
- Take expressions of pain and discomfort seriously
- Listen empathetically
- Address emotional and spiritual needs
- Include customers in decision-making process

Key Words and Phrases:

“Is there anything else I can do for you?”

“Please” “Thank you” “Sir” “Ma’am”

“How can I help you feel more comfortable?”

Privacy—We protect the patient's right to personal and informational privacy

- Knock and ask permission before entering rooms

- Close curtains and doors
- Be aware of conversations in public areas
- Respect personal information of customers
- Cover patients during transport

Key Words and Phrases:

“I’m pulling this curtain (or shutting this door) to protect your privacy.”

“Here is an extra gown (or blanket) so that you’re properly covered.”

Information—We uphold the customer’s right to complete and accurate information. We take personal responsibility for staying informed so we may provide the very best care.

- Provide information regarding processes (cleaning room, tests, treatments, discharge planning)
- Be clear and understandable when providing explanations
- Provide who, what, when where, why and how
- Keep family informed and updated
- Provide education on home care
- Ensure Patient Information Guide is available

Key Words and Phrases:

“Are there any questions I can answer for you?”

“What are your concerns?”

Responsiveness—We are truly customer-driven; we anticipate the needs and exceed the expectations of our customers

- Anticipate and address concerns
- Respond empathetically to emotions
- Promptly meet needs
- Always respond to call lights
- Answer phone class and call lights by the third ring
- Thank customers for bringing concerns and/or complaints to your attention

Key Words and Phrases:

“How may I help you?”

“Is there anything else I can do for you? I have the time.”

“I want to respond quickly to your request. It should only take a moment.”

Introductions—We create a caring, friendly and trusting environment for patients, visitors and co-workers.

- Introduce yourself by name, department, position and purpose of visit

- Always wear name badge at chest level
- Make positive first impressions
- Be aware of physical appearance
- Convey positive nonverbal expressions
- Acknowledge others while walking through the medical center

Key Words and Phrases:

When making a call, “Good morning! My Name is [_____] and I work in [department].”

When answering a call, “Good Morning! Thank you for calling [department]. This is [name], how may I help you?”

Teamwork—We respect others and believe in the importance of collaborative relationships.

- Respect and speak positively of other team members and departments
- Be alert to team member needs
- Eagerly assist others without being asked
- Recognize others for their contributions
- Collaborate with others
- Communicate consistent messages

Key Words and Phrases:

“[Team member name] will take very good care of you today.”

“Our team members in [department] are very nice and excellent caregivers.”

Progression

A Student in Good Standing . . .

- ◆ Adheres to the sequence of nursing courses in the current catalog.
- ◆ Achieves and maintains a minimum cumulative GPA of 2.0 on a 4.0 scale.
- ◆ Achieves and maintains safe nursing practice in clinical performance as well as a passing grade in clinical practice.
- ◆ **Earns a minimum grade of C in all nursing courses.**
- ◆ Removes an “incomplete” received in a nursing clinical course before progressing to the next nursing clinical course.
- ◆ Maintains current Basic Life Support Health Care Provider and health requirements.

Progression, Continuation, and Re-admission

- ◆ A student who has received a grade below a “C” in a science or nursing course must repeat the course, achieving a grade of “C” or better and maintain a GPA minimum of 2.0.
- ◆ After admission into the Yancey School of Nursing, a student who earns a grade below C in any two nursing courses (or who twice earns below a C in the same class) will be dismissed from the program.
- ◆ Readmission to the Yancey School of Nursing:
 - ◆ **Who Must Apply for Readmission:**
 - Students who withdraw from/drop a nursing course.
 - Students with a final grade below 2.0 (C) in any nursing course.
 - Students who drop out of the nursing program for one or more semesters, for any reason.

When to Apply:

All applications for readmission are due by **June 1** for fall admission. Only complete applications will be considered.

Responsible Party: NAPG

Procedures: Policy as below. Student is required to complete ***Readmission Form*** (Available from Administrative Assistant).

- Students who have been dismissed from the YSN Nursing Program for any reason must petition the NAPG Committee for readmission.
- The student must be eligible to continue with Kentucky Christian University.
- Students must meet all current admission criteria for the YSN BSN program.
- The student demonstrates the ability to complete the curriculum within five (5) years from the original date of entry into the YSN.
- Consideration for readmission will be based on the NAPG Committee recommendation and the students’ documentation of corrected deficiencies.
- Students applying for readmission are considered only after all applicants who meet admission criteria are selected.
- Students accepted for readmission are accountable for changes in courses and/or degree requirements at the time of readmission.
- Readmitted students must successfully complete all program courses as outlined in the program of study.

- The student may be readmitted to the nursing program on a probationary status. A student on probation must maintain satisfactory classroom and clinical performance. If academic or clinical difficulty arises during the probationary period, the student will be denied readmission. Probationary status will be lifted after one semester provided the student meets the following conditions:
 - C in all nursing courses with a minimum cumulative G.P.A. of 2.0
 - Successful completion of the clinical component & successful completion of content in which the student was previously deficient.

- **How Is A Decision Is Made**

The committee will consider multiple factors and performance in previous courses.

Recommendations will be based upon:

- Complete record of academic performance, including grade point average and performance in the course for which readmission is sought.
 - The number of times the student has repeated other courses.
 - The nature of any documented deficiencies (academic, clinical, moral, ethical) and whether they lend themselves to further successful progression in Baccalaureate Nursing.
 - Evidence that the student has sought or will seek ways to correct deficient areas.
- **When Decisions Will Be Known**

Students will be notified by mail within (10) days following the meeting. Letter will be mailed to the address given on the application form. The student's advisor and appropriate course faculty will receive a copy of the committee's recommendation.

