**School of Nursing**
**400 East Main Street**
**Frankfort, KY 40601**
**(502) 597-5957**
**Fax: (502) 597-5818**
**WWW.KYSU.EDU/NSG**

# SCHOOL OF NURSING

# HANDBOOK and POLICY MANUAL

# FOR RN-BSN STUDENTS

# 2013-2014

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Kentucky State University
School of Nursing
RN-BSN Program
Faculty and Staff


Betty H. Olinger, EdD, RN, CNE
Chair, School of Nursing
(502) 597-5957


Wanda Slucher
Administrative Assistant II
(502) 597-5957


Sandra Holmes, PhD, RNBC
Associate Professor
sandra.holmes@kysu.edu


Jennifer Miller, MSN, RN
Assistant Professor
jennifer.miller@kysu.edu


Trena Seago, EdDc, MSN, RN
Assistant Professor
RN-BSN & LRC Coordinator
trena.seago1@kysu.edu


Scott Treadway, PhD, RN
Associate Professor
dean.treadway@kysu.edu

# Introduction

Welcome to the RN-BSN Nursing program at Kentucky State University (KSU). We are pleased that you have chosen to further your education with us. This handbook serves as a guide while you are enrolled in the RN-BSN Nursing Program. You are also responsible for the School of Nursing and University student policies while enrolled at KSU. Access to a copy of these University policies is available at www.kysu.edu and School of Nursing policies at www.kysu.edu/nsg.

If you have any questions or concerns, please feel free to contact a School of Nursing RN-BSN faculty member at (502) 597-5957.

# Mission and Philosophy

The mission of Kentucky State University is to provide access to education which prepares student to compete in a global society (KSU Catalogue). The mission of the School of Nursing, congruent with this mission, is to prepare students to become integral members of the nursing profession contributing to global healthcare through integrated teaching, research, and service.

The School of Nursing philosophy draws from the University mission statement, a liberal arts foundation, and application of various principles and theoretical concepts to provide evidenced-based nursing practice. The faculty's beliefs are based on the following principles:

Each person has physical, psychological, social, cultural, and spiritual needs that must be met if he/she is to survive, grow, develop, and become a productive member of society. Persons may be categorized as individuals, families, groups, and/or populations. Persons are perceived as unique individuals with dignity and rights, regardless of race, gender, health status, socio-economic status, national origin, sexual orientation, disability, veteran status, age, religion, or marital status.

Health is viewed on a continuum of wellness and illness. Optimum wellness occurs when individuals are functioning at the highest level of their abilities and varies with each individual. Illness is an alteration in the individual's optimum level of wellness and also varies with each individual.

The environment is viewed as internal and external global and local elements and conditions that affect the well or ill individual. It encompasses the social, economic, political, legal and technical context of the individual and the practice setting. It also includes significant others, the nurse, groups, and communities with whom the individual interacts.

The nursing faculty supports the American Nurses Association definition of nursing as, "the protection, promotion and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through diagnosis and treatment of human response, and the advocacy in the care of individuals, families, communities, and populations." (Nursing Scope and Standards of Practice, 2nd Edition, 2010) Nursing practice is assisting the person (individual, family, groups, or community) to optimize their level of health/wellness in a therapeutic, caring, and culturally competent context.

Nursing education is based on a liberal studies foundation and theoretical nursing knowledge, draws from diverse populations, provides student-centered learning, and promotes life-long learning for success in a global society. Nursing education provides an environment for cognitive, psychomotor and affective development. Multiple instructional strategies/tools are utilized to promote active learning, critical thinking, competent skill performance and clinical judgments that are essential for professional nursing practice. Nursing education is enhanced in environment that fosters respect, collegiality, and professional development.

Professional values guide beliefs and principles that influence one's professional and personal behavior. Values are the foundation for ethical decision-making in the practice of nursing care utilizing the nursing codes of ethics. Professional nursing values are based on the understanding that nursing practice is built on a trust that society has placed on nursing as a profession.

# Organizing Framework

The nursing faculty has identified the 2010 National League of Nursing (NLN) Education Competencies as the educational standard for KSU School of Nursing graduates.  The model components include Core Values, Integrating Concepts, Program Outcomes, and Nursing Practice.  KSU nursing graduates should be able to "provide safe care that is culturally and developmentally appropriate and that is centered on building and sustaining positive, healthful relationships with individuals, families, groups, and communities; practice within a legal, ethical, and professional scope that is guided by accepted standards of practice; continually learn and grow as professionals whose practice is supported by evidence; advocate for access to and quality health care" (NLN, 2010, p. 7).



NLN *Core Value* includes "seven identified fundamental roots" that help achieve "six *Integrated Concepts* to remain relevant and accountable to the public and those in need of nursing" (NLN, 2010 p. 9-10).  The KSU School of Nursing graduates will achieve outcomes by meeting the intended goals of each course in the nursing curriculum.  The student learning objectives for each course provide all students the activities for meeting the required *core competencies* to cultivate the fundamentals and apprenticeships of nursing practice.

