

**NORTHWESTERN OKLAHOMA STATE UNIVERSITY  
Charles Morton Share Trust Division of Nursing  
Alva, Oklahoma  
Alva/Enid/Ponca City/Woodward**

**BSN NURSING STUDENT  
HANDBOOK**

**Academic Year**

**2023-2024**

**\*Policies and procedures can change as requirements for the university or clinical facilities policy or procedures change.**

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*The Division of Nursing Student Handbook Committee reserves the right to edit, change or update policies and procedures as necessary.*

#### **AFFIRMATIVE ACTION COMPLIANCE STATEMENT**

This institution, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act of 2008, and other applicable federal laws and regulations, and to the extent required by law, does not discriminate on the basis of race, color, national origin, sex, age, religion, genetic information, physical or mental disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Inquiries concerning the application of these programs should be made to Calleb Mosburg, Dean of Student Affairs and Enrollment Management, Northwestern Oklahoma State University, 709 Oklahoma Boulevard, Alva, OK 73717, (580) 327-8415.

Revised: 8/01, 8/02, 8/03, 6/04, 8/05, 7/06, 6/07, 7/08, 8/09, 08/10, 08/11, 06/12/06/14, 7/15, 7/18, 7/19, 7/20, 8/21, 7/22, 5/23

**SECTION I**

**NWOSU**

**UNIVERSITY INFORMATION**

## **NORTHWESTERN OKLAHOMA STATE UNIVERSITY MISSION STATEMENT**

Northwestern Oklahoma State University provides quality educational and cultural opportunities to learners with diverse needs by cultivating ethical leadership and service, critical thinking, and fiscal responsibility.

### **OUR VISION**

Northwestern aspires to be a vibrant innovative regional university of choice whose students, faculty, staff, and alumni succeed and lead in their academic, professional, cultural and service endeavors.

### **OUR VALUES**

**Academic Excellence:** Northwestern will provide the best possible educational experience for every student.

**Accessibility:** Northwestern is committed to accessibility of its programs and services.

**Community:** Northwestern will strive to create a sense of community that extends beyond campus boundaries.

**Diversity:** Northwestern will respect the individual rights of all persons.

**Responsibility:** Northwestern will maintain the highest levels of ethical standards and accountability.

### **DEFINING OUR FUTURE**

#### **Strategic Directions**

1. Northwestern will deliver and assess academic programs that include meaningful content and experiences to prepare graduates for successful careers and service to society.
2. Northwestern will provide a high-quality educational experience for all students from time of first inquiry through graduation.
3. Northwestern will develop policies and practices that foster a university-wide culture of excellence, accountability, and collaboration.
4. Northwestern will forge strategic partnerships that advance the mission of the University.

### **ACCREDITATION**

Northwestern is a state-assisted, public regional university and a member of the Oklahoma State System of Higher Education. The University is governed by the Regional University System of Oklahoma. Northwestern is accredited by The Higher Learning Commission and is a member of the North Central Association. Additional program accreditation includes the National Council for Accreditation of Teacher Education (NCATE) for teacher education which is also approved by the Oklahoma Commission for Teacher Preparation. The nursing program is accredited by the Accreditation

Commission for Education in Nursing (ACEN) and is approved by the Oklahoma Board of Nursing (OBN). The social work program is accredited by the Council on Social Work Education (CSWE) and is approved by the Oklahoma Board of Licensed Social Workers. The Bachelor of Business Administration, Bachelor of Applied Arts and Sciences and Bachelor of Science in Organizational Leadership programs are candidates for accreditation by the Accreditation Council of Business Schools and Programs (ACBSP).

## **FACILITIES**

Northwestern Oklahoma State University operates at locations in Alva, Enid, and Woodward. The main campus, located in Alva, includes in excess of 70 acres with 35 buildings. The agricultural farm, located south of the city, includes 320 acres with farm headquarters and animal facilities. One building, situated on 25 acres, houses the Enid campus. One building, located at 2007 34th Street, houses the Woodward campus. Students with disabilities contact the Dean of Student Affairs office, Alva campus; Dean's office, Woodward campus; and Dean's office, Enid campus; for facility accessibility information. Ponca City is a remote site located at the University Center at Ponca City 2800 N. 14<sup>th</sup> Street. The University Center at Ponca City is not a Northwestern campus and the contacts listed on the website are not Northwestern Oklahoma State University employees. For more information about the facilities, please refer to the 2023-2024 Undergraduate Catalog.

## **II. STUDENT SERVICES (For additional information about Student Personnel Services refer to Section III in the 2023-2024 Undergraduate Catalog)**

### **A. ACADEMIC SUCCESS CENTER**

The Academic Success Center (ASC) provides students of Northwestern Oklahoma State University with a place to study and learn in a friendly, relaxed atmosphere. The ASC has computers, study tables, and testing facilities. We provide tutoring for basic math, science, and English composition, and we can assist in locating help for other courses as well.

The tutoring component of the ASC is provided to help students achieve maximum benefit from their educational experience. Goals of the program include:

1. Providing academic assistance and support in order for students to realize maximum success
2. Improving students' self-concepts by showing them how to succeed.

The ASC is located in Room 113 of the Industrial Education Building- on the Alva Campus. Regular hours are: Monday through Wednesday 8:00 am to 9:00 pm; Thursday 8:00 am to 6:00 pm; Friday 8:00 am to 3:00 pm. (Hours may change due to testing or activities; changes will be posted at the ASC entrance.)

### **B. BOOKSTORE**

The NWOSU Follett Bookstore is located on the main floor of the Alva Student Center Building. Textbooks and optional reference books may be purchased there. The bookstore carries school supplies and other items needed by students. On occasion a particular nursing reference book may not be available in the NWOSU Follett Bookstore. The NWOSU Follett Bookstore will order books for students. Also, several bookstores are located in Enid and Oklahoma City. The Enid, Woodward and Ponca City students can order their textbooks from <https://www.bkstr.com/nwosuniversitystore/home/en> and have their books couriered to the campus or shipped to their house.



## **C. CAREER SERVICES CENTER**

### **Planning and Placement**

Northwestern maintains a Career Services Center in Ryerson Hall room 126 on the Alva campus and visits the Enid and Woodward campuses each month. Career Services offers career planning and development to undergraduates and provide seniors and alumni with the tools they need to find employment after graduation. Students and alumni are encouraged to make full use of these services. Career Services can make educational and career planning less stressful and help students focus on degree decisions and employment opportunities.

Career services include the following:

- Ranger JobBoard (CCN)
- On-campus and off-campus employment opportunities
- On-campus interviews
- Resume advisement
- On-line Career Videos
- Career seminars and workshops
- Candidate employment referrals
- Employer contacts
- Career Fair and Teacher Fair
- Career information dissemination
- Employer information dissemination
- Career information speakers
- Internships Opportunities

## **D. CAREER GUIDANCE**

The focus of career planning for undergraduates is to assist students in decision making by offering guidance and testing programs for degree completion and help prepare students for employment upon graduation. Specific services include the following:

- Assistance to all students regarding job opportunities, hiring trends and workforce development
- Guidance to students who are undecided about a major field of study
- Testing and coaching to help students identify aptitudes and how they can be developed to enhance employability
- Use of the Focus 2 computer program for educational planning based on interests and skills

Career Guidance is available through the Career Service Center at the Alva campus. Students may schedule appointments. Through the use of Focus 2 Career students can assess their interests, abilities, values and experiences. Students may then match those to appropriate occupations and university majors. Current information about salaries, career opportunities, and company information is also available.

**Please contact Career Services at (580) 327-8547 or [career@nwosu.edu](mailto:career@nwosu.edu) for any question or concern you may have. The Career Services Center is located in the Ryerson Hall building room 208 on the Alva Campus.**

## **E. COMPUTER LABS**

NWOSU has computer labs available in the Alva Campus' Academic Success Center, Education Center and Shockley Hall for student use. Hours are posted on the lab doors. Carter Hall room 208 has a limited number of computers for student use. The J.W. Martin

Library at Alva has a limited number of computers available for student use. NWOSU-Enid campus has two computer labs for student use. A computer lab is also available on the Woodward campus and at the University Center in Ponca City.

### **F. COUNSELING CENTER**

The Counseling Center provides services to help students develop in the unique university environment and to face the challenges they encounter: developing personal autonomy, relationships, loneliness, and stress -- as well as some of the more serious difficulties some of them encounter, such as depression, alcohol/substance abuse, and the effects of dysfunctional families. The Counseling Center seeks to support the personal, social, and intellectual growth of members of the university community. This goal is accomplished by way of a broad range of counseling services that are provided by the Center. Sessions with the counselor are confidential. The counselor also provides consultation to staff, faculty, and student groups and organizations throughout the university community. Outreach programming may be offered to groups of ten or more if requested at least two weeks in advance.

**The Counseling Center is located in Ryerson Hall, Room 209 on the Alva campus. Appointments are available on Enid, Ponca City, and Woodward campuses via televideo. Hours of operation are 8:00 a.m. to 5:00 p.m. Monday through Friday. The counselor can be contacted at (580) 327-8547 or [tawilson@nwosu.edu](mailto:tawilson@nwosu.edu)**

### **G. FINANCIAL AID**

Eligibility for participation in the assistance programs is established through completing the Free Application for Federal Student Aid (FAFSA).

These applications enable access to all of the Oklahoma and federal assistance programs (grants, loans, and work). Applications may be obtained from a high school counselor's office or from the Financial Aid Office at NWOSU. Applications should be completed and mailed for processing as soon as the preceding year's income tax computations are completed. Annual re-application is required for all of the assistance programs. The NWOSU Financial Aid Office is located on the first floor of Herod Hall. Visit <https://www.nwosu.edu/paying-for-college/financial-aid> for more information.

For more specific details about Financial Aid, please refer to Section II of the 2023-2024 Undergraduate Catalog.

### **H. LIBRARY**

The combined holdings of Northwestern Libraries equal more than one million items, including books, federal and Oklahoma state government publications, bound journals, microform publications, and non-book media. Complementing these resources are approximately 13,000 print and online journal subscriptions. The Alva campus library is located in the center of campus.

A study lounge is available on the Enid and Woodward campus, and a professional librarian visits the campus weekly during regular semesters (schedule for librarians' hours on Enid and Woodward campus <https://library.nwosu.edu/about/hours>). All materials are accessible to Enid, Woodward, and Ponca City students through electronic access or the courier service.

A staff of professional librarians, paraprofessionals, and student assistants are available to help students during the hours the Alva library is open. Students must present a valid Northwestern ID to check out library materials. Students are responsible for all materials

checked out on their ID. Books may be renewed in person or online. Fees are assessed for lost books and materials. Unpaid library fees will result in holds on transcripts and enrollment.

Physically challenged students who require assistance to gain access to any part of the libraries' collections should contact the circulation desks at Alva (580) 327-8574. The J. W. Martin Library on the Alva campus contains many nursing volumes and periodicals as well as other types of books. Reference books and journals on reserve are for use in the library only. Most other books may be checked out for a period of 30 days. Library personnel will assist students in how to use the library as well as in locating books and periodicals. The library has online databases in various subjects that provide full-text journals and books. Off-campus students may contact the library for passwords to access these holdings via the Internet.

A photocopying machine is available for students in the Library and in the Student Center for a nominal fee. Study rooms may be used on a first come, first serve basis. These rooms are for both individual and small group studies.

### **ALVA - Fall / Spring Hours**

Monday - Thursday: 7:45 a.m. - midnight

Friday: 7:45 a.m. - 5:00 p.m.

Saturday: Closed

Sunday: 1:00 p.m. - midnight

**Libraries Closed on Holidays - Hours subject to change**  
**Note: Check with library for interim and summer hours**

Section I information obtained from NWOSU Undergraduate Catalog 2023-2024. (The catalog is available online at <http://www.nwosu.edu/undergraduate-catalog>)

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**SECTION II**  
**DIVISION OF NURSING**

## I. NURSING MISSION, VISION, & GOALS

### Charles Morton Share Trust Division of Nursing

#### Mission Statement

The Northwestern Oklahoma State University's Charles Morton Share Trust Division of Nursing is committed to educating students by promoting holistic caring, valuing diversity, and utilizing evidence-based practice. We prepare high quality, professional, ethical, innovative nurses that are equipped to be lifelong learners and leaders in the profession of nursing.

