

**WEST TEXAS A&M
UNIVERSITY
DEPARTMENT
OF
NURSING**



**BACCALAUREATE PROGRAM
STUDENT HANDBOOK**

West Texas A&M University Department of Nursing does not discriminate on the basis of race, color, religion, gender, handicap, or national origin. West Texas A&M University, according to Affirmative Action Goals, encourages qualified men, women, and minorities of all ages to apply.

Revised – July, 2011

Visit the Division of Nursing WEB site at

www.wtamu.edu/nursing

This handbook belongs to: _____

My academic advisor is: _____

Advisor's Office: _____

Office Telephone: _____

E-mail: _____@wtamu.edu_____

WTAMU website: www.wtamu.edu

Department of Nursing Web site: www.wtamu.edu/nursing

Texas Board of Nursing: www.bne.state.tx.us

Department of Nursing Office Personnel

Department Head:	Dr. Helen Reyes OM 313-B (806) 651-2631 hreyes@wtamu.edu
Associate Dept Head Undergraduate Program:	Dr. Deborah Davenport OM 313-A (806) 651-2637 ddavenport@wtamu.edu
Admissions Counselor:	Lynda Robinson OM 312-A (806) 651-2661 lrobinson@wtamu.edu
Administrative Secretary:	Betty Hill OM 313 (806) 651-2959 bhill@wtamu.edu
Secretary:	Deanna Moore OM 311 (806) 651-2630 dmoore@wtamu.edu
Director, BNLC:	Karla Dixon, RN, MSN ET 164 (806) 651-4806 kdixon@wtamu.edu
Clinical Lab Teaching Assistant: Simulation Coordinator	Lisa Robinson BSN, RN ET 167-B (806) 651-4810 or (806)651-4806 lgrobinson@mail.wtamu.edu
Department of Nursing fax:	(806) 651-2632

TABLE OF CONTENTS

PROGRAM INFORMATION

Forward.....	7
Accountability and Responsibility Statement.....	8
Confidentiality Agreement	9
Department of Nursing Strategic Goals.....	10
History and Significance of the Nursing Pin	11
Mission, Vision & Philosophy	12
Self-Directed Learning.....	13
Student Outcomes (Aggregate).....	14
Student Expected Outcomes (Individual).....	14

ACADEMIC INFORMATION

Admission to West Texas A&M University.....	15
Admission to the Department of Nursing.....	15
Progressions and Graduations	15
Re-admission to the Department of Nursing	16
Transfer Students	16

ADMINISTRATION

Academic Advisement	17
Academic Grievance Procedure	17
Annual Student Requirements	17
Employment of Nursing Majors	20
Immunizations	21
Graduation under a Particular Catalog	22
Liability Insurance	22
Posting of Grades and Communication	22
Procedure for Implementing Post-Exposure Prophylaxis for Clinical/Occupational HIV Exposure.....	23
Recommendation for Withdrawal from Program.....	25
Student Governance Participation	25

BIVINS NURSING LEARNING CENTER

Introduction & Purpose	26
Conduct of Students	26
Hours	26
General Use of Resources and Equipment.....	26

Location.....	27
Price List.....	27
Staff.....	28
Resource Areas Available for Student Use.....	28
Resources/Holdings.....	29

ELIGIBILITY ISSUES

Licensure Eligibility Notification.....	31
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PROFESSIONAL RESPONSIBILITIES & CONDUCT OF NURSING STUDENTS IN ALL ACADEMIC AND CLINICAL AREAS

Absences.....	33
Accountability.....	33
ANA Code for Nurses.....	34
Clinical Assignments.....	34
Clinical Settings Professional Uniform Dress Code.....	35
Conduct.....	36
Confidential Information.....	37
Courtesy.....	37
Incident/ Accident Reports.....	37
Nursing Student Code of Integrity.....	38
Responsibility.....	38
Scholastic Dishonesty.....	38
Student Understandings.....	39
Transportation.....	39
Use of Social Media.....	39
Values of Nursing.....	41

STUDENT ORGANIZATIONS AND ACTIVITIES

Sigma Theta Tau National Honor Society.....	43
West Texas A & M University Nursing Students' Association.....	44

APPENDICES

*Appendix A, Statement of Accountability and Responsibility.....	45
*Appendix B, HIPAA Compliance.....	46
*Appendix C, Licensure Eligibility Notification Form.....	47
*Appendix D, BNLC Lab Student Use Agreement.....	48

*Appendix E, Nursing Student Code of Integrity.....49
*Appendix F, Student Understandings.....50

Note: * Indicates signature and submission of form to 3550 Instructor required



PROGRAM INFORMATION

FORWARD

Welcome to West Texas A&M University and the Department of Nursing. This handbook has been developed as a guide for undergraduate nursing majors, outlining rules and procedures of the Department of Nursing and is intended to give general information. It is hoped that it will be of service to you because the Department of Nursing, faculty, staff and students, are eager to help you in the busy years ahead. We encourage new students to take part in all activities of the University and the Department of Nursing. The advantages of new experiences are unending.

All rules and statements contained in this handbook are subject to continuous review and evaluation. The WTAMU Department of Nursing reserves the right to make changes at any time without notice. Changes will be communicated in writing to current students. This publication is intended for information only.

ACCOUNTABILITY & RESPONSIBILITY STATEMENT

A copy of the Department of Nursing BSN Student Handbook and the West Texas A&M University Code of Student Life is made available to all students either in print or via internet. All nursing students will be held accountable and responsible for the information in both publications.

Nursing students are required to sign and return that they have received this information to their Nursing 3550 instructor or their first clinical nursing instructor. This form will be placed in the each student's file.

By signing the statement (**see Appendix A**), I understand that I am responsible for the information in the Nursing Student Handbook and the Code of Student Life. I also understand that nurses work in conditions that may place them at risk for exposure to physical harm and to communicable diseases (including HIV, the virus which causes AIDS, and hepatitis). Every effort is made to protect nursing students from harm while engaged in their studies. All nursing students are responsible for employing the safety measures available to them and for reporting any exposure immediately to the clinical instructor.

CONFIDENTIALITY AGREEMENT

In the course of your studies at West Texas A&M University, you may have access to confidential information (written, oral and/or electronic) about patients and/or families. Confidential information is defined as all identifying information of patients, such as medical and fiscal information, and conversations relating to care of the patient. The purpose of this agreement is to help you understand your duty regarding the access, use, disclosure, storage, and disposal of confidential information.

Confidential information is valuable and sensitive, and is protected by federal privacy regulations, state confidentiality laws and University Policies. The intent of these regulations, laws, and policies is that confidential information will remain confidential and will only be used as necessary to properly care for patients.

Accordingly, as a condition of and in consideration of your access, use, disclosure, storage, and disposal of confidential information, you agree to the following and must sign and return that you have received and understand this information: HIPAA Compliance form (**see Appendix B**).

Confidentiality: Nursing students, as members of the nursing profession, must demonstrate respect for the privacy and confidentiality of others. As the client, often in a vulnerable state, encounters the nurse, the nurse has the utmost responsibility to respect the client's right to determine his or her own self-disclosure. Based upon the belief in the dignity of the human being, each nursing faculty member and student shall maintain the privacy and confidentiality with each human being.

Access to confidential information is always restricted to persons who "need to know" such information. Confidential information may only be used for the purpose for which it is collected. Discussion about confidential data informally with other staff or at home with friends and family is strictly prohibited. Discussion of any confidential information in public areas, hallways, elevators, etc. is also strictly prohibited. Posting of confidential information, including photos that contain patients or sensitive materials, on social networking sites is strictly prohibited.

Health Insurance and Portability and Accountability Act of 1996 (HIPAA): Annual education materials are available through WTClass. Each year, every nursing student must review the HIPAA video. After viewing the video, a test is made available online. Upon successful completion of the test, a card may be printed. Each year, clinical instructors will require each student to show a current card.

DEPARTMENT OF NURSING STRATEGIC GOALS

1. Develop processes, programs, and facilities necessary to provide the students of the Department of Nursing with a superior student-centered learning experience.
2. Recruit and retain increasing numbers of students in nursing who will graduate from our programs, assume leadership roles in society, and meet the nursing workforce needs of the region and state.
3. Recruit, develop, and support a faculty and staff that embody the core values of the Department of Nursing and the university, and support their missions and goals.
4. Support individual scholarly and/or creative accomplishment in the Department of Nursing and develop into a “Center of Excellence” with increasing cross-departmental and college collaboration in these and other emerging areas.
5. Strengthen external relations and support of the Department of Nursing and the university with alumni, friends of the university, local and regional constituents, and legislative and governmental entities.
6. Baccalaureate and master’s nursing graduates will demonstrate achievement of the expected student learning outcomes and the expected aggregate outcomes.