Approved:  5/2012

| | | RN-BSN | |
|---|---|---|---|
| **Program  Student Learning Outcomes** | | **Competencies** | **Professional Standards** |
| Human Flourishing | Incorporate the knowledge and skills learned in didactic and clinical courses to help patients, families, and communities continually progress toward fulfillment of human capacities. | Core Values<br>• Caring<br>• Diversity<br>• Ethics<br>• Excellence Holism<br>• Integrity<br>• Patient-Centeredness<br>Integrated Concepts<br>• Context and Environment<br>• Knowledge and Science<br>• Personal and Professional Development<br>• Quality and Safety<br>• Relationship-Centered Care<br>• Teamwork | • **American Nurses Association (ANA) Nursing**<br>  • Scope and Standards of Practice (ANA, 2010)<br>  • Nursing's Social Policy Statement (ANA, 2010)<br>  • Guide to the Code of Ethics for Nurses (ANA, 2010 [Reissue]<br>• **Quality and Safety Education for Nurses (QSEN) Competencies (QSEN, 2009)**<br>• **National Patient Safety Goals (NPSG).  (Joint Commission, 2011)**<br>• **Institute of Medicine (IOM) / Robert Wood Johnson Foundation Collaboration**<br>  • Initiative on the Future of Nursing (IOM, 2010). |
| Nursing Judgment | Make judgments in practice, substantiated with evidence, that synthesize nursing science and knowledge from other disciplines in the provision of safe, quality care and promote the health of patients, families, and communities. | | |
| Professional Identity | Express one's identity as a nurse through actions that reflect integrity; a commitment to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients, families, and communities; and a willingness to provide leadership in improving care. | | |
| Spirit of Inquiry | Act as an evolving scholar who contributes to the development of the science of nursing practice by identifying questions in need of study, critiquing published research, and using available evidence as a foundation to propose creative, innovative, or evidence-based solutions to clinical practice problems. | | |

# RN-BSN Program Outcomes

The RN-BSN curriculum supported by the University's liberal studies learning outcomes is designed to prepare the graduate to:

1. Promote human flourishing that incorporates the knowledge and skills learned in didactic and clinical courses to help patients, families, and communities continually progress toward fulfillment of human capacities (NLN, 2010, p. 33).

2. Show sound nursing judgments in practice, substantiated with evidence, that synthesize nursing science and knowledge from other disciplines in the provision of safe, quality care and promote the health of patients, families, and communities (NLN, 2010, p. 34).

3. Develop a professional identity to express one's identity as a nurse through actions that reflect integrity, a commitment to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients, families, and communities, and a willingness to provide leadership in improving care (NLN, 2010, p. 35).

4. Maintain a spirit of inquiry to act as an evolving scholar who contributes to the development of the science of practice by identifying questions in need of study, critiquing published research, and using available evidence as a foundation to propose creative, innovative, or evidence-based solutions to clinical problems (NLN, 2010, p. 36).

Source: Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Program in Nursing. Developed by the National League for Nursing, 2010.

Revised:  July, 2012

# Kentucky State University
## School of Nursing
## RN-BSN Curriculum

### Fall Semester

| First Eight (8) Weeks | | Credit Hours | Second Eight (8) Weeks | | Credit Hours |
|---|---|---|---|---|---|
| NUR 321 | Professional Roles Transition | 3 | *NUR 324 | Pharm/Pathophysiology in Nsg | 4 |
| *NUR 322 | Nursing Assessment | 3 | NUR 325 | Teaching and Learning | 1 |
| NUR 323 | Application of Nursing Theory | 2 | NUR 326 | Community Support Systems | 4 |

**Total Credit Hour= 17**

### Spring Semester

| First Eight (8) Weeks | | Credit Hours | Second Eight (8) Weeks | | Credit Hours |
|---|---|---|---|---|---|
| *NUR 421 | Nursing Informatics | 2 | *NUR 424 | Nursing Leadership | 4 |
| NUR 422 | Nursing Research & EBP | 3 | NUR 425 | Gerontological Nursing | 3 |
| NUR 423 | Transcultural Nursing | 3 | NUR 426 | Senior Capstone Seminar | 3 |

**Total Credit Hours = 18**

Note: Courses with * may be taken out of sequence

### Liberal Study Requirements (Total Credit Hours = 15)

*Select one (1) of the following (3 credit hours):*
   ART 130 Intro. to Art or MUS 130 Intro. to Music or THE 130 Intro. to Theatre or ENG 211 Intro. to Literature

*Select two (2) of the following (6 credit hours of the same language):*
   ASL 171   American Sign Language I & ASL 172   American Sign Language II
   FRE 102 Elementary French I & FRE I102   Elementary French II
   SPA 101 Elementary Spanish I & SPA 102 Elementary Spanish II
   SPA 103 Beginning Spanish for Health Care Professionals I & SPA 104   Beginning Spanish for Health Care
      Professionals II