- **Student Response to Committee Decisions**

- All students who are recommended for admission/readmission need to see their advisors regarding any necessary schedule changes.
- Readmitted students should contact the course faculty for classroom and clinical placement information.
- Students not readmitted should consult their advisors regarding their schedules.
- An appeal of the committee's decision can be made **in writing** in the following sequence:
 - First to the YSN NAPG Committee. The student must appear before the committee for this appeal.
 - KCU Appeals Committee

- **Dismissal**

- Students readmitted to the nursing program will be dismissed from the program if either a nursing course or other required course is failed after being readmitted.
- The student who is dismissed twice from the nursing program is not eligible for readmission.

Independent Study Policy

Nursing courses that include a clinical component will not be offered as an independent study. In the event that a student experiences a crisis (such as severe illness, death of an immediate family member, etc.), an independent study may be formally requested by the student utilizing an Independent Study Request Form (ISRF). Submission of the application does not guarantee approval. Failure of a NUR course does not constitute a crisis. ISRFs are available through the Administrative Assistant, Yancey School of Nursing and require approval of the instructor and approval from the Dean.

Waiver of Curriculum Requirements

Students may request a waiver or exception of Yancey School of Nursing curriculum requirements by submitting a written petition to the NAPG Committee. All requests are considered based on the student's academic and clinical performance. The student's previous academic performance must indicate an ability to succeed in view of the requested deviation from the planned sequence of the nursing curriculum.

When knowledge, skills, and competencies are documented in lieu of a course, the fee will be the same as a departmental examination (see KCU Catalog).

Prerequisite and Co-requisite Courses

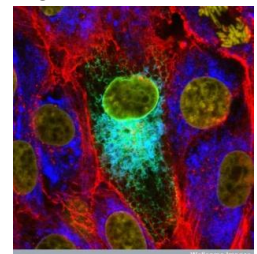
Courses in the Yancey School of Nursing are sequenced to maximize the student's success. The student is responsible for validating that pre/co-requisite requirements have been met. If it is determined that a student has not completed these requirements or has not been granted a waiver of curriculum requirements, the student must withdraw from the course. For refunding policy refer to the KCU Catalog.

Health Requirements

- ◆ **Health Form:** A primary care provider (physician, nurse practitioner, or physician assistant) must complete the health history and physical examination prior to a student's admission. The Health Form is obtained from the Student Life office.
- ◆ **Readmission Following an Illness:** Students must have a statement from a primary care provider for readmission or continuation in the School of Nursing following severe illness, hospitalization, physical injury, pregnancy, emotional disorder, or other health problems.
- ◆ **OSHA Training:** Students receive orientation, including the blood borne pathogen standard training program, to each clinical facility. The clinical facility provides the training in institutional procedures for meeting Occupational Safety and Health Administration (OSHA) Standards (Blood borne Pathogen Standard (OSHA)-1910 1030 Federal Register) to nursing students and clinical instructors. It is the responsibility of the faculty of the School of Nursing to provide students with information and instructions on standard precautions for blood and body fluids in accordance with applicable Centers for Disease Control (CDC) Guidelines prior to any exposure to clients.



- ◆ **Tetanus Immunization:** Students must provide documentation of immunization with an adequate primary series of tetanus, using licensed vaccine, with an adequate schedule of boosters, the most recent within the past 10 years. Booster status must be kept current. If immunization status cannot be documented, a primary series must be started with written agreement to complete the series according to the schedule.
- ◆ **Tuberculosis:** Tuberculosis (TB) education will be provided by clinical faculty and must be implemented in accordance with the CDC Guidelines found in the American Journal of Respiratory and Critical Care Medicine, Volume 161, pages 1376-1395, 2000.
 - The Yancey School of Nursing will follow the TB screening procedures advocated by the CDC Guidelines for Preventing the Transmission of Mycobacterium tuberculosis in Health Care Settings, 2005
 - Students must have baseline TB screening upon entrance to the Yancey School of Nursing, using two-step Mantoux skin test (TST). Students who have received annual TST must have a single baseline TST. After baseline testing, students must have TB screening annually after June 1 and prior to the first clinical day. Documentation of the results must be on file in the Yancey School of Nursing
 - Students with a baseline positive or newly positive test result for tuberculosis infection or documentation of previous treatment should receive one chest x-ray to exclude TB disease. Instead of participating in serial testing, students should receive a symptom screen annually.
- ◆ **Polio:** Students must provide documentation of immunization with adequate primary series of polio. If immunization status cannot be documented, a primary series must be started with written agreement to complete the series according to schedule.
- ◆ **Hepatitis B:** Students must provide documentation of immunization with an adequate series of hepatitis B, be tested for serologic response to the vaccine, or sign a waiver (available from the Yancey School of Nursing office) for vaccination.
- ◆ **Meningococcal & Influenza Vaccine:** Students may receive the meningococcal and influenza vaccines through local health departments or at a private physician practice.
- ◆ **Rubella:** Students must provide documentation of a diagnosed case of rubella, indicating the date of diagnosis; immunization with two doses of licensed live rubella vaccine, given after age 12 months, and the second given in accordance with CDC Guidelines; positive results from serological test for rubella antibody; or medical contraindication with signed agreement to receive the required immunization as soon as medically permissible.
- ◆ **Mumps:** Students must provide documentation of a diagnosed case of mumps, indicating date of diagnosis; immunization with two doses of licensed live mumps virus vaccine, given after 12 months, and the second given in accordance with CDC Guidelines; positive results from serological test for mumps antibody; or medical contraindication to immunization, with signed agreement to receive the required immunization as soon as medically permissible.



