EDYTH T. JAMES DEPARTMENT OF NURSING
BSN PROGRAM

NURSING STUDENT HANDBOOK
FOR
ACADEMIC YEAR - 2020-2021

Andrew Schug - Senior II, December 2020 Graduate
Welcome Letter from the Director

Welcome to the Department of Nursing at Washington Adventist University. Our nursing program has a rich 111-year history that includes being the first baccalaureate nursing school established in the state of Maryland. The Washington Missionary College was incorporated in 1904, founded to train young men and women for purposeful living and Christian Service. In the early years our nursing school was named the Washington Sanitarium Training School for Missionary Nurses. In 1909, the nursing program started as a three-year hospital-based program, and then in 1926, the program transitioned to a baccalaureate curriculum. We still provide opportunities for our nursing students to serve abroad and our University offers four short-term mission trips to foreign countries each year.

You have selected one of the best professions for future employment growth and career satisfaction. According to the Bureau of Labor and Statistics, employment of registered nurses is projected to grow 12% from 2018 to 2028, much faster than the average for all occupations (U. S. Bureau of Labor Statistics, 2020, https://www.bls.gov/ooh/healthcare/registered-nurses.htm

Growth will occur primarily because of technological advancements and an increased emphasis on preventative care. The large, aging baby-boomer population will demand more healthcare services as they live longer and enjoy more active lives. The Health Resources and Services Administration (HRSA) estimates a nursing shortage of one million nurses by 2020. Also, recent changes in the healthcare system have resulted in a need for nurses who will serve at the advanced practice level (HRSA, https://bhw.hrsa.gov/sites/default/files/bhw/nchwa/projections/NCHWA_HRSA_Nursing_Report.pdf

We will work with you towards the goal of completing your nursing degree within our supportive, spiritual, Christian learning community. We have a new, comprehensive curriculum and many success strategies in place that will help you progress through our program. Your success is important to us. The faculty, staff, and I look forward to working with you as we complete this journey together.

Sincerely,

Tijuana G. Griffin

Tijuana Griffin, PhD, MSN, RN
Director of Nursing Program
Edyth T. James Department of Nursing
Washington Adventist University
7600 Flower Avenue.
Takoma Park, MD 20912
Department of Nursing Faculty Members

Left to Right: Prof. B. Jitta, Prof. J. Murmu, Dr. H. Wilson, Associate Director, Dr. O. Opanubi, Dr. N. McKenzie, Prof. R. Loukota, Dr. D. Nandipamu (not shown)

Center: Dr. T. Griffin, Director of Nursing,
Founded in 1907, the Washington Sanitarium was the first hospital in Montgomery County.

September 16, 2017,
Dedication of the Gail and Bruce Boyer Health and Wellness Building.
Washington Sanitarium Classroom where our nursing courses were taught in 1909

2019 Laboratory /Classroom in Nursing Department

Table of Contents
Introduction
The Nursing Student Handbook is a working document designed to provide information to students in order to be successful in the nursing program. This handbook is not a substitute for the University’s Student Handbook or the WAU Academic Bulletin but is in addition to them. The faculty reserves the right to revise this Nursing Student Handbook as necessary. The information contained in this handbook is subject to revision. Students will be given written notice of any amendments or revisions. Students are expected to read and adhere to policies found in the Nursing Student Handbook. Students understand that they are responsible for any updates implemented during their program of study in the Department of Nursing. Students will complete an online agreement form located in D2L in NURS 001 Departmental Communication which indicates that they have read the current Nursing Student Handbook by the end of the first week of class. If students do not complete the online form, they will not be allowed to attend subsequent classes and/or clinical until the document is signed.

Mission, Program Goals, Expected Student Outcomes, and Philosophy of Department of Nursing

Mission

The primary mission of the Department of Nursing is the immersion of students into a Christo-centric nursing environment which fosters the harmonious development of human beings, while instilling the essence of Christian caring in the nursing role with a focus on service through practice, research, and global leadership.

The Department of Nursing aims to achieve its mission by endeavoring to:

1. Contribute to the health care and education of nurses through a Christ-centered and moral-leadership values program
2. Enhance nursing program excellence
3. Create innovative, accessible models of nursing education to meet the needs of an increasingly diverse student body
4. Provide service to the local and global community
5. Support faculty professional development, scholarship, and grant productivity
6. Promote collegial spirit and well-being in a healthy work environment

Goal of BSN Program

The goal of the BSN program is to prepare generalist nurses who practice within a holistic, caring framework to help individuals, families, groups, communities, and populations meet their optimum health potential through human need fulfillment.

Expected Student Outcomes for BSN Program

Upon completion of the BSN program, students will be able to:

1. Integrate theoretical knowledge acquired through the study of the humanities, liberal arts, social sciences, and natural sciences to enhance the knowledge and values necessary to deliver professional nursing care to clients across the life span in a multicultural society.
2. Demonstrate the ability to provide quality health care within a framework of competent, moral, ethical, safe, and legal practices.
3. Demonstrate safe, quality outcomes of care through the competent use of patient care technologies, information management systems, and effective communication techniques.
4. Deliver nursing care as a provider, patient advocate, educator, and counselor within a humanistic caring framework, using the nursing process to assess, plan, implement, and evaluate outcomes of patient care.
5. Design holistic care based on the human needs theory by addressing the influences of physical, developmental, mental, behavioral, spiritual, cultural, socioeconomic, and environmental factors on health and wellness.

6. Design interventions that improve health promotion, risk reduction, disease and injury prevention, and illness and disease management throughout the lifespan from the individual through the population levels.

7. Demonstrate professional standards of nursing, including a commitment to caring, altruism, autonomy, human dignity, integrity, social justice, accountability, lifelong learning, and advancement of the profession.

8. Apply a Christ-centered spiritual process within a multicultural multi-faith environment to help self and others identify and meet self-care and spiritual needs and bring peace and comfort.

9. Integrate professional communication techniques, collaborative skills, and teamwork to deliver evidence-based patient-centered care as a member of an interdisciplinary team.

10. Apply best research evidence, systematic and logical reflective reasoning, clinical judgment and expertise, and consideration of patient values in the promotion of evidence-based nursing practice.

11. Describe the collaborative role of the nurse in the economic, legal, regulatory, and political processes that influence local, state, national, and global professional nursing practice and health care delivery.

12. Demonstrate the ability to perform as a designer, coordinator, and manager of care through leading, collaborating, delegating, negotiating, and evaluating within interdisciplinary systems.

**Philosophy of Department of Nursing**

The Edyth T. James Department of Nursing upholds the mission statement of Washington Adventist University, a learning community committed to the Seventh-day Adventist Christian vision of excellence and service. The nursing faculty provides learning opportunities within a Christian environment that fosters the harmonious development of human beings. Human beings were created perfect in the image of God with the power to think, feel, and act. Through God’s plan of salvation, human beings can have eternal life. While human beings no longer live in a perfect state, God’s relationship with them continues to give them dignity, choice, and rights that can be responsibly directed toward experiencing maximum health through creative human need fulfillment.

Human beings are biopsychosocial and spiritual in nature with similar needs and different modes of adaptation. Throughout life, as unique holistic systems, human beings adapt and develop through the interchange of energy with the environment and the utilization of resources in society. Society and human beings are changing, interacting systems with spiritual, physical, mental, behavioral, developmental, cultural, social, educational, political, economic, and environmental conditions that affect the survival and health of its members.

The nature of being human is to be caring. Society seeks caring from the nursing community. Caring nurses reflect on their own beliefs, attitudes, and values as they provide holistic care and respond to issues that impact professional practice, such as vulnerable populations, unethical practices, and diversity in a multicultural healthcare environment.

Health reflects the dynamic interplay of human needs, potential alterations, and actual alterations in human need fulfillment. Health can be conceptualized as being on an illness-wellness continuum. Wellness involves an individual’s goal-directed adaptation, growth, development, and realization of human need fulfillment within a changing multicultural society. Impaired health presents the individual with an opportunity for adaptation, growth, and the ongoing pursuit of optimum health potential through human need fulfillment. The subjective experience of the individual influences the person’s definition of health and one can move towards health and wellbeing through awareness, education, and growth.

The profession of nursing is a scholarly practice discipline. Through a variety of processes such as caring, spirituality, health promotion, leadership, research, evidence-based practice, the nursing process, facilitation of
change, political advocacy, and life-long learning, nursing positively impacts the illness-wellness continuum. The responsibility of society’s health care is shared by nurses, other health professionals, and consumers. Nursing leadership is a communication and relationship process seeking to envision the needs, strengths and resources of human beings while influencing the individual, family, group, community, and population in the purposeful attainment of mutually defined health goals. Through the use of best research evidence, logical reflective reasoning, clinical judgment, and consideration of patient values, the professional nurse provides an evidence-based, health-oriented service to society.

The professional nurse facilitates change within systems through the roles of provider, designer, manager, coordinator, educator, advocate, and counselor. As advocates for quality health care, nurses are active in the political processes that affect the healthcare delivery system. The professional nurse is committed to lifelong learning and the continued development of self-awareness, responsibility, and accountability.

