Laura and Joe Street School of Nursing
WEST TEXAS A&M UNIVERSITY™

BACCALAUREATE PROGRAM

STUDENT HANDBOOK

West Texas A&M University Laura and Joe Street School 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; August, 2012; May, 2016; October, 2016; May 2018; January 2019; February 2019; October 2019, August 2021, January 2022, August 2022, December 2022, January 2024; August 2024; September 2024, October 2024, November 2024; January 2025; February 2025

Visit the WTAMU

Laura and Joe Street School of Nursing website at

www.wtamu.edu/nursing

This handbook belongs to: _____

My academic adviser is: _____

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West Texas A&M University: www.wtamu.edu

Texas Board of Nursing: www.bon.texas.gov

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

PROGRAM INFORMATION

FORWARD

Welcome to West Texas A&M University and the Laura and Joe Street School of Nursing. This handbook has been developed as a guide for undergraduate nursing majors, outlining rules and procedures of the School of Nursing and is intended to give general information. It is hoped that it will be of service to you because the School 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 School 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 School 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 School of Nursing BSN Student Handbook and the West Texas A&M University Code of Student Life is made available to all students via the internet.

- https://www.wtamu.edu/academics/college-nursing-health-sciences/department-nursing/nursing-student-preceptor-resources.html
- https://www.wtamu.edu/student-life/handbook/index.html

All nursing students will be held accountable and responsible for the information in both publications and will be held responsible for complying with the rules and procedures outlined in each.

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 each student's file.

By signing the Attestation & Agreement form, which includes Appendices A through Z, 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. All nursing students are also responsible for employing the chain of command for all course or clinical issues.

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 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 or in the BNLC. 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.

LAURA AND JOE STREET SCHOOL OF NURSING STRATEGIC GOALS

1. Develop processes, programs, and facilities necessary to provide the students of the School of Nursing with a superior student- centered learning experience.
2. Foster a safe, dynamic, and respectful learning/living atmosphere in the campus classroom, lab, and clinical environment.
3. 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.
4. Recruit, develop, and support a faculty and staff that embody the core values of the School of Nursing and the university, and support their missions and goals.
5. Support individual scholarly and/or creative accomplishment in the School of Nursing and develop into a “Center of Excellence” with increasing cross-departmental and college collaboration in these and other emerging areas.
6. Strengthen external relations and support of the School of Nursing and the university with alumni, friends of the university, local and regional constituents, and legislative and governmental entities.
7. 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 SCHOOL 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.

MISSION, VISION & PHILOSOPHY

Mission

The mission of the WTAMU Laura and Joe Street School of Nursing is to provide intellectually challenging reflective, regionally responsive student-centered nursing programs that discover, interpret, apply and disseminate knowledge for preparing the next generation of nurse leaders.

Vision

The West Texas A&M University Laura and Joe Street School of Nursing is recognized for its excellence in teaching and learning with a strong focus on engaging students in experiences that aid in the discovery, development and mastery of nursing scholarship. Our vision is to enhance the health and quality of life for all communities through respect, education and application of skilled nursing practices.

Core Values Statement

N: Nurture – We care for and encourage the growth and development of every individual.
U: Unique – We value individualism while cultivating professionalism.
R: Respect – We embrace the inherent dignity of all people.
S: Services – We put the needs of others first.
E: Ethical & Engagement – We embody honesty, integrity and engagement in our Buff Nursing community.

Philosophy

The faculty of the WTAMU Laura and Joe Street School 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.

PROFESSIONAL PROGRAM REQUIREMENTS

All applicants who have received offers of admission to the Laura and Joe Street School of Nursing upper division courses (Junior and Senior level), will be required to complete a criminal background check. A history of criminal conduct or convictions may result in withdrawal of the admission offer. No student will be allowed to matriculate into the program without completing and receiving clearance from the Texas Board of Nursing with either a BON Blue Card or Declaratory Order with No Stipulations. The cost for a criminal background check(s) is the responsibility of the student. A declaratory order may be necessary to complete this process (See page 36). Each semester, during student advisement, students must recertify in writing their good standing with the Board of Nursing (BON). Failure to declare, report, and receive clearance from the Texas BON will jeopardize matriculation in the program.

Admission to upper division nursing courses requires student understanding of the rigors of the nursing program including progression and graduation rules and procedures. This includes passing a comprehensive final exam in the last semester of study. It is an expectation of the faculty that students are accountable and responsible for identifying and addressing/resolving any issues related to testing or other barriers to student success.

SELF-DIRECTED LEARNING

The Philosophy of the School 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 adult learner to be self-directed 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 School of Nursing faculty members act as consultants, resource or reference persons, and facilitators for student learning. 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 80% or higher.
2. NCLEX-RN pass rate within one year will be 80% or higher.
3. Completion rates for Pre-licensure BSN will be 70% within 3 years after enrollment in NURS 3550.
4. Employment - 70% or higher at time of program completion or within 12 months.
5. Alumni satisfaction based on Benchworks by Elentra (Formerly Skyfactor) Survey annual report is statistically higher or equal to Select 6, Carnegie Class, and All Institutions.

PROGRAM LEARNING OUTCOMES:

The baccalaureate program in nursing prepares graduates to practice as a generalist nurse and to function as a member of the profession; provider of patient-centered care; patient safety advocate; and member of the health care team (American Association of Colleges of Nursing, New Essentials of Baccalaureate Nursing Education, 2021; Texas Board of Nursing, Differentiated Essential Competencies of Texas Nursing Programs, 2021).

Effective performance as a novice in these roles is achieved through:

1. Knowledge of Nursing Practice
2. Person-Centered Care
3. Population Health
4. Scholarship for Nursing Discipline
5. Quality and Safety
6. Interprofessional Partnerships
7. Systems-Based Practice
8. Informatics and Healthcare Technologies
9. Professionalism
10. Personal, Professional and Leadership Development

ACADEMIC INFORMATION

The Laura and Joe Street School 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). (http://www.ccneaccreditation.org)

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
School 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 an application for admission. For more information regarding the admission process to WTAMU go to https://www.wtamu.edu/admissions/

ADMISSION TO THE LAURA AND JOE STREET SCHOOL OF NURSING

The Laura and Joe Street School of Nursing program has a secondary admission process. Applications are due to the School of Nursing by April 15th for fall admission and October 15th for spring admission, with a $50 application fee. The admission information and application are available online at https://www.wtamu.edu/academics/college-nursing-health-sciences/department-nursing/programs/undergraduate/nursing-prelicensure-bsn.html

PROGRESSION AND GRADUATION

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.

School of Nursing grading scale for all NURS prefix courses:

A = 90-100

B = 80-89.9

C = 74-79.9

D = 64-73.9

F = 63 or below

Students must contact their course instructor and assigned advisor before dropping a course.

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.

1. ***Statement for progression in program: added to all syllabi Fall 2011; amended Spring 2025:***

   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. Quizzes and HESI exams may be included in the exam average at the course instructor's discretion. 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 achieving an exam average of 74% or higher will not pass the course.