#### Vision Statement

Northwestern Oklahoma State University's Charles Morton Share Trust Division of Nursing strives to transform healthcare through interprofessional collaboration to eliminate health disparities and improve health outcomes for all members of the communities we serve.

Approved January 2021

#### Nursing Goals

1. To create and cultivate a safe, caring, reflective environment that facilitates the growth of the students as a person, a contributing member of society, and a leader of the nursing profession.
2. To prepare the professional nurse whose background in the liberal arts, the natural and behavioral sciences, technologies, and nursing sciences creates the capacity for initiative, self-direction, and leadership suited to providing safe, knowledgeable, culturally competent, evidence-based nursing care to individuals, families, communities, populations, and societies across the lifespan.
3. To facilitate responsibility and accountability to advocate for the needs of person and development of health care and evidence based nursing practice.
4. To provide a foundation of study that can serve as a basis for pursuing advanced education and/or practice in nursing.
5. To prepare students to pursue an advanced practice role founded on evidence-based practice in order to address health disparities and provide advanced nursing care for people across the life span.

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Developed 8/09

\*American Nurses Association. (1965). American Nurse's Association first position paper on education for nurses. *American Journal of Nursing*. pp. 12, 106-111.

American Association of Colleges of Nursing. (2000). *The Baccalaureate Degree in Nursing as Minimal Preparation for Professional Practice*. Retrieved August 2, 2005 from <http://www.aacn.nche.edu/>

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## II. CONCEPTUAL MODEL OF NURSING- DIVISION OF NURSING VALUES



## NWOSU DIVISION OF NURSING CONCEPTUAL MODEL- DIVISION OF NURSING VALUES

The conceptual model of the nursing curriculum consists of ten major concepts: **CARING, SAFETY, REFLECTION, EVIDENCE BASED PRACTICE, COMMUNICATION, CLINICAL REASONING, LEADERSHIP, HOLISTIC CARE, CULTURAL COMPETENCE and TECHNOLOGY.**

**CARING** is the primary underlining concept of our curriculum, encompassing all aspects of nursing practice. Caring is defined as being concerned or interested and providing needed assistance or providing careful supervision. Watson's theory of caring can be viewed as the nurse's moral ideal of preserving human dignity by assisting a person to find meaning in illness and suffering in order to restore or promote the person's harmony (Watson, 1979). The nursing student will apply Caritas principles while utilizing the remaining concepts when providing care to person in a variety of settings and life situations. Listed below are Watson's 10 Carative Factors (Watson, 2008).

1. Humanistic-altruistic system of values
2. Faith-hope
3. Sensitivity to self and others
4. Helping-trusting, human care relationship
5. Expressing positive and negative feelings
6. Creative problem-solving caring process
7. Transpersonal teaching-learning
8. Supportive, protective, and/or corrective mental, physical, societal and spiritual environment
9. Human needs assistance
10. Existential-phenomenological-spiritual forces

**SAFETY** is the core of our curriculum. Safety means to be free from danger, risk or injury and is a condition of being safe. The nursing student will provide safe, evidence-based care in order to promote patient safety and optimal patient outcomes.

**REFLECTION:** Reflective practice can be interpreted as being the practitioner's ability to access, make sense of and learn through work experience, to achieve more desirable, effective, and satisfying work (Johns 1995, pp23-24). The nursing student will use a questioning approach, and not take things at face value; they will constantly evaluate, review and think about their practice with a focus on doing things better.

**EVIDENCE BASED PRACTICE:** Evidence based practice improves the quality, effectiveness, and appropriateness of health care by synthesizing the evidence and facilitating the translation of evidence-based research findings. The nursing student will integrate the best research evidence with clinical expertise and the client's unique values and circumstances, and to facilitate positive outcomes (Melnyk and Fineout-Overholt, 2005).

**COMMUNICATION:** Communication means the exchange of thoughts, messages, or information allowing for exchange of information, feelings, needs and preferences. The student nurse will utilize therapeutic skills such as use of self, active listening, use of silence, verbal and non-verbal behaviors to help person express feelings, to convey information, to open channels of communication, and to experience a satisfying interpersonal relationship. In the practice of nursing, all information will be kept

confidential, and communication of information is conveyed through the appropriate channels.

**CLINICAL REASONING:** Clinical reasoning can be defined as a process of inquiry involving the inclusion of evidence to facilitate optimum person outcomes. The student nurse will develop reflective habits of inquiry, using all components of the scientific method and technologies in their nursing practice (Pesut and Hermann, 1999).

**LEADERSHIP:** Leadership means the capacity of ability to lead and to give guidance or direction. The nursing student will develop leadership qualities including delegation, communication, negotiation, prioritization, organization, conflict resolution, multi-tasking, and advocacy of health care.

**HOLISTIC CARE:** Holistic care recognizes the totality of the human being – the interconnectedness of body, mind, emotion, spirit, social/cultural, relationship, context, and environment. The student nurse will honor each individual's subjective experience about health, health beliefs, values, and provide culturally competent holistic care.

**CULTURAL COMPETENCE:** Cultural competence represents the ability of a person to interact with another whose culture may be different, recognizing the similarities and acknowledging the differences but accepting the individual with care and respect and working together to find a way to meet the needs at hand. Through self awareness, the use of cultural skills and knowledge, and a desire to engage in cultural encounters, the student nurse will develop the ability to provide culturally competent care. Cultural competency is an integral part of patient-centered care and leads to improved quality of care and health outcomes. (Campinha-Bacote, 2002).

**TECHNOLOGY:** Technology means the application of science and provides a framework for supporting clinical decisions to improve outcomes. The student nurse will utilize computer science, information science, and informatics to identify, collect, process, and manage data and information to support nursing practice, administration, education, research, and the expansion of nursing knowledge.

## References

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Pesut, D. J. and Hermann, J. (1999). *Clinical reasoning: The art and science of critical and creative thinking*. Albany, NY: Delmar Publishers.

Watson, Jean. (1979). *Nursing: The philosophy and science of caring*. Boston, MA: Little, Brown.

Watson, Jean. (2008). *Nursing. The Philosophy and Science of Caring. Revised & Updated Edition*. Boulder, CO: University Press of Colorado.



### III. STUDENT LEARNING OUTCOMES

The Division of Nursing completes formative assessments and evaluations through course and integrated examinations, competency assessments and skills laboratory simulations. Summative assessments and evaluations are completed through End of Program Student Learning Outcome measures such as licensure examinations and general surveys.

The BSN graduates of NWOSU Division of Nursing are able to:

1. Integrate, translate, and apply established and evolving disciplinary nursing knowledge and ways of knowing combined with the natural, social, and behavioral sciences, and the liberal arts into nursing practice. (Clinical Judgement)
2. Provide nursing care that demonstrates respect for the dignity, worth, and individuality of each person through the development of skills, knowledge and attitudes that are just, respectful, compassionate, coordinated, developmentally appropriate, and evidence-based. (Caring, Holistic Care, and Evidence-Based Practice)
3. Integrate the principles of holistic and culturally competent nursing care for populations in the healthcare delivery continuum from public health management of populations and describe collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes. (Cultural Competence and Holistic Care)
4. Apply scholarship for the nursing discipline that includes generation, synthesis, translation, application, and dissemination of nursing knowledge to provide evidence-based care that improves health and transforms health care. (Clinical Judgement, Evidence-Based Practice, and Leadership)
5. Employ established and emerging principles of safety and improvement science, to enhance safe nursing practice and minimize risk of harm to patients and providers through system effectiveness and individual performance. (Safety)
6. Collaborate across professions with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes to restore, evaluate, promote, and maintain optimal health. (Clinical Judgement, Holistic Care, and Leadership)
7. Use a systems-based approach to contribute and participate in complex systems of health to effectively and proactively coordinate resources to provide safe, quality, and equitable care to diverse populations. (Leadership and Cultural Competency)
8. Use information, communication technologies, and informatics processes to provide care, gather data, form information, drive decision making, and support professionals as they expand knowledge and wisdom for practice to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards. (Communication and Technology)
9. Develop a professional identity that includes accountability, perspective, a collaborative disposition, behavior and actions which reflects nursing's characteristics and values. (Leadership)
10. Participate in activities and self-reflection that foster health, resilience, and well-being through lifelong learning to acquire nursing expertise and assertion of leadership. (Reflection, Evidence-Based Practice, Leadership)

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**NORTHWESTERN OKLAHOMA STATE UNIVERSITY  
DIVISION OF NURSING  
LEVEL STUDENT LEARNING OUTCOMES (\*Under revision 2023-24)**

**1. Integrate transpersonal human caring into own clinical practice. (Caring)**

<b>Junior Level I</b>	<b>Junior Level II</b>	<b>Senior Level I</b>	<b>OBN Goals</b>	<b>ANA Standards</b>	<b>AACN Essentials</b>	<b>IOM Elements</b>	<b>QSEN Competencies</b>
1a) Define transpersonal human caring 1b) Define healing 1c) Define caring occasion	1a) Identify “caring occasions” to facilitate healing In the clinical setting.	1a) Demonstrate “caring occasions” to facilitate healing in clinical encounters with patients, families, and communities.	<b>Caregiver</b> Uses scientific and nursing knowledge (including current evidence from nursing research) to plan, coordinate, implement, and evaluate nursing care for clients in a variety	<b>Quality of Care:</b> The nurse systematically evaluates the quality and effectiveness of nursing practice  <b>Performance Appraisal:</b> The nurse evaluates one’s own nursing practice in relation to professional practice standards and relevant statutes and regulations.	<b>Essential IX</b> The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.	Use a variety of approaches to deliver care, including the provision of care without face-to-face contact.	Patient-centered care

**NORTHEWESTERN OKLAHOMA STATE UNIVERSITY  
DIVISION OF NURSING  
LEVEL STUDENT LEARNING OUTCOMES (\*Under revision 2023-24)**

**2. Use the nursing process as a foundation for safe nursing practice. (Safety)**

<b>Junior Level I</b>	<b>Junior Level II</b>	<b>Senior Level I</b>	<b>OBN Goals</b>	<b>ANA Standards</b>	<b>AACN Essentials</b>	<b>IOM Elements</b>	<b>QSEN Competencies</b>
<p>2a) Describe the nursing process</p> <p>2b) Implement the nursing process with emphasis on assessment of individuals and families to promote, restore, and/or maintain optimal outcomes.</p>	<p>2a) Apply the nursing process in planning, implementing and evaluating safe care for the individuals and families to promote, restore, and/or maintain optimal outcomes.</p>	<p>2a) continually evaluate the nursing process in providing coordinated, comprehensive and continuing nursing care for individuals, families, groups and communities.</p>	<p><b>Caregiver</b> Uses scientific and nursing knowledge (including current evidence from nursing research) to plan, coordinate, implement, and evaluate nursing care for clients in a variety of settings.</p> <p><b>Safety Outcomes</b> Evaluates the healthcare environment, systems of care and client and community needs within the context of National Patient Safety Goals. Support organizational change to improve quality.</p>	<p><b>Assessment:</b> The nurse collects patient health data</p> <p><b>Diagnosis:</b> The nurse analyzes the assessment data in determining diagnoses</p> <p><b>Outcome identification:</b> The nurse identifies expected outcomes individualized to the patient</p> <p><b>Implementation:</b> The nurse implements the interventions identified in the plan of care.</p> <p><b>Evaluation:</b> The nurse evaluates the patient's progress toward attainment of outcomes.</p>	<p><b>Essential I</b> A solid base in liberal education provides the cornerstone for the practice and education of nurses.</p> <p><b>Essential IX</b> The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.</p>	<p>Continually measure quality of care (process and outcomes) and implement best practices.</p> <p>Identify errors and hazards in care and understand and implement basic safety design principles.</p>	<p>Patient-centered care</p>

**3. Assess the effects of clinical practice through reflection. (Reflection)(\*Under revision 2023-24)**

Junior Level I	Junior Level II	Senior Level I	OBN Goals	ANA Standards	AACN Essentials	IOM Elements	QSEN Competencies
3. Assess the effects of clinical practice through reflection (Reflection)	Describe the components of reflective practice	Integrate the components of reflective process into a selected learning activity.	Propose ways that reflective practice can be used in clinical practice.	<b>Scholar</b> Uses research findings and other evidence to provide multi-dimensional, high quality, and cost-effective care in a changing environment.	<b>Performance Appraisal:</b> The nurse evaluates one's own nursing practice in relation to professional practice standards and relevant statutes and regulations.	<b>Essential VIII</b> Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.	