*Complete the following (6 credit hours):*
   IGS 200    The Ancient World (3 credit hours)
   SPE 103    Interpersonal Communication (3 credit hours)

### Additional Program Core Requirements (Total Credit Hours = 12)

*Complete the following (12 credit hours):*
   BIO 204   Fundamentals of Microbiology (3 credit hours)
   PSY 300   Statistics for BSS (3 credit hours)
   PSY 303   Theories and methods of Developmental Psych (3 credit hours)
   _____   Either FNU 104, CHE for Health Professionals, or CLE 299 (3 credit hours)

**Total Credit Hours 120:** The RN-BSN curriculum includes 35 nursing credit hours, 15 liberal studies credit hours, and 12 additional program credit hours.   The remaining 58 hours is comprised of 35 nursing credit hours and 23 liberal studies credit hours transferred from an accredited two-year nursing program.
Students must graduate from the RN-BSN program within a five (5) year period beginning with full admission into the RN-BSN program.

**ADN Graduates with a Baccalaureate or a Graduate Degree Outside of Nursing:** ADN applicants for the RN-BSN Completion program, who have a Bachelor's/Master's degree outside nursing from a regionally accredited institution, are required to complete only the 30 hours of upper division nursing courses, PSY 300 and 200 level IGS course. This allows the student to meet the residency requirements for graduation as stipulated in the Catalogue. The Rising Junior is not required.

# School of Nursing Policies

**Admission Requirements**:  Admission is once a year in the fall.  Application deadline is May 1st. The RN-BSN applicant must meet the following criteria:

- An unencumbered license to practice registered nursing in the state of Kentucky. Registered Nurses with a license that has been limited, suspended, or revoked are not eligible for admission.
- Have a CUM GPA of 2.0 or better in ADN/diploma coursework OR most recent college work.
- Submit a copy of a current CPR certification (must maintain while in program).
- Submit a copy of active professional liability insurance (must maintain while in program).
- Be admitted to the University.
- Submit a professionally written admission essay to the School of Nursing explaining the career goals that earning a BSN will allow a nurse to achieve.  Essay must be two typed pages (see guidelines online).
- Two letters of recommendation: One from employer and one from former nursing instructor.
- Applicants who have or will be graduating from an ADN program who still need to sit for NCLEX-RN may be considered for conditional admission provided that all other requirements have been met.  These applicants must have received their registered nursing license by first day of NUR 312.

**Submission of All requirements listed above must be completed by May 1st of each year in order for application to be complete. Incomplete applications will not be evaluated for admission.**

**RN-BSN Program Requirements:**
- Students must achieve a letter grade of "C" or better in all liberal studies and nursing courses in order to remain in the program (a course may be repeated only once).
- Fully admitted RN-BSN students must maintain a CUM GPA 2.5 or better.
- Fully admitted RN-BSN students must attend program orientation.  Students who are conditionally admitted are required to attend the RN-BSN orientation, but attendance does not guarantee full admission into the nursing program.
- Students may be required to complete a current TB skin test, immunizations, criminal background check, a drug screen and/or other information as required by an agency.
- Students must graduate from the RN-BSN program within a five (5) year period beginning with full admission into the RN-BSN program.
- Students must meet all University graduation requirements (See KSU Catalogue)

**Progression Through the Program**

The accredited RN-BSN completion program is designed to allow associate degree registered nurses to continue their education to earn a Bachelor of Science in Nursing. Allowing maximum flexibility to RN-BSN students, the nursing courses are divided into eight week blocks resulting in students taking fewer nursing classes at one time while taking up to a full-time course load for the semester.

The RN-BSN faculty delivers much of the course content through an Electronic Learning Management System (this is not an online nursing program).  Students are required to come to the School of Nursing (on campus) for RN-BSN orientation, Senior Capstone presentations, and/or attend other class experiences.

The RN-BSN curriculum includes 35 nursing credit hours and 15 liberal studies credit hours.  The remaining 70 hours is comprised of 35 nursing credit hours, 23 liberal studies credit hours transferred from an accredited two-year nursing program, and 12 additional program credit hours.  In addition, the RN-BSN student must hold and maintain an unencumbered Registered Nurse license to practice nursing in Kentucky.

The following liberal studies courses are required: foreign language (6 credit hours of the same language), SPE 103, ART 130 OR MUS 130 OR THE 130 OR ENG 211, and IGS 200. Nursing students may also fulfill their general education requirement through the "WYS Honors Nursing Core."  The additional required program credit hours include BIO 204, PSY 300, PSY 303, and FNU 104 OR CHE for Health Sciences OR CLE 299

RN-BSN students may enroll either part-time or full-time.  All students starting nursing courses must begin with NUR 321 and end with NUR 426.  The following courses are to be taken in sequence starting with each fall semester: NUR 321,323, 325, 326,422, 423, 425, 426.  Students may graduate in one year if the required liberal study courses have been completed and the student is enrolled full-time.  To allow for a part-time option the following nursing courses may be taken out of sequence along with liberal studies: NUR 322, 324, 421, 424.