RE-ADMISSION TO THE LAURA AND JOE STREET SCHOOL OF NURSING

Re-admission to the Laura and Joe Street School of Nursing is not automatic. Students must re-apply to the school of nursing after withdrawal or failure in any semester. Students who make grades of "D" or below in any two (2) nursing courses or two (2) times in any single 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, (2) available space, and (3) ability to complete the program in a 3 year time frame beginning from their time of admission into the nursing program. The student's record of dropped courses or withdrawals from the University will be considered.
Satisfactory scores 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 one or more years. Requests for re-admission should be addressed to the School of Nursing Pre-Nursing Admissions Coordinator.

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 School of Nursing. In addition, nursing course syllabi will be required to determine equivalency with the WTAMU School of Nursing curriculum.
- Meet School of Nursing eligibility requirements for admission.

ADMINISTRATION

ACADEMIC ADVISEMENT

Academic advisement is provided initially through the Admissions Counselor. Once admitted to the nursing program, each student is assigned to a nursing faculty advisor for the remainder of the nursing program. The nursing faculty advisor provides information concerning West Texas A&M University and the Laura and Joe Street School of Nursing rules and procedures. Certain courses are pre-requisite to and/or co-requisite with others and all level courses must be successfully completed before progression to another level.
Your nursing faculty advisor can help with any questions. Contact your nursing faculty advisor by phone or e-mail to set up an appointment time.

Faculty members post their schedule on their office doors each semester. Green lighting and advisement by your faculty advisor is required prior to enrollment each semester. You must 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 Student Handbook. The WTAMU Student Handbook is found electronically at https://www.wtamu.edu/student-life/handbook/index.html

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. Students are expected to follow the chain of command in resoling any grievances. The chain of command is as follows: course instructor, department head, dean, provost, president.

ANNUAL STUDENT REQUIREMENTS

West Texas A&M University School of Nursing has partnered with Verified Credentials in monitoring student compliance with the following annual requirements and certifications.

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 School of Nursing file.

Annual Drug Screening:

Purpose

The Nursing Program is committed to ensuring a safe, healthy, and professional learning environment for all students, faculty, staff, and patients. Nursing students are expected to uphold the highest standards of professional behavior, which includes being free from impairment related to drugs or alcohol. This policy outlines expectations, procedures, and consequences related to drug and alcohol use.

Scope

This policy applies to all students enrolled in the Nursing Program while on campus, at clinical sites, or participating in any program-related activity, including simulation labs, or professional events.

Policy Statement

1. **Prohibited Conduct**
   - The unlawful possession, use, manufacture, distribution, or dispensing of controlled substances, prescription medications (without a valid prescription), or alcohol is strictly prohibited while enrolled in the program.
   - Students may not report to class, lab, simulation, or clinical practice impaired or under the influence of alcohol, illegal drugs, or misused prescription medications.
   - The use of substances, including cannabis (marijuana), even if legally prescribed, is prohibited during all program-related activities and clinical experiences.
2. **Prescription and Over-the-Counter Medications**
   - Students must use prescription and over-the-counter medications responsibly.
   - Any medication that may impair the student's ability to safely participate in class or clinical practice must be disclosed to the faculty.

3. **Drug and Alcohol Testing**
    - Students will be required to undergo drug and/or alcohol screening:
        - After admission to the nursing program.
        - Annual screenings
        - Randomly, at the discretion of the program or clinical site.
        - For cause, if reasonable suspicion exists (e.g., odor of alcohol, erratic behavior, unexplained changes in performance, possession of paraphernalia).
        - All drug screenings will be conducted at the student's expense through Verified Credentials.
    - Refusal to submit to testing as required, tampering with a sample, or release results by required date will be treated as a positive result.
4. **Consequences of Policy Violation**
    - A confirmed positive drug or alcohol test, or evidence of impairment while engaged in program activities, will result in disciplinary action, which will include:
        - Immediate removal from clinical or class.
        - Referral for professional evaluation or counseling.
        - Dismissal from the Nursing Program.

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 WTClass in the nursing document repository and students must maintain current proof of completion for all clinical courses.

1. Standards for Infections Control: Preventing Blood borne Pathogens Transmission: 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. Video training is found on WTClass or in the BNLC. Upon completion of the video you will receive a card stating you received this training. Approximate time: 30-45 minutes.

2. 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. Video training is found on WTClass or in the BNLC. Upon completion of the video you will receive a card stating you received this training. Approximate time: 30-45 minutes.

3. 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. Video training is found on WTClass or in the BNLC. Upon completion of the video you will receive a card stating you received this training. Approximate time: 30-45 minutes.

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 Laura and Joe Street School of Nursing MUST have a photocopy of completed immunizations and screening prior to the FIRST DAY OF CLASSES. See table on Page 26.

To ensure the health and safety of all students admitted to the Laura & Joe Street School of Nursing and the individuals they care for, students are required to submit immunization records for Hepatitis B, MMR, Tdap, Varicella, and seasonal influenza upon applying to the WTAMU BSN program. Students who have been admitted to the WTAMU BSN program who are not current on their seasonal influenza or Tdap are required to wear a mask at all times while in the patient care settings. Students are expected to wear masks that cover both the nose and mouth properly. Masks should be clean and in good condition. Religious and/or medical exemptions do not exclude students from this policy.

IMMUNIZATION REQUIREMENTS FOR NURSING STUDENTS

Required Vaccinations	Schedule for Vaccinations
Tetanus-diptheria pertussis (Tdap)*	One (1) dose of tetanus-diptheria pertussis (Tdap) is required within the last seven (7) 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, have a positive titer, or documentation from a physician stating a positive history of chickenpox
TB Test - Mantoux	A TB test will be required on admission to the School of Nursing. Additional testing may be required upon exposure or evidence of symptoms.
Annual Influenza Vaccine	Students will be required to have an annual flu vaccine.

For more information, see *https://www.cdc.gov/vaccines/schedules/hcp/adult.html* from the Centers for Disease Control and Prevention dated 2018; or call the Texas Department of Health Immunization Unit, 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; 29 TexReg 3188; amended to be effective March 5, 2009, 34 TexReg 1433; amended to be effective May 25, 2010, 35 TexReg 4178; amended to be effective July 28, 2016, 41 TexReg 5422

Rev. 05/18

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 School 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 School 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 SON through WTClass via the 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' contact information that will be made available to you in the course syllabus or WTClass documentation. All students have email access within each nursing course via WTClass 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 WTAMU website at https://apps.wtamu.edu/buffalert/

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

I. **Purpose**: To guide the School of Nursing in advising and referring nursing students and faculty for initial emergency services, specifically regarding HIV, HBV, and HCV post-exposure assessment and/or prophylaxis. The most current CDC recommendations for management of these exposures is found at: https://www.cdc.gov/hiv/risk/pep/index.html

II. **Supporting Data**: "In December 2013, 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 promptly after exposure (MMWR June 26, 2001/Vol.50/No. RR- 11/1-43).