- ◆ **Measles:** Students must provide documentation of a diagnosed case of measles indicating date of diagnosis; immunization with two doses of licensed live measles virus vaccine, given after 12 months, and the second dose given in accordance with CDC Guidelines; positive results from serological test for measles antibody; or medical contraindication to immunization, with signed agreement to receive the required immunization as soon as medically permissible. MMR trivalent vaccine is the vaccine of choice as recommended by the CDC.
- ◆ **Varicella (Chicken Pox):** Students must provide evidence of immunity to varicella zoster virus (VZV). Evidence of immunity includes any of the following, per CDC Guidelines:
 - Documentation of two doses of varicella vaccine.
 - Laboratory evidence of immunity or laboratory confirmation of disease.
 - A healthcare provider diagnosis or verification of varicella disease. Verification of history of diagnosis of typical disease can be done by any healthcare provider (e.g., school or occupational clinic nurse, nurse practitioner, physician assistant, physician).
 - History of herpes zoster based on healthcare provider diagnosis.
 1. If a non-immune student is exposed to VZV, the student will be restricted from clinical rotations from day 10 through 21 past last day of exposure events. If a vaccinated student is exposed to VZV, the student will be required to monitor daily from day 10 to day 21 after exposure to determine clinical status (screen for fever, skin lesions, and systemic symptoms).
 2. Persons with varicella may be infectious starting 2 days before rash onset. Exposed non-immune and vaccinated students are required to immediately report fever, headache, or other constitutional symptoms and skin lesions (which may be atypical) to the clinical faculty. If symptoms occur, the student will be restricted from clinical rotations until symptoms resolve.
- ◆ **Human Immunodeficiency Virus (HIV)**
 - **Education:** Students shall receive information and instructions on standard precautions for blood and body fluids, human immunodeficiency virus, and blood borne diseases in accordance with applicable CDC Guidelines and OSHA regulations prior to any exposure to or contact with clients. Students will have the necessary information to provide safe care to clients and protection for themselves prior to clinical experience.

Students will be provided appropriate information regarding personal health habits, HIV blood borne pathogen disease prevention, and risk behaviors as part of their required preclinical preparation. Faculty will continually reinforce this information and supervise students in the various clinical settings to ensure compliance. The clinical instructor will arrange orientation, including the blood borne pathogen standard training program with the clinical facility.

All nursing personnel are professionally and ethically obligated to provide client care with compassion and respect for human dignity. No nursing personnel may ethically refuse to treat a client solely because the client is at risk of contracting, or has an infectious disease such as

Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B virus, or Hepatitis C virus. Students and faculty will follow rules of confidentiality.

- **MANAGEMENT OF HIV:** CDC guidelines and standard precautions are followed. Clinical settings that pose additional risk (e.g. clients with tuberculosis who are communicable) to the personal health of HIV positive students and faculty will be identified and such persons will be advised of these risks and urged to consult their health care provider to assess the risks to their own health.



- **BLOOD AND BODY FLUID EXPOSURE:** A student has an ethical duty and professional responsibility to report to the faculty member in charge or designated Yancey School of Nursing official an accident that exposes herself/himself or a client to a risk of transmission of a blood borne disease. Confidential testing and appropriate counseling will be offered to the individual in accordance with clinical facility's policies and procedures following exposure. The nursing student and/or faculty are ethically obligated to be tested for HIV if a client is exposed to a provider's blood.

If an accidental exposure occurs, faculty, students, and staff will follow the CDC updated US Public Health Service Guidelines for the Management of Occupational Exposures to HIV and Recommendations for Post-exposure Prophylaxis: Morbidity and Mortality Weekly Report, September 30, 2005, Volume 54, Number RR-9. CDC: Atlanta

Professional Portfolio

Setting up the Portfolio

Portfolios are used to evaluate student learning over the course of their nursing education. The portfolio provides evidence of students in compliance with KCU Yancey School of Nursing Outcomes, which are also the outcomes for Clinical Integration Practicum, NUR 418. This becomes a compilation of work for presentation to potential employers. For organization purposes and clarity, all portfolios will be a work in progress during each semester.

As of Fall, 2011, Student Portfolios will be developed through the use of the university electronic platform, Sakai. Storage of the portfolio is the student's responsibility. Each student must complete the required portfolio assignment for successful completion of each nursing course. Organization and compilation of the portfolio are required for grading purposes in NUR 408.

The portfolio will be organized as follows:

Section I	Résumé
Section II	Competency Validation
Section III	Academic Achievements
Section IV	Scholarly Activities
Section V	Community Service
Section VI	Clinical Achievements

The following provides guidelines for completion of the portfolio; however, all students and courses may not have the same assignments. The portfolio is a self-reflection of **individual academic achievements**. Students should photocopy all materials for personal safekeeping.

Professional Portfolio Criteria

Outcome I: A caring and competent provider, designer, and coordinator of nursing care who demonstrates integrity, biblical values, and non-discrimination while utilizing emerging technology in clinical prevention and population focused health.

Provide evidence of the following:

1. All clinical evaluations, Section II.
2. One Bible/theology course paper e.g., ethics, Section IV
3. Health Promotion Project, and/or Health Assessment Paper. Section IV

Outcome II: A critical thinker who employs the nursing process and provides evidence based health care information to individuals, families, and communities empowering them to make informed choices and decisions.

Provide evidence of the following:

1. HESI Reports in form of grade book, Section III
2. Clinical Paperwork (sample from all clinical courses), Section VI
3. Nursing Care Plan (sample from each clinical course, except Fundamentals), Section VI
4. Teaching Plans, Section VI

Outcome III: A caring and competent manager and delegator of nursing care in a variety of settings respecting the dignity and worth of each client regardless of ethnic identity, race, gender, age, status, diagnosis, or ability to pay.

Provide evidence of the following:

1. Culture paper/presentation, Section IV
2. Abuse Reaction Paper or Domestic Violence Project, Section IV
3. Alternative Medication Project, Section IV
4. Growth and Development Project, Section IV
5. Nursing Theory Paper, Section IV
6. Empathy Belly Project

Outcome IV: An effective interprofessional communicator who uses leadership skills to collaborate and partner with clients, families, communities, and other health care providers to promote wellness and effect social change for a healthy environment.

Provide evidence of the following:

1. Christian/Community Service activities, Section V
2. Clinical Journal (sample from each clinical course), Section VI
3. Family Assessment Paper, Section IV
4. Mental Health, Section IV
5. Leadership Project, Section IV
6. Community Assessment, Section IV

Outcome V: A professional practitioner and lifelong learner who understands health care systems and health care policy, encouraging legislation and policy consistent with the advancement of nursing care and health care.