**Model of Washington Adventist University Nursing Program Philosophy**

**Washington Adventist University**

**Department of Nursing Philosophy**

Revised: 08/02/2017; 10/06/2017; 08/2018; 6/2019; 6/2020
<table>
<thead>
<tr>
<th>Biophysical Concepts</th>
<th>Definition</th>
<th>Psychosocial Concepts</th>
<th>Definition</th>
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<tbody>
<tr>
<td><strong>Oxygenation</strong></td>
<td>The transport and interchange of oxygen, carbon dioxide and nutrients at the cellular level</td>
<td><strong>Rest and Comfort</strong></td>
<td>The process of relaxation involving decreased human system demands, and reflecting the gratification of human needs, which is necessary for the realization of maximum health</td>
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<tr>
<td>1. Perfusion (Cardiac)</td>
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<td>1. Pain</td>
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<td>2. Acid Base Balance</td>
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<td>2. Stress and Coping</td>
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<td>3. Ventilation</td>
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<td>3. Fatigue</td>
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<td>4. Diffusion</td>
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<tr>
<td><strong>Fluid &amp; Electrolytes Balance</strong></td>
<td>The hemodynamic balance of body fluids and electrolytes in the intracellular and extracellular spaces, which are regulated by the kidneys, lungs, skin, GI tract, and endocrine system</td>
<td><strong>Spiritual Integrity</strong></td>
<td>An individual’s dynamic personal relationship with higher power reflected in one’s individual belief and value system which is the source of inspiration, meaning, purpose, personal strength, and hope</td>
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<tr>
<td>1. Acid Base Balance</td>
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<td>1. Grief and loss</td>
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<td>2. Metabolism</td>
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<td>2. Cultural</td>
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<td>3. Intracranial Regulation</td>
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<tr>
<td><strong>Elimination</strong></td>
<td>The extraction of heat and metabolic by-products from the body via the respiratory tract, skin, intestinal tract, and kidneys</td>
<td><strong>Affiliation</strong></td>
<td>The meaningful relatedness of human beings with self and others that occurs through discovery, investment and enrichment, resulting in caring, integrated, living experiences throughout the life cycle</td>
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<tr>
<td><strong>Nutrition</strong></td>
<td>The process by which the human system uses proteins, carbohydrates, fats, minerals, vitamins and water for energy, maintenance and growth in the facilitation of human needs fulfillment throughout the life cycle</td>
<td><strong>Sexual Integrity</strong></td>
<td>The total integrated self-expression of a human being relating to self, others that occurs through discovery, investment and enrichment, resulting in a caring, integrated, living experience throughout the life cycle</td>
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<tr>
<td>1. Energy</td>
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<td>1. Reproductive Health</td>
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<td>2. Cellular structure and function</td>
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<td>2. Sexual Relationships</td>
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<tr>
<td>3. Failure to Thrive</td>
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<td>3. Sexuality</td>
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<td>4. Metabolism</td>
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<tr>
<td><strong>Sleep</strong></td>
<td>Cyclic physiological process that alternates with longer periods of wakefulness. The sleep-wake cycle influences and regulates physiological function and behavioral responses throughout the life cycle.</td>
<td><strong>Safety</strong></td>
<td>A state of well-being involving the perception of an individual, and reflection of freedom from threats/harm to the human needs of that individual within their environment</td>
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<td>1. Infection and Inflammation</td>
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<td>2. Immunity</td>
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<td>3. Substance abuse</td>
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<td>4. Abusive environments</td>
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Mobility  
The initiation of movement which requires energy to perform or complete activities of daily living across the lifespan.

Self-Esteem  
1. Developmental milestones across the lifespan 
2. Health promotion/health beliefs 
3. Behaviors 
4. Teaching and learning 
The fluctuation appraisal of self and others, that is reflected in one’s feelings of acceptance, affection, approval, worth, and competence

Sensation and Cognition  
The reception, meaningful organization and interpretation of visual, auditory, olfactory, tactile, gustatory, kinesthetic, and visceral stimuli

<table>
<thead>
<tr>
<th>Sensation and Cognition</th>
<th>Sensation and Cognition</th>
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<tbody>
<tr>
<td>1. Mood and affect</td>
<td>1. Mood and affect</td>
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<tr>
<td>2. Tissue integrity</td>
<td>2. Tissue integrity</td>
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</table>

References


Washington Adventist University is a learning community committed to the Seventh-day Adventist Christian vision of excellence and service. This cosmopolitan institution challenges students to seize the opportunities for learning in the nation's capital in order to become moral leaders in communities throughout the world.

The primary mission of the Department of Nursing is the immersion of students into a Christo-centric nursing environment, which fosters the harmonious development of human beings while instilling the essence of Christian caring in the nursing role with a focus on service through practice, research, and global leadership.

<table>
<thead>
<tr>
<th>Washington Adventist University Ethos</th>
<th>Department of Nursing Ethos</th>
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<tbody>
<tr>
<td><strong>Faith:</strong> We value faith in God, and celebrate the goodness of creation, the dignity of diverse people, and the possibility of human transformation. Through worship and shared life, we uphold spiritual integrity and help one another to achieve it.</td>
<td>Human beings were created perfect in the image of God but no longer live in a perfect state. Nursing, through God’s relationship with human beings, seeks to direct them toward the experience of maximum health.</td>
</tr>
<tr>
<td><strong>Mind:</strong> We value the enhancement of the mind through enthusiasm, excellence, and honesty in learning. In both study and conversation, we honor the consideration of ideas and the increase of understanding.</td>
<td>Learning enhances the mind through the active participation of the learner and educator; occurring in the affective, cognitive, and psychomotor domains. The educator facilitates learning by acting as a role model and a resource person who provides structured and serendipitous learning experiences.</td>
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<tr>
<td><strong>Respect:</strong> We value safety, respect, and courtesy as every person’s needs and rights. To assist one another in learning, we attend, in particular, to making our environment hospitable to study.</td>
<td>Throughout life, human beings have the right to expect appropriate affirming and respectful interaction within a safe environment that values diversity.</td>
</tr>
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<td><strong>Service:</strong> We value generosity in both attitude and practice, and consider higher education to be both training and an opportunity for service.</td>
<td>The profession of nursing is a scholarly practice discipline that provides an opportunity for creative, health-oriented service to society.</td>
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<tr>
<td><strong>Beauty:</strong> We value beauty and order—in the buildings, on the ground, in ourselves. We take responsibility for the look, the sound, and the feel of our campus.</td>
<td>Maintaining beauty and order within the nursing (patient care) environment represents the commitment of nursing to aesthetic, empirical, and personal foundations of the profession.</td>
</tr>
<tr>
<td><strong>Health:</strong> We value the health of body, mind, and soul, and encourage one another to eat, rest, and exercise for maximum benefit to our entire being.</td>
<td>Health is a subjective experience defined by the individual. It reflects the holistic and dynamic interplay of human needs across the life span.</td>
</tr>
<tr>
<td><strong>Growth:</strong> We value both honesty and determination with respect to these ideals. We acknowledge our need and capacity, under God, for continuous growth toward their realization.</td>
<td>Growth is a fundamental principle of life and represents the capacity of mankind to fully develop the mental, physical, and spiritual dimensions of self, guided by biblical precepts.</td>
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</tbody>
</table>

**Framework for Baccalaureate Curriculum**

The elements and framework for building the baccalaureate nursing curriculum is based on *The Essentials of Baccalaureate Education for Professional Nursing Practice 2020 [draft]*, the 2019 NCLEX-RN Test Plan, the
Quality and Safety Education for Nurses (QSEN) competencies (2012), and the American Nurses Association (ANA) Code of Ethics (2015). Draft of Essentials are in being developed now

The Essentials of Baccalaureate Education

Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice
Essential II: Basic organizational and Systems Leadership for Quality care and Patient Safety
Essential III: Scholarship for Evidence Based Practice
Essential IV: Information Management and application of Patient Care Technology
Essential V: Health Care Policy, Finance, and Regulatory environments
Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
Essential VII: Clinical Prevention and Population Health
Essential VIII: Professionalism and Professional Values
Essential IX: Baccalaureate Generalist Nursing Practice


The Content of the NCLEX-RN Test Plan

1. Safe and Effective Care Management
   a. Management of Care
   b. Safety and Infection Control
2. Health Promotion and Maintenance
3. Psychosocial Integrity
4. Physiological Integrity
   a. Basic care and Comfort
   b. Pharmacological and Parenteral Therapies
   c. Reduction of Risk Potential
   d. Physiological Adaptation


Quality and Safety Education for Nurses (QSEN) Competencies

From 2005 to 2012, nursing leaders responded to the Institute of Medicine's call to improve the quality of healthcare by working on the QSEN project (2012). This project was funded by the Robert Wood Johnson Foundation and consisted of the development of quality and safety competencies. These competencies serve as a resource for faculty, assisting them in integrating quality and safety content into nursing curriculums. The QSEN competencies are:

1. Patient-Centered Care
2. Teamwork & Collaboration
3. Evidence-Based Practice
4. Quality Improvement
5. Safety
6. Informatics
ANA Code of Ethics

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

2. The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, reserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate the principle of social justice into nursing and health policy.

To access the ANA Code of Ethics with Interpretive Statements:

The Washington Adventist University Department of Nursing aims to achieve its mission through pursuit of the following goals:

<table>
<thead>
<tr>
<th>Department of Nursing Goals</th>
<th>Strategic Themes and Imperatives of University</th>
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<tbody>
<tr>
<td>Christ-Centered</td>
<td>Encourage faith development that is deliberate, personal, and critically aware</td>
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<tr>
<td>Contribution</td>
<td>Objective</td>
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<td>-----------------------------------------------------------------------------</td>
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<tr>
<td>Contribute to the health care and education of nurses through a Christ-centered and moral-leadership values program</td>
<td>Implement an institutional assessment plan and metrics</td>
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<tr>
<td><strong>Program Excellence</strong></td>
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<tr>
<td>Enhance nursing program excellence</td>
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<tr>
<td><strong>Innovation and Accessibility</strong></td>
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<tr>
<td>Create innovative, accessible models of nursing education to meet the needs of an increasingly diverse student body</td>
<td>Create a distinctive and distinguished learning culture</td>
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<tr>
<td><strong>Community Service</strong></td>
<td></td>
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<tr>
<td>Provide service to the local and global community</td>
<td>Embrace and explore the opportunities of the Nation’s capital</td>
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<tr>
<td><strong>Faculty Development</strong></td>
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<tr>
<td>Promote faculty professional development, scholarship, and grant productivity</td>
<td>Expand and strengthen financial resources</td>
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<tr>
<td><strong>Healthy Work Environment</strong></td>
<td></td>
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<tr>
<td>Promote collegial spirit and well-being in a healthy work environment</td>
<td>Transform Governance and physical campus Deeply engage and value people</td>
</tr>
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</table>

### Accreditation and Approval of Nursing Programs

The baccalaureate degree in nursing and master’s degree in nursing programs at Washington Adventist University are accredited by the **Commission on Collegiate Nursing Education** (www.aacn.nche.edu/ccne-accreditation).

![CCNE Accredited Logo](image)

Washington Adventist University’s nursing programs are approved by the **Maryland Board of Nursing** (http://mbon.maryland.gov) and the **Maryland Higher Education Commission** (www.msche.org).

The University is accredited by the **Middle States Commission on Higher Education** (www.msche.org) and the **Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities** (http://adventistaccreditingassociation.org).
Statement of Student Policies

Professional Integrity, Behavior Policy, and Affective Domain Standards

Overview

Consistent with the mission of the Department of Nursing is the expectation that students will exhibit the highest standards of professional behavior. These expectations are inclusive of professional behaviors defined throughout this document, and in particular within the Professionalism and Affective Domain Competencies. Each student is required to conduct himself/herself with honesty, integrity, and in a professional manner while in the classroom, university buildings, laboratory, clinical or practicum settings.

Technology Requirements

1. All students are expected to use their wau.edu email address for all communications with faculty and administrators within the Department of Nursing. The Department of Nursing faculty, administration, and staff will only communicate with students using the wau.edu email.

2. Students are expected to check their wau.edu email accounts daily and respond as requested. They are responsible for all communications sent to the wau.edu email account.

3. In addition, all students are expected to daily check Desire to Learn (D2L) for announcements and updates. Use Turnitin.com on all written assignments. Students will utilize the Microsoft Word for all typed assignments and use PowerPoint as needed. Also, students should access and use Grammarly through D2L.

4. Faculty, administrators, and staff will not respond to student communications that are generated from a non-wau.edu email account.