HISTORY & SIGNIFICANCE OF THE WTAMU DEPARTMENT OF NURSING BACCALAUREATE PIN

Eddie Garner (Class of 1974) created an original pin design that is both attractive and indicative of the dedication of the nursing school graduates.

The spirit of the university with the initials WT on a circular background represents the world. A cross, signifying God and His association with nursing and healing, is found by the union of the “T” of the “WT” and an extension of the vertical portion of the “T.”

The status of the University “West Texas A&M” is shown in the lettering in the rim. The rising sun denotes the parent institution with its upward rays a symbol of its students going forth to help mankind reinforced with the Latin motto “Non nobis solum,” meaning “not to ourselves alone.”

Pinning ceremonies are held for the senior class at the end of every Fall and Spring semester. Graduating seniors receive their baccalaureate pin during the ceremony. Pins are available for purchase from the University Bookstore.

Orders for the BSN pin are taken in the WTAMU bookstore. December graduates must place their order by October 1st and May & August graduates must place their order by February 1st. Pins are only ordered by the bookstore twice a year. Questions and pricing information may be directed to the bookstore.



MISSION, VISION, & PHILOSOPHY

MISSION

As an integral part of its parent institution, the Department of Nursing is committed to serving as the principle academic center for baccalaureate and graduate nursing education for a multi-state region. Our mission is to be a student-centered, learning community dedicated to developing professional and academic leaders in nursing, and to serve our constituents through educational programs that engage students, provide high quality nursing services, demonstrate evidence-based nursing practice, and produce nursing scholarship.

VISION

The West Texas A&M University Department of Nursing envisions a health care system in which all persons receive quality care in an atmosphere of respect for human dignity. Scholarly nursing practice will be integral to such system. The undergraduate and graduate programs will promote the many ways of knowing that contribute to the Art of Nursing.

PHILOSOPHY

The faculty of the Department of Nursing believes **humans** are unique, holistic, and multidimensional beings who are valued in their uniqueness and are deserving of respect and dignity. Human beings have a right to self-determination and to make informed choices. They also have a right to competent advocacy when their abilities for self-determination and choice are impaired.

We believe that **health** is the dynamic state of interactions among mind, body, and spirit. Health is uniquely experienced by each person and exists in any of many conditions.

We believe that **nursing** is a practice discipline requiring the scholarly use of scientific, ethical, aesthetic, and personal ways of knowing (the Art of Nursing). Nurses use the many ways of knowing to enable persons to bring body, mind, and spirit into harmonious relationship.

We believe that the **environment** is the biological, physiological, personal, spiritual, social, cultural, and political context in which persons experience health. The environment is not a separate entity, but an integral component of the human experience.

We believe caring, commitment, honesty, integrity, dependability, respect, responsibility, accountability, and initiative are values, which are central to nursing scholarship. We believe that the **teaching and learning of nursing** is both an individual and community enterprise. Learners *and* teachers have role responsibilities, which foster informed participation, open communication, critical thinking, and community building.

SELF-DIRECTED LEARNING

The Philosophy of the Department of Nursing states the belief that the teaching and learning of nursing is both an individual and community enterprise. The teaching-learning process requires an individual to be self-directive and an active participant. A **self-directed learner** may be defined as a person who identifies their own learning goals, plans their own learning experiences, and evaluates their own progress toward achievement of their goals. The Department of Nursing faculty members act as consultants, resource or reference persons, and teachers for students. This philosophy allows the student some freedom and flexibility in the teaching-learning process and assists the student in reaching their highest potential. It benefits a student in preparing for a role in nursing for future years regardless of what that role may be.



STUDENT OUTCOMES (AGGREGATE):

1. NCLEX-RN first time pass rate will be 90% or higher
2. NCLEX-RN pass rate within one year will be 95% or higher
3. Graduation rates for Pre-licensure BSN will be 80% within 4 years after enrollment in NURS 3550.
4. 95% of graduates will be employed in their major at graduation.
5. Alumni satisfaction is in the top 50% of ranked peer institutions.
6. 95% of our employer respondents express satisfaction with nursing graduates.

STUDENT EXPECTED OUTCOMES (INDIVIDUAL):

BSN students are expected to demonstrate the following core competencies as defined by the nursing faculty. These competencies are assessed in clinical courses. Student perception of these competencies is also assessed using an end-of-program survey.

Caring: As the essence of nursing, professional nurse caring embraces the nurse's empathy for and connection with the patient, family, and the community, and must emanate from a foundation of knowledge, competency and confidence.

Therapeutic Nursing Intervention: The capability to integrate, synthesize, and transfer theoretical knowledge and learned skills into caring behaviors, actions, and activities that are deliberately directed toward assisting, supporting, and enabling individuals, families, or communities with actual or anticipated needs to improve or adapt to a human condition.

Communication: A dynamic, ongoing process that allows persons to establish, maintain, and improve contact with each other. In its positive state, it is goal-directed, facilitative, and meaningful to those persons regardless of age, culture, consciousness, gender, environment, or setting; in 1:1's, within groups, and among groups; including verbal, nonverbal, written, and technological modes.

Critical Thinking: A complex cognitive process that is disciplined and self directed. The process of critical thinking involves the ability to analyze, explain, evaluate, interpret, draw inferences, and self-regulate by imposing intellectual standards on thinking.

Leadership: The ability to influence individuals and groups to collaboratively move beyond self-interest in the achievement of a goal or goals. Leadership involves encouraging participation, sharing information, making decisions, responding to change, and fostering strengths of others. Leadership evolves within interpersonal relationships and occurs in diverse settings.

Professionalism: The extent to which an individual identifies with nursing as profession; adheres to its standards; and possesses characteristics of competence, caring autonomy, commitment, responsibility, and personal integrity.

ACADEMIC INFORMATION

The Department of Nursing offers courses of study leading to the baccalaureate degree in nursing and the master's degree in nursing. Both programs are fully accredited by the Commission on Collegiate Nursing Education (CCNE) and meet educational standards and requirements for the Texas Board of Nursing (BON).

The undergraduate program prepares graduates for the practice of professional nursing in diverse health care settings and with diverse populations. Graduates complete 120 semester hours of the prescribed curriculum for the Bachelor of Science in nursing degree. Upon successful completion of the program, graduates are eligible to take the National Council Licensure Examination (NCLEX) for licensure as registered nurses.

WTAMU website: www.wtamu.edu
Dept of Nursing website: www.wtamu.edu/nursing
WTAMU catalog: www.wtamu.edu/academics/catalog.aspx.

ADMISSION TO WEST TEXAS A&M UNIVERSITY

Students who wish to be considered for admission are required to complete the application for admission and submit with it a \$25 application fee. Applications are available at the Admissions Office in Old Main, Room 124, or students may apply on the internet at www.applytexas.org.

ADMISSION TO THE DEPARTMENT OF NURSING

The Department of Nursing programs have a secondary admission process. Applications are due in the Department of Nursing by **February 1st** for fall admission and **September 1st** for spring admission, with a \$50 admission fee. Admission packets are available at the Department of Nursing office in Old Main 311 or students may retrieve a packet on the nursing website at www.wtamu.edu/nursing.

PROGRESSIONS AND GRADUATIONS

Refer to the University Catalog which may be obtained from the Registrar's office on the first floor of Old Main or may be accessed on the website at <http://www.wtamu.edu/academics/catalog.aspx>.

Reminders:

- A minimum grade of "C" or above must be maintained in all nursing and required biology, chemistry, sociology, psychology and mathematics courses.
- A grade of "C" or above is required to pass a nursing course and progress through the curriculum on schedule.
- Department of Nursing grading scale for all NURS prefix courses:
 - A = 90-100
 - B = 80-89

- C = 74-79
 - D = 64-73
 - F = 63 or below
1. Students are strongly urged to contact their course instructor **and** assigned advisor before dropping a course.
 2. A student must pass all nursing courses in each level before progressing to the next level. For example, all 3000 level nursing courses must be completed before proceeding to the 4000 level nursing courses. In addition, **all** 3000 level courses in Junior I must be successfully completed before progressing to Junior II coursework.
 3. Each student must pass a comprehensive exit examination before graduation. Failure to pass the comprehensive exit examination will result in failure of NURS 4351 and will require the student to enroll in NURS 3094 for subsequent semesters until the exit examination is passed.
 4. Statement for progression in program: added to all syllabi Fall 2011
In order to successfully complete this nursing course and progress in the nursing program, students are required to achieve an exam average of 74% or better. The exam average will include all unit exams and the final exam. Other non-exam course assignments including but not limited to scholarly papers, return demonstrations, class participation, extra credit assignments, and/or quizzes will be considered as part of the final course grade only after this minimum exam average is attained. Students not attaining an exam average of 74% or higher will not pass the course.