**ADN Graduates with a Baccalaureate or a Graduate Degree Outside of Nursing:**
ADN applicants for the RN-BSN Completion program, who have a Bachelor's/Master's degree outside  nursing from a regionally accredited institution, are required to complete only the 30 hours of upper division nursing courses, PSY 300 and 200 level IGS course. This allows the student to meet the residency requirements for graduation as stipulated in the Catalogue. The Rising Junior is not required.

**Expenses:** RN-BSN students pay the same general fees and tuition as do other students at the University.  However, students in the RN-BSN program incur additional expenses including but not limited to name badge, liability insurance, and travel expenses**.**

*Graduation Requirements*

The School of Nursing follows the policies of the University.  These are:

    III.    *Academic Requirements for Graduation*

        A.  *In the last semester of the sophomore year all students must take the Rising Junior Assessment prior to being allowed to register for further courses, and they must pass the Assessment prior to acquiring 96 hours of collegiate-level credits. Students who fail to meet the minimum pass criteria for any part or parts of the Rising Junior Assessment must:*
1. *Seek appropriate remediation, and*
2. *Retake the part or parts they failed each time the Assessment is offered until they have passed all portions. The Assessment is administered twice each year, October and March, and*
3. *Pay for the cost of retakes at the prevailing rate for each portion of the test each time the Assessment is readministered.*

            *Students will be exempted from taking the Rising Junior Exam if they meet at least one of the following:*
1. *They have received an Associate of Arts or Associate of Science degree from a regionally accredited post-secondary institution,*
2. *They have received a baccalaureate degree from a regionally accredited post-secondary institution,*
3. *They have transferred at least 90 hours of credit-bearing hours to Kentucky State University, or*
4. *They have been officially re-enrolled as students in the Project Graduate Program.*

        B.  *Students must submit a completed application for a degree to their major department according to the prescribed schedule in the Academic Calendar. No late applications will be accepted. Students must submit a new application for a degree if they have been unsuccessful with a graduation attempt. A non-refundable graduation fee is assessed each time a student applies for graduation.*

        C.  *No later than the semester of expected graduation, students must successfully complete a comprehensive exit assessment in the subject matter of the student's major. An assessment may include, but is not limited to, a portfolio, a written examination, a presentation, a recital, and/or a capstone course.*

        D.  *A student must receive a grade of "C" or better in ENG 101 and 102, and a "D" or better in all other liberal Studies Courses (the general studies core and IGS) and free electives.  (Individual academic programs may require a "C" or better in certain Liberal Studies courses.)*

E. *A student must receive a grade of "C" or above in all courses required for the major, the area of specialization, and the minor.*

F. *A student must have a cumulative grade-point average of 2.0 or better in all University courses.*

G. *A minimum of 60 semester credit hours (excluding any college preparatory and remedial courses and any courses numbered below the 100 level) is required for the awarding of an associate degree.*

H. *A minimum of 120 semester credit hours (excluding any college preparatory and remedial courses and any courses numbered below the 100 level) is required for the awarding of a baccalaureate degree. This includes a minimum of 42 semester credit hours in upper-level courses.*

IV. *Residency Requirements for Graduation*

A. *A minimum of 25% of all required semester hours for degree completion must be earned at Kentucky State University.*

B. *At least one-half of a student's major field academic requirements must be earned at Kentucky State University.*

C. *In order to receive a baccalaureate or an associate degree from Kentucky State University, a student must complete the last 30 of the last 36 or 12 of the last 15 semester credit hours, respectively, at the University. Courses taken under the Study Abroad program, national Exchange Student program, or as online courses (and for which students pay their tuition to Kentucky State University) are considered as courses taken as the University for purposes of the residency requirement. Any credit hours taken outside of the University must be taken from another regionally accredited postsecondary institution in accordance with regulation XXVI.K.*

V. *Graduation Honors*

*Graduation honors are awarded only to baccalaureate degree students who have earned at least 60 semester credit hours at Kentucky State University. Students who maintain a cumulative grade-point average of at least 3.8 and who have received no grades of "D" or "F" in any attempt at a course are awarded the baccalaureate degree summa cum laude. Students who maintain a cumulative grade-point average of at least 3.5 and who have received no grades of "D" or "F" in any attempt at a course are awarded the baccalaureate degree magna cum laude. Students who maintain a cumulative grade-point average of at least 3.2 are awarded the baccalaureate degree cum laude. Students who have a GPA of 3.5 or higher and who have received a "D" or "F" in any attempt of a course are awarded the baccalaureate degree cum laude. The baccalaureate degree or the associate degree with departmental honors will be conferred upon the student who, in addition to having completed the requirements for the degree, shall have maintained a cumulative grade-point average of at least 3.0 and a grade-point average of at least 3.3 in courses required for the major. In computing academic major grade-point averages, all*