5. Students are expected to be computer literate and able to access information using various websites and email. Students must be professional with social media and not engage in any activity that will represent violations in HIPPA or FERPA policies.

Proper Protocols for Computer Lab

1. The school computers are not to be used for personal activities such as surfing the internet, accessing any social media, accessing personal email and any other activity that will cause the computers to become corrupt.

2. Students are not allowed to use any external drives, i.e. thumb drives, on any computers in the nursing department. Students may send coursework to the WAU email/ D2L or some other Internet storage.

3. Misuse of computers will be considered a serious violation of the affective domain policy.

Communication

Main Office

1. The Department of Nursing administrative suite is located in Room 205 of the Health Sciences Building.

2. In addition to providing support for the daily operation of the Department, the staff of the Department of Nursing serves as a resource of information for students, faculty, other WAU offices, and members of the greater community. Students are welcome to visit the office during regular operating hours to conduct
business, submit assignments and other papers, or to make appointments to meet with nursing administrators.

Common Courtesy

Interaction with office personnel is as much a component of professional behavior similar performance in the clinical and classroom settings. Nursing students are expected to exhibit the same professionalism and courtesy when interacting with any member of the office staff as they would with members of the faculty and other professionals. As part of a professional office, each staff member is committed to delivering quality service.

The reception area is particularly designed to welcome students, faculty and other members of the community. All visitors to the Department of Nursing offices should enter the reception area first, to be assisted by the receptionist. In the interest of courtesy and privacy, students are not permitted to enter directly into any faculty or administrative office without first being invited to do so.

Chain of Command

If students have a concern or complaint to discuss, it is important to follow the chain of command. First, make an appointment with your course professor. If you do not find satisfaction, meet with your advisor. If you feel the need to proceed for resolution of your issues or concerns to a higher level, make an appointment with your director of the nursing program. Listed below is your chain of command:

1. Course professor
2. Advisor
3. Director of Nursing
4. Provost
5. President

Appointments

Appointments and requests for letters of recommendation may be made via email with detailed information on who you are and exactly what you are requesting. As a part of professional behavior, students are expected to keep scheduled appointments, or, in the event of an emergency, to notify the office in advance if a scheduled appointment must be cancelled.

Change of Name, Address or Telephone Number

Students are responsible for reporting to the Office of the Registrar as soon as possible for any changes in name, address or telephone numbers. Students who do not keep the Office of Registrar apprised of this information are still responsible for any information/correspondence sent to them at the last address on file. New identification cards and badges should be procured accordingly.

Student Files

Under the Family Educational Rights and Privacy Act (FERPA), student work files are kept locked up in the Office Manager’s Office to protect student privacy.

Affective Domain Standards

As part of the educational process, students in the Department of Nursing will be expected to demonstrate that they have learned what is required to competently perform the duties of an entry-level health care provider. There are three main component areas into which learning can be categorized: cognitive, psychomotor, and affective. All three areas are equally important and interrelated. When most people think of education, they usually refer to the first two of these areas, cognitive and psychomotor, where students learn their facts and theories, as well as practice performing tasks,
skills, and assessments. Equally important in the student’s professional development is the affective domain, which includes evidence of appropriate attitudes, beliefs, and values. A balanced education requires that all three components be demonstrated.

The faculty has developed multiple criteria to assess the affective area, and can address the affective domain by:

1. Informing the student of the affective domain expectations and significance.
2. Informing the student of the observable behaviors that will be used to assess the demonstration of appropriate skills in the affective domain.
3. Assessing the degree to which student behaviors and actions demonstrate “professionalism” as determined by the professional standards of the department.

**Essential Elements for Demonstration of Competency**

The faculty has identified the essential elements for the demonstration of competency in the Affective domain. These are grouped into one or more of the following areas indicative of “professionalism”.

**Accountability** - Individuals demonstrating this behavior accept full responsibility for their actions. The student is expected to:

1. Accept full personal responsibility for satisfactory completion of all duties and assignments by designated due dates.
2. Accept the consequences of the actions leading to negative results, including the failure to carry out what is expected.
3. Demonstrate professional behaviors through appropriate appearance, communication, and competency.
4. Consistently arrive on time for classes, laboratory sessions, clinical assignments, and practicum.

**Adaptability/Flexibility** - Health care professionals need to change and adapt to the demands of the moment. Whether the particular demands for change are those of the client or a health care facility, the student must be flexible in his/her expectations and seek ways to optimize the quality of care given in any situation. The student is expected to:

1. Recognize when change in routine is necessary.
2. Correctly choose the change in performance or approach that is needed.
3. Practice/develop positive solutions and approaches to new situations or challenges.
4. Recognize when assistance to peers/coworkers would be helpful, and offer assistance appropriately.

**Assertiveness** - This characteristic is closely associated with accountability and self-respect. The student is expected to:

1. Demonstrate behaviors of an independent learner (i.e., prepares in advance, reads ahead of assigned schedule, does independent research, and asks appropriate questions)
2. Actively participate in improving clinical proficiency, striving to maximize the number of cases he/she can safely manage.

**Compassion and Empathy** - It is crucial that the health care professional keep foremost in his/her mind that a "real person" is receiving his/her care. The student is expected to:

Recognize and appropriately respond to the needs of the clients, such as:

a. Need for privacy and modesty.
b. Desire to be recognized and respected.
c. Need for relief from possible discomfort and/or pain.

1. Accurately assess the degree of discomfort experienced by the client and respond appropriately.
2. Appropriately describe what the client may feel.
3. Use proper form of address when speaking to clients, staff, physicians, and faculty.
4. Ensure that his/her appearance, behavior and communication contribute to helping the client or patients feel comfortable and confident that the best quality of care is being provided.
5. Treat all clients, staff, students, and colleagues equally, without regard to gender, race, socioeconomic status, religion, or sexual orientation.
6. Recognize that the patient is the center of care and has the right to make decisions regarding his or her care.

**Dependability** - Because students at the Department of Nursing assume increasing amounts of responsibility, it is vitally important that they be competent and consistent in the performance of his/her duties. The student is expected to:

1. Attend classes and clinical/practicum.
2. Demonstrate awareness of what is expected.
3. Complete all assigned tasks and responsibilities.

**Diligence** - Diligence is consistent attention to detail and striving for proficiency, rather than minimal competency. The student is expected to:

1. Submit all assignments in a complete, comprehensive, and neat condition.
2. Submit complete, accurate documentation within appropriate time requirements.
3. Ensure that all appropriate care is delivered.

**Effective professional communication** - Effective verbal and nonverbal communications are essential in dealing with clients, caregivers, members of the health care team, peers, and faculty. Accurate communication can be a "life and death" situation in health care. Professional communication will be assessed in many situations including verbal interactions, written documentation, and nonverbal communication. The student is expected to:

1. Identify oneself by name, title, and position to clients, families, and staff.
2. Provide clear and complete client instructions.
3. Submit documentation which is accurate, legible, and proper format.
4. Use appropriate postures, visual contact, and gestures.

**Honesty and integrity** - Honesty and integrity are expected of all professionals. The student is expected to:

1. Admit when he/she does not know something.
2. Admit when he/she has made a mistake.
3. Accept credit for only his/her own work in clinical and academic settings.
4. Maintain academic honesty in clinical and academic settings.

**Leadership** - It is important for professionals to demonstrate leadership characteristics. The health care professional assumes responsibility for his/her decisions and actions, and for the welfare and care of others. The student is expected to:

1. Help classmates understand material that he/she has already mastered.
2. Engage in "self-directed" learning activities associated with the profession, including but not limited to reading and discussing professional journals and articles in the media.
3. Serve as a role model.

**Respect for self and others.** The professional serves as an advocate in support of those entrusted to his/her care. The
student is expected to:
2. Refer to clients, staff, and faculty by proper title, name, or form of address.
3. Seek ways to be helpful to others.
4. Respond appropriately to correction and constructive criticism from instructors, supervisors, and others in authority.
5. Respect and support self-care and spiritual needs.

Teamwork. A health care facility relies on the coordinated activities of all individuals working in the department. Students are expected to:
1. Accurately describe their roles as a team member.
2. Identify when others may need assistance and then volunteer assistance
3. Find ways to improve the overall efficiency, effectiveness, and accuracy of their own performance.

Each faculty will assess individual students for any or all of those behaviors listed above. If a student does not demonstrate these behaviors at appropriate levels in all domains, it may negatively affect his or her grade and/or ability to complete the program.

Affective Domain Standards of Performance Warning Policy

Students enrolled in the Department of Nursing are ambassadors of the University and the School of Health Professions, Science & Wellness (SHPSW). They are expected to adhere to all affective domain standards and demonstrate competency in all aspects of “professionalism”. Failure to demonstrate competency in one or more areas will result in receipt of an Affective Domain Standards of Performance Warning. (A copy of this form is included in the appendix of this handbook.) An Affective Domain Standards of Performance Warning may be issued as a result of behavior exhibited in any area of the academic environment, including but not limited to, the classroom, laboratory, clinical settings, and/or on the premises of the WAU campus as well as any public forum including electronic media. A student may also receive an Affective Domain Standards of Performance Warning as a result of a written report received from a representative of a clinical agency and/or preceptor.

Affective Domain Standards of Performance Warnings are cumulative and will remain in a student’s permanent file within the Department of Nursing. A student who receives a total of three (3) Affective Domain Standards of Performance warnings will be referred to a Department of Nursing Admissions and Progressions Committee, appointed by the Director of Nursing, to determine if a student will need to be withdrawn from the program.

Students who are dismissed due to repeated Affective Domain Standards of Performance violations will receive a grade of “F” in current nursing courses. Egregious acts will result in the issuance of a grade of (F) and the immediate dismissal from the nursing program, superseding the steps of this policy and will be referred immediately to the Department of Nursing Review Committee appointed by the Director of the Nursing Program.

A student seeking readmission into the nursing program may be asked to provide documentation of behavioral remediation during the readmission process. Previous Affective Domain Standards of Performance Warnings will not be counted against the student who is readmitted to the nursing program. A student who receives any number of Affective Domain Standards of Performance Warnings and who is determined to be “clinically unsafe” is not eligible for readmission into the Nursing program.

Affective Domain Standards of Performance Warning Process

Notice of first violation. The student will meet with the faculty member who is issuing the warning within two (2) business days of the violation and/or notification by a clinical agency or preceptor. The faculty member will review
the warning document with the student and provide a written Professional Behavioral Remediation Plan. The student will be expected to adhere to the Professional Behavioral Remediation Plan. A copy of the document will be provided to the student, Director of Nursing, and faculty advisor.

**Notice of second violation.** The student will meet with the faculty member who is issuing the warning and the Director of Nursing within **three (3) business days** of the violation and/or notification by a clinical agency or preceptor. The faculty member will review the warning document with the student. The student will be asked to submit a written document explaining why his/her behavior was unacceptable. The faculty member will provide a written Professional Behavioral Remediation Plan. The student will be expected to adhere to the Professional Behavioral Remediation Plan. A copy of the document will be provided to the student, the Director of Nursing, and faculty advisor.