**4. Integrate the principles of holistic nursing into own clinical practice. (Holistic Care) (\*Under revision 2023-24)**

Junior Level I	Junior Level II	Senior Level I	OBN Goals	ANA Standards	AACN Essentials	IOM Elements	QSEN Competencies
4a) Define the holistic approach to nursing  4b) Identify the importance of a holistic approach to client, family and community care.  4c) Identify specific examples of holistic nursing	4a) Apply the principles of holistic care in planning for care of clients	Demonstrate principles of holistic nursing in the care of multiple clients.	<b>Caregiver</b> Uses scientific and nursing knowledge (including current evidence from nursing research) to plan, coordinate, implement, and evaluate nursing care for clients in a variety of settings.	<b>Quality of Care:</b> The nurse systematically evaluates the quality and effectiveness of nursing practice  <b>Implementation:</b> The nurse implements the interventions identified in the plan of care.	<b>Essential IX</b> The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.	Use a variety of approaches to deliver care, including the provision of care without face-to-face contact.  Design processes of care and measure their effectiveness.	Patient –centered Care

**5. Systematically utilize the approach to nursing research with evidence-based principles to provide multi-dimensional, high quality and cost-effective care in the provision of nursing care in a changing environment. (Evidence-based practice) (\*Under revision 2023-24)**

Junior Level I	Junior Level II	Senior Level I	OBN Goals	ANA Standards	AACN Essentials	IOM Elements	QSEN Competencies
5a) Describe an emerging awareness of evidence-based practice and the process of thinking critically in the nursing profession.	5a) Apply safe evidenced based practice principles and critical thinking skills as it applies to nursing.	5a) Critique evidenced based practice as it applies to nursing research in clinical practice.	<p><b>Researcher</b> Evaluates research reports, using current standards, to determine appropriateness for utilization in clinical practice. Functions as a team member in facilitating research projects. Shares evidence of best practices with interprofessional team.</p> <p><b>Scholar</b> Uses research findings and other evidence to provide multi-dimensional, high quality, and cost-effective care in a changing environment.</p> <p><b>Quality Care</b> Evaluates and participates in research to improve the quality of care in terms of structure, process and outcome.</p>	<p><b>Research:</b> The nurse uses research findings in practice</p> <p><b>Education:</b> The nurse acquires and maintains current knowledge in nursing practice.</p> <p><b>Collegiality:</b> The nurse interacts with and contributes to the professional development of peers and other health care providers as colleagues.</p>	<b>Essential III</b> Professional nursing practice grounded in the translation of current evidence into one's practice.	Understand how knowledge continually changes and expands.	Evidenced Based Practice

**6. Incorporate an awareness of the dignity, worth and uniqueness of each person into nursing practice by developing skills, knowledge and attitudes to provide culturally competent care. (Cultural Competency) (\*Under revision 2023-24)**

Junior Level I	Junior Level II	Senior Level I	OBN Goals	ANA Standards	AACN Essentials	IOM Elements	QSEN Competencies
<p>6a1) Identify one's own values</p> <p>6a2) Identify factors that contribute to the uniqueness of the individual.</p> <p>6b) Describe various aspects of the person's worldview to understand the content and context of individual adaptation.</p> <p>6c) Demonstrate an open attitude toward the individual and family.</p> <p>6d) Identify empathetic behavior in self.</p> <p>6e) respect diversity within and between cultures.</p>	<p>6a) Illustrate the factors, which contribute to the uniqueness of the individual and his family.</p> <p>6b) differentiate factors which contribute to an individual and his family's belief system of health and illness.</p> <p>6c) Exemplify concern for the individual and his family with disruptions to health.</p> <p>6d) Utilize empathetic behavior with individuals and families.</p> <p>6e) Elicit a client's family and social history including health beliefs and practices related to cultural background.</p>	<p>6a) Evaluate the factors, which contribute to the uniqueness of individuals and groups.</p> <p>6b) Support enrichment of the ethnic and cultural traditions of groups in the community.</p> <p>6c) Generate concern for the individual and the community in which he lives.</p> <p>6d) support empathetic behavior with groups</p> <p>6e) Incorporate a client's health beliefs into a diagnostic and treatment plan and preventive strategies to achieve best possible outcomes.</p>	<p><b>Decision Maker</b> Uses current evidence from nursing and healthcare research to evaluate healthcare needs and improve the healthcare environment.</p>	<p><b>Performance Appraisal:</b> The nurse evaluates one's own nursing practice in relation to professional practice standards and relevant statutes and regulations.</p>	<p><b>Essential VIII</b> Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.</p>	<p>Combine evidence, knowledge about population outcomes, and patient preferences to individualize care</p>	<p>Patient-centered care</p>

**7. Utilize effective communication skills to engage in therapeutic nurse/client and interprofessional relationships. (Communication) (\*Under revision 2023-24)**

Junior Level I	Junior Level II	Senior Level I	OBN Goals	ANA Standards	AACN Essentials	IOM Elements	QSEN Competencies
<p>7a) Identify communication patterns in self and individuals.</p> <p>7b) Describe effective communication patterns to establish a therapeutic relationship with individuals and families.</p>	<p>7a) Utilize effective communication patterns when working with individuals, families, groups, and other health care professionals.</p> <p>7b) Apply therapeutic relationships to assist individuals, families, and groups in the adaptation process.</p>	<p>7a) Evaluate effective communication patterns when working with individuals, families and groups.</p> <p>7b) Evaluate effectiveness of therapeutic relationships to assist individuals, families, and groups in the adaptation process.</p>	<p><b>Communicator/ Counselor</b> Effectively listens to, communicates with, and educates clients and other caregivers about health, wellness, and disease management and prevention.</p>		<p><b>Essential VI</b> Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.</p>	<p>Communicate with patients openly to assist them in making decisions and self-management.</p> <p>Synthesize evidence and communicate it to patients.</p>	<p>Patient-centered care</p>

**8. Synthesize theories and principles from nursing, the natural and behavioral sciences, and the liberal arts into nursing practice based on sound clinical reasoning. (Clinical Reasoning) (\*Under revision 2023-24)**

Junior Level I	Junior Level II	Senior Level I	OBN Goals	ANA Standards	AACN Essentials	IOM Elements	QSEN Competencies
<p>8a1) Identify selected theoretical basis of nursing practice</p> <p>8a2) Identify the principles, concepts, and theories underlying health restoration, promotion and maintenance.</p>	<p>8a) Utilize the principles, concepts, and theories underlying health restoration, promotion and maintenance in provision of nursing care.</p>	<p>8a) Evaluate the application on principles, concepts, and theories underlying health restoration, promotion, and maintenance.</p>	<p><b>Decision-Maker</b> Uses current evidence from nursing and healthcare research to evaluate healthcare needs and improve the healthcare environment.</p>	<p><b>Quality of Care:</b> The nurse systematically evaluates the quality and effectiveness of nursing practice</p>	<p><b>Essential I</b> A solid base in liberal education provides the cornerstone for the practice and education of nurses.</p>		<p>Evidenced Based Practice</p>

**9. Collaborate with consumers, health team members, and communities to restore, evaluate, promote and maintain optimal health. (Leadership) (\*Under revision 2023-24)**

Junior Level I	Junior Level II	Senior Level I	OBN Goals	ANA Standards	AACN Essentials	IOM Elements	QSEN Competencies
<p>9a) Describe professional nursing.</p> <p>9b) Demonstrate emerging collaborative behaviors with other health professionals to assess the health of clients throughout the life span.</p>	<p>9a) Practice professional behaviors in nursing activities.</p> <p>9b) Collaborate with other health professionals in applying the nursing process to clients with disruptions to health.</p>	<p>9a) Exhibit the behavior of the professional nurse with clients, consumer groups and community organizations.</p> <p>9b) Evaluate knowledge of group dynamics and principles of group problem solving to facilitate team collaboration in meeting health needs of clients.</p>	<p><b>Collaborator</b> Establishes, promotes and evaluates the care environment for the purpose of improving client outcomes while promoting civility and an environment of safety for diverse individuals.</p>	<p><b>Quality of Care:</b> The nurse systematically evaluates the quality and effectiveness of nursing practice</p> <p><b>Collaboration:</b> The nurse collaborates with the patient, family and other health care providers in providing patient care.</p>	<p><b>Essential V</b> Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.</p>	<p>Work collaboratively in teams.</p> <p>Understand the course of illness and the patient's needs and experiences at home.</p> <p>Understand determinants of health, the link between medical care and healthy populations, and professional responsibilities.</p>	<p>Teamwork and Collaboration</p>



**10. Integrate principles of teaching-learning to develop, coordinate, implement and evaluate teaching plans designated to Promote, restore and maintain optimal outcomes. (Leadership) (\*Under revision 2023-24)**

Junior Level I	Junior Level II	Senior Level I	OBN Goals	ANA Standards	AACN Essentials	IOM Elements	QSEN Competencies
10a) Identify the principles of teaching-learning, within nursing practice.	10a) incorporate the principles of teaching-learning in planning and providing nursing care for individuals and families.	10a) Design and evaluate teaching plans for clients, consumer groups and community organizations.	<b>Teacher</b> Uses theoretical knowledge and communication skills to develop, coordinate, implement and evaluate client-centered teaching plans.	<b>Planning:</b> The nurse develops a plan of care that prescribes interventions to attain expected outcomes. <b>Implementation:</b> The nurse implements the interventions identified in the plan of care. <b>Evaluation:</b> The nurse evaluates the patient's progress toward attainment of outcomes.	<b>Essential VII</b> Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.	Use a variety of approaches to deliver care, including the provision of care without face-to-face contact.  Design processes of care and measure their effectiveness.	Patient-Centered Care

**11. Facilitate problem solving to resolve ethical, moral and legal dilemmas using sound clinical reasoning and the standards of nursing practice. (Clinical Reasoning) (\*Under revision 2023-24)**

Junior Level I	Junior Level II	Senior Level I	OBN Goals	ANA Standards	AACN Essentials	IOM Elements	QSEN Competencies
11a) Utilize aspects of legal, ethical, and moral responsibilities of the nurse at a beginning level.	11a) Incorporate legal, ethical, and moral behaviors into nursing care of individuals and families.	11a) Demonstrate legal, ethical, and moral behaviors related to planning, implementing and evaluating nursing care.	<b>Ethicist</b> Uses the ethical decision-making process to examine potential ethical situations and resolve ethical dilemmas.	<b>Ethics:</b> The nurse's decisions and actions on behalf of patients are determined in an ethical manner.	<b>Essential VIII</b> Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.	Continually measure quality of care and implement best practices.	Patient Centered Care  Evidence Based Practice

**12. Effectively implement the use of informatics as a means of communication for the delivery of health care. (Technology) (\*Under revision 2023-24)**

Junior Level I	Junior Level II	Senior Level I	OBN Goals	ANA Standards	AACN Essentials	IOM Elements	QSEN Competencies
<p>14a) Demonstrate proficiency in the use of electronic communication venues</p> <p>14b) Demonstrate the beginning use of technology in nursing practice.</p> <p>14c) Develop an understanding of the use of the electronic medical record</p> <p>14d) Describe how to search for EPB when the need arises in the clinical setting.</p>	<p>14a) Demonstrate use of electronic medical records when obtaining information and providing care.</p> <p>14c) Demonstrate the beginning use of how to perform a search for the best practice.</p>	<p>14a) Evaluate the effectiveness of the use of technology in your nursing practice.</p> <p>14b) Effectively utilize the electronic medical record when obtaining information and providing care to clients in a variety of settings.</p> <p>14c) Effectively search for the best EBP and apply it in the clinical setting</p>	<p><b>User of Information Technology</b> Evaluates the use of information technology to ethically manage data, effectively communicate, improve client care and safety, and inform practice decisions.</p>		<p><b>Essential IV</b> Knowledge and skills information management and patient care technology are critical in the delivery of quality patient care.</p>	<p>Informatics</p>	<p>Informatics</p>

Revised 9/82, 5/8/89, 5/18, 9/18

Reviewed: 86, 87, 3/3/02, 4/8/02, 8/03, 5/04, 6/05, 6/07, 7/08, 8/11, 08/12, 6/16, 7/19, 7/20, 8/21, 7/22, 7/23

Revised with new terminal objectives 8/09, 08/10, 5/18

#### **IV. ACCREDITATION**

The Northwestern Oklahoma State University Division of Nursing is fully accredited by the Accreditation Commission for Education in Nursing (ACEN, 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia, 30326, phone 404.975.5000) and is approved by the Oklahoma Board of Nursing (OBN). The Division of Nursing holds membership in the National League for Nursing and the American Association of Colleges of Nursing (AACN).