RECOMMENDATIONS FOR THE MANAGEMENT OF HCP POTENTIALLY EXPOSED TO HBV, HCV, or HIV

Exposure prevention remains the primary strategy for reducing occupational bloodborne pathogen infections; however, occupational exposures will continue to occur. Health-care organizations should make available to their personnel a system that includes written protocols for prompt reporting, evaluation, counseling, treatment, and follow-up of occupational exposures that might place HCP at risk for acquiring a bloodborne infection. HCP should be educated concerning the risk for and prevention of bloodborne infections, including the need to be vaccinated against hepatitis B. Employers are required to establish exposure-control plans that include post-exposure follow-up for their employees and to comply with incident reporting requirements mandated by the 1992 OSHA bloodborne pathogen standard. Access to clinicians who can provide post-exposure care should be available during all working hours, including nights and weekends. HBIG, hepatitis B vaccine, and antiretroviral agents for HIV PEP should be available for timely administration (i.e., either by providing access on-site or

by creating linkages with other facilities or providers to make them available off-site). Persons responsible for providing post exposure management should be familiar with evaluation and treatment protocols and the facility's plans for accessing HBIG, hepatitis B vaccine, and antiretroviral drugs for HIV PEP. HCP should be educated to report occupational exposures immediately after they occur, particularly because HBIG, hepatitis B vaccine, and HIV PEP are most likely to be effective if administered as soon after the-exposure as possible. HCP who are at risk for occupational exposure to bloodborne pathogens should be familiarized with the principles of post exposure management as part of job orientation and ongoing job training.

Centers for Disease Control and Prevention. Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Post exposure Prophylaxis. MMWR 2001; 50 (No. R 11): 1 – 43.

III. **Content Statements**:

1. Student Education Regarding Clinical Exposure To Potentially Infectious Patient Material
    a. All nursing students are required to view the "Standards for Infections Control: Preventing Bloodborne Pathogens Transmission" video annually.
    b. Inform students that exposures to potentially infectious material are serious and require immediate evaluation.
    c. Nursing students are to report immediately all needle stick accidents, mucosal splashes, or contamination of open wounds with blood or body fluids to their clinical instructors.
    d. According to CDC guidelines, "immediately following an exposure to blood: Needle sticks 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)."
2. Education of Faculty
    a. Faculty is responsible for being familiar with the Post-Exposure Prophylaxis (PEP) for Clinical Exposure procedure, Student Exposure Assessment Form, and Post-Exposure Prophylaxis Plan (See #3) prior to an actual incident.
    b. During clinical, faculty should have with them the following items, in case the need arises: (1) A copy of the Student Exposure Assessment Form and (2) Post exposure Prophylaxis Plan.
    c. Faculty should verify that all students have viewed the "Standard Precautions" video annually.

3. Procedure for Reporting A Post exposure Prophylaxis:

    In the event of a student exposure or injury, the clinical instructor is notified immediately and will assists the student in arranging any necessary emergency treatment. The clinical instructor and/or his or her faculty appointee shall notify the department head, Dr. Collette Loftin at (806) 651-2653. The faculty member and/or the department head

shall notify the Risk and Compliance office at (806) 651-2740. The individual will be asked to complete paperwork (Student Exposure Assessment Form) based on the type of exposure (splash vs contaminated sharps injury). The student may be seen at the clinical facility where the exposure occurred if appropriate or the student can report to student medical. If the event occurs after hours or on a weekend, the notification will need to be made to the same office at 806-651-2740. If an emergency situation arises and the faculty is unable to contact the Risk and Compliance office, the faculty will contact the WTAMU UPD so they can connect us to the on-call Risk and Compliance Officer.

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 LAURA AND JOE STREET SCHOOL OF NURSING

According to the Faculty Organization Bylaws, student participation in departmental governance is achieved through the CONHS Student Advisory Committee. Representatives are recommended by the faculty and selected by the Assistant Dean and Dean of the college.

BIVINS NURSING LEARNING CENTER

INTRODUCTION AND PURPOSE

The WTAMU SON provides a state of the art learning center as a valuable resource for student learning including classrooms, computers, and acute care laboratories. 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.

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.

GENERAL USE OF RESOURCES AND EQUIPMENT

Resources and equipment are available on a first-come, first-serve basis. Students are required to sign and date checkout cards when using any materials. Physical Assessment equipment may be checked out for home use to practice.

Equipment Available for Checkout:

1) Blood Pressure Cuffs
2) Regular Stethoscopes
3) Otoscope/Ophthalmoscope Sets

If items are not returned by the due date, grades will be held. If items are lost or damaged, the student will be financially responsible for the items. All materials and equipment are the property of the WTAMU Bivins Nursing Learning Center.

Please see the Bivins Nursing Learning Center Staff for assistance and for more information concerning policies, resources and materials.

HOURS

Hours of service are 8 am to 5 pm Monday through Friday.

LOCATION

The Bivins Nursing Learning Center is located at 2402 Russell Long Blvd., Canyon, TX 79016.

BIVINS NURSING LEARNING CENTER PRICE LIST

ITEM	COST
Ear Plugs	$2.00 each
Patches	$3.00 each
Clear Plastic ID Badge Holder with Clip	$1.00 each

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. The director of BNLC is:

Lisa Robinson MSN, RN
HAC / BCSNEF 215 AE
806-651-4805
lgrobinson@wtamu.edu

RESOURCE AREAS AVAILABLE FOR STUDENT USE

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

1) **Circulation Desk**
2) **Computer Lab** - Microsoft Office is available in the BNLC. A printer is available for student use.
3) **Study Areas** - Study tables are available throughout the BNLC.
4) **Student Lounge** is provided with a refrigerator and microwave.
5) **BNLC 111 Testing Lab** seats up to 35 persons.
6) **Smart Classrooms** - All classrooms are Smart Classrooms with the following equipment: Computer, document reader, VCR/DVD player, and telephone.
7) **Acute Care Lab** – BNLC 175: Includes 10 hospital beds with manikins and 6 exam tables.
8) **Utility Room -** Includes knee operated surgical scrub sink, bathtub, shower, washer, and dryer, and medication area.

BAPTIST COMMUNITY SERVICES NURSING EDUCATION FLOOR (BCSNEF)

INTRODUCTION AND PURPOSE

The WTAMU SON provides a state of the art learning center as a valuable resource for student learning, including study areas, student lounge, testing labs, skills laboratory, and simulation center. Classrooms; computer, acute care. The purpose of the BCSNEF 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 mid- and high-fidelity simulation experiences.

CONDUCT OF STUDENTS

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

GENERAL USE OF RESOURCES AND EQUIPMENT

Resources and equipment are available on a first-come, first-serve basis. Students are required to sign and date checkout cards when using any materials. Equipment Available for Checkout:

1) Blood Pressure Cuffs
2) Regular Stethoscopes
3) Otoscope/Ophthalmoscope Sets

If items are not returned by the due date, grades will be held. If items are lost or damaged, the student will be financially responsible for the items. All materials and equipment are the property of the WTAMU BCSNEF.

Please see the BCSNEF Staff for assistance and for more information concerning policies, resources and materials.

HOURS

Hours of service are 8 AM to 5 PM Monday through Friday.

LOCATION

The BCSNEF is located at 720 S. Tyler St. Amarillo, TX. 79101.

BCSNEF PRICE LIST

ITEM	COST
Ear Plugs	$2.00 each
Patches	$3.00 each
Clear Plastic ID Badge Holder with Clip	$1.00 each
Badge Buddies each semester (J1, J2, S1, S2)	$2.00 each

Prices are subject to change; please see the BCSNEF staff for more information.