**Notice of third violation.** The student will meet with the faculty member who is issuing the **warning within two (2) business days** of the violation and/or notification by a clinical agency or preceptor. The faculty member will review the violation with the student and will forward all relevant information to the Director of Nursing who will convene an Admissions and Progressions committee meeting **within 10 business days.** This Committee will decide whether the student should be withdrawn from the program.

A student who is withdrawn after receiving his or her third Affective Domain Standards of Performance Warning, may reapply to the nursing program if deemed eligible by the Department of Nursing Committee appointed by the Director of Nursing.

Any student who is dismissed from the program due to receipt of three Affective Domain Standards of Performance Warnings has the right to appeal the dismissal from the Nursing program. If the appeals process upholds the dismissal from the Nursing program due to affective domain behaviors, the student is not eligible to re-apply for admission to the Nursing program.

**Academic Integrity Policy**

The academic integrity policy can be found in the **Academic Bulletin under the section on Academic Information.** Academic dishonesty includes, but is not limited to:

1. Cheating – intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise
2. Plagiarism – intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise
3. Fabrication – Intentional and unauthorized falsification or invention of any information or citation in an academic exercise

Copying information from another student, assisting another student when not explicitly stated as allowed, and failure to properly cite sources according to APA guidelines constitutes a violation of the academic integrity policy.
Attendance Policies

1. Students are expected to be on time for all class, clinical, and laboratory sessions and remain in the class, lab, or clinical setting until dismissed by the professor. Students who arrive to class after the class start time or leave class prior to the end of class will be marked as late. Students who return from a break late will be marked as late. Three “late” attendance marks will equate to one absence.

2. Students unable to attend or who are running late to a class, clinical, or lab are required to notify the instructor via email or text messages prior to the beginning of the class, clinical, or lab.

3. Permission ahead of time to be late to class is granted in special circumstances. To obtain permission to be late to class, the student will need to make an appointment to discuss this with the course professor prior to the class. Proper documentation must be provided.

4. More than one absence from a class or clinical over the course of a 16-week semester will result in the student being academically withdrawn from the class and/or nursing program at the discretion of the nursing faculty and the director of nursing.

5. Excused absences are granted for the death of an immediate next of kin family member, which includes a sister, brother, mother, father, or child. An excused absence will also be granted for the performance of Jury duty and inpatient hospitalization of the student. A physician’s office visit, student’s emergency room visit, visit a relative in the hospital, or car mechanical problems do not constitute grounds for an excused absence.

6. To obtain an excused absence, the student will need to make an appointment to discuss the reason for the planned absence with the Director of the Nursing Program. Proper documentation must be provided, such as a death certificate, record of inpatient hospitalization, or Jury duty summons. The Director will then notify the faculty members concerned that the student is being granted an excused absence.

7. Students who are granted an excused absence or take an unexcused absence will still be required to make up the missed clinical day. Clinical hours listed in the syllabus are reported to the Maryland Board of Nursing. The make-up clinical day will be mutually agreed upon by the professor and the student. This MUST be completed prior to the final exam week. Students who do not attend a make-up clinical day will automatically fail the course unless an incomplete grade is approved.

8. Students will assume the financial responsibility to make up the missed clinical day. The cost per clinical makeup is $150 per day.

9. Any student who requires an excused absence during the last two weeks of a course may apply for an incomplete in the course. An incomplete form must be filled out by the student prior to granting the incomplete. The student must be passing the course and be up to date with all assignments, exams, tests, and clinicals. The end of the extension of time provided by the incomplete request will be specified as indicated in the WAU Academic Bulletin (p. 37). In order to progress in the nursing program, students must complete all of their previous course work.

10. Students are expected to attend at least two departmental meetings per semester. The departmental meetings occur every third Monday at 11:15 am. Departmental meetings are scheduled to keep everyone informed and abreast of changes in the nursing department. The meetings are also opportunities for professional development.

11. Service Day Attendance
Service Day attendance is an opportunity to serve the community; thus, the attendance is mandatory. If students do not attend, they will receive an affective domain.

**Classroom Management Policies**

1. The Faculty reserves the right to change the content or schedule of the course syllabus as needed in special circumstances. Students will be notified of any such changes. It is the student’s responsibility to abide by the most current syllabus posted on D2L.

2. Nursing classes require students to synthesize fundamental and theoretical knowledge prior to class. Your best tools are your assigned readings. Students are expected to prepare by reading assignments prior to each class and participating in class discussions. Please bring your textbook, workbook, completed homework, notebook, PowerPoint handouts, pencil, pen, eraser and other supplies necessary at all times.

3. Use of electronic devices such as cellphones, laptops, cameras, and tablets are allowed in class **only with permission from the professor** and only at times in class specified by the professor.

4. Cell phones are required to be on silent mode while students are in class unless allowed by the professor for class activities. Students who are caught using cell phones while in class or leaving a class that is in session to talk on the cell phone or texting someone while in the classroom, will be dismissed from class and recorded as absent from class. **During the scheduled breaks, students may check their cell phones for messages.**

5. Eating food is not allowed while in class, but a student may drink water while the class is in session.

6. No “browsing” of the internet is allowed while class is in session. Students who are found reading unassigned websites, not assigned by the professor, or texting on cell phones while class is in session will be dismissed from class. **This will be considered an unexcused absence.**

7. Students who engage in side conversations or chit-chat with other students, disrupting the lecture or class discussion, will be asked to leave the classroom. An unexcused absence will be recorded if a student is asked to leave a class and not return.

8. Students who have something to say may raise their hands and wait to be called upon by the professor. Students are not allowed to speak out in class without being called upon. Any student who directs rude, demanding comments to a professor and is considered publicly disrespectful to a professor or fellow student, will be asked to leave the class and his/her attendance will be recorded as an unexcused absence. Students are not allowed to walk out and leave a classroom while a lecture class is being conducted, thereby causing a disturbance and disrupting the class, unless there is an emergency. Appropriate restroom breaks in class sessions will be negotiated and agreed upon by the students and professors. Students who continually disturb nursing classes by their behaviors will receive an affective domain warning.

9. Students failing a course, clinical, or lab at mid-term will be required to meet with their professor for counseling and to complete a student learning contract.

10. There will be no extra credit assignments. You will receive a letter grade based on the Nursing Program grading scale. Final class numerical grades are not rounded up to the **next highest whole number.** Faculty members will **not drop the lowest** graded assignment, test, or exam.
Virtual Classrooms/Clinical Rotations

11. All classroom policies apply to the virtual learning experiences. Undivided attention and engagement are required during these virtual learning experiences. Driving and other non-related activities are unacceptable. Students will be immediately dismissed from virtual learning. This will be considered an unexcused absence.

Policies for Class Projects and Written Assignments

1. Students are responsible for submitting class projects and written requirements on the due date specified in the course syllabus, unless the instructor has granted permission, in advance, to submit materials at another time.

2. The student seeking the privilege of turning an assignment in late must make the request in writing. The privilege to submit late assignments will be at the discretion of the professor.
   ● Assignments related to preparation for a class must be completed and submitted according to the due date, or they will be assigned a grade of zero.
   ● Late assignments that are submitted within a week of the due date will automatically receive a 10% reduction in the grade.
   ● Late assignments not submitted by the next weekly session will receive a score of zero.

3. Students are required to have a backup plan; for example, thumb or cloud drive, in the event of computer or printing failures, as computer or upload failure is not an acceptable excuse for not submitting a paper.

4. All written assignments must be typed, double spaced, APA format, Font 12 and Times New Roman, and properly spelled, and grammar checked. Always keep a copy of the assignment. Scholarly writing is always expected.

5. All assignments must be the student’s own original work, not copied from another source or having been submitted from another course, or another student, unless specified as a group assignment. All assignments are submitted to Turnitin.com.

Examination Policies

Guidelines for Taking Examinations

1. All examinations are under camera surveillance.

2. Students are expected to be present and on time for all exams. However, illnesses and emergencies do occur. Students must contact course faculty by text or email before an exam if unable to attend or if they will be arriving late. Thirty minutes is the maximum amount of time to be late to sit for an exam for an unexcused absence. Students who arrive late to an exam will not be given extended time beyond the allotted scheduled time for the exam.

3. In the event of hospitalization, the student must provide documentation from their health care provider clearing them to return to class and clinical. The student must then contact the course faculty on the day he/she returns to arrange for a makeup exam date. A different version of the exam will be given.

4. Any exam that is missed must be made up. The student will be given an alternative form of the exam by the professor at a time specified by the professor. A grade reduction of 5% on the makeup exam will be imposed by the professor due to an unexcused absence.
5. **Online Exam**:
   All exam policies apply to the virtual examinations. In addition, students are to be visible at all times during the test. If a student is not visible, students will receive a grade reduction of 5%.

**Permission to Miss an Exam**

1. Permission ahead of time to plan to miss an exam is granted in special circumstances. To obtain permission to miss an exam, the student will need to make an appointment to discuss this with the course professor prior to the class. Permission should be obtained at least a week before the student wishes to take the examination. If a student requests a different time to take a final exam, a different version of the exam must be given to that student.

2. **Planned excused absences are granted to attend the funeral of an immediate next of kin family member, which includes a sister, brother, mother, father, spouse or child. An excused absence will also be granted for the performance of jury duty and inpatient hospitalization of the student. A doctor’s appointment, vacation, honeymoon, family illness, or car repair do not constitute grounds for planning to miss an exam.**

3. To obtain an excused absence, the student will need to make an appointment to discuss the reason for the planned absence with the Director of the Nursing Program. Proper documentation must be provided, such as a death certificate, medical request for inpatient hospitalization, or jury duty summons. The Director will then issue a written letter of excused absence and notify the faculty member concerned that the student is being granted an excused absence for an exam.

4. Students who are granted an excused absence will still be required to make up the missed exam and will not receive a grade penalty. An incomplete form will have to be petitioned if the final exam is not done within five business days.

**Academic Dishonesty on an Exam**

1. Academic dishonesty such as cheating, plagiarism, or fabrication of information constitutes a violation of the Academic Integrity Policy. An exam (to include quiz, test or similar evaluation of student learning) is an assessment of individual achievement of knowledge.

2. Students who submit a paper that someone else wrote is a form of plagiarism, paper submitted in another class written by you, as the student, cannot be submitted to a different teacher for another class assignment, this is called self-plagiarism, which is a violation of academic integrity.

3. Students are not allowed to leave the classroom during a test or an exam.

4. Students are not allowed to have their cell phones turned on during an exam.

5. During an exam, all personal belongings must be removed and set aside.

6. There is absolutely no communicating with classmates during any exam. If students communicate with other classmates by any means while testing, they will automatically receive a zero for the exam and may jeopardize progression in the nursing program including dismissal from the nursing program.