*courses taken in a major will be counted. To be considered for academic program honors, one or two years of residence work at Kentucky State University are required of associate or baccalaureate degree recipients respectively, with at least half of the major courses taken at the University.*

**KSU Online Catalogue**

## Grading Policy
The RN-BSN program in the School of Nursing utilizes the following grading scale for the courses in the curriculum:

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = Below 60

## Experiential Learning Experiences (ELE)

RN-BSN Students will be expected to complete clock hours in observation Learning Experiences off campus in social or medical environments.   There is not direct patient care in the ELE hours that are required for nursing courses NUR 326 & 326.  ELE hours may be a part of any course at the instructor's discretion.  Evaluation of these experiences will be part of the course grade identified by course instructor.

For all Learning Experiences the School of Nursing requires each student follow and maintain each item below:

1.  Maintain communication with observation contact and professor.
2.  Maintain an observational role during this active learning experience.
3.  Comply with institution policies and requirements for observation.
4.  Maintain valid, current KY RN License
5.  Complete CPR (admit requirement),  Immunizations, Background Check, and/or Drug Screen per facility request/requirements.
6.  Provide a copy of course syllabus to the contact/resource person.
7.  Proof of Liability insurance (Admit requirement).
8.  KSU Student ID to be worn at all times in the Learning Experience.
9.  A Learning Experience Agreement completed prior to starting hours and approved by instructor.  The form must have the contact/resource person with student signatures before submitting to instructor for approval.
7.  Follow facilities uniform/dress code policies.  If career clothes are indicated students must wear a white lab coat with KSU student ID.

## Use of E-mail and Blackboard

RN-BSN students are required to have a current Kentucky State University e-mail address.  Blackboard is a method of delivery of instruction to students at Kentucky State University.  Each student is responsible for obtaining access to the Blackboard. Blackboard can be accessed from the WEBSITE: [http://blackboard.kysu.edu](http://blackboard.kysu.edu).  The student will then be prompted to login.  The courses will be listed and the student selects the nursing course.  The faculty use Blackboard as a means of communication, posting of grades, assignments, lectures, and notices for class.  Students may be asked to post their assignments, participate in Blackboard discussion and take quizzes on Blackboard.  Students are to check the Blackboard daily.

For your own protection, please exercise discretion when using e-mail. Keep in mind that anything you write to someone in an e-mail can be viewed or retrieved by anyone. Negative or inappropriate comments in an e-mail will not be tolerated.  Unprofessional use of e-mail and/or the Internet could result in dismissal from the nursing program. You must comply with the policy for computer conduct in accordance with Information Technology.

### Blackboard RN-BSN Community

Each student admitted to the RN-BSN program will be enrolled in the Blackboard RN-BSN Community.  This is a location that we can communicate information to you the students that affect all each of you in the program.  Any information that is course specific will be posted within each course by the professor.  The responsibly is yours to ensure you are checking this RN-BSN Community announcements for scholarship, registration,  program information, or other time sensitive information.

## Probation
If faculty deem a student *unsafe and/or that the student demonstrates **inappropriate behavior either on campus or in the clinical setting, the faculty members will meet with the course team members and determine consequences of the student's behavior.  The student may be placed on probation.  If the student demonstrates further unsafe practice and or inappropriate behavior he/she will be dismissed from the program. Faculty reserve the right to determine if automatic/immediate dismissal is necessary.

- *    unsafe practice is defined as a threat to self, patients, and/or others.
- **   inappropriate behavior is defined as behavior that would be inconsistent with expected behavior of a reasonably prudent student.

## Photocopying
The School of Nursing does not make copies for students. A copier is available for student use in the Blazer Library.  Keep in mind that permission may be required to copy some documents.

## Technical Performance Standards

RN-BSN students must meet the following technical standards:

1. Sufficient visual acuity, such as is needed in preparation and administration of medications, and for the observation necessary for patient assessment and nursing care.
2. Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, doppler tones, fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs.
4. Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the individual's interest.
5. Sufficient intellectual and emotional functions to plan and implement care for individuals.

## Attendance Policy

The RN-BSN program follows the University Policy on attendance as stated in the Kentucky State University Catalogue.

## Academic Honesty

The RN-BSN program follows the University policy on academic honesty as stated in the Kentucky State University Catalogue and in the KSU Student Handbook which can be found on the web. This is for all assignments and includes honesty in scholarly writing.