STAFF

The BCSNEF staff provides assistance to the students, staff, and faculty in locating and using materials and equipment in the BCSNEF. The Director of Operations of the BCSNEF is:

Lisa Robinson MSN, RN
HAC / BCSNEF 215 AE
806-651-4805
lgrobinson@wtamu.edu

RESOURCE AREAS AVAILABLE FOR STUDENT USE

The BCSNEF is comprised of several areas:

1) **Reception Area, #215**

2) **Student Lounge, # 205** – provided with refrigerator, 2 microwaves, Keurig coffee machine, bottled water services and several seating options.

3) **Testing, Lab #206** – Seats up to 85 students with divided cubicles.

4) **SDS Testing Lab, #208 –** Seats up to 7 students with divided cubicles.

5) **Skills Lab, # 209 –** includes 10 hospital room set-ups with 10 mid-fidelity human patient simulators and 6 exam tables with 2 scrub sinks and medication area. Has a teaching space with seating for 30 students, Barco ClickShare and a large monitor for teaching.

6) **Simulation Lab, # 211 –** Includes 4 bay simulation lab with 4 high-fidelity human patient simulators and control room. Has a teaching space with seating for 30 students, Barco ClickShare and a large monitor for teaching.

7) **Room #212 and #213** – Study/ Debriefing rooms seating 16 people with Barco ClickShare and a large monitor for teaching.

Students are required to leave the Simulation Lab in working order. Please throw 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. 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.

All students will sign the Attestation and Agreement form stating they understand the code of conduct for BCSNEF/BNLC labs (**Appendix D**). Students must adhere to the rules of the simulation labs 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.

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, Suite 3-460
Austin, TX 78701
Phone: (512) 305-7400
www.bon.state.tx.us

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.*

Declaratory Order packet:

https://www.bon.texas.gov/forms_declaratory_order.asp.html

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?

g. court-ordered confinement?

h. been granted pre-trial diversion? 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) Are you currently the target or subject of a grand jury or governmental agency investigation?

3) 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?

4) Within the past five (5) years have you been d i a g n o s e d 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 AT LEAST ONE HOUR PRIOR TO SUCH AN ABSENCE OCCURRING.

For West Texas A&M University weather closing information call 651-2010. It is preferable, however, that the student subscribe to Buff Alert, an emergency notification service that gives West Texas A&M the ability to communicate health and safety emergency information quickly – by email and text message. By enrolling Buff Alert, university officials can quickly pass on safety-related information regardless of your location. You may register for Buff Alert at https://apps.wtamu.edu/buffalert/

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.

The entire Code of Ethics for Nurses with Interpretive Statements may be viewed at
http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html

CLINICAL ASSIGNMENTS

When you arrive at the clinical area, go directly to your clinical instructor or the charge nurse to receive your clinical assignment for the day. Students must wear full uniform at any time in the clinical setting, including all simulation activities. Please refer to the Uniform Dress Code.

CLINICAL PROCEDURES

1. **IV Solutions**: The clinical instructor or a registered nurse must supervise each student when administering an IV solution, when starting an IV, and when discontinuing 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:** Students may not administer these medications.
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.
9. **Clinical Procedures**: All clinical procedures must be supervised by a clinical instructor or RN.
10. **Foreign Language Translation:** Students are not permitted to act as translators for medical advice, procedures, permits, or other issues that could carry legal ramifications. Language translation should be performed in accordance with facility policy.

CLINICAL SETTINGS PROFESSIONAL UNIFORM DRESS CODE

1. **Standard Uniform: Uniform will be ordered from Uniform Advantage**. Maroon pants, maroon lab jacket, and maroon scrub top. The WTAMU School of Nursing patch is to be embroidered on the left shoulder on both the scrub top and jacket by Uniform Advantage. The WTAMU School of Nursing Photo ID Badge is to be worn on the left side of the jacket and/or scrub top.
2. All uniforms should be of such quality that undergarments are not visible. If students elect to wear an undershirt or tee shirt under the scrub top, it must be either solid white or black and can be either long or short sleeved.
3. All uniforms should be clean and pressed.
4. Tight-fitting clothing or extreme styles are inappropriate.
5. **Primarily-white or black** or **primarily white or black** 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. Shoes and shoelaces must be clean.
6. A maroon lab jacket is required for all students to be worn over the uniform. Students must bring lab jackets with them to each clinical rotation. No sweatshirts or hoodies may be worn in the clinical setting at any time, including WTAMU sweatshirts.
7. 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.
8. **Professional Clothing** (i.e. **Men**: Dress slacks, dress shirt with tie, **Women**: Dress, dress pants or skirt, dress blouse) should be clean and pressed. 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 sites may require different attire. 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 School of Nursing.

9. **Photo ID Badges** are required to be worn in all clinical facilities. 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 School of Nursing. Photo ID Badges are available to purchase from the Buffalo Gold Card Office. Plastic clip holders are available from the Baptist Community Services Nursing Education Floor.
10. **Students' hair** must be neatly arranged and styled in a professional manner. Hair must be secured in such a way that it does not fall down on the face or over the front of the shoulders when leaning forward; this includes letting bangs hang down and extra-long ponytails. This is to prevent and protect the hair from being contaminated by coming in close contact with patient fluids/ excretions. **No bright-colored ornaments, bows or ribbons are acceptable. No bright unnatural colored hair colorings (hot pink, blue, green, purple, yellow, orange or any hues of the mentioned). No caps, hoods, bandanas may be worn in the clinical setting. Surgical hair coverings may be worn. Solid color head bands may be worn for mask/ear protection or to contain hair.**
11. Beards, goatees and mustaches are permissible while in uniform if kept neatly trimmed and clean. Sideburns are to be neat, straight and trimmed.
12. **Name Tag Credentials:** Nursing students will be identified as "Student Nurse" on name tags. No other credentials are permitted on students' name tags.
13. The **ONLY** jewelry permitted to be worn with the uniform:
    - **i.** Watch with a second hand. **(Please note that in some clinical areas the student will not be allowed to wear their smartwatch.)**
    - ii. Wedding band
    - iii. Piercings: Only single stud earrings in the ear are allowed. No dangling earring or any other facial jewelry (brow, nose, tongue, etc.) will be allowed in the clinical setting. Students may place a clear retainer in the area of the piercing if needed.
14. 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.

15. Gum chewing does not present a professional image and will not be chewed while in the clinical setting.
16. Perfumes, colognes, smoker's breath, or clothing that smells of smoke can be offensive and trigger allergies. These must be avoided in the clinical setting.
17. Tattoos should be covered and not visible during clinical rotations per facility policy.
18. Dress code will be enforced on all occasions where student is representing WT Nursing or practicing as a student nurse. This includes clinical and other professional experiences both on and off campus. 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 School 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 School of Nursing. Acceptable conduct is based on high moral standards, consideration for the rights of others and proper self-respect. Students enrolled in the School 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.

BCSNEF and BNLC Conduct

Students utilizing resources in the BCSNEF and the BNLC are expected to promote a 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 BCSNEF/ 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 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. Students may request to audio record lectures and must obtain written permission from the faculty prior to recording. The required form is found in Appendix I.

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. Cell phones or any other electronic devices may not be carried in any patient care areas.

DRESS CODE

The Harrington Academic Hall building is a public space that regularly hosts donors, visitors, and tours. It is essential that our students reflect the values and professionalism of the Laura and Joe Street School of Nursing. Students are expected to maintain a professional appearance while present in our academic building. This includes while attending classes, taking exams, studying, and practicing skills in the lab.
Students are expected to adhere to the following standards:

1.