Provide evidence of the following:

1. Résumé, Section I
2. Involvement with professional organizations e.g., SNO, Section V
3. Change Proposal Project, Section IV
4. Research Paper, Section IV

Progression and Graduation Policy

KBN Requirements

Consistent with KBN guidelines, NUR 418, Integrated Clinical Practicum must be taken in the last



semester of the nursing program. Students who successfully complete NUR 418, but are not successful in another course or have not met all of the other requirements to graduate in the current semester in which they take NUR 418 must re-take NUR 418 at their own expense before they will graduate. If a student fails to graduate at the conclusion of taking NUR 418, the course will have to be repeated prior to taking the NCLEX-RN.

Graduation

It is the **student's** responsibility to ensure that all graduation criteria have been met. Refer to the KCU Catalog for detailed information and graduation requirements.

RN Licensure Fees - The following information provides direction to assist students in planning for costs associated with graduation from the Yancey School of Nursing, which are in addition to costs that may be incurred upon graduation from KCU. The costs are approximate and in addition to tuition and fees.

Photographs	\$40-\$50
Application for licensure	\$100-\$150 (varies by state)
Application for NCLEX	\$200
KCU School of Nursing Pin	\$20-\$100
Pinning Ceremony	\$35-\$70
NCLEX Review Course	\$300-\$599

Appropriate Attire for Nursing Class Photo

Attire for the nursing class photograph includes a professional white nursing top, a blouse or a shirt with a collar, and KCU Yancey School of Nursing pin.



Classroom Expectations

Attendance & Participation:

- ◆ Prompt attendance and preparation for classroom and clinical experiences are required. Faculty will maintain attendance records. Students may be dismissed for tardiness, disruption of class, dress code violations, and lack of appropriate preparation, including having required assignments completed, being physically or mentally compromised, or for any evidence of unprofessional conduct. Dismissal will result in the student being charged with an unexcused absence.
- ◆ Students are directed to consult the KCU Attendance Policy (KCU Student Handbook) for guidelines relating to excused/unexcused absences and failure of courses due to poor attendance.
- ◆ Only registered nursing students and faculty-approved observers are permitted in classrooms.
- ◆ Use of cell phones is strictly prohibited during class.
- ◆ Laptop computers may only be used for educational purposes. Use of laptops during class sessions for social interaction (e.g. Facebook, IM, games, etc.) is strictly prohibited. Faculty reserve the right to dismiss a student from class if found to be utilizing his/her laptop for social purposes. The student dismissed will receive a “U” for that class session.
- ◆ As of fall, 2011, the iClicker response system will be utilized by faculty to facilitate and verify participation in teaching/learning sessions. It is the student's responsibility to bring their iClicker to class. Failure to do so could result in a “U” for that session.

Clinical/Laboratory Attendance Policy

Attendance at every laboratory session is **mandatory**. If an absence is unavoidable, the student must personally contact his/her clinical instructor prior to the scheduled laboratory time. Excused absences as defined in the KCU Student Handbook must be made up at the convenience of the faculty. Unexcused absences will result in an unsatisfactory for the clinical/campus laboratory day. Students who receive a total of three “U”s will receive an “E” for the course.

Written Assignments:

Students must use the American Psychological Association, 6th edition (APA) guidelines for all written assignments. APA style guidelines may be found in American Psychological Association. (2001).

<http://webster.commnet.edu/apa/> --a helpful site.

<http://www.wooster.edu/psychology/APA-crib.html>

Assessments and Testing

Examinations:

Academic honesty is expected of each student. Students are required to follow faculty guidelines for collaboration on online assignments, quizzes, and exams.

- ◆ Students will not be admitted to a testing area after an exam is started and will not be allowed to leave the testing area until their exam is completed. Only items specified by faculty (calculator, books, etc.) will be allowed in the testing area.
- ◆ Students are expected to take exams and quizzes as scheduled. The instructor may permit a student to take the exam or quiz at an alternate time. The request must be made by the student **prior** to the exam time and will be granted at the direction of the instructor. The instructor reserves the right to give an alternate exam or quiz for any to be made up.
- ◆ Time allowed for each test will be explained at the beginning of each test period.
- ◆ A time will be scheduled following the test to permit students an opportunity to review the examination. Students who dispute an exam item answer will have one (1) week after the exam review to complete and submit a written protest form. It is the student's responsibility to attend the scheduled examination review.
- ◆ Students are not permitted to keep any examination or quiz paper or to print any part of a quiz or examination, including those delivered online.
- ◆ Students suspected of academic dishonesty may be required to prove competency through an alternate assignment. Proven academic dishonesty will result in failure of the course and automatic dismissal from the Yancey School of Nursing. Students who fail to adequately shield their own test materials from other students may also be subject to discipline.
- ◆ Makeup examinations are strictly at the discretion of the faculty member and may not be identical to the test given on the day of the examination.

- ◆ **Proctored tests are scheduled at the discretion of course faculty.**
- ◆ **Students must report to the designated testing location at the appointed time unless previous arrangements have been made with the faculty and proctor.**
- ◆ **All personal items must be stored in another location.**
- ◆ **CALCULATORS and CELL PHONES are strictly forbidden.**

Testing Accommodations for YSN Students

Consistent with Kentucky Board of Nursing guidelines, the YSN requires recent reports, test results, evaluations and assessments of the student's need for accommodations due to disability (physical or mental impairment) that substantially limits one or more major life activities. The documentation must be submitted by a "qualified professional with expertise in the areas of the diagnosed disability." Additionally, according to NCSBN rules, the documentation must include a history of the disability and any past accommodations granted to the student, as well as a description of the impact on the individual's functioning, identification of the specific standardized and professionally recognized test/assessments given (such as Wookcock-Johnson, Weschler Adult Intelligence Scale), the scores resulting from testing, interpretations of the scores and evaluations, and recommendations for testing accommodations with a stated rationale as to why the requested are necessary and appropriate for the diagnosed disability. Copies of this information must be on file at the YSN. It is the responsibility of the student to notify the instructor of any prescribed accommodations at the beginning of the semester for each course.