7. Students are expected to report any breaches in integrity related to the examination to the nursing faculty.

8. Students dismissed from the nursing program for violations of the Academic Integrity Policy may not reapply to the nursing program for re-admission.

**Paper and Pencil Testing Protocols**
1. The answer the student selects as their choice of correct response to an exam question MUST appear on the Scantron answer sheet (or specified answer field) in order for the student to receive credit for the answer. 
   *No credit will be given for answers that are circled or otherwise marked on the exam booklet itself.*

2. In all test-taking settings, students are responsible for the accuracy of the answers marked on their Scantron answer sheet before handing it to a proctor when finished with the exam.

3. Exam grades will be posted in Desire2Learn (D2L) grade book within 3 to 5 working days after the exam date.

4. Students will not be allowed to bring textbooks, notes, and electronic devices of any kind to an exam. Only a pen, pencil, and a calculator (if permitted by the professor) may be at the testing station. All other items must be left in a central location in the classroom. The central location will be determined by the instructor.

5. At no time during the exam, shall the student access the closed backpack. Accessing the backpack will be construed as cheating and as a violation of the Academic Integrity Policy; and the student will be subject to dismissal from the Nursing program without the ability to re-apply for admission into the Nursing program.

6. Any scrap paper needed will be provided by the instructor. All scrap paper must be turned in to the instructor.

### Testing Accommodations

Students requiring accommodations for a disability will be required to provide appropriate documentation from The Betty Howard Center for Student Success located in Wilkinson Hall. The contact number is 301-891-4115 (See current WAU Bulletin). Accommodations for disability cannot be granted without the appropriate documentation. The disability documentation from The Betty Howard Center for Student Success will become a part of the student file in the Department of Nursing. Students are to provide all faculty members the document for accommodations which will state the required accommodation(s).

### Contesting Exam Questions or Exam Grades

Content covered on the exams may include information synthesized from previous courses as well as content covered in the assigned readings. Students have five school days from the date of posted exam results to contest exam items or exam grades. Students must submit their questions or objections in writing to the course faculty with supporting evidence from required textbooks. Students are responsible for presenting their documentation in a professional and constructive manner and citing references that support their answer as the BEST ANSWER. Students must request an appointment to discuss posted exam results. Students may not show up without an appointment in faculty offices either alone or in groups to contest questions. Faculty will review the documentation, and reply to the student within five school days.

### Academic Grievance Procedure

Students who determine that they have received prejudiced academic evaluation are entitled to appeal for an impartial review and reconsideration of such cases. Procedures to be followed are listed in the Academic Bulletin in the section on Academic Information. The order of the appeal would be to make an appointment to see the:

1. Teacher involved
2. Student's Advisor
3. Director of Nursing Program
4. Academic Appeals Committee
Appointments with faculty may be requested via email. Appointments with the Director of Nursing or the Provost will need to be made via their respective administrative assistants.

**Academic Alert and Student Learning Contract**

The academic alert form is a tool that is used to communicate classroom and/or clinical progression. This form will be completed by the course professor, signed by the student, and a copy will be provided to the student advisor and the Director of the Nursing Program.

An academic alert will be issued by the professor for the following:

- A failing grade on a quiz, exam, paper, or other course assignment
- A failing course grade average
- A class or clinical tardiness or absence
- Unmet classroom or clinical objectives

A student learning contract will be completed by the student and professor when academic progression is at risk. A copy will be sent to the student’s advisor and the Director of the Nursing Program. A student learning contract will be established, as needed, with the first academic alert.

**Democratic Process; Student Representation**

Each cohort will elect two student representatives. These elected students will represent their class on various issues. They must make an appointment to speak with their course instructor to resolve issues outside of class or tutoring time (see Academic Grievance Procedure).

**Drug Dosage Calculation Testing**

Successful completion with a grade of 90% or better on the Dosage Calculation Test (DCT) is required before nursing students are allowed to administer medications. Students will begin sessions on math reviews, drug dosage calculations, and practice testing during their first semester in the nursing program. The DCT will be given during the Professional Nursing Foundations course. Students who fail the DCT will be given a remediation plan through ATI, placed on warning, and will not be able to administer medications in the clinical settings until a passing score is achieved. Students will have two (2) more opportunities to successfully pass the DCT with a grade of 90% or higher before the second week of the clinical rotation (Week 7). Additional attempts will be one week apart. Those who fail to achieve a score of (A-) 90% by the third attempt will be administratively withdrawn from the course. Before a student can repeat the Professional Nursing Foundations course, the student must show proof of having successfully completed a basic math course at WAU or another institution of higher education.

**ATI Assessment Policy**

Assessment Technologies Institute (ATI) serves as the assessment vendor for the nursing program for preparation for the NCLEX-RN exam. The ATI assessment tests that will be administered in the nursing program are:

- ATI Fundamentals of Nursing
- ATI Pharmacology (in Synthesis of Complex Nursing Care)
- ATI Medical Surgical Nursing (after the Adult Gerontology II course)
- ATI Mental Health
- ATI Community Health Nursing
● ATI Maternal-Newborn Nursing
● ATI Nursing of Children
● ATI Leadership and Management
● ATI Proctored Assessments for each subject module
● ATI Comprehensive Proctored Assessments Form A & B
● ATI Proctored Comprehensive Predictor Assessment

Performance on the ATI Assessments, including focused reviews (remediation) will count for 10% of the final course grade. Students will have the opportunity to practice before taking their final proctored assessment. Students are expected to achieve the Level 2 benchmark on the Proctored Assessment for satisfactory course completion. The proctored assessment will be administered once with only one retake opportunity provided if Level 2 is not initially achieved. The time period between the initial proctored test and the second test will be two weeks. All proctored assessments - first and second attempt - must occur before the final examination week.

All students will take the Online Practice Assessments A & B in a semi-proctored environment. Students are required to complete the Online Practice Assessments prior to taking the Proctored Exam. This includes the Practice A & B, and the Learning Systems RN practice assessments. Every Online Practice Assessment is accompanied by a required remediation. If students have NOT completed the remediation from the Online Practice Assessment, they will not be allowed to take the Proctored Exam.

Pre-proctored Exam Requirements

1. Students are required to do a Focused Review of the Practice Assessments A & B. Students must complete a minimum of two hours for each practice test for a total of four hours.
2. Students must complete the quizzes embedded in the remediation plan.
3. Students will be required to provide hand written documents of the active learning templates.

ATI Proctored Exam Point Distribution

4. Students will then take the Proctored Assessment and earn points based on the Proficiency Level achieved.
5. The chart below details how the grade will be determined based on the proficiency levels.
6. The ATI score earned will be used for grade calculation purposes (10% of course grade).

Post-proctored Exam Requirements

7. One point will be awarded if sufficient time and evidence of remediation is submitted after the Proctored Exam is taken – 2 hours minimum.
8. One point will be subtracted from the total points earned if a review of deficiencies on the final Proctored Exam is not performed.
9. Students are awarded a total of two points if they complete pre and post proctored exam requirements.

<table>
<thead>
<tr>
<th>Proctored Assessment Test Proficiency Level achieved</th>
<th>Points Awarded for Taking the Online Practice Assessments and Focused Review</th>
<th>Points Awarded for Achievement on Proctored Assessment Test</th>
<th>Points Awarded for Focused Review of Deficiencies on Proctored Assessment</th>
<th>Retake of the ATI Proctored Assessment</th>
<th>Points Subtracted for Failure to Remediate Deficiencies on Proctored Assessment Test</th>
<th>Total Points Awarded (%)</th>
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<tbody>
<tr>
<td>Level 3</td>
<td>1</td>
<td>8</td>
<td>1</td>
<td>Not Required</td>
<td>-1</td>
<td>10</td>
</tr>
<tr>
<td>Level 2</td>
<td>1</td>
<td>7</td>
<td>1</td>
<td>Not Required</td>
<td>-1</td>
<td>9</td>
</tr>
<tr>
<td>Proficiency Level 1</td>
<td>Demonstrates a minimum level of knowledge in this content area required to support academic readiness for subsequent curricular content</td>
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<tr>
<td><strong>Proficiency Level 2</strong> (WAU Benchmark)</td>
<td>Demonstrates a level of knowledge in this content area that more than adequately supports academic readiness for subsequent curricular content</td>
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<tr>
<td>Proficiency Level 3</td>
<td>Demonstrates a higher than expected level of knowledge in this content area that confidently supports academic readiness for subsequent curricular content</td>
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WAU Department of Nursing faculty members want nursing students to achieve the highest possible ATI level. According to ATI, students who successfully completed all of the assigned learning modules are prepared to take the Comprehensive Predictor Exam and a score of 92% or higher has shown strong evidence of NCLEX-RN success on the first attempt.

**Approval to Sit for the NCLEX-RN Examination and Remediation**

Before approval is given to take the NCLEX-RN, the graduating student must meet two of the three benchmarks as follows:

1. ATI Comprehensive Predictor Assessment score of 70% or higher.
2. Second benchmark exam with a 90% or higher probability score of passing the NCLEX. (Exam is determined by NURS 489 course faculty.
3. Third benchmark exam with a 90% or higher probability score of passing the NCLEX. (Exam is determined by NURS 489 course faculty.

All students are required to take the exams as offered in the sequencing determined by the course faculty.

Remediation requirements are as follows:

- Students who attain only one benchmark will be enrolled in Virtual ATI and must be successful within 12 weeks.
- Students who have only met one benchmark but are unsuccessful with Virtual ATI will be required to enroll in Virtual ATI a second time or an official NCLEX review at the student’s expense.
- Students who are unsuccessful with two attempts with Virtual ATI are required to repeat NURS 489 at their own expense.
- Students who do not attain any benchmarks will be required to repeat the course NURS 489 at their own expense.

The graduates of the WAU nursing program who do not sit for boards within 120 days of graduation will be required to provide current evidence of study through assessments from U World, HURST, or other indicators of readiness before given approval to take the NCLEX examination.

**Policies for Progression and Readmission**

**Progression Policies**

In order to progress to the next nursing and/or cognate course the following policies apply.

1. All nursing students must achieve a grade of C (74%) or higher for successful completion of any nursing course.
2. C- (C minus) or below is a failing grade for all nursing and cognate courses.

3. Every nursing student, at all times, is required to maintain a cumulative university GPA of 2.5 or above in the nursing major.

4. Failure to maintain a GPA of 2.5 will result in academic probation through the Department of Nursing until the GPA is at 2.5 or higher in the nursing major. Students are responsible for checking their semester nursing major GPA.

5. Students who are not able to achieve a 2.5 overall nursing GPA by the end of their nursing program will not be able to graduate (Academic Bulletin). Thus, students may need to repeat a nursing course(s) even if that course (s) has been previously completed successfully with a C (74%).

6. Nursing students receiving a failing course grade of C- or D can repeat that course once. Any subsequent nursing course and cognate course failures, including the repeated course will constitute two course failures. A WF in a nursing or cognate course is considered a course failure.