- Crop tops, low-cut shirts, and sleeveless armhole-cut tops (e.g., “muscle tanks” or shirts with deep side openings) are not permitted.
- Shorts, skirts, and dresses must extend to at least fingertip length when arms are extended at the side.
- Pajama bottoms are not permitted in classrooms, labs, or other academic spaces.
- Clothing must be clean, neat, and appropriate for a professional academic environment.
- Attire that is lewd, offensive, vulgar, or obscene is prohibited.
- Clothing that advertises or depicts tobacco products, alcoholic beverages, or illegal drugs is also prohibited.

Enforcement:
Students who fail to comply with the attire expectations will be asked to leave the academic building until appropriate clothing can be secured.

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. Please see Civility/Incivility policy in **Appendix H**.

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 faculty member will contact the clinical coordinator. The involved student and clinical coordinator 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 School of Nursing is expected to uphold these higher standards of conduct, including those set forth in the profession's code of ethics (ANA, 2015; WTAMU SON Student Handbook), which is founded upon the values of nursing (adapted from the AACN website, WTAMU SON Student Handbook).

Students will be held accountable for their behavior and will be held to the standards as outlined in the WTAMU SON 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 SON Student Handbook, beginning on page 38. Failure to comply with standards of integrity or professional conduct may result in dismissal from the program. **See Student Standards of Conduct (Appendix G).**

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 "WTAMU Student Handbook" 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 Laura and Joe Street School of Nursing. 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**.

TESTING PROCEDURES

Students are to enter the testing room at least 15 minutes ahead of testing. As it is a disturbance to those testing, no late entries will be allowed. Missed exams may will be made up at the discretion of the instructor at an appointed time at the end of the semester, but please refer to individual course faculty requirements. As soon as it is possible, please notify the faculty member of record ahead of time if you must miss a scheduled exam. Documentation must be provided for all excused absences. All make-up exams will be given for excused absences only on the scheduled make-up days listed on the class schedule. Excused exam/quiz absences include serious illness, injury, and/or a personal/family emergency, of which the student must provide valid proof/documentation as soon as possible. Unexcused exam absences include avoidable absences, such as vacation, work, no-call, no-show, notification not within 15 minutes of an exam/quiz, outside appointments, oversleeping, poor preparation, etc., and will result in a recorded grade of zero (0) for the exam and no makeup exam will be permitted. Exams may be scheduled before and after holiday breaks, and all students are expected to be present. Makeup exams will consist of new questions that contain essay & short-answer formatting.

The following items are prohibited from the testing area: phones, all electronic devices, smartwatches, hats, scarves, hoodies, coats, jackets, gloves, food or drinks, personal pens, pencils, markers, paper, or any other personal item. Only the student's buff ID card will be allowed. A student must have their Buff ID card in order to test. Students will be provided with a scratch piece of paper and a calculator as needed for their exam by their instructor. Students will sit at their assigned computer desk for testing. Exams that are less than or equal to 90 minutes will not allow bathroom breaks during testing. During exams and testing students may only ask questions regarding issues with the computer or internet services.

Any content-related questions may be written on the provided scratch paper with your name on it and discussed with an instructor(s) during a scheduled appointment time and/or exam remediation, if applicable. This cannot be discussed during the exam or directly after an exam. All scratch paper will be turned into the instructor immediately after completion of testing.

Please be aware that testing may occur outside of scheduled class time but will be noted on the course classroom schedule given at the beginning of the semester.

Students given accommodations in the Office of Student Accessibility area will adhere to the testing procedures listed above.

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, Instagram, Google+, YouTube, My Space, Twitter, Tik Tok, 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, School 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 SON 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.

The Texas Board of Nursing has drafted a position statement regarding the use of social media:

15.29 Professional Boundaries including Use of Social Media by Nurses

The purpose of this Position Statement is to provide guidance to nurses regarding expectations related to professional boundaries, inclusive of social media, and to provide nurses with guidance to prevent boundary violations.

The Texas Board of Nursing (BON or Board), in keeping with its mission to protect the public health, safety, and welfare, holds nurses accountable for knowing, recognizing, and maintaining professional boundaries of the nurse-patient/client relationship [*22 TAC §217.11 (1)(J)*]. The term professional boundaries is defined as: the appropriate limits which should be established by the nurse in the nurse/client relationship due to the nurse's power and the patient's vulnerability. Professional boundaries refers to the provision of nursing services within the limits of the nurse/client relationship which promote the client's dignity, independence and best interests and refrain from inappropriate involvement in the client's personal relationships and/or the obtainment of the nurse's personal gain at the client's expense [*22 TAC §217.1(29)*].

The National Council of State Boards of Nursing (NCSBN) defines professional boundaries as the spaces between the nurse's power and the patient's vulnerability. The power of the nurse comes from the nurse's professional position and access to sensitive personal information. The difference in personal information the nurse knows about the patient versus personal information the patient knows about the nurse creates an imbalance in the nurse-patient relationship. Nurses should make every effort to respect the power imbalance and ensure a patient-centered relationship.

Common to the definition of professional boundaries from the Texas Board of Nursing and from the NCSBN is that a nurse abstains from personal gain at the client's expense and the nurse refrains from inappropriate involvement with the patient or the patient's family.

Duty of a Nurse in Maintenance of Professional Boundaries

There is a power differential between the nurse and the patient. The patient depends on the knowledge of the nurse and relies on the nurse to advocate for the patient and to ensure actions are taken in the patient's best interest. The nurse has a duty to protect the patient including establishing and maintaining professional boundaries in the nurse-patient/client relationship. Under or over involvement can be harmful to the patient and may interfere with the nurse-patient relationship. Visualizing the two ends of the spectrum may assist the nurse in knowing, recognizing and maintaining the professional boundaries of nurse-patient relationships.

Patients each have their own unique needs and abilities. The boundary line for any one particular patient may change over time and may not be the same as the boundary line for another patient. It is up to the nurse to assess the patient and recognize the patient’s needs, adjusting the nursing care accordingly. Every nurse is responsible for knowing, recognizing, and maintaining the professional boundaries of the nurse-client relationship [*§217.11(1)(J)*].

Boundary Violations

A violation of professional boundaries is one element of the definition of "conduct subject to reporting [*Tex. Occ. Code Sec. 301.401(1)(C)*]. A professional boundary violation is also considered unprofessional conduct [*22 TAC §217.12 (6)(D*)]. Some of the specific categories of professional boundary violations include, but are not limited to physical, sexual, emotional, or financial boundary violations.

Use of Social Media

The use of social media and other electronic communication is expanding exponentially as the number of social media outlets, platforms and applications available continue to increase. Nurses play a significant role in the identification, interpretation, and transmission of knowledge and information within healthcare. As technological advances continue to expand connectivity and communication, rapid knowledge exchange and dissemination can pose risks to both patients and nurses. While the Board recognizes that the use of social media can be a valuable tool in healthcare, there are potentially serious consequences if used inappropriately. A nurse's use of social media may cause the nurse to unintentionally blur the lines between the nurse's professional and personal life.