#### **V. FACILITIES & EQUIPMENT**

##### **A. ALVA CAMPUS**

Built in connection with Jesse Dunn and completely remodeled in 1982, Carter Hall houses the faculty and staff for the Division of Nursing on the Alva Campus. Included are: an administrative suite with workrooms; an ITV Station for nursing classes; two large meeting halls/classrooms; a nursing skills laboratory; a virtual computer lab with 20 cubicles; nine spacious offices, storage, and student lounge. The Division of Nursing Office is located on the first floor of Carter Hall.

##### **B. ENID CAMPUS**

The Nursing Division Office on the Enid Campus is located in Room 102 with three faculty members. The Nursing Division on the Enid Campus also utilizes an ITV classroom (Room 202) and two rooms housing the Ketterman Clinical Simulation Lab (Rooms 204 and 206). Computer labs and a library are available for student use.

##### **C. WOODWARD CAMPUS**

The nursing office in Woodward is located in room 135. The nursing skills lab is in room 151. Nursing classes are held in the ITV room in 144. One faculty member is dedicated to the Woodward campus and all faculty members travel to the Woodward campus regularly to meet with students, to teach and to advise students. A computer lab is available for student use.

##### **D. PONCA CITY UNIVERSITY CENTER**

The Ponca City nursing office opened in the University Center in fall 2013. All faculty members travel to the Ponca City University Center campus regularly to meet with students and to teach. Classrooms are assigned on a semester basis. A small practice lab is located in the AllianceHealth-Ponca City Medical Center. A computer lab is available for student use.

##### **E. SKILLS LABS**

Simulation Skills Labs are available on the Alva, Enid, Woodward, and Ponca City campuses and are available for nursing students to learn and practice various technical skills. Students are encouraged to use the labs to reinforce class and clinical learning experiences. The Wymer Skills Lab is located in Carter Hall 204 on the Alva Campus. The Woodward Skills Lab is located in W151. The Ponca City skills lab is located in the AllianceHealth-Ponca City Medical Center. The Enid skills lab is located in the Ketterman Skills Lab in the Enid campus room 204 and 206. The course instructor must be consulted to identify a time when a lab is available. Materials checked out for practice in the lab must be properly cleaned, reassembled, and stored by the student when finished with them.

Nursing students practice skills and clinical scenarios comparable to what they will encounter with patients/families in the clinical setting. Practicing in this setting is a safe environment for students to learn, make mistakes and adapt to ways to better function as a healthcare professional. This is also true for practicing health care professionals who use the lab for skills practice, clinical scenario practice and certification, and continuing education classes. The community is served by these activities. All of these activities enhance the health and well-being of northwestern Oklahomans. The lab also encourages creative innovation, self-directed

learning and opportunities to reflect and practice leadership, all with appropriate faculty feedback. The utilization and development of the simulation laboratory reflects the mission of the Division of Nursing and the mission of NWOSU effectively. Enhancing educational opportunities and providing healthcare leadership in the region are all part of the university's imperatives.

#### **F. STORAGE, USE & DISPOSAL OF HYPODERMIC SYRINGES & NEEDLES**

1. Hypodermic syringes and needles will be kept under double lock.
2. Hypodermic syringes and needles may be used by nursing students for practice of nursing skills under the supervision of a nursing faculty person.
3. Hypodermic syringes and needles are to be used in the Skills Lab or other faculty-designated practice areas. They are not to be removed from the practice areas.
4. Immediately after final use, the hypodermic syringe and needle will be placed in a special container labeled "Contaminated Syringes and Needles" and/or "Sharps Container".
5. A designated nursing faculty person will dispose of contaminated hypodermic syringes and needles at appropriate intervals.

<u>Procedure</u>	<u>Responsible Person</u>	<u>Action</u>
	Student	<ol style="list-style-type: none"> <li>1. Arrange with faculty person to obtain equipment from locked storage area.</li> <li>2. Use equipment in designated area.</li> <li>3. Dispose of equipment in marked container.</li> <li>4. Immediately arrange with faculty person for return of contaminated equipment to locked storage area.</li> </ol>
	Faculty	<ol style="list-style-type: none"> <li>1. Keep storage area locked at all times.</li> <li>2. Faculty arranges with student for check out and return of equipment from locked storage area.</li> <li>3. Dispose of contaminated equipment at appropriate intervals.</li> </ol>

Reviewed: 8/13/99, 8/03, 5/04, 8/05, 7/06, 6/07, 5/23

Revised: 8/01, 8/02, 7/08, 8/09, 8/10, 06/12, 07/13, 06/14, 07/15, 6/16, 7/18, 7/19, 7/20, 8/21, 7/22, 7/23

**Northwestern Oklahoma State University  
Division of Nursing**

**G. EQUIPMENT CHECKOUT POLICY**

Students are sometimes required to utilize specialized equipment to complete course work in various classes.

Equipment is checked out on a first come, first serve basis. Some equipment has a checkout time limit. Equipment located on the Alva campus may be checked out through the Alva Division of Nursing Administrative Assistant, the course faculty member, or the Lab Coordinator. Equipment on the Enid campus must be checked out through the course faculty member or the Lab Coordinator. Equipment located on the Woodward and Ponca City Campuses may be checked out through the course faculty member.

Students checking out equipment are responsible for lost or stolen equipment and will be expected to pay for damage or replacement of equipment.

If you have any questions, you may contact your course faculty member.

I have read the above Equipment Policy and agree to the terms and conditions set forth.

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

File: Forms-StuEquipCheckoutPol 8/01

Reviewed: 8/02, 8/03, 5/04, 8/05, 7/06, 6/07, 7/08, 08/09, 08/10, 8/11, 06/12, 07/13, 07/15, 6/16, 7/18, 7/19, 7/20, 8/21, 7/22, 5/23

**SECTION III**  
**CURRICULUM**

## I. **BACHELOR OF SCIENCE IN NURSING (BSN) PROGRAM: PROFESSIONAL NURSING EDUCATION**

Northwestern offers a Bachelor of Science Degree (BSN) in Nursing. Since the inception of the Division of Nursing in 1982, two tracks have been offered for obtaining a baccalaureate in nursing. Beginning in 2013, NWOSU Nursing started offering an Online RN-to - BSN track that can be completed in 12 months once all university general education requirements and program prerequisites have been completed. The BSN degree provides the foundation of study that can serve as a basis for pursuing advanced education in nursing.

First, the four-year **Generic or Traditional Track** provides the educational opportunities essential for the preparation of a professional nurse. Upon completion of all program requirements, the Generic Graduate is eligible to write the National Council Licensing Exam (NCLEX-RN) to become a registered nurse (RN).

Second, the nursing program offers educational mobility to RN's & LPN's who desire a Bachelor of Science in Nursing degree. The Nursing program, in conjunction with the OK Board of Regents and the "Oklahoma Articulation Agreement" may grant college credit to those individuals who qualify for extra institutional learning.

Third, the nursing program offers an on-line RN-BSN tract. This program is completely online and takes one year to complete. Students may enter the program in the fall, spring, or summer semester.

Selection of students is based on the potential for success in completing the program. Acceptance into the nursing program is contingent upon meeting the following criteria and available enrollment space in desired courses.

### A. **TRADITIONAL TRACK:**

Minimum criteria for generic or traditional 4-year curriculum applicants, seeking admission to the junior nursing courses, are:

1. High School Diploma or GED Certificate.
2. Meet NWOSU Admission Requirements. Send a current copy of all official transcripts, from high school and colleges-universities, to the Registrar's Office, with unofficial copies to the Division of Nursing.
3. Minimum retention grade point average (RGPA) of 2.50 GPA on a 4.00 scale.
4. The applicant must take the ATI TEAS exam and achieve acceptable results.
5. Completion of all courses listed as prerequisites to the nursing major with a minimum of "C" before entering the nursing program, maintaining the RGPA requirement of 2.50. Applicants completing prerequisite coursework during summer session may be admitted conditionally pending attainment of the specified RGPA, and a minimum grade of "C" in the prerequisite courses and prior to beginning the summer Introduction to Nursing Care and Skills course.
  - a. English 1113 & English 1213
  - b. Chemistry for Non-Majors 1105 OR General Chemistry I 1115
  - c. General Psychology PSYC 1113



- d. Human Anatomy BIO 3184
  - e. Human Physiology BIO 3194
  - f. Introductory Sociology SOC 1113
  - g. College Algebra Math 1513 OR Contemporary Math 1403 (if taking NWOSU Chemistry must take College Algebra Math 1513)
  - h. Microbiology BIO 3115
  - i. Statistics MATH 1213 or PSYC 4213
  - j. Nutrition H. ED 1820 (3 hours)
  - k. Pathophysiology for Nurses NURS 3033 or BIOL 4503 Pathophysiology Biology
  - l. Human Life Span PSYC 3123
  - m. Speech SCOM 1113
6. **Applicants may not repeat a science course more than one time. A withdrawal in any course counts as a repeat. Exceptions may be made at the discretion of the faculty as a group.**
7. All students must have taken a College Algebra or Contemporary Math course, not a remedial level course, and received a "C" or higher grade.
8. Complete application and submit to the Division of Nursing, with references. Generic Track Applications are reviewed by the Division of Nursing Admissions Committee beginning in January each year.
9. Completion of a History & Physical Exam must pass a background check, and student records as indicated in the Application Packet.

**B. ESTIMATED 2023-2024 NWSU NURSING SCHOOL FEES/EXPENSES**

REQUIRED EXPENSES FOR NURSING SCHOOL	COST FOR JUNIOR YEAR	COST FOR SENIOR YEAR
RESIDENT TUITION/ NWSU FEES/CLINICAL COURSE FEES	Refer to catalog	Refer to catalog
CPR Certification Card	\$3.00	\$3.00 (if new to program)
BOOKS (ESTIMATE FOR 2 SEMESTERS)	\$1000	\$1000
PERSONAL LAPTOP OR DESKTOP COMPUTER WITH INTERNET ACCESS	VARIES	VARIES
SNA DUES	\$43.00	\$43.00
BACKGROUND CHECKS	\$40.00	\$40.00
CLINICAL NURSING TOTE	\$11.25	\$111.25 (If new to program)
UNIFORMS, LAB COAT, SHOES, PATCHES (ESTIMATE)	\$225.00	VARIES
ATI FEES *May vary according to entry level into program	\$612.50	\$612.50
DRUG SCREEN	\$40.00	\$40.00
GRADUATION APPLICATION FEE/CAP & GOWN	--	\$55.00
NURSING PIN	VARIES	\$45.00-\$300.00
NCLEX-RN APPLICATION FEE	--	\$400.00
STUDENT LIABILITY INSURANCE	\$16.00	\$16.00
My ClinicalExchange FEES	\$39.50	\$39.50
ExamSoft \$293.28/year	\$146.64/semester	\$146.64/semester
REQUIRED CONFERENCES**	\$78.92	\$78.92

\*\*Subject to change after handbook publication

Additional expenses may include motel, gas, and food while away from home; graduation invitations, etc.