7. Students who withdraw from one class and earn a failing grade in another class or the same class will result in an immediate dismissal from the program.

8. Withdrawal from any two nursing courses or cognates, including withdrawals from the same nursing course will result in immediate dismissal from the program.

9. Any student who fails two nursing courses and/or two nursing cognates (including the same course twice) will be dismissed from the nursing program and will not be eligible for readmission.

10. Students who obtain a grade of F in any nursing or cognate course will be immediately dismissed from the nursing program and not eligible for readmission.

**Evaluation Policies**

**Department of Nursing Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>74-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-73</td>
</tr>
<tr>
<td>D</td>
<td>65-69</td>
</tr>
<tr>
<td>F</td>
<td>&lt;65</td>
</tr>
</tbody>
</table>

1. **Students must pass both theory and clinical portion of the course.** The clinical component of the nursing courses will be graded as Pass/Fail. The student must meet the stated criteria in each course to pass the clinical component.

2. Absences from clinical may jeopardize the instructor’s ability to assess competence in the clinical area, and may result in a failing grade.
3. The ability to retake a failed course with a clinical will depend on space availability.

4. It is the responsibility of the student along with the clinical instructor to maintain ongoing records of clinical performance.

5. The clinical performance evaluations are part of the student’s permanent record. During mid-term, a warning will be issued to students who are at risk for failure. They will be given the opportunity to meet clinical expectations by the end of the semester using signed academic contract.

6. Clinical performance evaluations are not subject to academic appeal. Failure of the clinical component will result in failure of the course and will affect progression in the nursing program.

Student Drug Screening Policy

1. All current students and those applying to the nursing programs will be required to provide proof of a negative ten-panel urine drug screening through CastleBranch in order to be eligible for placement in a clinical rotation.

2. Students who do not pass the initial drug screening test will not be admitted into the nursing program as stated in the nursing admissions policies.

3. Current students who do not pass the drug screening test will be dismissed from the nursing program and will not be eligible for readmission.

4. All costs associated with drug testing is the responsibility of the student. Some clinical sites may also have policies on random and scheduled drug-screening of students. Students must comply with clinical facility policies. If there is a positive drug result from the clinical agency, the student will be dismissed from the nursing program.

5. Students are required to provide an updated list of prescription medications during the time of initial admission and every year the student is in the nursing program. This list should be submitted to the Nursing Education Clinical Coordinator.

Grounds for Immediate Dismissal from the Nursing Program

Demonstration of any of the following actions or behaviors will result in immediate dismissal from the Department of Nursing:

1. Violation of Academic Integrity Policy as outlined in WAU Academic Bulletin.
2. Behavior that threatens the health and safety of clients, students, faculty, or university staff.
3. Impairment due to alcohol or drugs, or behavior suggesting impairment.
4. Behavior or actions that engage in or condone discrimination on the basis of ethnicity, gender, age, citizenship, religion, national origin, sexual orientation, or disability.
5. Violation(s) of client confidentiality (HIPAA policies).
6. Client abandonment.
7. Using any social media in ways that bring discredit upon the University, Department of Nursing, students, health agencies, patients, and the nursing profession.

Leave from the Department of Nursing

Temporary Withdrawal from the Department of Nursing

1. A leave of absence from the nursing major is a temporary interruption in academic progress of one year or less. A leave of absence must be approved by the Director or his/her designee. It may be granted because of
special circumstances such as study abroad, completion of military obligation, personal or family illness, or financial difficulty.

2. A student intending to take a temporary leave must submit a written request to the Director of Nursing, stating the reasons, length of time, and expected date of return. An appointment with the Director of Nursing must be made in order to discuss the leave and plan for return.

3. A student who fails to register for nursing courses without a leave of absence will be considered voluntarily withdrawn. They will need to re-apply for admission into the Nursing program.

4. Re-application to the Department of Nursing does not guarantee admission to the nursing program.

5. Students who do not have a “clear” background check by the first day of classes will be immediately dismissed from the program and must apply for readmission during the next admission cycle. Re-admission to the program is not guaranteed.

**Temporary Withdrawal from the Nursing Clinical Course**

1. Students who have not maintained a current immunization status, before the start of classes, will be withdrawn from clinical-related courses.

2. Students who do not pass the Dosage Calculation examination will be removed from the course. Before a student can repeat the Professional Nursing Foundations course, the student must show proof of having successfully completed a basic math course at WAU or another institution of higher education.

**Readmission Policies**

3. Students who have been dismissed from the nursing program for failing two nursing courses, affective domain violations, receiving a grade of F in any cognate or nursing course, and had unsafe clinical practice are not eligible for readmission.

4. All applicants’ for readmission must meet the current admission, curriculum standards, and program policies and must apply to the Department of Nursing for readmission.

5. Students will be required to complete any remediation as determined by the Department of Nursing.

6. Students who are readmitted after temporary withdrawal (see previous policy) and receive a C- or lower in any nursing course or cognate will be immediately dismissed from the program.

7. Nursing students re-entering the Nursing programs are subject to the standards of the WAU Bulletin, Student Nursing Program Handbook, and health and curriculum requirements in place at the time of re-entry. Temporary leave students have one year to return before being subject to the current policies and procedures. If the student's absence is greater than 6 years, from the University, the student must reapply to the University. The exception is the health requirements, which are subject to change at any time.

**Readmission Process**

1. Students, who have been granted a leave of absence in good academic standing, will be reinstated based on space availability and with Department of Nursing Admission and Progression Committee approval. Ongoing students may be given priority over re-entering students in course space availability.

2. A written request for return should be submitted to the Department of Nursing Admissions and Progressions Committee and the Nursing Education Clinical Coordinator at least three months prior to the semester in which the student wishes to enroll.
Medical/Family Leave

Students who have documented medical or family problems can apply for a medical leave from current nursing courses. The following guidelines must be followed:

1. Students must put in writing to the Director of Nursing a request for a medical or family leave.
2. Provide evidence to the Director of Nursing from the primary health care provider, on letterhead, related to the reason for the leave.
3. The Director of Nursing will send a letter regarding the disposition of the request.
4. Medical leaves will not be approved during the last two weeks of the semester or after the semester has ended, including before or after final exams.
5. The maximum amount of time allotted for medical leave is one year. If a student does not return after one year, re-application to the nursing program will be required. In the re-application process, all current admission policies will be followed.
6. When returning, the student must put in writing to the Director of Nursing the desire to return to the nursing program.
7. Students who will be returning from the medical/family leave must provide in writing from their primary health care provider stating that the student is cleared to return to school without any limitations.
8. If there are questions or concerns regarding the student’s physical or mental ability to provide safe patient care in inpatient and community settings, the request for return and the physician's statement will be reviewed by the Director of Nursing (See policy on page 20 of this document).
9. The student returning from medical/family leave will be responsible for any and all tuition and fees. All information related to the medical leave will be placed in the student’s permanent record.

Policy Regarding Student Physical and Mental Competency

Students who experience any changes in physical and mental condition, e.g. hospitalization, surgery, must complete and sign the “Technical Performance Standards Form” and provide evidence of physician clearance for participation in clinical activities.

Extended Leave

Absence in excess of one year requires a letter of withdrawal submitted to the Department of Nursing prior to leaving. Students withdrawing from the Department of Nursing and/or the University should follow the appropriate procedures in order to facilitate future return or transfer to another institution. Prolonged absence greater than one year, for any reason, will require reapplication to the nursing program. These students may have to repeat courses to update knowledge and skills, as well as to make an appropriate transition into the current curricular structure.

Returning to Program Following Leave of Absence

Students, who have been granted a leave of absence in good academic standing, will be reinstated based on space availability and with Department of Nursing Admission and Progression Committee approval. Ongoing students may be given priority over re-entering students in course space availability. A written request for return should be submitted to the Department of Nursing Admissions Committee at least three months prior to the semester in which the student wishes to enroll.

Students who withdraw or do not take nursing courses for one or more years must reapply to the nursing program and meet the current admissions requirements.
Students who withdraw or do not take nursing courses for one or more years must reapply to the nursing program and meet the current admission requirements. Students who withdraw from the University for one calendar year or more are subject to the requirements for the major at the time they are readmitted.

Placement in the curriculum at the time of return will be evaluated by the Department of Nursing Admission and Progression Committee on an individual basis. If the student has been on leave for more than one year, it should be expected that some nursing courses may have to be repeated.

**Special Departmental Policies**

**Department of Nursing Dress Code**
1. Business casual or scrubs is the attire for attending class and when taking examinations in the computer lab
2. Follow the dress code for clinical and lab
3. No leggings, ripped jeans, short skirts, and/or shorts are to be worn in class or computer lab.
4. Blouses for females must not be excessively low in the front or showing skin right above the waist.
5. As a professional, noticeable body piercing and tattoos should not be visible.

**University Dress Code**

The following University Dress Code will also be enforced:

Students should always dress modestly and their attire should demonstrate appropriate respect for standards of professionalism, cleanliness, and propriety. Cooperation in adhering to the regulations is a matter of personal integrity. While adherence to the appearance standards does not in and of itself constitute spirituality, the willingness to adhere to regulations does suggest a developing maturity and sense of responsibility. Standards of professionalism and appropriateness vary across academic disciplines; however, students in all majors should become familiar with the standards of dress in their intended profession. The following guidelines define our minimal expectations for campus dress. It may be appropriate at times (career days, class/group presentations) for students to dress more formally than these minimal standards. Students should be sensitive to WAU expectations and requirements. Violation of the dress code is subject to disciplinary action, such as, “Affective Domain” (See University Student Handbook).

**Men.** Dress/sport shirts, slacks, shoes or sandals are to be worn on campus. Slippers, bathrobes, and other articles of clothing that have been long established as “at home attire” are not to be worn on campus as outerwear. Scarves and other headgear are not to be worn anywhere on campus (including buildings) except in the residence hall. Hats and baseball-type caps may be worn on campus; however, when entering a classroom, dining hall, Sligo Church, or other campus buildings, they must be removed (See University Student Handbook).

**Women.** Dresses and blouses should be long enough to cover the midriff, thick enough to maintain the privacy of person, high enough to maintain personal modesty. Shoes or sandals are to be worn on campus. Dresses and skirts should be long enough to avoid exposure when sitting and loose enough to allow for comfortable walking. Avoid revelations via high slits and clinging fabrics. Short shorts and other revealing clothes are inappropriate. Tank tube, and halter-type tops are inappropriate, unless worn under a jacket or dress (See University Student Handbook).

**Men–** Low-riders, hip huggers, or excessively baggy/tight pants are NOT to be worn. Underclothing should NOT be visible while sitting, standing, or bending or used as outerwear. Shoes or sandals are to be worn on campus and shirts are to be worn at all times. Hats are for outside use only.