RE-ADMISSION TO THE DEPARTMENT OF NURSING

Re-admission to the Department of Nursing is not automatic. Students must re-apply to the department after withdrawal or failure in any semester. Students, entering in fall 2011, who make grades of “D” or below in **any two** nursing courses or **twice in any nursing course** will not be allowed to continue in the program. A student who leaves the program for any other reason may be permitted to re-enroll based on (1) individual qualifications and (2) available space. The student’s record of dropped courses or withdrawals from the University will be considered. Satisfactory scored on comprehensive examinations covering nursing theory and clinical course work previously completed will be required for basic students who have not been enrolled in nursing courses at WTAMU for five or more years. Requests for re-admission should be addressed to the Nursing Admissions and Progressions Committee.

TRANSFER STUDENTS

Transfer students must:

- Be in good academic standing and eligible for readmission at the last nursing program attended.
- Provide documentation from the dean or appropriate department head of the last nursing program attended that states readmission eligibility and academic standing.
- Submit official transcripts from each institution attended to the Department of Nursing. In addition, nursing course syllabi will be required to determine equivalency with the WTAMU Department of Nursing curriculum.
- Meet Department of Nursing eligibility requirements for admission.

ADMINISTRATION

ACADEMIC ADVISEMENT

Academic advisement is provided initially through the admissions advisor. Once admitted to the nursing program, each student is assigned to a faculty advisor for the remainder of the nursing program. The faculty advisor gives information concerning West Texas A&M University and the Department of Nursing rules. Certain courses are prerequisite to others and all level courses must be successfully completed before progression to another level. Your faculty advisor can help with any questions. Contact your faculty advisor by phone or e-mail to set up an appointment time. Faculty members post their schedule on their office doors. **Green lighting by your faculty advisor is required prior to enrollment each semester. You need to meet with your faculty advisor with questions or problems before dropping a course.**

ACADEMIC GRIEVANCE PROCEDURE (UNIVERSITY STUDENT GRIEVANCE PROCEDURE)

West Texas A&M University has procedures for addressing written student complaints. These procedures are intended to provide a process for resolving student grievances in a prompt and equitable manner without prejudice, discrimination, or malice toward the person or persons initiating the complaint. The procedure for filing such a complaint is outlined in the West Texas A&M University Code of Student Life – Appendix IV. The Code of Student Life document is found electronically at <http://www.wtamu.edu/webres/File/Student%20Life/WEB2010-2011CodeOL.pdf>

Reminder: Any grievance or grade appeal rests on the principle that all parties have made a good-faith effort to resolve the dispute prior to initiating either system. Grade appeals only occur if the student alleges that an arbitrary, capricious, or prejudicial grade assignment has occurred.

ANNUAL STUDENT REQUIREMENTS

CPR Certification:

Current CPR certification is required prior to the first day of clinical lab. This certification must be kept current throughout the program. CPR certification (**AMERICAN HEART ASSOCIATION Healthcare Provider only**) may be acquired through arrangements with WTNSA, or the American Heart Association. Evidence of this certification must be shown to faculty/clinical instructor before entering each clinical course. It is the student's responsibility to have a current copy of the CPR certification for their Department of Nursing file.

PPD (TB screening):

Documentation with results for TB screening must be done on an annual basis. The student is responsible for correct follow-up of any positive results with the Health Department before

working in the clinical area. If a positive TB reaction occurs, complete documentation of an initial clear chest x-ray is required unless symptoms occur. In that case another chest x-ray may be required.

Annual Training: The following yearly training areas are required for each student in the nursing program. These requirements come from the safety needs for you and your clients as well as federal, state, and facility requirements for basic orientation and training for a clinical situation. Access to these resources is available online through WTCClass in the nursing document repository and students must maintain current proof of completion for all clinical courses.

Standard Blood and Body Fluid Precautions: Many patients are not adequately identified as infected with blood-borne diseases/pathogens. These precautions need to be used consistently with all clients to prevent exposure risk to you and others. Upon completion of the video you will receive a card stating you received this training. Approximate time: 30-45 minutes.

HIPAA Awareness Training: This training is required by the privacy regulations created as a result of the Health Insurance Portability and Accountability Act of 1996. This information deals with client identifiable health information and privacy, confidentiality, and disclosure issues. Training may include an educational packet and/or video at the BNLC. Upon completion of the required training you will be issued a card stating you received this training. Approximate time: 30-45 minutes.

Hepatitis C Information: Hepatitis C has become a major concern for public health officials in the United States and Texas. Special training in Hepatitis C is required for RNs by the Texas Board of Nursing. Some of the information is provided to you to increase your awareness of this problem. Required information is located in the BNLC and in WTCClass. Upon completion of the required training, you will receive a card stating you received this information.

Math competency: Each student must demonstrate proficiency in math calculations on an annual basis. Upon completion of this requirement, students will be issued a card that can be shown to clinical instructors. The math calculation procedure is as follows:

Math Calculation Procedure (Approved by Faculty Organization May 2010, revised Nov 2010): **General guidelines: This procedure will be included as a part of all course syllabi and the WTAMU Department of Nursing Baccalaureate Program Student Handbook.**

Pharmacology course:

Several learning modules on medication calculation are taught in this course. The calculation examination is included as a percentage of the total grade. Medication calculation questions are also included in the unit and final examinations. The following book will be required for the course: Buchholz, S. (2008), *Henke's MEDMATH; Dosage calculations, preparation, & administration*. (6th ed.) Philadelphia: Lippincott, William & Wilkins.

Subsequent courses:

1. Beginning in Junior II of the generic nursing curriculum, students enrolling in a nursing course with a clinical component must show proof of proficiency in calculation of medications by passing a math calculation examination with 100% annually.
 - a. Math testing certification examinations will be offered in the BNLC in December, May, and August.
 - b. The math examination will consist of ten questions. Students will be allowed to use a regular calculator on the examination, which will be provided the by the department.
 - c. Students may test multiple times but a 24 hour period between testing sessions will be required in order to provide remediation for the student.
2. Each nursing course with a clinical component should include 2-5 calculating questions on the unit and the final examinations, in a fill-in-the-blank format.
3. Rounding Rule:

General Rule: If you have a number of 5 or over, you round your answer to the next appropriate place.

When a whole number is present in your answer:

Carry out the answer to the hundredths (two places after the decimal). Example: $\underline{2.37}$

Round the answer to the nearest tenth.

Example: $2.\underline{4}$

When your answer is less than one, the answer must be preceded by a **leading zero**.

Example: $\underline{0.684}$

Carry out the answer to the thousandths (three places after the decimal).

Example: $0.\underline{684}$

Round the answer to the nearest hundredth.

Example: $0.6\underset{\circlearrowleft}{8}$

You always have to consider the form in which the medication is being dispensed. (Answers will be counted incorrect if they are not rounded appropriately.)

It is not possible to give tenths of a teaspoon or tablespoon, so you will have to round to a whole or half, whichever is appropriate according to the rounding rule.

With tablets it is not feasible to break or cut it accurately any smaller than half, so your answer will be in half or whole number, just as with teaspoons and tablespoons, using the rounding rule.

Capsules cannot be halved, so the answer will always be in a whole number.

EMPLOYMENT OF NURSING MAJORS

Nursing majors carrying full programs of study **have limited time** for outside employment. Full time employment is strongly discouraged due to the rigorous nature of the course of study. Students may seek outside employment **only** when it does not interfere with their classes **and** if a satisfactory grade point average is maintained.

Employed students working in a clinical setting should be aware and knowledgeable of the specific nursing tasks, which may or may not be delegated to them as nursing students, as described in the Nursing Practice Act.



IMMUNIZATION REQUIREMENTS FOR NURSING STUDENTS

The Department of Nursing **MUST** have a photocopy of completed immunizations and screening prior to the **FIRST DAY OF CLASSES**.

Required Vaccinations	Schedule for Vaccinations
Tetanus-diphtheria toxoid (Td/Tdap)*	One (1) dose of tetanus-diphtheria toxoid (Td) is required within the last ten (10) years.
Measles*	Students who were born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two (2) doses of measles-containing vaccine administered since January 1, 1968
Rubella*	Students must show, prior to patient contact, acceptable evidence of vaccination of one (1) dose of rubella vaccine.
Mumps*	Students who were born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of one (1) dose of mumps vaccine.
Hepatitis B*	Students shall receive a complete series of hepatitis B vaccine prior to the start of direct patient care or show serologic confirmation of immunity to hepatitis B virus.
Varicella (chickenpox)*	Students shall receive two (2) doses of varicella vaccine unless the first dose was received prior to thirteen years of age.
TB Test - Mantoux	On admission to the Department of Nursing and annually during clinical courses, the TB test shall be administered to students.
Annual Influenza Vaccine	Students will be required to have an annual flu vaccine.