Proctor Procedures

- ◆ Exam proctors will make every effort to minimize distractions and interruptions during the examination.
- ◆ Exam proctors should:
 - Place a testing sign, "Do Not Disturb" on all entry doors prior to exam start.
 - Move throughout the room and monitor examinees closely.
 - Never assist the examinee in choosing responses to exam questions.
 - Remain in the room at all times during the examination.
 - Only allow one examinee at a time to leave the room for a bathroom break.
- ◆ Examinees may be allowed up to 1½ minutes per exam question.
- ◆ Examinees are only allowed to have the following items during the exam.
 - Pencil
 - Calculator, if appropriate
 - Scratch paper will be provided, collected and destroyed by the proctor following the examination.
- ◆ Examinees may not have any of the following items during the examination:
 - Food, drink, or candy, unless required for medical reasons. Proctor must inspect prior to the start of the examination.
 - Sunglasses, hats or a hood
 - Music (i.e., IPOD, MP3 player, etc)
 - Electronic communication devices such as cell phones
- ◆ Examinees will sign a Statement of Confidentiality prior to the administration of each examination (copy attached)
- ◆ Examinees are to be seated at least every other seat in the classroom when physical space allows.

- ◆ Examinees may be given assigned seated as designated by the proctor.

HESI/Evolve Reach Custom and Specialty Testing and Remediation

HESI/Evolve Reach Custom and Specialty examinations are utilized throughout the YSN Curriculum. Examinations are computerized and simulate an NCLEX-RN test taking environment. Students are required to take computerized examinations on their own laptop, which meets specified criteria and is cleared by University Telecom.

Graduate Exit Exam Policy

1. ***Policy statement or reference:*** This policy presents a reference for required student achievement prior to graduation from the YSN.
2. ***Overview:*** Guideline of expected standards for YSN students regarding exit exam related to graduation requirements.
3. ***Responsible Party:*** YSN students
 - ***Procedures:*** During NUR 418, the student will be required to pass a proctored, comprehensive, nationally-normed exam in order to successfully pass NUR 418 and to be eligible for graduation. The student must obtain a score of 850 on the HESI RN Exit Exam.
 - If the student does not achieve the above outlined score on the HESI RN Exit Exam, one additional HESI RN Exit Exam may be attempted after a period of remediation as defined by the professor of the course.
 - If the student is unsuccessful in the second attempt they will receive an incomplete “I” in NUR 418.
 - The student will then be required to complete an on-site faculty approved NCLEX-RN Review course at his or her own expense. Only after necessary documentation of successful completion of this course is provided to the YSN, will the student receive a satisfactory grade in NUR 418 and be eligible for graduation from the YSN.

KCU -YSN cautions student that results of NCLEX-RN predictor exams may be influence by numerous factors and should not be interpreted as assurance of success on the NCLEX-RN exam.

Clinical Expectations

- ◆ **Clinical facilities** may include, but are not limited to, hospitals, clinics, community centers, schools, clinical facilities, the CSL or clinical and/or community agencies.
- ◆ **Clinical activities** may include, but are not limited to, service learning activities, post conferences, assignments, and projects (written, oral, performance) in clinical facilities.
- ◆ All student clinical assignments and locations are selected and scheduled based on the available time frames and may occur during any available shifts – day, evening, or night. Clinical times are designated by the facility in collaboration with the Yancey School of Nursing.
- ◆ Students are responsible for obtaining from each clinical facility proper instruction regarding that institution's policies and procedures, OSHA Regulations, and standard precautions. Students must be in compliance with KCU Yancey School of Nursing and clinical facility policies.
- ◆ Students are expected to be knowledgeable of basic clinical workplace safety and must ensure that clinical facilities provide workplace/clinical setting protections consistent with those of employees, according to OSHA Standards and Regulations.

Requirements (must be documented prior to entry into clinical practice):

- ◆ Completed Health Form including immunizations (see Health Requirements).
- ◆ Current Basic Life Support for Health Care Providers card must be renewed every two years.
- ◆ Evidence of annual tuberculosis (TB) testing or health assessment in positive reactors.
- ◆ Evidence of current health insurance.
- ◆ Participation in clinical experiences without above documentation is **prohibited**, and students will be dismissed from clinical and charged with unexcused absences until requirements are met.

Disability and Life Insurance: Disability and life insurance coverage is at the discretion of the student. A policy is available from Member Benefit Services, Inc. 10480 Little Patutint Pkwy Suite 780 Columbia, MO 21044; telephone 1-800-627-7787.

Liability Insurance: Professional liability insurance is purchased for each nursing student with Yancey School of Nursing student fees; however, students may choose to purchase additional coverage.

Injury and Accidental Exposure:

The Yancey School of Nursing is not responsible for any personal injury. Injuries and resulting treatment are the direct responsibility of the student. Students are required to file an **Occurrence Report** form within 24 hours of **experiencing or observing** an injury or accidental exposure.

All incidents, such as a medication error, an injury, or an exposure to blood and body fluids to a student or a client, must be reported to the faculty member **immediately upon occurrence**. Each incident will be handled according to that particular facility's policy and procedure requirements. The student is

responsible for completing an **Occurrence Report** within 24 hours of the incident. Occurrence Reports may be obtained from the CSL Coordinator. Both a clinical facility and Yancey School of Nursing Occurrence Report must be completed and delivered to appropriate authorities. The Yancey School of Nursing Occurrence Report will be given to the CSL Coordinator.

Emergency Plan

- ◆ If accidental exposure occurs, MSCS guidelines can be accessed online at www.getmsds.com, or by calling 1-800-451-8346.
- ◆ In the event of a health or other emergency in the Yancey School of Nursing, dial 911 from any phone.
- ◆ Following the incident, notification should immediately be made to KCU Student Life (x 3288).
- ◆ The incident must be documented on an Occurrence Report within 24 hours.