Out of state and international students need to check with the Bursar's office for current charges.

**THESE FIGURES ARE ESTIMATES AND MAY CHANGE AT ANY TIME.**

Revised: 8/05, 7/06; 7/07, 7/08, 08/09, 08/10, 08/11, 06/12, 07/13, 07/15, 6/16, 7/18, 7/19, 7/20, 8/21, 7/22, 5/23

### **C. LPN/BSN COMPLETION TRACK**

LPN students must complete the General Education requirements for Northwestern. LPN students will receive credit for the Anatomy, Nutrition, Human Life Span, and Introduction to Nursing Care and Skills and Medical Terminology. LPN students are granted the extra-institutional learning credit following successful completion of twelve (3) hours credit at NWOSU with a minimum grade of “C” or better. LPN students may elect to test out of the following courses:

- 1) Pharmacology – 3 hours

LPN students will enter the nursing program during fall semester of the junior year and be able to complete required nursing courses in four semesters, if attending as full-time students. Students will take the Role Transition Course that is offered in the Summer Semester\* (3 hrs).

### **D. ADDITIONAL ARTICULATION AGREEMENT**

A special articulation agreement is in place for students receiving an LPN degree from Northwest Tech, Pioneer Tech, High Plains Tech and Autry Tech. They receive credit for the following courses:

Anatomy—4 hours  
 Human Life Span—3 hours  
 Medical Terminology—2 hours  
 Physiology—4 hours  
 Nutrition—3 hours  
 Introduction to Nursing Care and Skills—3 hours  
 Nursing Care of the Adult I—7 hours (Skills Check Off will be required).  
 Students may test out of Pharmacology—3hours.

Any allied health professional from Pioneer Tech, Northwest Tech, Autry Tech or High Plains will receive credit through this articulation agreement for the following courses:

Anatomy—4 hours  
 Physiology—4 hours  
 Human Life Span—3 hours  
 Medical Terminology—2 hours  
 Nutrition—3 hours

### **E. ONLINE RN-to-BSN TRACK**

Registered Nurses in the Online RN-to-BSN program receive advanced standing for the following courses in accordance with the OBN/State Board of Regents’ Articulation Agreement:

Anatomy (4 credits)  
 Nutrition (3 credits)  
 Human Life Span (3 credits)  
 Introduction to Nursing Care and Skills (3 credits)  
 Holistic Assessment (3 credits)  
 Nursing Care of the Adult I (7 credits)  
 Pharmacology and Nursing Care (3 credits)  
 Nursing Care of the Adult II (7 credits)  
 Nursing Care of the Family (7 credits)  
 Nursing Care in Mental Health (6 credits)

In addition, requirements for the general education courses in Leadership and Personal Finance are waived. The students in the Online RN-to-BSN Program are advised to complete all other general education requirement courses prior to starting the nursing program. The RN degree completion students must also take and NURS 3023 – Role Transition. Students in the Online RN-to-BSN Program must complete a minimum of 30 credits at NWOSU.

#### **F. CONCURRENT ENROLLMENT**

Students who desire to earn credits concurrently at another institution, through general enrollment, correspondence, extension, or advanced standing examinations, should obtain advisement from the Division of Nursing Chair prior to taking courses.

#### **G. TRANSFER STUDENTS**

Students transferring nursing credits to Northwestern's Nursing Program shall submit transcripts validating course work. All credits from other educational institutions will be evaluated on a case-by-case basis to determine transferability to meet the Northwestern nursing curriculum requirements.

1. Transfer students may be asked to submit selective course syllabi, and/or validate prior learning verbally, in writing, or through clinical skills demonstration.
2. The application process designated for the Generic or LPN progression Track shall be followed. Students wishing to transfer to the NWOSU Nursing Program from another Nursing Program MUST submit a letter of good standing from the program administrator of the program they are transferring from with the application for consideration.
3. Transfer students must perform a check off skills to validate their competency prior to starting any courses. The student will need to do a head to toe assessment and check off skills appropriate to the level of entry in the program. The check offs will need to be successfully completed prior to the beginning of the Introduction to Nursing Care and Skills course or as arranged by the Director of the Traditional BSN program of the Division.

#### **H. RETENTION IN NURSING PROGRAM**

1. Maintain a minimum retention grade point average (RGPA) of 2.50 or above.
2. Achieve a grade of "C" (2.00) or above in all prerequisite and nursing courses. If a student earns a grade of less than "C" in a nursing course, or less than a 2.50 retention grade point average, the nursing faculty will review his/her progress. The faculty of the nursing program reserves the right of retaining only those students who satisfy the requirements of scholarship and Core Performance Standards essential for a career in professional nursing.
3. A student may only repeat ONE nursing course ONE time to progress in the nursing program. A student may not progress in the nursing program if a grade of less than a "C" is obtained in repeated nursing course.

Revised: 7/06; 7/07, 7/08, 08/09, 08/10, 08/11, 7/22, 5/23

Reviewed: 06/12, 07/13, 07/15, 6/16, 7/18, 7/19, 7/20, 8/21, 7/22

## **I. READMISSION TO NURSING PROGRAM**

Any student, who fails to enroll in the next sequential nursing course, or to re-enroll in any unfinished nursing course, **MUST SUBMIT A LETTER TO THE CHAIR OF THE DIVISION OF NURSING THAT CONTAINS AN EXPLANATION OF THE CIRCUMSTANCES AS WELL AS A REQUEST TO BE CONSIDERED FOR RE-ENTRY INTO THE PROGRAM.** The student must meet admission requirements, and re-entry is granted on a space-available basis. In the event of a significant lapse of time (two or more years) between completion of a nursing course and the entry of a transfer student, or re-entry of a former Northwestern student, the student may be required to demonstrate currency in the course content and clinical skills competency. Faculty will consider circumstances surrounding dismissal or withdrawal from the Division of Nursing.

Any student returning to the program after missing a semester or more, will need to check off skills to validate their competency. The student will need to do a head to toe assessment and check off skills appropriate to the level of entry in the program. The check offs will need to be successfully completed prior to clinicals (the first week of school). In addition, all ATI Proctored Assessments for previously passed nursing courses must be successfully completed before the first week of class.

Any student who is readmitted to the Nursing Program following withdrawal, failure of a course, or suspension for violation of academic integrity or for unethical behavior will be placed on a Coaching/Remediation Assignment to help promote the student's success in the program.

## **J. ADVANCED STANDING CREDIT**

The Advanced Standing Examination Program at Northwestern Oklahoma State University was established (1) to give the student an opportunity to begin college work on the level for which she/he has been prepared in high school and (2) to recognize academic achievement attained prior to entering college.

Credit by advanced standing examination is limited to not more than one-fourth of the total hours required for a degree. This may be obtained by examination through tests developed on campus to meet our specific needs, tests provided through the College Level Examination Program (CLEP), and ATI.

(Refer to Advanced Standing Policy in the NWOSU Undergraduate Catalog 2023-2024).

## **K. REQUIREMENTS FOR LICENSURE AS A REGISTERED NURSE**

In order to be licensed as a Registered Nurse, an individual must graduate from a state approved school of nursing. Northwestern Oklahoma State University Division of Nursing is approved by the Oklahoma Board of Nursing and is accredited through Accreditation Commission for Education in Nursing (ACEN). Graduates of this state approved program are eligible to write the National Council Licensure Examination (NCLEX-RN) for Registered Nurses. Candidates for licensure as a Registered Nurse in Oklahoma must pass the NCLEX-RN. The exam is administered by computer at designated sites using computerized adaptive testing (CAT).

## **L. REQUIREMENTS FOR LICENSURE AS A LICENSED PRACTICAL NURSE**

On completion of all junior level nursing courses, students are eligible to write the NCLEX-PN in Oklahoma. Candidates for licensure as a Licensed Practical Nurse in Oklahoma must pass the NCLEX-PN in order to practice as an LPN.

## II. CURRICULUM

### A. GENERAL EDUCATION AND PREREQUISITE COURSES

The nursing curriculum consists of General Education, Prerequisite, and Nursing Courses. The courses are arranged in a planned semester by semester sequence. Adjustments are made for part-time students, transfer students, and others with prior Division of Nursing approval. Refer to a current university catalog.

Ranger Connection 1011.....	1
Communication and Symbols (12 hours).....	12
Required (12 hrs)	
ENGL 1113, ENGL 1213, SCOM 1113, MATH 1513 or MATH 1403	
Social, Political and Economic Systems (12 hours).....	12
Required (core) (12 hours)	
FIN 1113, HIST 1483 or 1493, POLS 1113, LEAD 2003 or 2023	
Natural Science (24 hours) .....	24
Required	
CHEM 1105, BIOL 3115, BIOL 3184, BIOL 3194,	
NURS 3033, HED 1820	
Human Heritage and Culture (12 hours).....	12
MATH 1313 or PSYC 4213,	
PSYC 1113, PSYC 3123	
Humanities (3 hours)	
HIST 1213, 1223, 1233; HUM 2113, 2223, 2403, 2413, 2423, 2533;	
or any 2000 Lit course	
Values and Beliefs (3 hours).....	3
Sociology 1113 or 2123	
Total General Education & Nursing Pre-Requisites_____	64

### B. NURSING MAJOR COURSE REQUIREMENTS

NURS3013 Introduction to Nursing Care and Skills	3
NURS3003 Holistic Assessment	3
NURS3037 Nursing Care of the Adult I	7
NURS3103 Pharmacology and Nursing Care	3
NURS3337 Nursing Care of the Adult II	7
NURS3147 Nursing Care of the Family	7
NURS4316 Nursing Care of the Adult III	6

NURS4003	Research Utilization	3
NURS3226	Nursing Care in Mental Health	6
NURS4206	Nursing Care in the Community	6
NURS4333	Professional Issues in Nursing	3
NURS4216	Nursing Leadership	6
**NURS3023	Role Transition (For LPN and RN students only)	(3)
Total nursing hours for traditional students_____		60

**Note:** \*\*Role Transition required for LPN and RN students only.

Total nursing hours for traditional students = 60.

Introduction to Nursing Care and Skills course not required for LPN & RN students.

### C. NURSING COURSE DESCRIPTIONS

#### **NURS 3003 Holistic Assessment – 3 credits**

Concepts related to health assessment of clients are presented. Emphasis is on development of nursing skills to perform a comprehensive health assessment of the client across the lifespan including physiological, psychological, sociological and spiritual status including a health history and comprehensive physical examination. Levels of physical, cognitive and social functioning of clients are analyzed and interpreted. The nursing process is introduced and students will learn concepts of holistic assessment and documentation. Students demonstrate assessment skills in specific clinical experiences designed utilizing appropriate clinical settings with additional experiences in the simulation laboratory. Prerequisite: Admission in the Nursing Program. Credit: Associate Degree Registered Nurse (ADN) will receive advanced standing once competency is assessed.

#### **NURS 3013 Introduction to Nursing Care and Skills – 3 credits**

The process, principles, and techniques related to meeting basic health needs and providing appropriate nursing care to the adult client are presented. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course students demonstrate competency in performing basic nursing skills for individuals with common health alterations. Prerequisite: Admission into the Nursing Program. Licensed Practical Nurses (LPN) and Associate Degree Registered Nurses (ADN) will receive advanced standing for this course.