## Complaints/Grievances:

The School of Nursing follows the University's Complaints and Grievances as found in University Student Handbook. A nursing student with a problem or complaint should speak to her/his faculty advisor. If the problem involves a faculty member, the student should request a conference with the faculty member to discuss the problem. If the student is not satisfied, the student may then bring the problem to the attention of the course/program coordinator or chair. If the student is still not satisfied, the problem should then be taken to the Dean of the College of Professional Studies. Students should be prepared to put their complaint in writing. "Due process" procedures are followed, including "right of appeal."

## Health Insurance Portability and Accountability Act (HIPAA)

HIPAA is a regulation from the federal government that provides greater assurance to patients that their medical records are kept confidential. All health care providers should be aware of the HIPAA regulations and must follow this mandate–including nursing students. You must view a video on HIPAA in the School of Nursing lab and sign the form in the back of this handbook. The HIPAA regulations can be found in the Federal Register: August 14, 2002 (Volume 67, Number 157, pp. 53181-53273). Copies of the Federal Register are in the School of Nursing audio-visual lab and on reserve in Blazer Library. The Federal Register can also be accessed online at the following address: http://www.hhs.gov/ocr/hipaa/privruletxt.txt. Any violation of client confidentiality could result in dismissal from the RN-BSN completion program.

## Social Media and Internet Use

Nursing students are expected to maintain professionalism when using social media and internet environments.  Students must use discretion when interacting in these environments to respect fellow nursing students, nursing faculty & staff, healthcare workers, and clients.  Consistent with the mandatory regulations of HIPPA and FERPA; nursing students who assume social media tools to apply the same level of caution, common sense, professionalism, and respect for privacy that applies to traditional communications/interactions in the involved environments (healthcare & academic). Students in violation will be placed on academic probation and/or dismissed from the nursing program without the possibility of readmission at the discretion of the nursing faculty.  The School of Nursing's Violence and Violent Behavior Policy will apply to acts of extreme, outrageous or persistent "cyber-bulling" directed at anyone in the healthcare and academic environment.

Nursing students must also keep in mind that online life can affect future employment as a registered nurse.  Employers as a part of applicant selection do a web search for any, but not limited to, videos, social media interactions, personal pages, or blogs that one's name is associated with to help determine if one is professionally appropriate to employ.

"Social media can be defined as the constellation of Internet-based tools that help a user to connect, collaborate, and communicate with others in real time. Social media enables one to participate in an active, digital dialog or conversation in contrast to a passive, digital monologue, for example, the reading of a static webpage. Web 2.0 refers to active, as compared to passive, use of the Internet. Websites, such as blogs, wikis, YouTube, and LinkedIn that allow for user-generated content or comments are classified as Web 2.0 websites. Social media tools are a subset of Web 2.0 sites. As its name implies, social media creates a social interaction or a conversation between users" (Ressler, P. & Glazer, G., 2010).

Citation: Ressler, P., Glazer, G., (October 22, 2010), "Legislative: Nursing's Engagement in Health Policy and Healthcare Through Social Media" *OJIN: The Online Journal of Issues in Nursing*. Vol. 16 No. 1. DOI: 10.3912/OJIN.Vol16No01LegCol01

### UNSAFE/NON-PROFESSIONAL BEHAVIOR

The School of Nursing has a responsibility to the public and Kentucky Stakeholders to produce safe, professional, and ethical registered nurses. The School of Nursing cannot tolerate unsafe and/or non-professional behavior. Students violating this policy will not be allowed to return to clinical or class, and will be required to attend a faculty meeting to discuss program status.

A nursing student demonstrating violent behavior can be dismissed from the School of Nursing with no possibility of readmission and the academic transcript will reflect these actions stating: dismissed from program; not in good standing. This policy is consistent with the School of Nursing's core nursing competence for safe practice.

Violent behavior includes, but is not limited to, horizontal or lateral violence, physical, verbal abuse, ad bullying against fellow nursing students, professors, clinical agency staff, and clients. If necessary, legal charges could be made depending on the nature of incident.

> **Horizontal (or Lateral) Violence** takes on many different characteristics but include overt and covert nonphysical hostility such as criticism, sabotage, undermining, infighting, scape-goating or finger pointing, and bickering.

> **Physical Abuse** defined by one or more episodes of aggressive behavior, usually resulting in physical injury with possible damage to internal organs, sense organs, the central nervous system, or the musculoskeletal system of another person.

> **Verbal Abuse** involves the spoke or written word with cruel intentions and can include profanity. This form of abusive behavior can leave a victim feeling emotionally attached with feelings of lowered self-worth, hurt, and depression.

> **Bullying** defined by Kentucky Safe Schools as "Bullying happens when a person with greater power takes unfair advantage of a less powerful person and these negative actions are repeated into a pattern of behavior. Bullying means there is an imbalance of power so that the victim cannot successfully defend himself or herself. Power can be physical size, strength, numbers, social standing, verbal skill, economic power, cultural or ethnic power, level of intelligence, popularity, gender, etc. Bullying is the persistent abuse of an underdog. The bully watches for opportunities to pick on the victim and the victim feels tormented and defenseless."