For more information, see the *Morbidity and Mortality Weekly Report* from the Centers for Disease Control and Prevention dated December 26, 1997, Vol. 46, and the *Supplement to Hospital Infection Control*, January, 1998; or call the Texas Department of Health Immunization Division, 1-800-252-9152.

*See Texas Administrative Code, Title 25, Health Services, Part 1 Texas Department of Health, Chapter 97 Communicable Diseases, Subchapter B Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education, **Rule §97.64 Required Vaccinations for Students Enrolled in Health-Related and Veterinary Courses in Institutions of Higher Education**, effective April 1, 2004.

Rev. 12/08

GRADUATION UNDER A PARTICULAR CATALOG

A student may graduate by meeting the requirements in place at the time of original registration provided that graduation takes place within five calendar years of initial registration (WTAMU catalog). The Department of Nursing reserves the right to change the order and content of the courses as officially determined in its constant review and revision of the curriculum. In those cases in which a required course is no longer available, the Dean of the College of Nursing and Health Sciences may designate an appropriate substitution.

LIABILITY INSURANCE

All undergraduate baccalaureate-nursing students enrolled in any clinical course in the WTAMU Department of Nursing are covered by student liability insurance. Lab fees cover the cost of the blanket policy. **The policy covers students in any student related clinical activity. The policy does not cover students in any work -related clinical activity.**

POSTING OF GRADES AND COMMUNICATION

Posting of grades by the faculty is done through WTCClass via the ANGEL learning management system. Exam grades will not be posted until after full review of results of the test. Nursing faculty members have posted office hours, but making an appointment is always recommended. Clinical faculty members are assigned a pager and that number will be made available to you in the course syllabus or WTCClass documentation. All students have email access within each nursing course via WTCClass and are also given a unique university email address that should be checked **regularly** for university and course information.

Students are also encouraged to sign up for the Buff Alert System, which alerts the student by email and/or cellular phone text of any emergency broadcast message. You can sign up for Buff Alert on the homepage of the WTAMU website at www.wtamu.edu .

PROCEDURE FOR IMPLEMENTING POST-EXPOSURE PROPHYLAXIS FOR CLINICAL/OCCUPATIONAL HIV, HEPATITIS B (HBV), HEPATITIS (HCV) EXPOSURE

I. Purpose: To guide the Department of Nursing in advising and referring nursing students and faculty for initial emergency services, specifically regarding HIV post-exposure assessment and/or prophylaxis.

II. Supporting Data: “In June 1996, the Centers for Disease Control and Prevention (CDC) and the United States Public Health Service (USPHS) published revised recommendations for treatment of health care workers experiencing occupational exposure to Human Immunodeficiency virus (HIV). For certain high-risk exposures, chemoprophylaxis is to be started within one to two hours after exposure (MMWR 1996: 45: 468-472).

“These guidelines impose serious standards on health care institutions for worker safety and treatment. Occupational exposure to HIV should now be considered a medical emergency because the recommendations call for very prompt treatment of the exposed health care worker in some cases. In these cases, exposures must be reported, evaluated, and treatment started within one to two hours. Implementing these recommendations mandates a coordinated effort on the part of the exposed health care worker, his or her supervisor, the attending physician, sometimes a consultant, and the pharmacy.” (Pierce, J.R., December 1996. Implementing Post exposure Prophylaxis for Occupational HIV Exposure: A Manual for Healthcare Institutions and Physicians.)

Due to these standards, West Texas A&M University entered into an agreement with Northwest Texas Healthcare Systems on September 1, 1997, for the NWTX to provide initial emergency services for WTAMU students and employees, specifically for HIV post-exposure assessment and/or prophylaxis.

III. Content Statements:

A. Student Education Regarding Clinical Exposure To Potentially Infectious Patient Material

1. Review WTAMU Department of Nursing Universal Blood and Body Fluid precautions and which patient materials are considered to be potentially infectious. All nursing students are required to view the “Universal Precautions” video annually.
2. Inform students that exposures to potentially infectious material are serious and require immediate evaluation.
3. **Nursing students are to report immediately all needlestick accidents, mucosal splashes, or contamination of open wounds with blood or body fluids to their clinical instructors.**
4. According to CDC guidelines, “**immediately following an exposure to blood:** Needlesticks and cuts should be washed with soap and large amounts of water. Splashes to the nose, mouth, or skin should be flushed with water (tap water is acceptable).”

B. Education of Faculty

1. Faculty is responsible for being familiar with the Post-Exposure Prophylaxis for Clinical HIV Exposure procedure (PEP), Student Exposure Assessment Form (Attachment), and Postexposure Prophylaxis Plan (Attachment) prior to an actual incident.
2. During clinical, faculty should have with them the following items, in case the need arises: (1) A copy of the Student Exposure Assessment Form, (2) Postexposure Prophylaxis Plan, and (3) contract with NWTTH.
3. Faculty should verify that all students have viewed the “Standard Precautions” video annually.

C. Reporting An Exposure

1. A student who suffers a clinical exposure to a potentially infectious patient material shall immediately notify his/her clinical instructor.
2. The clinical instructor shall complete to the fullest extent possible the Student Exposure Assessment Form (Attachment) to determine the type of exposure and the HIV serostatus of the source patient, if known. Based upon the Postexposure Prophylaxis Plan (Attachment), the instructor shall determine if the need to proceed with a referral to the NWTTH Emergency Department is necessary. Additionally, it is helpful to know the Hepatitis B and C status of the patient, if this information is available.
3. If the student has a true potential-treatment exposure, the WTAMU faculty should notify the NWTTH Emergency Department Charge Nurse by telephone (354-1150) of the impending arrival of the exposed student. Faculty should provide a telephone number for follow-up with the appropriate Department of Nursing supervisory staff (Dr. Deborah Davenport, Undergraduate Coordinator, at 651-2637).
4. Faculty will notify by telephone Dr. Helen Reyes, Department Head, WTAMU College of Nursing at 651-2631 or Dr. Deborah Davenport, Undergraduate Coordinator, WTAMU College of Nursing at 651-2637 that a possible exposure has taken place.

RECOMMENDATION FOR WITHDRAWAL FROM PROGRAM

The University nursing faculty reserves the right to recommend the withdrawal at any time of students whose health, conduct, or scholastic standing indicates it is not advisable for them to continue as nursing majors.

STUDENT GOVERNANCE PARTICIPATION IN THE DEPARTMENT OF NURSING

According to the Faculty Organization Bylaws, student participation in departmental governance is achieved through the Student Advisory Committee. Student participants are elected by their peers as well as a representative from West Texas Student Nurses Association (WTNSA).

Meetings will occur at least every semester and more often if necessary. Each student representative is responsible for notifying an alternate for meetings the representative cannot attend. The student representative shall be responsible for reporting pertinent proceedings to their respective classes.

At the beginning of the fall semester, one or two representatives from each class (junior I, junior II, senior I, & senior II) will be selected by their classmates to serve for a term of one year.



BIVINS NURSING LEARNING CENTER

INTRODUCTION AND PURPOSE

The WTAMU DON provides a state of the art learning center as a valuable resource for student learning, including classrooms; computer, acute care, and primary health care laboratories, and a simulation laboratory. The purpose of the BNLC is to:

1. Support classroom and clinical instruction.
2. Provide opportunity for the student to obtain information and skills in nursing prior to patient care.
3. Provide additional learning opportunities, including simulation.

CONDUCT OF STUDENTS

The purpose of the BNLC is to facilitate learning. There are specific rules for conduct in the BNLC, listed in the student handbook under the Professional Responsibilities and conduct of nursing students in all academic and clinical areas.

HOURS

Hours of service are posted in the Bivins Nursing Learning Center.

GENERAL USE OF RESOURCES AND EQUIPMENT

1. Resources and equipment are available on a first-come, first-serve basis.
2. Students are required to sign and date checkout cards when using any materials.
3. **Videos, computer programs, and all other resources (except for physical assessment equipment) MAY NOT BE REMOVED FROM THE BIVINS NURSING LEARNING CENTER.**
4. Physical Assessment equipment may be checked out for home use to practice. Equipment is available for overnight or over the weekend only.
 - a. Equipment Available for Checkout:
 - 1.) Blood Pressure Cuffs
 - 2.) Regular Stethoscopes
 - 3.) Otoscope/Ophthalmoscope Sets
 - 4.) Neuro Kits
 - 5.) Physical Assessment Kits (Reflex hammers and Tuning forks)
 - 6.) Denver Developmental Kits/Manual
 - 7.) Fines are charged for overdue equipment at the rate of \$.50 cents per day per item.
5. All materials and equipment are the property of the WTAMU Bivins Nursing Learning Center.
6. All materials are copyrighted and may not be copied.
7. Computer software may not be copied or tampered with.