**Men/Women.** Clothing peculiar to cult groups and those bearing slogans and/ or insignia not in harmony with the standards and philosophy of WAU are prohibited. No low-riders, hip huggers, or excessively baggy clothes are to be
worn. When pants or slacks are worn, the natural waistline of the garment must be at the waist of the wearer and not below. Leggings, jeggings, leotards, yoga pants, and similar types of garments are not to be worn as a substitute for pants, slacks, jeans etc., or “outerwear.” Exercise wear, swimwear, and other types of “specialty” clothing are to be worn only when actively participating in those specific activities (See University Student Handbook).

**Blood and Body Fluid Exposure Policy and Procedure**

**Occupational Exposure Guidelines**

Strict adherence to infection control standards is a requirement of the Centers for Disease Control and Prevention. The routine use of standard precautions is required for contact with blood or body fluids. Careful handling/disposal of contaminated items is required. All students are required to complete the *ATI modules* for blood and body fluid exposure before attending clinical.

For more information please see the following links:

- [http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5409a1.htm](http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5409a1.htm)

**Faculty & Student Responsibilities**

1. Receive agency/unit orientation regarding infection control policy and post exposure management procedures.
2. Utilize appropriate barrier precautions during the administration of care to all individuals.
3. Utilize appropriate safety devices for the handling/disposing of contaminated sharp instruments or other equipment.
4. Immediately report accidental exposure to blood or body fluids.
5. Initiate immediate intervention and management of accidental exposure to blood or body fluids.
6. Provide health education to individuals and groups regarding the prevention, transmission and treatment of HIV and other blood borne pathogens.
7. Refer to the clinical agency’s policies on blood and body fluid exposure.

**Accidental/Occupational Exposure Procedure**

In the event of an accidental/occupational exposure to blood or body fluids, students and faculty should:

1. Immediately wash the area of exposure with soap and water.
2. Immediately report the incident to the instructor and/or supervisory personnel.
3. Complete appropriate documentation according to agency standards and provide a copy of the report to the Director of Nursing. Another copy will be kept in the student’s file.
4. Complete the Department of Nursing Incident Report. This form is included as an appendix in this handbook; this must be completed within 24 hours of the incident.

**PLEASE NOTE:**

1. Decisions regarding post-exposure management, prophylaxis, and follow-up will be at the discretion of the individual and his/her health care provider.
2. The injured party will be financially responsible for emergency treatment, prophylaxis and follow-up care resulting from the incident.

**Clinical Medical Requirements**

Washington Adventist University has a formal contract with health care agencies that must be followed by all parties. Students must meet all requirements by July 1 in order to begin classes and attend clinical. The following are the requirements:
a. Annual background check
b. Annual urine drug test
c. Current immunizations
d. Annual physical exam
e. Current BLS certification by American Heart Association
f. Yearly TB test (quantiferon TB Gold or PPD)
g. For students with a positive TB test, a chest x-ray is required every 5 years with an annual WAU TB Questionnaire Form signed by the primary care provider
h. Copy of current health insurance card

NOTE: For newly accepted nursing students, please see the admissions criteria for specific deadlines.

**Hospital Clinical Expectations**

1. Students are required to attend the clinical site orientation in order to participate in the clinical experience during the semester.
2. Students are expected to arrive on their nursing units at least 15 minutes before report, having already eaten a meal. No food or beverages are appropriate during pre-conferences, post-conferences and on the units.
3. Any student arriving after report has started will be sent home, and this late arrival will be marked as an unexcused absence.
4. Any student who will be late or absent from a hospital clinical must email or text the instructor. A student who will be absent needs to notify the clinical instructor, course coordinator, and clinical coordinator, at least 24 hours prior to the clinical day. Failure to make appropriate notifications will result in an unexcused absence that will affect the successful completion of the course.
5. Students are not allowed to leave the clinical site for any reason, without the permission of their professor.
6. The student should also provide the clinical instructors’ their emergency contact information.
7. All written clinical care plans and other assignments are to be submitted on time to the clinical instructor.
8. Students are expected to be in complete uniform. The guidelines are as follows:
   a. WAU issued uniform (needs to be clean and pressed)
   b. Uniform pants not showing any personal undergarments while standing, bending, or seated
   c. White socks or hosiery
   d. White clean closed toe and closed heel shoes (leather shoes are recommended)
   e. No jewelry, piercings or visible tattoos
   f. Hair that is clean, well-groomed, and styled in a natural fashion; if hair is long, it must be off the shoulders.
   g. Only religious head wraps are permitted.
   h. A neat, clean, showered appearance, without strong fragrances
   i. Short, clean nails with no nail polish, artificial nails, or overlays
   j. All required equipment, including stethoscope, pen, and penlight
   k. Valid WAU student ID is required
9. Any student not meeting the above expectations will be sent home for that clinical day with an unexcused absence.
10. Follow the Nursing Department uniform policy. See Current Academic Bulletin and WAU Department of Nursing guidelines for uniform purchase information.
11. Utilize available learning resources and opportunities throughout the clinical day.
12. Maintain role boundaries with each other, patients, your instructor, and staff.
13. Demonstrate courtesy and respect towards patients, colleagues, faculty, and agency staff.
14. Demonstrate the ability to consistently and safely perform previously learned skills.
Cell Phones Use in Clinical Areas

Students must comply with the cell phone policy of the clinical institution. If cell phones are allowed in the clinical area the following policies apply:

1. Cell phones must be placed on silent mode during clinical hours.
2. Cell phones may be used for personal communication during assigned breaks only and should not interrupt other students, faculty, agency staff, or clients.
3. No pictures may be taken at the clinical site by using any device such as cell phones, cameras, or video equipment.

Clinically Unsafe Behavior

The following is a definition of clinically unsafe behavior: Any incident in which the student’s action has or may seriously jeopardize patient care and/or safety.

Examples of such actions include, but are not limited to:

1. Errors of omission/commission in patient care;
2. Any pertinent intervention which places another in danger;
3. Failure to report changes in patient status promptly;
4. Acting outside of the legal and ethical role of the student as defined by professional standards;
5. Not being accurate regarding any personal conditions that may jeopardize patient care
6. Repeated and/or consistently unsatisfactory clinical performance which compromises quality of care when the student also demonstrates one or more of the following:
   A. Multiple failed assignments
   B. Lab assessment scores or didactic average that falls below the acceptable standard set in the course syllabus.

When a faculty member determines that a student has been clinically unsafe,

1. The student will be immediately removed from clinical setting.
2. Written notice by the faculty member will be given to the student documenting the reasons for the clinically unsafe determination
3. The student will be notified immediately that they have been given a failing clinical grade.
4. The student will not be permitted to return to clinical.
5. The faculty will notify the Director of Nursing and appropriate academic administrator (s) that a failure grade has been issued.
6. Any student who receives a failing grade due to unsafe clinical practice will not be eligible for re-admittance into the nursing program.

Laboratory Attendance Policies

1. Students are required to dress in their clinical uniforms or Ceil blue for any simulation or skills lab.
2. Lab coats or scrub jackets and shoes must be white.
3. Students are expected to maintain the same level of professional behavior they would in a clinical setting.
4. No food is allowed in the lab/clinical simulation area, only water is permitted.
5. No gum chewing.
6. No sitting on bedside tables or overhead tables.
7. Students are not allowed to lie on beds unless it is part of the learning activity.
8. Handle equipment carefully and appropriately.
9. Students must keep the rooms tidy at all times
10. Ongoing, mutual respect and professionalism between the lab manager, faculty and students.
11. Leave beds in low position and straighten bed linen.
12. Cell phones must be placed on vibration mode only (emergency calls only).
13. Dress and cover manikins appropriately.
14. Clean and put away equipment as directed.
15. Label and report to faculty any malfunctioning equipment.
16. Do not remove items from the Nursing Lab without permission.
17. Keep your voice level low; avoid loud or distracting conversation.
18. Treat manikins as if they were your patient.
19. Report any injury immediately to the lab coordinator and/or faculty.
20. The use of electronic devices such as smartphones, computers, and tablets are for educational purposes only and may be used in the nursing lab as a learning tool and not for leisure activities.
21. The instructor must approve the use of electronic devices in the skills and simulation lab.

Disability Support Services

Any student who may need accommodations because of the impact of a disability should register with the Office of Disability Services in the Betty Howard Center for Student Success (BHCSS) located in Wilkinson Hall, Suite 133. Guidelines for accessing disability services are listed in the Academic Bulletin under the BHCSS section.

Academic Support Services

The Betty Howard Center for Student Success (BHCSS) provides a variety of support and academic enrichment programs to assist students in adjusting to college and in achieving personal and professional goals. Free services are provided to students who need to improve verbal, written, and reading skills. Academic early-alert services, advising, tutoring, and workshops on academic success strategies are provided for all students as needed. On the wau.edu home page, at the top, you can access the Desire2Learn site. There are tutorials for you including a video on the Basics of APA Style and information on Turnitin which is an internet-based plagiarism-prevention service. WAU has purchased a license for students to submit their papers to this service. Free help with APA style can also be obtained at https://owl.english.purdue.edu/owl/resource/560/01/.

Library and Online Databases

The Weis Library is a member of the Maryland Interlibrary Consortium which shares a Web-based public catalog. The library provides access to dozens of electronic databases. Students have remote access to the library’s licensed databases and can go to the Weis Library website to the section on Search Databases and Indexes.

Statement on Faith and Learning

The faculty of the Department of Nursing seeks inspiration and guidance in assisting students to learn. The faculty embraces the Washington Adventist University (WAU) belief statement that, “The highest development of the individual takes place in the moral and ethical code implied in the life and teachings of Jesus Christ as recorded in the scriptures and the search for truth is most fruitful within a philosophical framework based on the Bible.” The Department of Nursing faculty supports the WAU Statement of Mission, Objectives, and Statement of Community Ethos. Also, the faculty adheres to the WAU Code of Ethics for Teachers (Policy Handbook for Administration and Faculty at Washington Adventist University).