Online postings may harm patients if protected health information is disclosed. In addition, social media postings may reflect negatively on individual nurses, the nursing profession, the public's trust of the nursing profession, or the employer and may jeopardize careers. In a survey by the NCSBN, many of the responding boards reported that they had received complaints about nurses inappropriately using social media sites. The survey results indicated that nurses have been disciplined by boards, fired by employers, and criminally charged for the inappropriate or unprofessional use of social media (NCSBN, 2012).

To ensure the mission to protect and promote the welfare of the people of Texas, the Texas Board of Nursing supports both the guidelines and principles of social media use by the NCSBN and American Nurses Association. In accordance with the NCSBN guidelines and Board rules, it is the Board's position that:

- Nurses have an ethical and legal obligation to maintain patient privacy and confidentiality at all times. When using social media, nurses do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy. Nurses must promptly report any identified breach of confidentiality or privacy [Board Rule 217.11(1) (E) and (K)].
- Nurses maintain professional boundaries in the use of electronic media. The nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Nurses do not refer to patients in a disparaging manner, even if the patient is not identified or transmit information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient [Board Rule 217.11(1) (J)].

- Nurses must provide nursing services without discrimination and do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments [Board Rules 217.11(1) (L) and 217.12 (6)(C), (D), and (F)].
- Nurses must be aware of and comply with all laws and rules, including employer policies regarding the use of electronic devices including employer-owned computers, cameras and use of personal devices in the work place. In addition, nurses must ensure appropriate and therapeutic use of all patient-related electronic media, including patient-related images, photos, or videos in accordance with applicable laws, rules, and institutional policies and procedures [Board Rule 217.11(1)(A)].

The use of social media can be of tremendous benefit to nurses and patients alike, for example dissemination of public safety announcements. However, nurses must be aware of the potential consequences of disclosing patient-related information via social media. Nurses must always maintain professional standards, boundaries, and compliance with local, state, and federal laws as stated in *22 TAC §217.11(1)(A)*. All nurses have an obligation to protect their patient's privacy and confidentiality (as required by *22 TAC §217.11(1)(E)* which extends to all environments, including the social media environment.

ANA copied/Pasted

American Nurses Association Social Networking Principals

On a professional level, it has many significant benefits: from the collaborative exchanging of ideas or discussion of health issues; to the invaluable promotion of nursing and better health and health care for all.

However, nurses have a responsibility first and foremost to their patients. As a nurse, you must always ensure that anything you post or publish could never undermine your patient's treatment or privacy. There is also the unavoidable truth that information on social media can take on a life of its own – where inaccuracies become "fact".

With that in mind, the American Nurses Association (ANA) has created a set of principles to guide you when using social media, allowing nurses to get the best out of it while safeguarding themselves, the profession, and their patients:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, organizations, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.

5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing organizational policies governing online conduct.

Social Media Tips

- Remember that standards of professionalism are the same online as in any other circumstance.
- Do not share or post information or photos gained through the nurse-patient relationship.
- Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
- Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
- Do not take photos or videos of patients on personal devices, including cell phones.
- Promptly report a breach of confidentiality or privacy.

References:

1. American Nurses Association (ANA). (2021) Social Media. Retrieved on 8/1/2021 from https://www.nursingworld.org/social/
2. Texas Board of Nurse Examiners. (2021) Professional Boundaries Including Social Media by Nurses. Retrieved on 8/1/2021 from https://www.bon.texas.gov/practice_bon_position_statements_content.asp#15.29

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 wellbeing 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;
- Seeks 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. https://www.aacn.org

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.

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. Have direct input into standards of nursing education and influence the educational process.
2. Influence health care, nursing education and practice through legislative activities as appropriate.
3. Promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues.
4. Represent nursing students to the consumer, to institutions and to other organizations.
5. Promote and encourage student participation in interdisciplinary activities.
6. Promote and encourage recruitment efforts, participation in student activities and educational opportunities regardless of the person's race, religion, color, creed, sex, life-style, national origin, age or socioeconomic status.
7. Promote and encourage collaborative relationships with the National Student Nurses' Association (NSNA), the American Nurses' Association, as well as the other nursing and related health organizations.

Appendix A

ACCOUNTABILITY & RESPONSIBILITY STATEMENT

All School of Nursing students are required to have a copy of the School of Nursing BSN Student Handbook and the West Texas A&M University Student Handbook which are available to all students via the internet. All nursing students will be held accountable and responsible for the information in both publications and will be held responsible for complying with the rules and procedures outlined in each.

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 each student's file.

By signing the Attestation & Agreement Form (after Appendices), I understand that I am responsible for the information in the Nursing Student Handbook and the WTAMU Student Handbook. 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. All nursing students are also responsible for employing the chain of command for all course or clinical issues.

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.

My signature on the Attestation & Agreement Form (after Appendices) verifies that I understand the West Texas A&M University's School 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.

Appendix C

Licensure Eligibility Notification Form

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

Licensure Eligibility Notification Form

My signature on the Attestation & Agreement Form verifies 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 21 3. 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.**

The Attestation & Agreement form will be placed in the student's file.

Appendix D

CODE OF CONDUCT FOR BNLC AND BCSNEF LABS

A. Participants are to engage with the manikin/partial task trainers/ standardized patients and simulated environment as if they were real, conduct themselves in a professional manner during simulation, provide feedback to peers with respect and professionalism, and maintain strict confidentiality about the details of simulated experiences, the simulation scenarios, and the performance of any participant(s) occurring during simulation activities.
B. Disrespect toward students, faculty, staff, the space, or resources will not be tolerated.
C. Participants will adhere to policies and procedures specific to their organization's handbook. This includes attendance and punctuality.
D. All participants are expected to come prepared having completed assigned preparatory work with a professional attitude and a desire to actively participate in the learning experience.
E. The Simulation Center is a shared space. As such, users are expected to clean up after themselves. Simulation space, control rooms, and debriefing rooms should be returned to the same condition in which they were found or agreed upon with the Simulation Center event leader.
F. Any damage to equipment or operating problems should be reported to the Simulation Center event leader immediately by calling or face to face reporting.
G. NEVER use ink pens, felt-tipped markers, iodine or betadine near the mannequins or task trainers, unless otherwise instructed to do so. Permanent damage to equipment may result.
H. ALL ITEMS are for INSTRUCTIONAL USE ONLY and not intended for human use or consumption.
I. Food and chewing gum are not permitted, and drinks must have a lid on them in the Simulation Center. Eating and drinking should only occur in designated areas.
J. Participants in educational and performance assessment activities will adhere to the same clinical dress code as they would for their respective discipline.

Appendix E

Nursing Student Code of Integrity School of Nursing Integrity Code and Procedures

As per the ANA Code of Ethics:

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.

As per the Texas Board of Nursing:

Good Professional Character:

A person who seeks to obtain or retain a license to practice professional or vocational nursing shall provide evidence of good professional character which, in the judgment of the Board, is sufficient to insure that the individual can consistently act in the best interest of patients/clients and the public in any practice setting. Such evidence shall establish that the person:

(A) is able to distinguish right from wrong;
(B) is able to think and act rationally;
(C) is able to keep promises and honor obligations;
(D) is accountable for his or her own behavior;
(E) is able to practice nursing in an autonomous role with patients/clients, their families, significant others, and members of the public who are or who may become physically, emotionally, or financially vulnerable;
(F) is able to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting; and
(G) is able to promptly and fully self-disclose facts, circumstances, events, errors, and omissions when such disclosure could enhance the health status of patients/clients or the public or could protect patients/clients or the public from unnecessary risk of harm.