#### **NURS 3103 Pharmacology and Nursing Care**

This course is a study of medications and their actions on clients throughout the lifespan. It provides a theoretical foundation encompassing drug classifications, age related issues, drug/food interaction, drug administration, evaluation of side effects and documentation of medication administration. The course emphasizes safe administration of drug therapy in a variety of clinical settings and situations. Prerequisite: Admission into the Nursing Program. Credit: Licensed Practical Nurses (LPN) and Associate Degree Registered Nurse (ADN) may test to receive advanced placement for the course.

#### **NURS 3023 Role Transition**

This course serves as a bridge from prior learning for Licensed Practical Nurses (LPN) and Associate Degree Registered Nurses (ADN) to expectations of Baccalaureate Degree Nurses (BSN). This course is designed to integrate the theoretical concepts basic to professional

nursing. Prerequisite: Admission in the Nursing Program. Course not required for Generic students.

### **NURS 3037 Nursing Care of the Adult I**

The process, principles and techniques related to meeting basic health needs and providing appropriate nursing care to the adult and/or geriatric Medical-Surgical client are presented. Emphasis is on providing safe, effective care to clients with both acute and chronic conditions in a variety of settings. The course focuses on the core competencies of critical thinking, communication, assessment, and technical skills to promote health, reduce risk, and manage disease. Clinical experiences are designed to enhance the student's skill in assessment, fundamental therapeutic nursing interventions, and nursing procedures in selected health care settings with additional experiences in the clinical simulation laboratory. Service learning component included. Prerequisite: Admission in the Nursing Program. Credit: Licensed Practical Nurses (LPN) graduates from Career Tech Centers with NWOSU articulation agreement and Associate Degree Registered Nurse (ADN) will receive advanced standing. LPN graduates from other programs may apply to test out of this course.

### **NURS 3337 Nursing Care of the Adult II**

Theories and concepts related to common alterations in health in the adult are presented within the framework of critical thinking and caring. Students will expand on previously learned knowledge to provide safe, effective nursing care to the Medical-Surgical adult and/or geriatric client(s). Emphasis is on patient assessment, communication skills, clinical judgment and increasing decision-making skills. Additional emphasis is placed on critical thinking skills when implementing nursing interventions and evaluating client outcomes. Clinical experiences are designed to assist the student in providing comprehensive nursing care to adult clients experiencing acute or chronic illness in selected health care settings with additional experiences in the clinical simulation laboratory. Service learning component included. Prerequisite: Successful completion of all previous junior level courses. Credit: Associate Degree Registered Nurse (ADN) will receive advanced standing.

### **NURS 3147 Nursing Care of Families**

Theories and concepts related to childbearing and childrearing families are presented within a framework of critical thinking and caring. Emphasis is on client and family assessment, communication skills, clinical judgment, and decision-making skills when implementing nursing interventions and evaluating client and family care outcomes. Students promote family health with a focus on major health alterations during pregnancy and in children from birth through adolescence. Clinical experiences are designed to promote family centered care in selected health care settings with additional experiences in the clinical simulation laboratory. Service learning component included. Prerequisite: Completion of all previous junior level courses. Credit: Associate Degree Registered Nurse (ADN) will receive advanced standing.

### **NURS 3226 Nursing Care in Mental Health**

Students will learn concepts related to human behavior and the biopsychosocial nature of alterations in mental health in culturally diverse populations across the life span. Emphasis is on therapeutic communication in nurse/client and nurse/family interactions, therapeutic use of self, critical thinking, self-awareness and reflection in providing evidence-based nursing care in a variety of mental health care settings. Clinical experiences are designed to assist the student in providing comprehensive nursing care to clients experiencing mental health illness in selected health care settings with additional experiences in the clinical simulation laboratory. Service learning component included. Prerequisite: Completion of all junior level nursing courses. Credit: Associate Degree Registered Nurses (ADN) will receive advance standing.



**NURS 4003 Research Utilization**

The focus of the course is on establishing a basic understanding and ability to utilize nursing research in practice. Concepts of evidence-based practice to establish and maintain a foundation of nursing practice will be explored as well as reflective practice. Students will critically appraise evidence and learn how to incorporate it into their clinical practice as well as examine ethical issues in research. Prerequisite: Successful completion of all junior level nursing courses including Statistics.

**NURS 4316 Nursing Care of the Adult III**

The focus of the course is on acute care experiences in complex or critical situations. Course content will encompass care of the client and family in complex and/or critical episodes to support restoration, maintenance, maximal functioning or end-of-life care. Clinical experiences are designed to assist the student in providing comprehensive nursing care to multiple adult clients experiencing acute or chronic illness in selected health care settings with additional experiences in the clinical simulation laboratory. Service learning component included. Prerequisite: Successful completion of all junior level nursing courses.

**NURS 4206 Nursing Care in the Community**

The focus of this course is on health promotion, risk reduction, and disease prevention and maintenance across the life span within the community. The student will utilize the nursing process in a variety of community settings to partner with the client (individual, family, and/or community), recognizing the impact of environment, cultural diversity and social issues upon the health of the client. Clinical experiences are designed to assist the student in providing comprehensive nursing care to clients in the community setting with additional experiences in the clinical simulation laboratory. Service learning component included. Prerequisite: Completion of all junior level nursing courses and completion of 1<sup>st</sup> semester of senior year for traditional (generic) students.

**NURS 4216 Nursing Leadership**

This course involves the application of leadership and management in the delivery of nursing care. Emphasis is placed on concepts of leadership, change, managing resources, and collaboration with other healthcare providers, risk reduction, clinical reasoning and quality management. Clinical experiences are designed to assist the student in understanding management and leadership roles, team leading, and delegation in selected health care settings with additional experiences in the clinical simulation laboratory. Service learning component included. Prerequisite: Completion of all junior level nursing courses and completion of 1<sup>st</sup> semester of senior year for traditional (generic) students.

**NURS 4333 Professional Nursing Issues**

This course involves a discussion of contemporary professional nursing issues and trends. Students will examine legal, economic, political, cultural and ethical issues that act as stressors on the professional nurse, nursing practice and the delivery of nursing care within the current healthcare delivery system. Prerequisite: Successful completion of all junior levels nursing courses.

## **D. ASSESSMENT TECHNOLOGIES INSTITUTE (ATI ASSESSMENTS)**

### **ATI POLICY**

**Students are required to take ATI standardized testing. All assessments will be taken and scored according to this policy.**

### **What is ATI?**

- The comprehensive ATI review program offers the following to students:
  - A comprehensive, assessment-driven review program designed to enhance student NCLEX® success.
  - Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking ability, and learning styles. Additionally, online tutorials, online practice assessments, and proctored assessments are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
  - Data from student testing and remediation can be used for program's quality improvement and outcome evaluation.
  - ATI information and orientation resources can be accessed from your student home page. It is highly recommended that you spend time navigating these valuable orientation materials found on your ATI student home page.

### **Review Modules/EBooks:**

ATI provides review modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or a part of active learning/remediation following assessments.

### **Tutorials to Support Assessment and Remediation Process:**

ATI Pulse introduces new predictive capabilities that build on existing Pulse functionality by generating dynamic predictors of the likelihood of students to achieve at least a Level 2 proficiency on the first attempt for each Content Mastery Series (CMS) proctored assessment – providing faculty and students with even earlier insights into future performance on the proctored assessments that ultimately are used to predict NCLEX success, as well as earlier warning for students not on track to succeed. Predictors of likelihood to succeed will generate as student's complete coursework and practice assignments within each of the CMS areas, before they even attempt the proctored exam. Additionally, ATI Pulse provides prescriptive, data-backed recommended ATI learning activities for students to improve their likelihood of proctored CMS assessment success.

### **Assessments:**

The Content Mastery Series (CMS) provide essential data regarding student's mastery of concepts in relation to specific nursing content areas, including a series of Targeted Medical Surgical assessments that address individual body systems to provide formative evaluation of content prior to the final medical surgical course. There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help student identify what they know, in addition to areas requiring remediation (called Topics to Review)

### Focused Reviews/Active Learning/Remediation:

ATI Focused Review facilitates the post CMS assessment remediation experience for students. This personalized learning experience uses a student's performance on the CMS practice and proctored assessments to drive focused student learning. Once the student has completed a CMS practice assessment, Focused Review automatically assesses the students' learning gaps and generates a personalized learning experience. Focused Review provides ATI Review Module content in an eBook experience while highlighting the specific elements of content that a student should review. The forms of content include text, image, sound and video. When the student has completed their first round of remediation (practice assessments only), they can take a post-remediation quiz that provides similar questions on identified content gaps. Upon completion of the quiz, the student can review their knowledge gaps and study updated eBook content. The post-remediation quiz is intended to provide feedback on remediation impact. If the student has completed a CMS proctored assessment, Focused Review provides ATI Review Module content in an eBook experience that is viewed by chapter versus a specific highlighted presentation. There is no post-remediation quiz generated for proctored assessments.

The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page and by submitting written remediation templates as required.

#### NWOSU ATI Standardized Assessment schedule

Fall of Junior year	Spring of Junior year	Fall of Senior year	Spring of Senior year
Pharmacology	Fundamentals	Mental Health	Leadership
Nutrition	Maternal Newborn	Adult Medical Surgical	Community Health
Critical Thinking	Pediatrics		RN Comprehensive Predictor
			Critical Thinking

Note: The Self-Assessment Inventory must be completed by August 20<sup>th</sup> and submitted to the Recruitment, Retention & Student Coach.

**Content Mastery Series (CMS) Grading Rubric: Pharmacology, Nutrition, Fundamentals, Mental Health, Adult Medical Surgical, Leadership & Community Health**

<b>PRACTICE ASSESSMENT</b>	
Complete Practice Assessment A	Complete Practice Assessment B
Remediation = 2 points <ul style="list-style-type: none"> <li>• Minimum 1-hour Focused Review on initial attempt</li> <li>• For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)</li> <li>• Take Post Study Quiz (if available) and complete an active learning template for each topic missed (optional)</li> </ul>	Remediation = 2 points <ul style="list-style-type: none"> <li>• Minimum 1-hour Focused Review on initial attempt</li> <li>• For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)</li> <li>• Take Post Study Quiz (if available) and complete an active learning template for each topic missed (optional)</li> </ul>

<b>STANDARDIZED PROCTORED ASSESSMENT</b>			
Level 3 = 4 points	Level 2 = 3 points	Level 1 = 1 point	Below Level 1 = 0 points
Remediation = 2 points <ul style="list-style-type: none"> <li>• Minimum 1-hour Focused Review on initial attempt</li> <li>• For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)</li> </ul>	Remediation = 2 points <ul style="list-style-type: none"> <li>• Minimum 2-hour Focused Review on initial attempt</li> <li>• For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)</li> </ul>	Remediation = 2 points <ul style="list-style-type: none"> <li>• Minimum 3-hour Focused Review on initial attempt</li> <li>• For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)</li> </ul>	Remediation = 2 points <ul style="list-style-type: none"> <li>• Minimum 4-hour Focused Review on initial attempt</li> <li>• For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)</li> </ul>

- Handwritten Active Learning Templates are **REQUIRED** (must be legible) & **REQUIRED** to be submitted as one PDF document (NO multiple pages/submissions/attachments will be accepted)
- Post-study quiz questions may be provided to a student based on specific student knowledge gaps. If no quiz is generated, faculty may choose an alternative remediation method
- Level 2 benchmark is the goal for every assessment
- A total of 10 points = 10% is the highest a student may achieve ~ the points will be calculated in to the grade for the course
- All practice assessments, standardized proctored assessments, and remediation process is individualized and to be completed without peer assistance
- This policy is to be used for the following assessments: Pharmacology, Nutrition, Fundamentals, Mental Health, Adult Medical Surgical, Leadership & Community Health