Sabbath Hours: The Sabbath, as it is celebrated on the WAU campus, begins on Friday and ends at sundown on Saturday. Please know that your faculty honor the Sabbath as well, and will not be responding to students’ emails and concerns during this time.
# TECHNICAL PERFORMANCE STANDARDS CONSENT FORM

**EDYTH T. JAMES DEPARTMENT OF NURSING**

## TECHNICAL PERFORMANCE STANDARDS

### MUSCULAR AND SKELETAL

During the program of study, students will be able to:

<table>
<thead>
<tr>
<th>Activity</th>
<th>BSN &amp; RN-BSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Work at areas located at various positions and elevation levels for durations of at least 30 minutes at a time alternating with the need to make frequent changes in body positions</td>
<td>X</td>
</tr>
<tr>
<td>● Maintain a standing body position for a minimum of two hours, while performing work related functions</td>
<td>X</td>
</tr>
<tr>
<td>● Transfer and position movement dependent patients from/to various positions and surfaces, such as transferring/positioning frequently and requiring a minimum of a 50 lb. weight bearing load</td>
<td>X</td>
</tr>
<tr>
<td>● Move/push/pull / each equipment and accessories of various weights and sizes from a variety of heights to a variety of heights</td>
<td>X</td>
</tr>
<tr>
<td>● Perform CPR on adults, infants, and children</td>
<td>X</td>
</tr>
<tr>
<td>● Detect and distinguish between variations in human pulse, muscle spasm &amp; contractions, and bony landmarks</td>
<td>X</td>
</tr>
<tr>
<td>● Safely guide patients in ambulation on the level as well as inclined surfaces and stairs, often while the patient is using a variety of assistive devices. In either case, guard patient against falls or another injury</td>
<td>X</td>
</tr>
<tr>
<td>● Apply gradated manual resistance to patient’s muscular actions to determine patient’s strength or to apply exercise techniques for stretching or strengthening</td>
<td>X</td>
</tr>
<tr>
<td>● Quickly move from one site to all other areas of the health care facility</td>
<td>X</td>
</tr>
</tbody>
</table>

### AUDITORY

<table>
<thead>
<tr>
<th>Activity</th>
<th>BSN &amp; RN-BSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Detect and appropriately respond to verbally generated directions and acoustically generated monitor signals, call bells, and vital sign instrumentation output</td>
<td>X</td>
</tr>
</tbody>
</table>

### VISUAL

<table>
<thead>
<tr>
<th>Activity</th>
<th>BSN &amp; RN-BSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Detect and discriminate between various human gestures and non-verbal responses</td>
<td>X</td>
</tr>
<tr>
<td>● Detect and discriminate between large and small gradations in readings on dials, graphs, and displays, such detection made at various distances from the source.</td>
<td>X</td>
</tr>
<tr>
<td>● Read printed and computer screen manuscript text</td>
<td>X</td>
</tr>
<tr>
<td>● Discern. a patient’s physical status at distances more than 10 feet and subdued lighting</td>
<td>X</td>
</tr>
<tr>
<td>● Detect and discriminate between the range of image brightness values present on radiographic and computer screen images</td>
<td>X</td>
</tr>
</tbody>
</table>
Technical Performance Standards Informed Consent

1. I have received, read and understand the meaning of the Washington Adventist University Edyth T. James Department of Nursing’s Technical Performance Standards.
2. I understand the Standards indicated as applicable to my intended program of study.
3. I must be able to perform the tasks listed in the standards satisfactorily to meet program outcomes required for graduation.
4. It is my responsibility to submit a request to the University’s Disability Services Office should I wish to receive a determination of reasonable accommodation in performing any of the stated standards.
5. Lastly, I understand that there may be instances where a reasonable accommodation for a method of satisfying the required performance tasks may not be possible.

Student Name (print): ___________________________ ID# __________________

Student Signature: _____________________________ Date: __________________

Healthcare Provider Name (print): __________________________

Healthcare Provider Signature: ___________________________ Date: ____________
EDYTH T. JAMES DEPARTMENT OF NURSING
REPORT OF EXPOSURE, INJURY, OR INCIDENT

To be completed by the Clinical/Lab Instructor and Student

Name of Individual involved: ____________________________________________

Immediate Faculty/Preceptor: __________________________________________

Clinical facility where exposure occurred: ________________________________

Date/Time of Exposure: ____________ Type:  Needle Stick:_____ Splash:_____
Mucous Membrane_______ Other:_____

Describe how the incident occurred: ______________________________________

_______________________________________________________________

Personal Protective Equipment Being Used _______________________________

Actions taken (decontamination, clean-up, reporting, counseling, etc.)

_____________________________________________________________________

Date and Time Incident was reported to Infection Control/Occupational Health:

Name/Title of Individual to whom the incident was reported: ___________________

· CHECK LIST

☐ Student was provided with the Department of Nursing Blood and Body Fluid Exposure Policy and Procedure

I have received and read the Department of Nursing Blood and Body Fluid Exposure Policy and Procedure guidelines. I understand that I have been advised to contact my health care provider for the care that is needed as a result of the exposure that has occurred.

________________________________________    ______________
Student Name (Printed) and Signature      Date
EDYTH T. JAMES DEPARTMENT OF NURSING
AFFECTIVE DOMAIN STANDARDS OF PERFORMANCE WARNING FORM

Date: 10/3/2019   Student:  Jane Doe       Student ID #: 000000094

Faculty/Advisor Name: Helen S John Wilson

Program: BSN                      Course: NURS 389 - 01

Notice of Affective Domain Violation (Check One):  #1 X #2____  #3____

Nature of Violation:
Ms. Jane Doe did not attend class on 00/00/2020 but accessed the in-class D2L quiz outside of the computer lab without supervision. A password is required to access the online quiz and the instructor provides it at the beginning of the quiz but Ms. Jane Doe tried to figure out the required password by using patterns and multiple attempts, and thus completing the quiz.

Affective Domain Standard(s) Violated:
Academic Integrity - Students’ Responsibilities - Avoid both dishonest practices and the appearance of dishonesty (Academic Bulletin p.20).
Academic Dishonesty - Fabrication - Obtaining unauthorized files or accounts (Academic Bulletin p.20).
Academic Dishonesty - Other: Any other instance that undermines or has the potential to undermine academic integrity (Academic Bulletin p.20).
Attendance Policies - Students unable to attend or who are running late to a class, clinical, or lab are required to notify the instructor via email or text messages prior to the beginning of the class, clinical, or lab (Student Handbook p.22).
Academic Dishonesty on an Exam - Students are not allowed to leave the classroom during a test or an exam (Student Handbook p.25).

Remediation Plan (Violation #1 & #2):
The student will receive a zero for the Quiz/Exams and has been instructed about the affective domain violation and inappropriate behavior. She has been informed that on account of another affective domain violation, she will be dismissed from the nursing program.

Student Comments:

Faculty/ Signature:________________________ Date:____________________

Student Signature:________________________ Date:_________________

Copy of Document Sent to Program Director and Advisor:

Program Director________________ Date Copy of Document Sent_________

Advisor________________________ Date Copy of Document Sent_________
The Department of Nursing faculty wants to provide you with the assistance you need to succeed in your program. We are concerned about your progress and urge you to take the step(s) indicated below immediately.

<table>
<thead>
<tr>
<th>Academic Concern</th>
<th>Attendance / Clinical Concern / Professionalism</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ You have earned less than 76% in a Quiz/Exam</td>
<td>□ You have had one class/lab/clinical absence on</td>
</tr>
<tr>
<td>Date: ___________________________</td>
<td>You have a total of ___________ course absences thus far.</td>
</tr>
<tr>
<td>Quiz/Exam: __________________       Grade __________________</td>
<td>□ WARNING: You are in danger of being administratively withdrawn (AW) due to excessive absences</td>
</tr>
<tr>
<td>□ WARNING: Your current course grade average indicates you are in danger of not progressing to the next level.</td>
<td>□ Your clinical performance on ________ was unsatisfactory. The following clinical course objective(s) is/are not being met 1. 2. 3. 4.</td>
</tr>
<tr>
<td>Current course average _______________</td>
<td></td>
</tr>
</tbody>
</table>

Recommended Activity: Any remediation activities was be completed by (date) ______________________

□ See me in my office after class or during office hours by (date) ______ Office # ______ Phone: _____________

□ Complete the prescribed remediation lab ____________________________________________ by (date) ________________

□ Attend open lab for review ____________________________________________ skills by (date) ________________

□ See the Academic Tutor for content including math review by (date) ______________________

□ Utilize appropriate college resources (counseling/disability) ______________________

Instructor Signature: ____________________________________________ Date: ______________________

Comments:

Did the student come for help by the date indicated? □ YES □ NO

Comments:

Student’s Signature: ____________________________________________ Date: ______________________
DO NOT SUBMIT UNTIL YOU HAVE READ THE ENTIRE HANDBOOK

I, the undersigned student, having read and reviewed the entirety of the Washington Adventist University Edyth T. James Department of Nursing Student Handbook and agree to adhere to and abide by all University and Department of Nursing policies during my matriculation at WAU. Furthermore, I agree to adhere to the conduct codes and performance policies of the Clinical Education sites to which I may be assigned. I clearly understand that failure to adhere to and abide by these policies and regulations of the University, Department of Nursing, Hospital and Clinical Site may result in my removal and subsequent withdrawal from the clinical site/classroom and program.

I also understand that in addition to faculty employed at the University, there may be employees of the Hospital/Clinical Agency or Practicum site which are designated by the University as a Supervisor/Preceptors/Clinical Instructors. As such, these individuals will be functioning as members of the team of instructors within one or more of the Program’s clinical or practicum courses. Therefore, I understand that assessment/evaluation information about my academic and/or clinical or practicum performance may be shared with the designated/appropriate Supervisor, or Clinical Site staff member(s) for the sole purpose of providing them with information needed by them for patient/client assignment or University required clinical performance evaluation/assessment. Furthermore, my academic and clinical records may be reviewed by duly authorized representatives of Professional, State, or National accreditation agencies.

I further understand that the Hospital or Clinical agencies or Practicum site to which I may be assigned may require that I receive clearance from the State of Maryland that I do not have a criminal record of an offence which would compromise the safety or well-being of the clients or patients of that site. Therefore I understand that my name will be submitted to the state for a CORI (criminal offender record information) and SORI (sexual offender registry information) check. A CORI/SORI check a report of such an offence may preclude my eligibility for clinical or practicum assignment and thereby may negate my matriculation in the program.

Lastly, I understand that I am required to satisfy the Department of Nursing Medical History/Immunization Records requirement and CPR requirement. Failure to do so will preclude my eligibility to participate in the clinical or practicum phase and may result in my inability to complete the program.

This form is now online.
EDYTH T. JAMES DEPARTMENT OF NURSING  
STUDENT LEARNING CONTRACT

Student Name: ___________________________            Course:  ________________________

Faculty Name: ___________________________  

I am contracting to improve my grade from a _____ to a _____ and am willing to work to achieve this as follows:

<table>
<thead>
<tr>
<th>LEARNING OBJECTIVES</th>
<th>LEARNING RESOURCES AND STRATEGIES</th>
<th>TARGET DATE FOR COMPLETION</th>
<th>EVIDENCE OF ACCOMPLISHMENT OF OBJECTIVES</th>
<th>FACULTY INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific</td>
<td>(study groups, study partner, on-line practice test questions, workbook completion, test review sessions, crossword puzzles, open-book tests, tutoring services)</td>
<td></td>
<td>(Test or quiz performance, completion of workbook questions by target dates, completion of open book tests, etc.)</td>
<td></td>
</tr>
</tbody>
</table>


Student Signature: ___________________________________________ Date: _____________________

Faculty Signature: ___________________________________________  Date: _____________________