8. Please see the Bivins Nursing Learning Center Staff for assistance and for more information concerning policies, resources and materials.
9. All items must be returned on time. Fines are assessed at the rate of 50 cents per day, per item. All equipment must be returned and fines paid before student's final grades can be recorded.

LOCATION

The Bivins Nursing Learning Center is located in the Engineering Technology Building.

BIVINS NURSING LEARNING CENTER PRICE LIST

ITEM	COST
Name Tags	\$10.00 each
Patches	\$3.00 each
Clear Plastic ID Badge Holder with Clip	\$1.00 each
Fines for Overdue Equipment	\$0.50 cents per day per item

Prices are subject to change; please see the Bivins Nursing Learning Center for more information.



STAFF

The BNLC staff provides assistance to the students, staff, and faculty in locating and using materials and equipment in the Bivins Nursing Learning Center.

Director: Karla Dixon, RN, MSN
ET 164
(806) 651-4806
kdixon@wtamu.edu

Clinical Simulation Coordinator:

Lisa Robinson BSN, RN
ET 167-B
806-651-4810 or 806-651-4806
lgrobinson@mail.wtamu.edu

RESOURCE AREAS AVAILABLE FOR STUDENT USE

The Bivins Nursing Learning Center (BNLC) is comprised of several areas:

1. **Circulation Desk**
2. **Audio Visual Lab**
 - a. TV/VCRs for videos
3. **Computer Lab**
 - a. Nursing computer programs are available in the Bivins Nursing Learning Center.
 - b. Word processing is available in the BNLC. Please print only Nursing Course assignment materials with the exception of Power-Point presentations and nursing care plans. These can be printed in the HELC. PLEASE PRINT ONLY WHAT YOU REALLY NEED TO AVOID WASTE OF PAPER AND LASER CARTRIDGE INK.
 - c. **Students are limited to printing 10 pages per nursing class assignment in the BNLC Computer Lab. More lengthy documents must be printed in the HELC where students may print out 1500 pages per semester.**
4. **Bookshelves for Reserve Books** (located at the circulation desk)
 - a. The reserve books are for use in the BNLC only and may not be checked out. They are to be used as reference books while studying in the BNLC. Students are to utilize the resources in the Cornette Library for textbooks, journals, computer databases, and other educational materials that are available.
5. **Study Areas**
 - a. Study tables are available throughout the BNLC.
6. **Reserve Holdings**
 - a. Instructors may put information, copies of journal articles, etc. pertaining to their specific courses on reserve in the BNLC.



- b. Students may copy from reserve materials unless otherwise instructed. Students may not check out reserve materials; they are for use while in the BNLC or to be copied.

7. Classroom ET 111

- a. Seats up to 60 persons.
- b. Smart Classroom with the following equipment: notebook computer and projector, slide projector, overhead projector, and VCR.
- c. Computer testing lab.

- 8. Simulation Lab 167B.** This state of the art Simulation Lab provides an interactive environment that simulates a variety of clinical settings. Simulation Lab Resources have been selected in order to facilitate the acquisition of nursing knowledge and skills which in turn link education, research and practice.

All students will be required to sign a Student Use Agreement (**Appendix D**) and adhere to the rules of the simulation lab prior to participating in simulation.

Digital photographs and video-clips may be taken during simulation experiences to be utilized for training, research, evaluation, and public relations purposes.

You are required to leave the Simulation Lab in working order. Please away trash, stack chairs, and return supplies to designated locations. Please make sure you leave manikins in presentable condition for the next group of students. For example: Replace gown or clothing, return bed to low position with side rails up and bedding tidy. You are responsible for following Universal Precautions. Please report any damaged equipment or problems with equipment to the Sim Lab Coordinator. **NO INK PENS, IODINE OR OTHER STAINING MEDICATIONS, OR NEWSPRINT** is allowed in the Simulation Laboratory due to permanent staining risk to the manikins. **GLOVES** must be worn when touching the manikins. Phones and/or pagers are to be in vibrate mode while you are in the Simulation Laboratory.

9. Acute Care Lab

- a. Includes 10 stations, 1 nursing station, and 1 medication area.

10. Utility Room

- a. Includes knee operated surgical scrub sink, bathtub, shower, washer, and dryer.

11. Primary Care Lab

- a. Includes 9 stations, each with an exam table, stool, and storage cabinet.
- b. Tables and chairs to seat up to 24 persons.

12. Diagnostic Lab

- a. Includes an x-ray view box, centrifuge, baby scales, microscope, two sinks, and a blood draw chair.

RESOURCES/HOLDINGS/COMPUTER RESOURCE MANUAL

The Bivins Nursing Learning Center houses an extensive collection of learning materials including computer software, videos, audiocassettes, slides, physical assessment equipment, models and audio-visual and computer equipment. The computer Resource Manual of all materials and resources is available in a notebook at the BNLC desk. It is available as a resource

while in the BNLC. It is not available for checkout. The manual contains information on the title, format, publisher, publication date, purchased date and a brief description of each item. The BNLC maintains a large inventory of resources that are managed in a computerized database format that is continuously updated.



ELIGIBILITY TO TAKE THE NCLEX-RN EXAM

Effective August 1999, the Texas Board of Nursing requires professional pre-licensure programs to inform enrolled students about licensure eligibility requirements and potential barriers to licensure. Completion of the Licensure Eligibility Form (Appendix C) is required. The contents of this section will be explained to you verbally, but you are responsible for the information. If you have any questions regarding your eligibility to be licensed as a Registered Nurse in the State of Texas, please contact the Department Head or the Texas Board of Nurse Examiners. Complete documentation may be found online at:

<http://www.bon.state.tx.us/nursinglaw/rr.html>

Contact the Texas Board of Nursing at:

Texas Board of Nursing
333 Guadalupe, Ste 3-460,
Austin, TX 78701
Phone: (512) 305-7400

Declaratory Order packet:

<http://www.bon.state.tx.us/olv/pdfs/DOapp.pdf>

Submission of a declaratory order to the Texas BON a fingerprint card must also be completed and submitted. The card request is found at:

<http://www.bon.state.tx.us/olv/web-requests.asp>

1. For any criminal offense, including those pending appeal, have you:
 - A. been convicted of a misdemeanor?
 - B. been convicted of a felony?
 - C. pled nolo contendere, no contest, or guilty?
 - D. received deferred adjudication?
 - E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
 - F. been sentenced to serve jail or prison time? court-ordered confinement?
 - G. been granted pre-trial diversion?
 - H. been arrested or have any pending criminal charges?
 - I. been cited or charged with any violation of the law?
 - J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?
(You may only exclude Class C misdemeanor traffic violations.)
2. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you? Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?

3. Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?*

If you answer “yes” to any of the above questions, you must submit a declaratory order application to the Texas Board of Nursing.



PROFESSIONAL RESPONSIBILITIES AND CONDUCT OF NURSING STUDENTS IN ALL ACADEMIC AND CLINICAL AREAS

ABSENCES

In all cases of absences, the instructor should be notified.

IF THE ABSENCE IS FOR A CLINICAL EXPERIENCE, BOTH THE CLINICAL FACILITY AND THE CLINICAL INSTRUCTOR MUST BE NOTIFIED PRIOR TO SUCH AN ABSENCE OCCURRING. For West Texas A&M University weather closing information call 651-2010.

ACCOUNTABILITY

Nursing students must be accountable for their professional activities. They must be able to explain their professional actions and accept responsibility for them. Accountability means being answerable. Nursing students are accountable to the patient, to the faculty, and to the clinical facility. Nursing students' actions are evaluated using ANA standards that are objective, realistic, desirable, and appropriate to their level of training.

ANA CODE OF ETHICS FOR NURSES

The development of a code of ethics is an essential characteristic of a profession and provides one the means for the exercise of professional self-regulation. A code indicates a profession's acceptance of the responsibility and trust with which it has been invested by society. Upon entering the profession of nursing, each person inherits a measure of the responsibility and trust that has accrued to nursing over the years and the corresponding obligation to adhere to the profession's code of conduct and relationships for ethical practice.

The Code for Nurses, originally adopted by the American Nurses Association in 1950 and periodically revised, serves to inform both the nurse and society of the profession's expectations and requirements in ethical matters. The Code and Interpretive Statements together provide a framework for the nurse to make ethical decisions and discharge responsibilities to the public, to other members of the health team and to the profession. Each nurse has a personal obligation to uphold and adhere to the Code and to insure that nursing colleagues do likewise.

1. The nurse in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

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CLINICAL ASSIGNMENTS

Students are required to select patient assignments in person unless otherwise designated. Please do not telephone the clinical area for information. When you arrive at the clinical area, go directly to the charge nurse, introduce yourself, state your purpose, and ask permission to visit clients/patients or to read charts. Please refer to the Uniform Dress Code. Keep all cell phones off in the clinical area.