## Exposure to Blood Borne Pathogens/Emergency Care

Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material resulting from performance of the student's duties.  If a student is involved in an exposure event, the following procedure should occur at the student's expense:

ON CAMPUS:
1. Documentation of the exposure incident, which shall become part of the student's medical record, including the:
   a. Route of exposure;
   b. Circumstances surrounding the incident; and
   c. HBV and HIV status of the source person, if known.
2. Confidential medical evaluation and follow-up of the incident should include:
   a. Private and confidential counseling through Health Works, or healthcare provider of personal choice.
   b. Immunoassay to exposed person (immunoassay means an approved serological test or group of tests which is currently performed in an accredited clinical laboratory for the determination of HBV and HIV infection).  This will be arranged by the Health Works provider, or healthcare provider of personal choice.
   c. Follow-up immunoassay at six weeks, twelve weeks, and six months post-exposure.
   d. Medical evaluation of any acute febrile illness that occurs within twelve weeks post-exposure.
   e. Use of safe and effective post-exposure measures according to recommendations for standard medical practice.

> The address:  Health Works
> #4 HMB Circle
> Frankfort, Kentucky 40603
> Phone number:  502-695-9990
> Fax # 502-695-9627
> Contact person Myra Pieratt, Nurse Practitioner

## IN A CLINICAL FACILITY/ELE for RN-BSN:

The student will follow the Blood Borne Pathogen Exposure policy of the institution where the exposure occurred.  The student is responsible for any expense incurred from the exposure. (Most agencies require student to follow their educational institution's policies.)

## Emergency Care During Class, Clinical Time, or ELE for RN-BSN

The student will follow the policy of the University for any situation considered to be an emergency. This policy can be found on website:  www.kysu.edu. (emergency procedures).  Should emergency care be needed during class or clinical time, the student is responsible for any expense incurred.

## American Disabilities Policy

Kentucky State University has policies for accommodating students with disabilities.  If you have special needs, you must contact the Disability Resource Center (DRC) located in the Carl Hill Student Center, ext 5093.  The School of Nursing will only accept documentation from DRC.

## Children in the Classroom, Nursing Lab, and Experiential Learning Experiences

The School of Nursing does not allow children to be present in the classroom, nursing lab, or at the practicum site. The reasons for this rule are:

1. Children, no matter how well behaved, are a distraction to you, faculty, and other students.
2. Lecture content is often inappropriate for children.
3. Lab activities are often inappropriate for children.
4. The lab contains equipment that could injure children.
5. Children in the clinical area may cause a violation of our contract with the facilities.
6. The presence of children presents a liability risk to the School of Nursing, the University, and the clinical facilities.

If you have children who must be supervised while you attend school, make sure that you have child care. It is also wise to have a back-up person to fill in if your usual child care provider is unavailable.

## Policy Revisions

Revisions to the School of Nursing Handbook and Policy Manual for RN-BSN students are effective immediately upon written notification.

# Additional Information

Student Advising and Registration
Each student enrolled in the RN-BSN program is assigned a primary advisor from the RN-BSN faculty.  Primary advisors are assigned by the first letter of your last name as follows:

- T. Seago A-F
- S. Holmes G-M
- J. Miller N-S
- D. Treadway T-Z

Student Representation in the RN-BSN Program
RN-BSN program students are encouraged to have input into decisions that are made about the program. At the beginning of each semester, RN-BSN students are asked to have a volunteer to attend faculty meetings of the School of Nursing.  This person is responsible for representing the students in their class during faculty meetings, on search committees for hiring new faculty, or when a student has a problem while in the program. Individual students may also attend faculty meetings and may represent themselves without involving the class if desired.

Important Websites and Addresses
Throughout the nursing program, you may seek additional information about the University and about nursing or our nursing program from the following sources:

- KSU Website - www.kysu.edu

- KSU School of Nursing -www.kysu.edu/nsg
    - KSU Mailing Address - Kentucky State University, School of Nursing, 400 East Main St., Frankfort, KY 40601.  (502)597-5957.

- Kentucky Board of Nursing Website - http://kbn.ky.gov
    - Kentucky Board of Nursing Mailing Address - 312 Whittington Pkwy, Suite 300, Louisville, KY 40222-5172. (800)305-2042.