Items Required for Clinical and CSL Use

Uniform Requirements

- ◆ Students must purchase a stethoscope, a watch with functioning second hand, and a calculator.
- ◆ Faculty will advise students of appropriate attire required for each clinical activity.
- ◆ Yancey School of Nursing approved nametag must be worn at all times during clinical activities.
- ◆ **Students must purchase Yancey School of Nursing approved uniform and lab coat.**
- ◆ Clean, predominately white shoes made of impermeable material and having non-skid sole and closed toe are required of all students.
- ◆ Jeans, stretch pants, shorts, t-shirts, sandals and/or halter-tops are **NOT** acceptable attire in any clinical setting.
- ◆ Community uniform and lab coats are required attire for pre-clinical assessments.
- ◆ Student Community Uniform shall consist of:
 - Black Yancey School of Nursing clinical pants
 - Yancey School of Nursing lab coat with School of Nursing patch.
 - Top: Yancey School of Nursing approved red polo shirt.
 - Shoes: Clean black impermeable shoes with closed toe and non-skid sole.
 - **NO** open-toed shoes/sandals, or heels greater than one inch.
- ◆ **HAIR:** Students must keep shoulder-length or longer hair pulled back or up and appropriately secured off the shoulders. Unnatural hair coloring or accessories (blue, pink, feathers, etc.) must be concealed or removed while in the clinical setting. Facial hair must be kept clean, closely clipped, and well groomed.
- ◆ **NAILS:** Students must keep fingernails clean and neatly trimmed to a **short length**. Nail polish and artificial nails are **NOT** allowed.
- ◆ **RESPIRATORY TRIGGERS:** Use of perfumes, aftershave, scented body lotions, talcum powders, and other scents should be avoided.
- ◆ **JEWELRY:** A watch with a functional second hand is required. Students may wear a wedding ring/band. Students may wear **small**, post style earrings – maximum of one in each ear. **All other items of jewelry are unacceptable adornment for all clinical activities.**
- ◆ **TATTOOS:** Tattoos must be **fully** covered during any clinical activity.



Clinical Facilities

1. Students are not entitled to any type of compensation from any clinical facility for clinical activities required by the Yancey School of Nursing.
2. Eating, drinking, smoking, and gum chewing are **NOT** permitted in off campus clinical facilities.
3. Only assigned students may be present at any clinical facility, and students are only to be on clinical facility premises as assigned.

Transportation

Students are responsible for transportation to and from clinical experiences. Students also accept responsibility for any expenses incurred while traveling to and from clinical experiences.

Clinical Attendance

Grades for clinical courses are based on the student's satisfactory demonstration of clinical objectives. Clinical schedules are designed to provide optimal faculty: student ratios in coordination with the availability of clinical facilities. Clinical experiences assist students in meeting outcomes; therefore, **attendance as scheduled is mandatory.**

Clinical make-up for excused absences is arranged at the discretion of the clinical faculty member. Students should refer to the KCU Attendance Policy (KCU Student Handbook) for further information about excused and unexcused absences.

In the event that the student **must** be absent from an assigned clinical activity, it is the student's responsibility to notify the clinical instructor prior to the start of clinical. The student must provide the following information:

1. Student's name and assigned activity (CSL or care agency and clinical unit to which the student is assigned, etc).
2. Reason for absence.
3. Other notifications may be required as directed by course faculty and/or course syllabus.

Fitness for Practice:

A student is expected, at all times, to be capable of functioning with adequate capabilities, reason, and judgment in the assigned responsibilities. Each Yancey School of Nursing faculty member will monitor the ability of every student to function in her/his assigned role.

If a student is reported or observed to be functioning with diminished capabilities, the faculty member is required to relieve the student of her/his responsibilities.

If a student is relieved of her/his responsibilities, the student will be charged with an unexcused absence and possible disciplinary action, which may include failure of the course and/or dismissal from the Yancey School of Nursing.

Student Employment

- ◆ Students maintaining employment are recommended to commit to 16 hours or less per week.
- ◆ Students should NOT work the shift immediately preceding a scheduled clinical experience or class.

Confidentiality:

KCU nursing students will maintain confidentiality of client identity, information, and accounts. Students are to observe strict confidentiality even after their relationship with the health care agency ends.

Breach of confidentiality is unauthorized use, discussion, or release of confidential information regarding clients, their identity, and/or their health care records (hard copy and computer). This includes unauthorized retrieval of records on the computer, checking labs or other data without a need to do so, and conversations or discussions that may be overheard by unauthorized persons.

Breach of confidentiality is considered a major offense and may be referred to the Dean and the NAPG Committee for review. Breach of confidentiality may result in immediate dismissal from a classroom or clinical activity, an “E” grade for the course, and/or dismissal from the Yancey School of Nursing.

Standards for Practice:

KCU nursing students will demonstrate ethical and moral behavior in all situations. Guidelines for professional behavior are found in the National Student Nurses’ Association Code of Academic and Clinical Conduct for nursing students (following page). Students are ultimately expected to adhere to the American Nurses Association (2001) Code of Ethics for Nurses, available at <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthics.aspx>

National Student Nurses Association, Inc.

Code of Academic and Clinical Conduct

Preamble

Students of Nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of healthcare environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust which society has placed on us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in clinical and academic environments ethical principles are necessary guides to professional development. Therefore, within these environments, we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting risk of injury to the client, self, or others.

14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.

Breach of Professional Ethics

Any breach of professional and/or ethical conduct is a serious offense and may be reported to the Dean of the School of Nursing and/or the NAPG Committee for review. Any breach of professional ethics may result in an “E” grade for the course and/or dismissal from the Yancey School of Nursing.

Policies

Practice of Injections or IV Insertion

Nursing students may not practice injection or intravenous techniques on each other.

Dosage Calculation Policy

Dosage Calculation Competency: Students must demonstrate dosage calculation competency prior to administration of medications in each clinical course. Students who have not demonstrated mastery prior to the first clinical day will not be allowed to administer medications and will be required to participate in remediation with the CSL Coordinator. Failure to demonstrate mastery after remediation will result in automatic failure of the course.