CLINICAL PROCEDURES

1. **IV Solutions:** The clinical instructor or a registered nurse must supervise each student when administering and IV solution or when starting an IV.
2. **IV and IV Push Medications:** These medications may be administered by the student under the supervision of the clinical instructor or RN.
3. **IV Chemotherapy:** These medications may not be administered by students.
4. **Blood Transfusion:** Students may start the normal saline but may not start the blood. Students may observe the RN when starting blood.
5. **Phone and Verbal Orders:** Students may not receive phone or verbal orders from physicians, residents, interns, nurse practitioners, physician's assistants, medical students or others. Students may carry out only written orders.
6. **Routine Orders:** Students may not use routine orders unless the registered nurse transfers them to the chart and signs them. Students may carry out only written orders.
7. **Permits:** Students may not witness the signing of permits.
8. **Disposal of Narcotics:** Students are not allowed to witness the disposal of narcotics.

CLINICAL SETTINGS PROFESSIONAL UNIFORM DRESS CODE

1. **Standard Male Uniform: Uniform Brand: Landau.** Maroon pants, maroon lab jacket, and white shirt with a collar. A maroon, black or navy colored tie in a solid color may be required in certain clinical settings, consult your faculty. The WTAMU Department of Nursing patch is to be worn on the left shoulder on both the shirt and jacket. The WTAMU Department of Nursing nametag is to be worn on the left lapel. Male students see #12.
2. **Standard Female Uniform: Uniform Brand: Landau.** Maroon pants, maroon jacket, and white shirt with a collar. The WTAMU Department of Nursing patch is to be worn on the left shoulder. The WTAMU Department of Nursing nametag is to be worn on the left lapel on both the shirt and jacket. Hosiery must be worn with skirts or dresses.
3. All uniforms should be of such quality that undergarments are not visible.
4. All uniforms should be cleaned and pressed.
5. Tight-fitting clothing or extreme styles are inappropriate.
6. **Primarily-white clinical leather** or **primarily white leather** tennis shoes are required with uniform for men and women. Canvas shoes or sandals are not acceptable. Toes must be covered and shoes must not have holes. "Crocs" are not allowed. Shoes and shoelaces must be clean.

7. A maroon lab jacket is required for all students to be worn over the uniform. The West Texas A&M University nursing patch is to be sewn on the left shoulder of the jacket. Patches must be sewn in place. Velcro or other self-adhering product is not acceptable.
8. Uniforms may be worn on campus only on the days scheduled for clinical experiences or when requested to do so by nursing instructors. Uniforms may not be worn in public places outside the clinical lab or facility unless authorized by faculty.
9. **Professional Clothing** (i.e. men: Khaki pants, dress shirt with tie, women: Dress, dress pants or skirt with hose, dress blouse) should be worn with lab jackets, patches and nametags when students visit clinical facilities for assignments. No jeans, shorts, T-shirts or tennis shoes are permitted. Professional dress is required for any clinical facility rotation when a uniform is not necessary. Some clinical may require different dress. Faculty in those clinical areas will inform the students as to the dress code for that rotation. Professional dress is required when a student is a representative of the WTAMU Department of Nursing.
10. **Photo ID Badges** are required by many clinical facilities and will be worn at the instructor's discretion. All students will be required to have their photo taken for their Buffalo Gold Card. The same photo will be used for the Photo ID Badge for the College of Nursing. Photo ID Badges are available to purchase from the Buffalo Gold Card Office. Plastic clip holders are available from the Bivins Nursing Learning Center.
11. **Student's hair** must be neatly arranged and styled in a professional manner. Bangs must be above the eyebrows on the forehead. If hair extends beyond the collar, it must be secured in such a way that it does not fall down over the front of the shoulders when leaning forward. **No bright-colored ornaments, bows or ribbons are acceptable.**
12. Beards, goatees and mustaches are permissible while in uniform if kept neatly trimmed and clean. Sideburns are to be neat, straight and trimmed.
13. **All students are required to purchase a minimum of two patches, one nametag, one photo ID badge, and one plastic clip holder.** It is recommended that students purchase 2 nametags. Nametags are to be worn on the left side of the uniform at all times on both the shirt and jacket. Nametags, patches, photo ID badges and plastic clip holders are available for purchase from the Bivins Nursing Learning Center. Photo ID badges are available to purchase from the Buffalo Gold Card Office.
14. **Name Tag Credentials:** The credential of "RN" is the only earned credential that will be put on any undergraduate or graduate nametag. LVN and EMT credentials will not be put on student nametags.
15. The **ONLY** jewelry permitted to be worn with the uniform:
 - a. Watch with a second hand.
 - b. Wedding band
 - c. One set small pierced earring studs in the ear lobe (no other earrings are permitted)
 - d. Sigma Theta Tau pin
 - e. TNSA pin
16. Tongue, Eyebrow, Nose Rings, or any other rings that are visible to the public **are prohibited.**
17. Nails are to be well-manicured, short in length with tips of nails no longer than the end of your finger. **Clear, un-chipped, nail polish may be worn. No artificial nails.**
18. If your clinical uniform is deemed inappropriate by the clinical instructor or the employees of clinical agencies, they have the authority to dismiss you from the clinical area.

CONDUCT

Each student represents the University and the Department of Nursing at all times. Students enrolled in West Texas A&M University are expected to conduct themselves in a mature and professional manner that will reflect favorably on the University and the Department of Nursing. Acceptable conduct is based on high moral standards, consideration for the rights of others and proper self-respect. Students enrolled in the Department of Nursing are expected to adhere to the policies and practices set forth in the ANA Code for Nurses, Standards of Nursing Practice (Board of Nursing for the State of Texas), and the institutions where they are working or studying.

BNLC Conduct

Students utilizing resources in the BNLC are expected to promote a quiet, calm learning atmosphere and maintain neat and effective work areas. Students are expected to conduct themselves in a professional manner at all times while in the BNLC. Students are expected to take appropriate care of all materials and equipment and will be charged for willful destruction of any equipment. A student lounge is provided for eating and drinking. Please report any spills, damage or problems immediately to the BNLC staff.

Classroom Conduct

Students are expected to be polite in the classroom setting. Cell phones and pagers are to remain off or on silent during class. Students are to request permission to use electronic devices from the instructor prior to doing so. Rude and disruptive behavior will not be tolerated and students exhibiting such behavior will be asked to leave the classroom area.

Clinical Conduct

Students are guests, representing WTAMU, when in the clinical facilities. Professional conduct is expected at all times along with compliance with any agency policies or rules while in the facility.

CONFIDENTIAL INFORMATION

The nursing student should safeguard the patient's right to privacy by not disclosing information of a confidential nature. The nurse-patient relationship is built on trust; this could be destroyed and the patient's welfare and reputation jeopardized by the nursing students' injudicious disclosure of confidential information. In some cases, knowledge gained in confidence is relevant in planning patient care. Under these circumstances, the student should use judgment in disclosing pertinent information to others who are directly concerned with the patient's welfare, and only to those who are responsible for maintaining and promoting it (see **Confidentiality Agreement and HIPAA Compliance Form, Appendix B**).

COURTESY

Courteous behavior toward faculty, staff, clients, patients, peers, physicians, and other personnel is expected of each student. Discourteous behavior will not be tolerated.

INCIDENT/ACCIDENT REPORTS

Any student involved in any incident/accident that affects the welfare and safety of the student and/or client must **immediately** report such to the responsible faculty member. The involved student and faculty member are then responsible for following clinical facility policy in reporting incidents/accidents. Unanticipated events include client falls, medication errors, burns, treatments or procedures not performed as ordered, severe drug reactions, unexpected changes in a client's/patient's condition, needle sticks or any other injury that exposes them to body fluids. Student injuries are also included. The rationale for incident/accident reports is that they effectively protect the student, client/patient, and the clinical facility.

NURSING STUDENT CODE OF INTEGRITY

Students in nursing and other health care professions are held to standards of conduct that may differ and exceed those usually expected of university students. Each student enrolled in the College of Nursing and Health Sciences Department of Nursing is expected to uphold these higher standards of conduct, including those set forth in the profession's code of ethics (ANA, 2008; WTAMU DON Student Handbook), which is founded upon the values of nursing (adapted from the AACN website, WTAMU DON Student Handbook).

Students will be held accountable for their behavior and will be held to the standards as outlined in the WTAMU DON Student Handbook, including all of the information contained in the section entitled "Professional Responsibilities and Conduct of Nursing Students in All Academic and Clinical Areas" (WTAMU DON Student Handbook, pages 35-45). Failure to comply with standards of integrity or professional conduct may result in dismissal from the program. **See Nursing Student Code of Integrity (Appendix E).**

RESPONSIBILITY

Responsibility means reliability and trustworthiness. Nursing students must carry out required nursing activities conscientiously and honestly report/record all nursing actions. This aids the nursing student to develop a trusting relationship with the patient and other healthcare team members.