**Content Mastery Series (CMS) Grading Rubric: RN Maternal Newborn & RN Pediatric Nursing**

**PRACTICE ASSESSMENT**

Complete Practice Assessment A Maternal Newborn	Complete Practice Assessment A Pediatric Nursing
Remediation = 1 points <ul style="list-style-type: none"> <li>Minimum 1-hour Focused Review on initial attempt</li> <li>For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)</li> <li>Take Post Study Quiz (if available) and complete an active learning template for each topic missed (optional)</li> </ul>	Remediation = 1 points <ul style="list-style-type: none"> <li>Minimum 1-hour Focused Review on initial attempt</li> <li>For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)</li> <li>Take Post Study Quiz (if available) and complete an active learning template for each topic missed (optional)</li> </ul>

**STANDARDIZED PROCTORED ASSESSMENT**

Level 3 = 3 points	Level 3 = 3 points	Level 2 = 2 points	Level 2 = 2 points	Level 1 = 1 point	Level 1 = 1 point	Below Level 1 = 0 points	Below Level 1 = 0 points
Remediation = 1 points Minimum 1-hour Focused Review on initial attempt	Remediation = 1 points Minimum 1-hour Focused Review on initial attempt	Remediation = 1 points Minimum 2-hour Focused Review on initial attempt	Remediation = 1 points Minimum 2-hour Focused Review on initial attempt	Remediation = 1 points Minimum 3-hour Focused Review on initial attempt	Remediation = 1 points Minimum 3-hour Focused Review on initial attempt	Remediation = 1 points Minimum 4-hour Focused Review on initial attempt	Remediation = 1 points Minimum 4-hour Focused Review on initial attempt
For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)	For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)	For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)	For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)	For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)	For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)	For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)	For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)

- Handwritten Active Learning Templates are **REQUIRED** (must be legible) & **REQUIRED** to be submitted as one PDF document (NO multiple pages/submissions/attachments will be accepted)
- Post-study quiz questions may be provided to a student based on specific student knowledge gaps. If no quiz is generated, faculty may choose an alternative remediation method
- Level 2 benchmark is the goal for every assessment
- A total of 5 points = 5% is the highest a student may achieve for Maternal Newborn
- A total of 5 points = 5% is the highest a student may achieve for Pediatrics ~ these points will be calculated in to the grade for the course (a total of 10 points = 10%)
- All practice assessments, standardized proctored assessments, and remediation process is individualized and to be completed without peer assistance
- This policy is to be used for the following assessments: Maternal Newborn & Pediatrics

**COMPREHENSIVE PREDICTOR GRADING RUBRIC:**

**PRACTICE ASSESSMENT**

Complete Practice Assessment A	Complete Practice Assessment B
Remediation = 2 points <ul style="list-style-type: none"> <li>• Minimum 1-hour Focused Review on initial attempt</li> <li>• For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)</li> <li>• Take Post Study Quiz (if available) and complete an active learning template for each topic missed (optional)</li> </ul>	Remediation = 2 points <ul style="list-style-type: none"> <li>• Minimum 1-hour Focused Review on initial attempt</li> <li>• For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)</li> <li>• Take Post Study Quiz (if available) and complete an active learning template for each topic missed (optional)</li> </ul>

STANDARDIZED PROCTORED ASSESSMENT			
95% or above Passing predictability = 4 points	90% or above Passing predictability = 3 points	85% or above Passing predictability = 1 point	84% or below Passing predictability = 0 points
Remediation = 2 points <ul style="list-style-type: none"> <li>• Minimum 1-hour Focused Review on initial attempt</li> <li>• For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)</li> </ul>	Remediation = 2 points <ul style="list-style-type: none"> <li>• Minimum 2-hour Focused Review on initial attempt</li> <li>• For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)</li> </ul>	Remediation = 2 points <ul style="list-style-type: none"> <li>• Minimum 3-hour Focused Review on initial attempt</li> <li>• For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)</li> </ul>	Remediation = 2 points <ul style="list-style-type: none"> <li>• Minimum 4-hour Focused Review on initial attempt</li> <li>• For each topic missed, complete an active learning template as part of the required remediation process (at least 10 templates are required)</li> </ul>

- Handwritten Active Learning Templates are **REQUIRED** (must be legible) & **REQUIRED** to be submitted as one PDF document (NO multiple pages/submissions/attachments will be accepted)
- Post-study quiz questions may be provided to a student based on specific student knowledge gaps. If no quiz is generated, faculty may choose an alternative remediation method
- Level 2 benchmark is the goal for every assessment
- A total of 10 points = 10% is the highest a student may achieve ~ the points will be calculated in to the grade for the course
- All practice assessments, standardized proctored assessments, and remediation process is individualized and to be completed without peer assistance
- This policy is to be used for the following assessments: Pharmacology, Nutrition, Fundamentals, Mental Health, Adult Medical Surgical, Leadership & Community Health

### Student Acknowledgement

Initial all and sign below:

\_\_\_\_\_ I have received a copy of and have read the ATI Assessment, Review, and  
Remediation Policy

\_\_\_\_\_ I understand that it is my responsibility to utilize all of the books, tutorials and online  
resources available from ATI.

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Student signature

Student printed name

Date

### III. PROGRESSION, RETENTION, AND DISMISSAL POLICY

#### A. PLANNED PROGRESSION

The generic student is required to take the nursing courses in the planned sequential order. Adjustments are made for part-time students, transfer students and others with prior faculty approval only.

<b>Freshman</b>	<b>Fall</b>		<b>15</b>	<b>Spring</b>		<b>16</b>
	Algebra	1513	3	Speech	SCom1113	3
	Chemistry	1105	5	Psychology	1113	3
	English	1113	3	English	1123	3
	Ranger Connection	1011	1	Anatomy	3184	4
	Sociology	1113	3	Humanities	See list	3
<b>Sophomore</b>	<b>Fall</b>		<b>15</b>	<b>Spring</b>		<b>15</b>
	Political Science	1113	3	History 1483 or 1493	1483 or 1493	3
	Physiology	3194	4	Pathophysiology	3033	3
	Human Life Span	3123	3	Finance	1113	3
	Microbiology	3115	5	Nutrition	1820	3
				Leadership	1013 or 2033	3
				<b>Summer</b>		<b>6</b>
				Introduction to Nursing Care and Skills	3013	3
				Statistics	Math 2013 or Psyc 4213	3
<b>Junior</b>	<b>Fall</b>		<b>13</b>	<b>Spring</b>		<b>14</b>
	Holistic Assessment	3003	3	Nursing Care of the Adult II	3337	7
	Nursing Care of the Adult I	3037	7	Nursing Care of the Family	3147	7
	Pharmacology and Nursing Care	3103	3			
<b>Senior</b>	<b>Fall</b>		<b>15</b>	<b>Spring</b>		<b>17</b>
	Nursing Care of the Adult III	4316	6	Nursing Care in the Community	4206	6
	Research Utilization	4003	3	Professional Issues in Nursing	4333	3
	Nursing Care in Mental Health	3226	6	Nursing Leadership	4216	6



## B. CONTINUOUS ENROLLMENT

Continued enrollment in the nursing program requires:

1. Retention grade point average of 2.50.
2. A grade of "C" or above in all prerequisite and nursing courses.

## C. PASSING GRADES

A passing grade in practicum (laboratory/clinical), and a passing grade in theory, is required for each clinical course. **If a student fails either the clinical or the theory portion of any nursing class, they will be required to repeat the entire course.**

## D. ACADEMIC PROBATION

A student is placed on academic probation if the retention grade point falls below 2.50. A student's academic record will be reviewed each semester by the nursing faculty until the GPA reaches 2.50. If placed on academic probation, the student will be expected to demonstrate progress each semester toward achieving a 2.50 retention GPA.

## E. GROUNDS FOR DISMISSAL

*Evidence of unprofessional conduct or unsafe behavior, i.e. placing the client in a hazardous position (refer to section on Professional Behavior), will constitute grounds for dismissal. Any violation of the Division of Nursing Honor Code may constitute grounds for dismissal. Evidence of plagiarism, or falsification of documentation (written or oral) of activities or assignments, breaking client confidentiality, lying or any pertinent legal issue including arrests or positive drug screen is another example of a behavior that constitutes grounds for dismissal from the program. It is the student's responsibility to report any arrest occurring while in the program to the Division of Nursing Chair.*

## F. SEQUENCING

Any student who fails to enroll in the sequential nursing course or to re-enroll in any unfinished nursing course must submit a letter to the Chair of the Division of Nursing. The letter must contain a full and complete explanation of the circumstances, as well as a request to be considered for re-entry into the program. Readmission into the Nursing Program will be based on (1) space available in the re-entry class, (2) an approval vote from faculty, and (3) the student must meet the program admission requirements.

- a. The nursing courses are in sequential format. A student may not progress to the next semester until all essential nursing and prerequisite courses are completed. A student may not progress to the senior year until essential junior level courses are completed.
- b. Any student who does not progress through the sequence of nursing courses in the usual fashion must present a request in writing for approval of an alternate plan to the nursing faculty. The alternatives are (1) request a leave of absence and (2) request readmission to the nursing major, and (3) request for advanced placement.

## G. MINIMUM GRADES

If a student earns a "D" or an "F" in a required course, the course must be retaken when offered by the Division of Nursing when space is available. A minimum grade of "C" must be achieved before the student is allowed to progress in or graduate from the nursing program.

## H. REPEATING OF COURSES

A withdrawal from a nursing course counts as a repeat. A student may repeat (one time) only one of the nursing courses, beginning with the junior level, that are required for the B.S. in Nursing. This policy applies to students who withdraw before completion of a course or fail to

maintain a passing grade. Extenuating circumstances will be evaluated by the faculty on a one-to-one, course-to-course basis.

#### **I. TRANSCRIPTS**

Upon graduation from the nursing program, transcripts **WILL** be held until all fees/monies owed have been paid. Students will be required to successfully complete the ATI NCLEX RN Review course before their transcript will be released. Students are also strongly encouraged to attend an additional NCLEX Review Course and utilize additional NCLEX-RN preparation materials.

#### **J. REMEDIATION**

If a student scores less than 80% on an exam, he/she must **schedule** time to remediate with the instructor within 4 business days of the exam. If remediation is not completed prior to the next exam, the student will receive a zero on that exam and will not be allowed to take it. Students are encouraged to keep all papers returned to them. These papers and the earned grades will be reviewed in case of a grade dispute.

#### **K. NON-REQUIRED ACTIVITIES**

Any student in academic difficulty, i.e. failing a course or suspended from the program OR any student with current disciplinary actions on file may not attend any non-required off campus activities. This includes SNA activities, field trips, off site non-required clinical.

#### **L. WITHDRAWAL**

Any student withdrawing from a nursing class or not signing up for the next sequential classes must present a request in writing to the Chair of the Division of Nursing for approval by the faculty.

#### **M. SUSPENSION/EXPULSION**

If a disciplinary action removes a student from the Nursing Program, that student will not be permitted to attend classes or clinical in the nursing program. Students may take classes in other areas at Northwestern, but not nursing classes.

#### **N. REASONABLE ACCOMMODATION POLICY**

##### **Services for Students with Disabilities**

- a. Any student needing academic accommodations for a physical, mental or learning disability should contact the Coordinator of Services for Students with Disabilities, or faculty member personally, within the first two weeks of the semester so that appropriate accommodations may be arranged.
- b. The location for ADA assistance on the Alva campus is room 126 in Ryerson Hall and the contact is Calleb Mosburg at [cnmosburg@nwosu.edu](mailto:cnmosburg@nwosu.edu) or 580-327-8415.
- c. To request ADA assistance in Enid is the Business Office and the contact is Dr. Wayne McMillin 580-213-3101.
- d. The location for ADA assistance on the Woodward campus is the Main Office and the contact is Dr. Jonathan Thomason or 580-254-2501.
- e. The location for ADA assistance for students attending the University Center at Ponca City campus is the Main Office and the contact is Robyn Armstrong 580-718-5600.