DOSAGE CALCULATIONS:

Problems should be calculated to the thousandths by **dropping** (not rounding) remaining numbers after the thousandths place throughout a problem requiring multiple steps.

1.34622	use	1.346
1.34659	use	1.346
1.34695	use	1.346

Final answer is to be rounded to the nearest hundredth. Critical thinking should be used related to client safety and the mechanism of delivery, i.e., tablet, drops, syringes available, etc.

1.34622	use	1.35
1.5678	use	1.57
1.5628	use	1.56

How to express final answers: *Example:* Prescribed: ASA (Aspirin) 250 mg PO now.
Have on hand: ASA (Aspirin) 325 mg tablets

Using ratio/proportional method:

$$250:X = 325:1 \quad \text{or} \quad \frac{250}{X} = \frac{325}{1} \quad \text{then cross multiply} \quad \frac{325X}{325} = \frac{250}{325}$$

$X = 0.76923$ (mathematical answer)

If problem asks for dose, final answer is rounded to hundredths: 0.77 tabs

If problem reads how many (tabs, capsules, etc.), the final answer is 1 tab.

We cannot give .077 of a tablet. If a tablet is scored, giving $\frac{1}{2}$ of a tablet is acceptable when the problem works out to a dosage close to the half mark.

You might also want verification that this is a therapeutic or safe dose.

Policy on Performance of Skills in the Clinical Setting

Students enrolled in **200-level** courses who have demonstrated minimum competency in the following nursing skills may be assigned to perform these skills in the clinical area under the supervision of the faculty and/or designated RN and subject to agency policies.

<i>200-Level Clinical Skills</i>	
Vital Signs	Urinary Catheter Insertion & Maintenance
Health History & Physical Assessment	Enema Administration
Preparation for Therapeutic Procedures	Respiratory Therapy
IV Therapy (Peripheral) <ul style="list-style-type: none"> ◆ Initiation ◆ Maintenance ◆ Discontinuation No administration of blood products.	Medication Administration <ul style="list-style-type: none"> ◆ Dosage Calculations ◆ Topical ◆ Enteral ◆ Parenteral – (IM, SQ) ◆ IV - saline/heparin flush with direct faculty supervision
Hygiene & Personal Care	Preoperative/ Postoperative Teaching & Care
Feeding Clients (Nutrition)	Palliative Care
Infection Control <ul style="list-style-type: none"> ◆ Hand washing ◆ Standard precautions ◆ Isolation 	Care of Surgical Drains & Gastrostomy Tubes
Pain & Comfort Management <ul style="list-style-type: none"> ◆ Assessment & Evaluation ◆ Interventions (positioning, massage, use of heat & cold) 	NG Tubes (Lavage, Gavage, Decompression) <ul style="list-style-type: none"> ◆ Insertion ◆ Maintenance ◆ Discontinuation
Intake & Output	Tracheostomy Care
Specimen Collection	Ostomy Care
Safety Training <ul style="list-style-type: none"> ◆ Call systems ◆ Client identification ◆ Fire/HAZMAT 	Wound Management <ul style="list-style-type: none"> ◆ Irrigation ◆ Dressing changes ◆ Suture/staple removal
Client Safety	Use of Restraints
Documentation	Basic Life Support

Students enrolled in **300-level courses** who have demonstrated minimum competency in the following nursing skills may be assigned to perform these skills in the clinical area under the supervision of the faculty and/or designated RN and subject to agency policies.

300-Level Essential Skills	
Vital Signs	Assessment of Fetal Heart Rate & Uterine Contractions
Health History & Physical Assessment	Postpartum Assessment
Growth & Development Assessment	Urinary Catheter Insertion & Maintenance
Client Safety	Enema Administration
Preparation for Therapeutic Procedures	Respiratory Therapy
IV Therapy <ul style="list-style-type: none"> ◆ Initiation (Peripheral) ◆ Maintenance (Peripheral, Central Lines, PICC Lines) ◆ Discontinuation (Peripheral) No administration of blood products.	Medication Administration <ul style="list-style-type: none"> ◆ Dosage Calculations ◆ Topical ◆ Enteral ◆ Parenteral – (IM, SQ) IV - antibiotics, furosemide (IVPB or IVP via infusion pump), saline/heparin flush with direct faculty supervision
Hygiene & Personal Care	Preoperative/ Postoperative Teaching & Care
Feeding Clients (Nutrition)	Palliative Care
Infection Control <ul style="list-style-type: none"> ◆ Hand washing ◆ Standard precautions ◆ Isolation 	Care of Surgical Drains & Gastrostomy Tubes
Pain & Comfort Management <ul style="list-style-type: none"> ◆ Assessment ◆ Interventions ◆ Evaluation 	NG Tubes (Lavage, Gavage, Decompression) <ul style="list-style-type: none"> ◆ Insertion ◆ Maintenance ◆ Discontinuation
Intake & Output	Tracheostomy Care
Specimen Collection	Ostomy Care
Safety Training <ul style="list-style-type: none"> ◆ Call systems ◆ Client identification ◆ Fire/HAZMAT 	Wound Management <ul style="list-style-type: none"> ◆ Irrigation ◆ Dressing changes ◆ Suture/staple removal
Immediate Care of the Newborn	Use of Restraints
Care of Chest Tubes	Documentation
Basic Life Support	

Students enrolled in **400-level** courses who have demonstrated minimum competency in the following nursing skills may be assigned to perform these skills in the clinical area under the supervision of the faculty and/or preceptor and subject to agency policies.