SCHOLASTIC DISHONESTY

It is the responsibility of students and instructors to help maintain scholastic integrity at the University by refusing to participate in or tolerate scholastic dishonesty. Refer to the "[Code of Student Life](#)" for more information on scholastic dishonesty.

Commission of any of the following acts shall constitute scholastic dishonesty. This listing is not exclusive of any other acts that may reasonably be said to constitute scholastic dishonesty. Categories of scholastic dishonesty include:

- a. Improperly acquiring information
- b. Improperly providing information
- c. Plagiarism
- d. Conspiracy
- e. Fabrication of information
- f. Violation of Departmental or College Rules
- g. Inappropriate multiple submissions of the same work
- h. Cheating

Disciplinary Action in Scholastic Dishonesty Cases:

The Department Head, based on a recommendation from the instructor, may implement any combination of the following sanctions:

- a. Appropriate grade penalty, up to and including an “F” in the course.
- b. Letter of reprimand.
- c. Academic sanctions recommendation to the Dean.
- d. Completion of Statement of Fact and Resolution Regarding the WTAMU Academic Integrity Code (SFR) which will be forwarded to the VPAA and placed in the student’s permanent record.

STUDENT UNDERSTANDINGS

The nursing faculty and staff have expectations of student behaviors and performance in all nursing courses in the department. It is essential that students gain an understanding of these expectations, which will be the standard in all nursing courses. In addition, faculty will supply students with specific course and clinical instructions imperative to each student’s success in individual courses. Students may be required to sign this statement of student understandings for each course in the program. The student understandings common to all nursing courses can be found in **Appendix F**.

TRANSPORTATION

Nursing students are expected to provide their own transportation to and from the clinical area. Students are encouraged to investigate the possibility of establishing car pools, as this will reduce commuting expenses. The University assumes no responsibility for accidents that may occur traveling to and from clinical.

USE OF SOCIAL MEDIA

The use of social media such as Facebook, Google+, YouTube, My Space, Twitter, Allnurses.com, blogs, and other internet-mediated networks provide students the ability to communicate with and receive support from their peers, as well as others, and can be used to positively connect students with nursing and learning in a positive way.

Because nursing students are preparing for a profession that provides services to the public, there are expectations of high standards of behavior. Therefore, the student must remember that

confidential information related to individuals or agencies must not be disclosed, including information of other students, faculty, patients or clients, as well as the university, department of nursing, and clinical agencies. HIPAA and FERPA guidelines must be followed at all times. Information, including pictures, concerning students and clients/clinical rotations must not be posted in any online forum or webpage. Students need to be aware that publishing or posting information on these sites may be public for anyone to view and could be traced back to them as individuals and that they are legally responsible for anything they post in social media outlets.

The WTAMU DON will not tolerate social media posted content from students or employees that is defamatory, harassing, libelous, or inhospitable to a reasonable academic/work environment. Social media may be used to investigate student or employee behavior.

In addition, students should not be using social media, unless instructed to do so, during class or clinical time, as this activity may be disruptive to other students, as well as inhibiting their learning of the class content under discussion.





VALUES OF NURSING

The following core values inform a professional nurse's practice and forms the basis for the Code of Ethics in Nursing.

Altruism is a concern for the welfare and well being of others. In professional practice, altruism is reflected by the nurse's concern for the welfare of clients, other nurses, and other health care providers. Sample professional behaviors include:

- demonstrates understanding of cultures, beliefs, and perspectives of others;
- advocates for clients, particularly the most vulnerable;
- takes risks on behalf of clients and colleagues; and
- mentors other professionals.

Accountability is the right, power, and competence to act. Accountability includes the autonomy, authority and control of one's actions and decisions. Professional practice reflects accountability when the nurse evaluates individual and group health care outcomes and modifies treatment or intervention strategies to improve outcomes. The nurse also uses risk analysis tools and quality improvement methodologies at the systems level to anticipate risk to any client and intervenes to decrease the risk. Sample professional behaviors include:

- evaluates client care and implements changes in care practices to improve outcomes of care;
- serves as a responsible steward of the environment, and human and material resources while coordinating care;

- uses an evidence-based approach to meet specific needs of individuals, clinical populations or communities;
- manages, monitors and manipulates the environment to foster health and health care quality; and
- prevents or limits unsafe or unethical care practices.

Human Dignity is respect for the inherent worth and uniqueness of individuals and populations. In professional practice, human dignity is reflected when the nurse values and respects all clients and colleagues. Sample professional behaviors include:

- provides culturally competent and sensitive care;
- protects the client's privacy;
- preserves the confidentiality of clients and health care providers; and
- designs care with sensitivity to individual client needs.

Integrity is acting in accordance with an appropriate code of ethics and accepted standards of practice. Integrity is reflected in professional practice when the nurse is honest and provides care based on an ethical framework that is accepted within the profession. Sample professional behaviors include:

- provides honest information to clients and the public;
- documents care accurately and honestly
- seeks to remedy errors made by self or others; and
- demonstrates accountability for own actions and those of other health care team members under the supervision of the NURSE.

Social Justice is upholding moral, legal, and humanistic principles. This value is reflected in professional practice when the nurse works to assure equal treatment under the law and equal access to quality health care. Sample professional behaviors include:

- supports fairness and non-discrimination in the delivery of care;
- promotes universal access to health care; and
- encourages legislation and policy consistent with the advancement of nursing care and health care.

Adapted from AACN website

NURSING STUDENT ORGANIZATIONS AND ACTIVITIES

SIGMA THETA TAU INTERNATIONAL DELTA DELTA CHAPTER

In March 1980, the West Texas State University Nursing Honor Society was inducted in **Sigma Theta Tau National Honor Society of Nursing**, becoming the 98th chapter of the Society. The Delta Delta Chapter is governed by Sigma Theta Tau bylaws.

What is Sigma Theta Tau International?

The honor society of nursing committed to fostering excellence, scholarship and leadership in nursing to improve health care worldwide. The Society promotes the use of nursing research in health care delivery and makes its resources available to all people and institutions interested in the latest knowledge in nursing care.

Sigma Theta Tau International was founded in 1922 by six nursing students at the University of Indiana and has a membership of more than 120,000 members active in more than 90 countries. It has chapters located over 500 college and university schools of nursing worldwide.

Purposes

1. Recognize superior achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Encourage creative work.
5. Strengthen commitment of the ideals and purposes of the profession.

How Can I Become a Member?

Membership is by invitation only. Students can become members by accepting an invitation to membership from a chapter of Sigma Theta Tau International.

Criteria for Membership of Undergraduate Students

1. Must have completed one-half of the nursing curriculum.
2. Have at least a GPA of 3.0 (based on a 4.0 grading scale).
3. Rank in the upper 35th percentile of graduating class.
4. Meet the expectation of academic integrity.
5. Demonstrate the potential for leadership in nursing.



Sigma Theta Tau International
Honor Society of Nursing

WEST TEXAS A&M UNIVERSITY NURSING STUDENTS' ASSOCIATION (WTNSA)

Nursing students of West Texas A&M University are eligible for membership in West Texas A&M University Nursing Students' Association, Texas Nursing Students' Association, and National Student Nurses' Association. The student pays the dues for these organizations at the beginning of the fall or spring semester each year.

Purpose

1. Assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
2. Provide programs representative of fundamental and current professional interests and concerns.
3. Aid in the development of the whole person, and is responsible for the health care of people in all walks of life, and professional roles.

Function

1. To have direct input into standards of nursing education and influence the educational process.
2. To influence health care, nursing education and practice through legislative activities as appropriate.
3. To promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues.
4. To represent nursing students to the consumer, to institutions and to other organizations.
5. To promote and encourage student participation in interdisciplinary activities.
6. To promote and encourage recruitment efforts, participation in student activities and educational opportunities regardless of the person's race, color, creed, sex, life-style, national origin, age or economic status.
7. To promote and encourage collaborative relationships with the National Student Nurses' Association, the American Nurses' Association, National League of Nurse, International Council of Nurses, Texas Nurses Association, District 2 TNA (local chapter), as well as the other nursing and related health organizations.



Former WTNSA Officers

Appendix A

ACCOUNTABILITY & RESPONSIBILITY STATEMENT

All Department of Nursing students are required to have a copy of the Department of Nursing Student Handbook and the West Texas A&M University Code of Student Life. All nursing students will be held accountable and responsible for the information in both publications.

Nursing students are required to sign and return this form to their Nursing 3550 instructor or their first nursing instructor. This form will be placed in the students' file.