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.

As per the West Texas A&M Student Handbook:

It is the responsibility of students and instructors to maintain academic integrity at WTAMU by refusing to participate in or tolerate academic dishonesty or any behavior that prevents University representatives or students from effectively furthering the mission of the University as stated in the mission statement. Any act that hinders WTAMU from maintaining the integrity of the University's academic mission shall be treated as a serious offense against the community as a whole. It is both the right and responsibility of every member of the community to read, understand and enforce the guidelines set forth for maintaining WTAMU's academic integrity.

Categories of Academic Dishonesty;

1) Improperly acquiring information
2) Improperly providing information
3) Plagiarism
4) Conspiracy
5) Fabrication of Information
6) Violation of departmental or college rules
7) Inappropriate multiple submissions of the same work

As per the School of Nursing:

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 School of Nursing is expected to uphold these higher standards of conduct.

Students will be held accountable for their behavior and will be held to the standards as outlined in the WTAMU SON 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 SON 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 "WTAMU Student Handbook" for more information on scholastic dishonesty.

Disciplinary Action in Scholastic Dishonesty Cases:

The Department Head, based on a recommendation from the instructor and information obtained, 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.

Personal and Professional Integrity:

It is the expectation that each and every School of Nursing faculty, staff and student exhibit professional behaviors at all times in a manner that is congruent with the aforementioned codes and patterns of conduct. By accepting admission and continued participation in WTAMU School of Nursing programs, the student affirms a commitment to uphold the values of professional nursing. These value statements include (examples including but not limited to):

1) I will maintain honesty in all my academic and personal endeavors and reflect honorable conduct at all times.

a. Comply with prescribed procedures on all academic work
b. Submit one's own work only
c. Complete academic work independently unless authorized by faculty member to collaborate
d. Observe time constraints on assignments, tests and assignments
e. Do not use unauthorized materials, equipment, or sources in evaluation
f. Do not alter, falsify, or fabricate research, clinical, or academic documents
g. Refrain from all other behaviors that compromise integrity and honest

2) I will develop and maintain professional integrity at all times
   a. Exhibit behaviors that reflect the principles reflected in the ANA Code of Ethics and Good Professional Character as outlined by the Texas Board of Nursing.
   b. Limit all clinical activities to the proper scope of practice for the particular and current level and education
   c. Recognize the limitations of one's knowledge, experience, and skill in clinical situations requesting supervision and help as appropriate
   d. Recognize one's own ability to function effectively and safely and limitations or impairment that could hamper safe and effective performance i.e. illness, exhaustion, substance use, etc.
   e. Does not compromise patient care, human dignity, and/or physical, emotional, psychological, or spiritual wellbeing.
   f. All patient relationships and interactions will be of a professional and therapeutic nature.
3) I will be accountable if these expectations are compromised.

a. I will demonstrate accountability for one's own behavior by notifying the proper individuals of errors, mistakes, compromises, etc.
b. I will report self-recognized limitations or error occurrences

4) I will report any violation of these expectation committed by others
   a. I will report incidents of cheating.
   b. I will report incidents of plagiarism.
5) I will demonstrate respect for myself, others, and the environment.

I understand that a violation of any of these values and expectations will result in review by the School of Nursing Integrity Committee and may result in an academic course failure, progression delay, or removal from the nursing program. Members of the Integrity Committee are the Department Head and Associate Department Heads. I further understand that if I have any infractions that require reporting to the Texas Board of Nursing and I do not complete and submit a Declaratory Order, my progression in the nursing program may be affected and I will not be permitted to take the licensing examination, per the Texas Board of Nursing.

Appendix F

West Texas A&M University School 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 Laura and Joe Street School of Nursing. 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 School 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. I will notify my instructor if I unable to do so.

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 may 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 comprehensive final exam(s) that will be weighted as much as a unit exam. (Refer to syllabus for details)

9. If I am unable to attend a scheduled exam, I must notify my instructor prior to the scheduled exam time. I understand any make- up exams must be scheduled with my instructor(s) and will be based on notification of absence to the prior scheduled exam. I understand all makeup 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 or experiencing test anxiety.

13. I understand that I am responsible for checking online at WTClass for announcements, emails, and assignments daily.

14. I understand cheating on any assignment or test in this course will not be tolerated and may result in a course failure and possible sanctions that will jeopardize my progression as a student in the School 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 report to clinical, or am scheduled for simulation labs, 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 practice, seeking assistance from my faculty when I am unfamiliar with protocols.

I have read and understand the Student Understandings. My signature on the Attestation & Agreement form indicates that I agree to abide by these.

APPENDIX G

Student Standards of Conduct

To ensure a dynamic and respectful learning environment in the School of Nursing community for nursing students, the faculty have adopted these Standards of Conduct which outlines student expectations. This code is in accordance with federal and state law, professional nursing, and academic parameters that include:

- **Texas State Board of Nursing Regulations:**

www.bon.state.tx.us

- **American Nurses Association Code of Ethics and Interpretive Statements**
  http://nursingworld.org/documentvault/ethics-1/code-of-ethics-for-nurses.html
- **American Nurses Association Scope and Standards of Practice**
  https://www.nursingworld.org/practice-policy/scope-of-practice/
- **CCNE Accreditation Standards**
  http://www.aacnnursing.org/Portals/42/CCNE/PDF/Standards-Amended-2013.pdf
- **West Texas A&M University Student Handbook**
  https://www.wtamu.edu/student-life/handbook/index.html
- **West Texas A&M University Laura and Joe Street School of Nursing Mission, Vision, and Philosophy**
  https://www.wtamu.edu/academics/college-nursing-health-sciences/department-nursing/nursing-mission-vision-core-values.html
- **West Texas A&M University Laura and Joe Street School of Nursing Student Code of Integrity**
  https://www.wtamu.edu/academics/college-nursing-health-sciences/department-nursing/nursing-student-preceptor-resources.html

It is expected that every student adheres to these guidelines and maintains professional conduct in all academic and clinical settings. Specific behaviors include, but are not limited to:

General:

- **Utilization of Electronic Devices**: Use of electronic devices should not be disruptive to others. Electronic devices include, but are not limited to mobile phones, laptop computers, tablets, laser pointers, Bluetooth devices, and music players. During administration of exams, students may

not have on their person any electronic devices such as cell phones, smart watches, cameras, personal calculator, etc. (list not exhaustive).

- **Tobacco Use:** All buildings on the WTAMU campus are tobacco free. No tobacco products (cigars, cigarettes, chewing tobacco, etc.) can be used in any University buildings. Products that simulate tobacco use (e-cigarettes) or use water to vaporize tobacco/nicotine, like hookahs, vape pens are also prohibited. University rule/procedure additionally states that smoking or use of should not occur within 50 feet of building entrance doors or inside the building.
- **Alcohol Use:** Being under the influence of alcohol and/or intoxication as defined by federal, state, local law is prohibited on campus and will not be tolerated.
- **Substance Abuse**: The possession, production, distribution, and/or use of illegal substances is prohibited at West Texas A&M University and within the nursing profession. The misuse of controlled substances will not be tolerated.
- **Professional Attire**: Students are expected to wear attire that best reflects the image of the School of Nursing and the nursing profession.
- **Time and Attendance**: Students are expected to be on time and to attend all School of Nursing functions: class, clinical, and other agreed upon commitments.
- **Professional Language/Respectful Communication**: It is important to use respectful and professional language when interacting with faculty, staff, peers, patients, and others. Profanity and other disrespectful language will not be tolerated in the professional environment or via electronic communication media including social media.
- **Civility in Professional Relationships/Bullying**: Civility is to be exercised in all professional, academic, and therapeutic relationships. Disagreements should be handled directly with the other party and reported to an appropriate third party if mediation is necessary.