400-Level Clinical Skills	
Vital Signs	Assessment of Fetal Heart Rate & Uterine Contractions
Health History & Physical Assessment	Postpartum Assessment
Growth & Development Assessment	Urinary Catheter Insertion & Maintenance
Pediatric Assessment	Enema Administration
Preparation for Therapeutic Procedures	Respiratory Therapy
IV Therapy <ul style="list-style-type: none"> ◆ Initiation (Peripheral) ◆ Maintenance (Peripheral, Central Lines, PICC Lines) ◆ Discontinuation (Peripheral) No administration of blood products.	Medication Administration (Adult & Pediatric) <ul style="list-style-type: none"> ◆ Dosage Calculations ◆ Topical ◆ Enteral ◆ Parenteral – (IM, SQ) IV - antibiotics, furosemide, (IVPB or IVP via infusion pump); saline/heparin flush; maintenance of TPN & lipids with direct supervision
Hygiene & Personal Care	Preoperative/ Postoperative Teaching & Care
Feeding Clients (Nutrition)	Palliative Care
Infection Control <ul style="list-style-type: none"> ◆ Hand washing ◆ Standard precautions ◆ Isolation 	Care of Surgical Drains & Gastrostomy Tubes
Pain & Comfort Management <ul style="list-style-type: none"> ◆ Assessment ◆ Interventions ◆ Evaluation 	NG Tubes (Lavage, Gavage, Decompression) <ul style="list-style-type: none"> ◆ Insertion ◆ Maintenance ◆ Discontinuation
Intake & Output	Tracheostomy Care
Specimen Collection	Ostomy Care
Safety Training <ul style="list-style-type: none"> ◆ Call systems ◆ Client identification ◆ Fire/HAZMAT 	Wound Management <ul style="list-style-type: none"> ◆ Irrigation ◆ Dressing changes ◆ Suture/staple removal
Client Safety	Use of Restraints
Immediate Care of the Newborn	Atraumatic Care of Children
Care of Chest Tubes	Documentation
Basic Life Support	

Grading

GRADING SCALE

91-100	A	Exceptional
82-90	B	Superior; exceeds expectations
76-81	C	Average; meets expectations
67-78	D	Below Average; does not meet minimum standards
< 66	E	Well below acceptable standards

CLINICAL COURSE GRADING POLICY:

Successful completion of a nursing course with a clinical or laboratory component requires **validation of competency in each component** of the course: clinical, laboratory, and theory. Failure to earn a grade of C or above in the theory component will result in the inability to progress in the program. The earned grade will be recorded. However, failure of a clinical component will result in a course grade of an “E”.

EXAM AVERAGE POLICY:

All nursing courses with exams will require students to have a “C” average (76%) on exams in order to receive credit for the course. **If the exam average is less than 76%, students will receive the exam average as their course grade.** If the exam average is 76% or above, other components (as designated in course syllabi), will be utilized in the calculation of the final grade.

GRADE ROUNDING POLICY:

All course grades will be recorded to the hundredths by dropping all numbers to the right of the second decimal place.

Example: 75.998 is recorded as 75.99

The final grade will be recorded as a whole number by rounding from the tenths. Numbers from 0.1-0.4 will be rounded down; numbers from 0.5-0.9 will be rounded up.

Example: 75.5 = 76 is reported as “C”

BONUS POINTS POLICY:

Bonus points may be awarded in a course at the discretion of the course faculty. Students must achieve satisfactory exam average and course grade prior to addition of bonus points.

REMEDIATION POLICY:

Any student who scores below a 76% on any exam or project must enter a remediation loop with the instructor of the course. A YSN Blueprint for Student Success must be completed by the course faculty and the student. Regular appointments should be maintained between the student and faculty until improvement is noted.

MATH POLICY:

Math for Nursing, Fundamentals of Algebra, or College Algebra are pre-requisites for Statistics.

FUNDRAISING AND SPECIAL EVENTS POLICY

1. All fundraising ideas must be submitted to the Yancey School of Nursing office using the **Fundraising & Special Events Form** at least 10 days before the proposed event.
2. A copy of the **Fundraising & Special Events Form** for the approved event must be available onsite during the event or in the possession of the treasurer, secretary or president of the fundraising organization.
3. Participants must use KCU accepted bookkeeping methods.
4. Money earned from approved fundraising efforts will be accounted for by:
 - a. Students in charge of the fundraising event.
 - b. Supervising faculty and/or staff.
 - c. KCU Business office.
5. All requisitions and requests for product will be made through the office of the Yancey School of Nursing. (Please allow for ample turnaround time.)
6. Within 14 days of the completion of the fundraising/special event, supervising students and faculty will provide a written report to the Yancey School of Nursing office, including an accounting of monies earned, products purchased, and the success of the event.
7. KCU receipts must be provided to consumers, upon request. A ledger of sales must be maintained and a copy of the ledger turned over to the Yancey School of Nursing office and another copy provided to the KCU Business Office.
8. ALL checks MUST be made out to KCU.

CRIMINAL BACKGROUND CHECK AND DRUG TESTING POLICY

Criminal background checks and/or drug tests are becoming standard requirements for employment, especially at health care facilities. Such requirements also may apply to students who rotate through health facilities as part of required educational experiences. Students can expect and should be prepared for them.

Students must be aware that:

- ◆ If a criminal background check and/or drug test is required for enrollment and/or participation in any course, the expense must be borne by the student. The particular types of tests and checks required, as well as the costs for them, are subject to change and beyond the control of the University or the Yancey School of Nursing.
- ◆ Facilities may deny clinical access to those with convictions and/or positive drug tests. If a student fails to pass a criminal background check and/or drug test, they may be ineligible for enrollment in clinical courses, ineligible for graduation, and, therefore, ineligible to continue in the Yancey School of Nursing.
- ◆ The Yancey School of Nursing does not accept responsibility for any student being ineligible for course work, continued enrollment in the School or University, or subsequent licensure as a nurse for any reasons, including failure to pass a criminal background check or drug test.
- ◆ Students who provide false information regarding criminal offenses or drug use in any documents relating to their attendance at Kentucky Christian University are subject to immediate dismissal. Failure to disclose correct information at any time also may be the basis for professional discipline and/or denial of licensure.

- ◆ Successful completion of a criminal background check and/or drug test does not insure eligibility for certification, licensure, or future employment.
- ◆ The YSN reserves the right to require random drug testing.