By signing this statement, I understand that I am responsible for the information in the Nursing Student Handbook and the Code of Student Life. I also understand that nurses work in conditions that may place them at risk for exposure to physical harm and to communicable diseases (including HIV, the virus which causes AIDS, and hepatitis). Every effort is made to protect nursing students from harm while engaged in their studies. All nursing students are responsible for employing the safety measures available to them.

Printed Name

Student's Signature

Date Signed

Appendix B

HIPAA Compliance Form

We are required by law to protect the privacy of health information of patients. Students who are enrolled in West Texas A&M University's Nursing Program will participate in clinical rotation at several agencies during the school year. The sites include acute care facilities and other sites of providers of health care (physician's offices, laboratories, physical therapy as well as the home setting, public screening sites, etc.).

I have read this Confidentiality Agreement and agree to its terms.

My right to have access to or use confidential information is restricted to my need to know such information in connection with the performance of my student responsibilities.

The unauthorized disclosure, copying, distribution or misuse of confidential information is a serious breach of my duty to the University and will result in disciplinary action up to and including termination of enrollment.

I understand the West Texas A&M University's Department of Nursing statement on confidential information in the attached document, and agree to be bound by any reasonable confidentiality agreement that faculty may require me to sign, as a condition of participation in patient care.

Printed Student Name

Date

Student Signature

Appendix C

**Texas Board of Nursing
333 Guadalupe, Ste 3-460,
Austin, TX 78701
Phone: (512) 305-7400**

Licensure Eligibility Notification Form

I hereby verify that I have received information concerning the following documents regarding licensure eligibility for registered professional nurses in Texas.

- 1) 301.257, 301.252, 301.253, and 301.452 – 301.454 of the *Nursing Practice Act*.
- 2) Rules 213.27 – 213.30 of the *Rules and Regulations Relating to Professional Nurse Education, Licensure and Practice*.
- 3) Rules 217.11 and 217.12 of the *Rules and Regulations Relating to Professional Nurse Education, Licensure and Practice*.

Nursing students are required to sign and return this form to their N3550 Instructor or their first nursing instructor. This form will be placed in the students' file.

Student Name (Print)

Buff ID #

Date of Birth

Signature

Date Signed

Appendix D

WTAMU Bivins Nursing Learning Center Simulation Laboratory/Acute Care lab/ Primary Care Lab Student Use Agreement

1. I understand that I will not be permitted in the Simulation Laboratory without direct staff/faculty supervision.
2. I will wash my hands prior to using the manikins.
3. I will wear gloves when working with the manikin if the scenario warrants.
4. I will avoid colored gloves as they will cause discoloration of the manikin.
5. I will treat manikins respectfully as a person.
6. I will treat scenarios as real patient interaction.
7. I will follow confidentiality and infection control standards.
8. I will not perform mouth-to-mouth respirations on the Simulation Lab manikins unless the manikin is specifically designed for that purpose.
9. I will not use pens of any kind, iodine or other staining medications. I understand that newsprint or inked lines of any kind on or near the manikins are prohibited.
10. I understand that **no food or drink** is allowed around the manikins.
11. I understand that no fluids can be introduced into the torso area or left (BP) arm of the SimMan manikin.
12. I will ask if I need additional equipment/supplies or instructions.
13. I will actively participate in this team learning experience and provide support and encouragement to other students involved in this activity.
14. I give permission to be photographed and/or videoed during Simulation Experiences.

Student _____ Date _____

Appendix E

Nursing Student Code of Integrity

Students in nursing and other health care professions are held to standards of conduct that may differ and exceed those usually expected of university students. Each student enrolled in the College of Nursing and Health Sciences Department of Nursing is expected to uphold these higher standards of conduct, including the profession's code of ethics (ANA, 2008; WTAMU DON Student Handbook), which is founded upon the values of nursing (WTAMU DON Student Handbook).

Students will be held accountable for their behavior and will be held to the standards as outlined in the WTAMU DON Student Handbook, including all of the information contained in the section entitled "Professional Responsibilities and Conduct of Nursing Students in All Academic and Clinical Areas" (WTAMU DON Student Handbook, pages).

I hereby pledge to uphold the Nursing Student Code of Integrity by adhering to the rules and procedures as outlined in the nursing student handbook. I understand that failure on my part to conduct myself accordingly may prohibit my progression in the department.

Printed Student Name

Student Signature/Date



Appendix F

**West Texas A&M University
Department of Nursing
Student Class/Lab/Clinical Understandings**

The nursing faculty and staff have expectations of student behaviors and performance in all nursing courses in the department. In order for faculty to communicate these expectations, it is essential that students gain an understanding of these, which will be the standard in all nursing courses. In addition, faculty will supply students with course and clinical specific instructions pertinent to each student's success in individual courses. Students may be required to sign this statement for each course in the program. The student understandings common to all nursing courses include:

As a WTAMU nursing student, I agree to the following:

1. I understand that I am responsible for knowing the information contained within each course syllabus, the course material in WTClass, the Department of Nursing Student Handbook, and the WTAMU Student Handbook.
2. I understand that a **course exam average** of 74 or greater is required to pass the course and that other course grades will not be factored into my overall course grade unless I have an exam average of 74 or greater.
3. I understand that falling below an exam average of 74 will result in a clinical prescription that may include simulation practice, NCLEX questions, weekly meetings with the course instructors, and/or a referral to Student Support Services.
4. I understand the basis for the final course grade is outlined in the course syllabus and will be followed explicitly.
5. I understand that I am expected to attend class regularly and to arrive on time.
6. I understand that I am expected to read assignments and complete assigned activities *prior* to coming to class.
7. I understand that exam testing will be scheduled outside of classroom time and timely arrangements need to be made with work and personal schedules.
8. I understand that I will take the HESI comprehensive exam(s) that will be weighted as much as a unit exam. (Refer to syllabus for details)
9. I understand any make-up exams must be scheduled with my instructor(s) and will be comprised of short answers and essay questions. I understand ***all make up exams*** will be given the last week of class prior to dead day.
10. I understand that my cell phone must be turned off during class unless prior arrangements have been made with the instructor(s).

11. I understand that it is expected that I will be respectful of my peers and my instructors and that disruptive or rude behavior will not be tolerated under any circumstance.
12. I understand that it is my responsibility to notify the instructors if I am struggling or having difficulty with the class.
13. I understand that I am responsible for checking online at WTCClass for announcements, emails, and assignments ***daily***.
14. I understand cheating on any assignment or test in this course will not be tolerated and ***will result in a course failure*** and possible sanctions that will jeopardize my progression as a student in the department of nursing.
15. I understand that any nursing course failures, including dropping a course while failing, may inhibit my progression in the program because of space availability.

Student Clinical Understandings

16. I understand that when I go to pick up patients at the hospital, or am scheduled at SimCentral, or at the BNLC simulation lab, as well as anytime that I am representing WTAMU Nursing, I must wear a clean nursing uniform, WTAMU name badge and photo ID badge (see dress policy in WTAMU Nursing Student Handbook).
17. I understand I am to act professionally when in clinical agencies and that I am held to the same standards as a Registered Nurse by the Texas Board of Nursing when in a nursing student role.
18. I understand that it is ***my responsibility*** to keep my immunizations, CPR, required trainings, such as HIPAA and math requirements, and TB screening current, including maintaining the appropriate documentation of each of these requirements.
19. I understand I am to come to clinical ***fully prepared*** to give total patient care each assigned clinical day.
20. I understand that I am to come to clinical simulations fully prepared to engage in assigned activities and that simulation is to be given the same respect and consideration as a live patient care setting.
21. I understand that I am responsible to abide by the instructions for clinical practice as explained in the course syllabus or by the clinical instructors.
22. I understand that ***under no circumstances*** am I to perform any skills without the direct supervision of my instructor or my preceptor who must be a Registered Nurse.
23. I understand that clinical paperwork is due on time as specified by my course instructor.

24. I understand smoking is not permitted at any time during the clinical day at any facility to include in the parking area/personal vehicle.
25. I understand I am not to leave my assigned clinical area/site without personally notifying my clinical instructor.
26. I understand that HIPAA violations, such as breaches of patient confidentiality, will jeopardize my progression in the nursing program.
27. I understand that any missed clinical will be assigned makeup work and that multiple absences from clinical may jeopardize my success in the course.
28. I understand I will be notified of any clinical deficiencies, on a weekly basis, and which will include remediation and possible actions to be taken in order to be successful in the course.
29. I understand that my clinical performance will be evaluated at the end of each course as outlined in the course's clinical evaluation tool and I understand that specific criteria must be met in order to pass the course.
30. I understand I must abide by all clinical agencies' rules, policies, and procedures to which I am assigned during my clinical practica, seeking assistance from my faculty when I am unfamiliar with protocols.

Initial each of the above statements and place your signature below:

I have read and understand the Student Understandings. I agree to abide by these.

Name _____	Name _____
(Student signature)	(Faculty signature)
Date _____	Date _____