- Accreditation Commission for Education in Nursing, Inc. (ACEN)
    - Mailing Address – 3343 Peachtree Road NE, Atlanta, GA 30326. Website – www.acenursing.org (Formerly NLNAC, National League for Nursing Accrediting Commission, Inc.)

| Admit/Application | Yes/ Date | No | Action/Renewal √ | Notes |
|---|---|---|---|---|
| University Admission | | | | |
| RN-BSN Application Received | | | | |
| A.D.N  Accredited School: *Name* | | | | |
| Transcript(s) Reviewed | | | | |
| GPA  2.0 or Better | | | | |
| Other Discipline Degree: ___AS ___BA/S ___MA/S Major: | | | | |
| KY RN License # | | | | |
| KBN Validation | | | | |
| CPR Validation Expiration Date: _____ | | | | |
| RN Liability Insurance Expiration Date: _____ | | | | |
| Essay Submitted | | | | |
| Reference Letters (2) Submitted | | | | |
| Application Reviewed | | | | |
| Admission Decision Letter to Student | | | | |
| Advisor Assigned | | | | |

CWID: _____     Student Name: _____     Advisor: 
_____

| RN-BSN Curriculum—Program of Study  Full-time Track☐       Part-time Track☐ | | | | |
|---|---|---|---|---|
| **FALL SEMESTER   First Eight Weeks** | **Semester/Year** | **Syllabus Acknowledgement** | **Final Grade** | **Note** |
| NUR 321 Professional Roles Trans.          3 | | | | |
| *NUR 322 Nursing Assessment          3 | | | | |
| NUR 323 Application of Nursing Theory          2 | | | | |
| **FALL SEMESTER   Second Eight Weeks** | | | | |
| *NUR 324 Pharm/Pathophysiology in Nsg          4 | | | | |
| NUR 325 Teaching and Learning          1 | | | | |
| NUR 326 Community Support Systems          4 | | | | |
| **Total Hours:  17 credit hours** *Part-Time Option | | | | |

| **SPRING SEMESTER   First Eight Weeks** | **Semester/Year** | **Syllabus Acknowledgement** | **Final Grade** | **Note** |
|---|---|---|---|---|
| *NUR 421 Nursing Informatics          2 | | | | |
| NUR 422 Nursing Research & EBP          3 | | | | |
| NUR 423 Transcultural Nursing          3 | | | | |
| **SPRING SEMESTER   Second Eight Weeks** | | | | |
| *NUR 424 Nursing Leadership          4 | | | | |
| NUR 425 Gerontological Nursing          3 | | | | |
| NUR 426 Senior Capstone Seminar          3 | | | | |
| **Total Hours:  18 credit hours** *Part-Time Option | | | | |

| **Liberal Study Requirements** | **Semester/Year** | | **Final Grade** | **Note** |
|---|---|---|---|---|
| **Select one (1) of the following**          3 | | | | |
| ART 130 Intro. to Art | | | | |
| MUS 130 Intro. to Music | | | | |
| THE 130 Intro. to Theatre | | | | |
| ENG 211 Intro. to Literature | | | | |

| | Semester/Year | | Final Grade | Note |
|---|---|---|---|---|
| **Select two (2) of the following** (**6** credit hours of the same language) | | | | |
|    ASL 171 American Sign Language | | | | |
|    ASL 172 American Sign Language II | | | | |
|    FRE 102 Elementary French I | | | | |
|    FRE I102 Elementary French II | | | | |
|    SPA 101 Elementary Spanish I | | | | |
|    SPA 102 Elementary Spanish II | | | | |
| **Liberal Study Requirements  (continued)** | **Semester/Year** | | **Final Grade** | **Note** |
|    SPA 103 Beginning Spanish for Health Care Professionals I | | | | |
|    SPA 104 Beginning Spanish for Health Care Professionals II | | | | |
| **Complete all of the following:** | | | | |
|    IGS 200  The Ancient World     3 | | | | |
|    PSY 300  Statistics for the BSS     3 | | | | |
|    SPE 103  Interpersonal Communication   3 | | | | |
| | | | | **Total Hours:  18 credit hours** |

NOTES:

| **Beginning GPA:** | Fall ___ GPA: | Spr ___ GPA: | Fall ___ GPA: | Spr ___ GPA: | Fall ___ GPA: | Spr ___ GPA: | Fall ___ GPA: | Spr ___ GPA: | Fall ___ GPA: | Spr ___ GPA: | Fall ___ GPA: | Spr ___ GPA: |
|---|---|---|---|---|---|---|---|---|---|---|---|---|

KENTUCKY STATE UNIVERSITY
SCHOOL OF NURSING


**Health Insurance Portability & Accountability Act (HIPAA)
Department of Health and Human Services**

**Student Statement of Confidentiality of Patient Information**


I have been informed of and understand the current HIPAA privacy regulations that are relevant to my practice as an RN-BSN completion program student.  I agree to abide by the HIPAA privacy regulations.


_____
Print Name


_____
Signature


_____
Date


Please tear off this page and return it to the School of Nursing.

KENTUCKY STATE UNIVERSITY
SCHOOL OF NURSING

# HANDBOOK VERIFICATION FORM

The following signature indicates that I have received the RN-BSN Student Handbook and Policy Manual and I agree to abide by the policies as stated in this book.

_____
Print Name

_____
Signature

_____
Date

Please tear off this page and return it to the School of Nursing.