- **Treatment of School of Nursing Facilities and Equipment**: Students are expected to be respectful of all School of Nursing facilities and property. It is the responsibility of all in the community to ensure that facilities and well-maintained and that property is not abused or stolen.
- **Academic Integrity**: All students are expected to adhere to the West Texas A&M University Academic Integrity policy in the Code of Student Life. All work is expected to be original or properly attributed. Cheating, sharing of any information appearing on an exam, or dishonesty in any form is a violation of the academic integrity policy. For further information, please refer to the BSN Student Handbook pp. 38-39.
- **Permissible Usage of Recording Devices**: Students are to request permission, in writing, to use electronic devices from the instructor prior to doing so. If allowed while in class, electronic devices should only be used for academic purposes.
- **In-Class Behavior**: While in class, students are expected to be respectful of the faculty and fellow students. Distractions caused by private conversations; electronic devices, etc. take away from the learning experience of others.

Clinical:

- **Confidentiality and Patient Privacy**: Patient privacy is governed by HIPAA. Information about patients and/or their circumstances should not appear outside of the physical clinical area, or on social media sites. Further description regarding confidentiality and patient privacy are described in the BSN Student Handbook p. 36 and Appendix B.
- **Tobacco Use**: All clinical site partners employ a tobacco-free campus policy. There is no smoking on any grounds associated with these sites.
- **Substance Abuse**: Students are expected to maintain a safe practice environment for patients, colleagues, faculty, and staff. Attending class or clinical under the influence of controlled substances or alcohol is prohibited.

- **Professional Attire**: When participating in clinical, the School of Nursing uniform should be clean, pressed, and well-maintained. Students are expected to wear the uniform in its entirety unless otherwise directed. A full description of clinical attire is found in the BSN Student Handbook pp. 45-47.
- **Time and Attendance**: Punctuality is essential in the clinical environment. Emergencies must be reported to clinical faculty at least one hour prior to the assigned clinical time.
- **Patient Safety**: A student who recognizes that s/he has made a clinical error is obligated to report the situation to their instructor immediately and to take necessary measures to ensure subsequent patient safety.

Links to Important University/Laura and Joe Street School of Nursing/Professional Policies:

- **WTAMU School of Nursing Student Academic Policies**
  https://www.wtamu.edu/academics/college-nursing-health-sciences/department-nursing/nursing-student-preceptor-resources.html
- **WTAMU Student Handbook**
  https://www.wtamu.edu/student-life/handbook/index.html
- **WTAMU Academic Integrity Policy**
  https://www.wtamu.edu/student-life/handbook/academic-rules/index.html
- **Health Insurance Portability and Accountability Act (HIPAA) Policy**
  https://www.hhs.gov/hipaa/for-professionals/privacy/index.html
- **WTAMU BSN Student Handbook**
  https://www.wtamu.edu/academics/college-nursing-health-sciences/department-nursing/nursing-student-preceptor-resources.html

A report of student misconduct or infringement with regard to the Student Standards of Conduct code may initiate a grievance process that could lead to dismissal and, if appropriate, may be reported to the Texas State Board of Nursing. Violation of federal, state, and local laws may be applicable and as appropriate, would be reported to law enforcement officers. As applicable, infractions may be reported to the Title IX officer at West Texas A&M University for further review.

Adopted by the faculty on 3/2/18

APPENDIX H

Civility/Incivility at West Texas A&M University School of Nursing

As WTAMU School of Nursing students, you are held to the highest ethical standards in and out of the classroom and clinical setting.

Any form of incivility will not be tolerated in the WTAMU School of Nursing. Incivility is defined as disruptive, ill-mannered or offensive behavior contrary to the well-being of the classroom and clinical community. This includes any and all forms of disrespect or disregard for instruction, the instructor, or a fellow student.

The WTAMU School of Nursing faculty have adopted Standards of Conduct which outline student expectations. To ensure a dynamic and respectful teaching, learning, research, and clinical practice environment that fosters a sense of community, it is expected that every student adheres to these guidelines and maintains high standards of civil, respectful, and professional conduct in all academic and clinical interactions. This code is in accordance with federal and state law, professional nursing, and academic parameters.

A report of student misconduct or infringement with regard to the Civility/Incivility code may initiate a grievance process that could lead to dismissal and, if appropriate, may be reported to the Texas State Board of Nursing. Violation of federal, state, and local laws may be applicable and, as appropriate, would be reported to law enforcement officers. As applicable, infractions may be reported to the Title IX officer at West Texas A&M University for further review.

Resources related to the Student Standards of Conduct are posted below:

- **Student Standards of Conduct**
- **American Nurses Association Code of Ethics for Nurses (pdf)**

http://nursingworld.org/documentvault/ethics-1/code-of-ethics-for-nurses.html

If you would like to report as a witness or a victim of incivility, please provide the information below and the School of Nursing representative will be in contact with you immediately.

Blatant disregard for and insolence towards others or actions that create an atmosphere of disrespect, conflict, and stress **will not** be tolerated.

Incivility Report

The following information must be submitted, in writing, to the Department Head for Nursing at WTAMU:

Name of person filing report
Email contact
Contact telephone Number
Description of Incident

Adopted by the faculty on 3/2/18

APPENDIX I

West Texas A & M University Laura and Joe Street School of Nursing

Course Number and Name: _____

Semester, Year: _____

I have obtained written permission from faculty in NURS XXXX to audio record class presentations and lectures for the purpose of studying for this course.

I understand taped recordings are intended for my individual success in this course only and are not to be uploaded to any social media or community site, NO EXCEPTIONS. Video of classroom lecture and activities is strictly prohibited.

I understand any violation of the above may result in a failure for this course.

Student Printed Name_____

Student Signature_____

Date_____

Faculty Signature_____

ATTESTATION & AGREEMENT FORM

By signing, I, _____ have fully
PRINT NAME HERE

READ, **UNDERSTAND**, and **AGREE** to the below mentioned documents and their written content. I have no further questions and affirm receipt of a copy of each text. I fully understand my responsibilities as a student and future registered nurse within the West Texas A&M University's Nursing Program. I have been given the opportunity to ask questions and understand where or whom to ask should further clarification be warranted. This document signs for the understanding of the following:

1. Accountability & Responsibility Statement
2. HIPAA Compliance Form/Confidentiality
3. Licensure Eligibility Notification Form
4. BCSNEF/BNLC Code of Conduct for Labs
    a. Simulation lab and mannequins
    b. Acute care lab
    c. Primary care lab
5. Nursing Student Code of Integrity
6. Student expected outcomes
7. Student Understandings
8. Student Standards of Conduct
9. Civility/Incivility Code
10. Recording Agreement

Signature:_____ Date:_____