- f. For online RN-to-BSN students, the contact for ADA assistance is the Dean of Student Affairs - Calleb Mosburg by email at [cnmosburg@nwsu.edu](mailto:cnmosburg@nwsu.edu)

NWOSU Americans with Disabilities (ADA) Handbook -2023-2024

Student Daily Planner and online at <https://www.nwsu.edu/uploads//student-services/adahandbook.pdf>

Revised 8-13-99, 8/01, 7/08, 8/09, 08/10, 8/11, 7/16, 7/18, 7/19, 7/22

Reviewed: 8/02, 8/03, 5/04, 8/05, 7/06; 7/07, 6/12, 07/13, 06/14, 07/15, 6/16, 7/20, 8/21, 7/22, 7/23

#### IV. APPEALS POLICY & PROCEDURE

A student who believes he/she has a grievance shall be entitled to fair and impartial consideration of his/her case through an appeals process. The appeal request must be completed as described below. If the student would like representation to be present, prior knowledge must be given to the Instructor, Director, or Chair and the representative is there in an observational manner only. If the student chooses to appeal with the Division of Nursing Appeals Policy and Procedure, the right to appeal with the Northwestern Oklahoma State University Appeal is waived.

##### A. Definition of Grievance

A circumstance or condition thought to be unjust with grounds for complaint.

##### B. Procedure

Responsible Person

Action

**Student**

**1. Verbally discusses problem with course instructor within five school days of occurrence. If grievance is not resolved, then proceed to Action #2.**

**2. Schedules appointment with the Director of the BSN Program within three school days of the discussion with course instructor.**

**3. Submits the appeal to the Director of the BSN Program PRIOR to the appointment time. The appeal must be in writing and state with particularity the basis for the grievance, the policy, regulation and procedure, rule or law believed to have been violated, and the remedy being sought.**

Director Traditional  
or RN-BSN Program

4. Becomes familiar with the appeal.

5. Meets with student(s) for discussion of the grievance.

**NOTE:** It is the discretion of the Director of the BSN program as to whether the involved faculty member is to be included in the discussion.

**Student**

**6. Requests response from the Director of the BSN Program in writing.**

**7. If grievance is not resolved, then proceed to Action #8**

## 8. Requests meeting with the Chair of the Division of Nursing

- Chair of the Division of Nursing  
**Student**  
Chair of the Division of Nursing
9. Meets with the student(s) for discussion of the grievance.
10. Responds in writing within 10 school days, —sends a copy to the student, and places a copy in the student's file. If the grievance is not resolved the student proceeds to Action #11.
- Student**
11. **Submits the appeal in writing, to the Vice President for Academic Affairs within three school days of response from Division Chair. The appeal must be in writing and state with particularity the basis for the grievance, the policy, regulation and procedure, rule or law believed to have been violated, and the remedy being sought.**
- Vice President for Academic Affairs
12. Becomes familiar with the appeal.
13. Meets with student for discussion, of the appeal.  
**NOTE:** It is the discretion of the Vice President for Academic Affairs as to whether the involved faculty member, the Director of the appropriate BSN program, and/or the Division Chair are to be included in the discussion.
- Vice President for Academic Affairs
14. Responds in writing within 10 school days- sends a copy to the student and places a copy in the student's file.

Revised: 8-13-99, 8/01, 8/02, 8/03, 8/05, 7/06, 6/12, 07/15, 7/16, 7/22, 3/23

Reviewed: 8/04; 7/07, 7/08, 08/09, 7/18, 2019, 2020, 8/21, 7/22, 3/23

## V. GRADING POLICY

- A. Instructors are responsible for announcing to students expected due dates for the submission of class assignments. Students are responsible for the completion and submission of class assignments on the date when they are scheduled to be due. The instructor has the right to refuse late assignments.
- D. Grading conversion scale:
- |             |    |
|-------------|----|
| 93-100%     | =A |
| 85-92%      | =B |
| 78-84%      | =C |
| 71-77%      | =D |
| 70 or below | =F |
- E. During each nursing course, grades will be recorded to one decimal point. When the final grade for any semester is calculated, the one decimal point past the whole number

will be converted to the next higher number if it is 0.5 or above. "The exception to this policy is: Any grade below a 78% will not be rounded up".

- F. An 80% average on test scores will be required to pass any nursing course.
- G. In all clinical courses, clinical is graded in a pass/fail manner.
- H. If a student receives an "I" (Incomplete) in a course, the student has up to one calendar year to complete the course requirements. If the "I" is not removed within one year, the grade of "Incomplete" remains permanently on the student's record.
- I. All required conferences or activities will be assigned to a particular course. If a student is unable to attend the required activity, the student must notify the course instructor ahead of time. The student may be required to write a 10-15 page paper that shows knowledge of content as approved by course instructor, is evidence-based with at least five references, written in APA format and submitted by the due date. Failure to do so or failure to make at least 85% grade on the paper will result in the loss of assignment or participation points in the course in which it was assigned.

Reviewed: 8-13-99, 8/01, 8/02, 8/03, 5/04; 7/07, 07/09, 08/11, 06/12, 07/15, 6/16, 7/18, 7/19, 7/20, 8/21, 7/22, 5/23

Revised 8/05, 7/06, 7/08, 8/10, 06/12, 07/13

**Traditional BSN Student Examination Policy**

1. Attendance for examinations is mandatory.
2. If an absence for an examination is necessary, the student is responsible for notifying the faculty prior to the examination. Failure to meet this requirement may result in denial of opportunity to make up the examination.
3. Make-up examinations may be administered at the discretion of the faculty member and may be in a different format than the original examination.
4. Students who request more than one exam per course to be administered on an alternate date should show proof of needing to reschedule to the course instructor (doctors note, funeral documentation etc.). If a student requests more than one scheduled exam to be moved, they may receive a professional rubric and/or a learning contract at the discretion of the faculty member.
5. All examinations will be administered electronically except medication administration and dysrhythmia exams.
6. Students will receive an email reminder when the examination is ready to be downloaded. No time will be allowed at the scheduled date/time the examination is to be taken to download the exam. If the exam is not downloaded the student will be unable to take the exam which will result in a grade of zero (0%).
7. There will be a designated proctor present for all examinations.
8. Exam password will be announced at the time class is scheduled to begin on all campuses by the designated proctor.
9. Students will be allowed one and one-half (1 ½) minutes per multiple choice question, more time will be allowed for alternate item questions.
10. All hats/caps must be removed during examination time.
11. All personal items such as purses, books, backpacks, notebooks, electronic devices, phones, writing utensils, briefcases, etc. will be left in the front of the room by door during testing.
12. No food or drink will be allowed during the examination.
13. Students will not share calculators during examinations. Calculators will be provided by the Division of Nursing during the exam period if required.
14. A white board and marker will be provided by the Division of Nursing if needed during the examination.
15. Silence will be enforced during examination time.
16. To avoid distraction during the examination, no one will be permitted to enter or re-enter the room during the examination.
17. Once a student is finished with the examination, the student will sit quietly facing the front of the room (no talking) until all students have completed the examination. If the examination is an ATI Proctored Assessment, then the student may leave quietly upon completion of the exam.
18. The Academic Integrity Policy in the Nursing Student Handbook will be adhered to during all examinations.
19. Exam scores will be posted on Blackboard® after faculty analysis and extensive review of the exam. Every effort will be made to post the scores in a timely manner.
20. Exam reviews will not be performed in the classroom. Any student who passes an examination with a score of 80% or greater may request an appointment with a faculty member per the course coordinators approval to review the examination in the faculty member's office within 4 business days of taking the examination.
21. Remediation of all exams <80% must be scheduled within 4 business days of the examination. It is the student's responsibility to schedule this remediation with the instructor. If remediation does not occur, the student will be unable to take the next examination resulting in a grade of zero (0%).
22. Students will create a Student Success Journal (3 ring binder) consisting of a copy of their IPDP (Individual Professional Development Plan) and a completed Exam Reflection &

Remediation Tool for every curricular exam. that requires remediation. All Exam Reflection & Remediation Tools should remain in the SS Journal for faculty review. Student must bring SS Journal to all scheduled exam remediation. A copy of the Exam Reflection & Remediation Tool should be submitted in the designated course drop box.

23. Students must earn an examination average of 80% or higher in order to pass the course (no rounding of grades), regardless of grades on other assignments.

12/2018; Rev. 1/2023,5/23, 8/23

**Northwestern Oklahoma State University  
Charles Morton Share Trust Division of Nursing**

<b>Traditional BSN Students Examination Reflection &amp; Remediation Tool</b>		
<b>Student Name:</b>		
<b>Exam Name:</b>	<b>Exam Score:</b>	
<b>Date Exam Completed:</b>	<b>Date of Reflection:</b>	
<b>Instructions:</b> This reflection & remediation tool is used as an information-processing analysis tool which is designed to identify process errors and personal performance trends on exam performance. Processing errors focus on mistakes in scrutinizing a question when selecting a final answer. The personal performance trends focus on the personal tendencies that affect your test performance. Remediation helps students to continue the learning process, identify learning gaps such as faulty thinking, lack of study skills and test taking deficiencies and it forces reflection which is a necessary part of developing critical thinking and clinical reasoning. Remediation is for your success!		
<b>SECTION 1: Reflection (to be completed by all students)</b>		
<b>How did you prepare for this exam?</b>		
<i>If you scored &lt;80% continue on to Section 2 at scheduled remediation appointment.</i>		
<b>SECTION 2: Remediation (to be completed by the student with faculty)</b>		
<b>Date of Remediation:</b>		
<b>Instructions: For the exam just completed, look at each item you answered incorrectly.</b>		
<b>Processing Errors</b> <i>For the stem of the question:</i>	YES	Total "YES"
Answer each question below and use the table to keep track of your errors.	Example III	Example 3
Missed word indicating negative polarity		
Missed word that set a priority		
Missed key words that direct attention to content		
Misinterpreted information presented		
Missed the central point/theme		
Missed the central person		
Read into the question		
Missed the step in the nursing process		
Incompletely analyzed the stem; read it too quickly		
Did not understand what the question was asking		
Did not know or did not remember the content associated with the question		
<b>Options</b> <i>For the answer options:</i>	YES	Total "YES"



Answered quickly without reading all the options		
Failed to respond to negative polarity in the stem		
Misidentified the priority		
Misinterpreted information		
Read into the option		
Did not know or did not remember the content		
Knew content but inaccurately applied concepts and principles		
Knew the right answer but recorded it inaccurately		
	<b>Total Yes →</b>	
<b>SECTION 3: Personal Performance Trends (to be completed by all students)</b>	<b>Comments</b>	
1. I finished the examination before time ended YES { } No { }		
2. I was able to focus with little distraction. YES { } No { }		
3. I felt calm and in control. YES { } No { }		
4. When I changed answers, I got more questions right rather than wrong. YES { } No { }		
5. Identify error clusters: a. First third of examination { } b. Middle third of examination { } c. Last third of examination { } d. "Runs" of errors { } e. No clusters identified { }		
<b>SECTION 4: Plan of Improvement based on your reflection &amp; remediation if required (to be completed by all students)</b>		
<b>What kind of errors did you make on this exam?</b>		
<b>How will you prepare differently next time?</b>		
<b>What can your instructor do in order to best support your learning and preparation for the next exam?</b>		

**Charles Morton Share Trust NWOSU Division of Nursing  
Examination Rounding Rules**

1. All answers must be labeled correctly to reflect the unit being administered
  - a. Ex- 0.75 mL; 1 mg; 10 units
2. Do not round numbers until the end of the problem (unless converting weight; see below)
3. Basic rounding with decimals
  - a. "Be a leader, not a follower"
  - b. No trailing zeros
    - i. Correct: 5 Incorrect: 5.0
  - c. No naked decimals
    - i. Correct: 0.17 Incorrect: .17
  - d. Rounding to the nearest tenth
    - i. If last digit is = or >5, round up
      1. Ex- 1.58 = 1.6
    - ii. If last digit is <5, round down
      1. Ex- 1.53 = 1.5
  - e. Rounding any number (unless otherwise instructed)
    - i. If greater than 1, round to the nearest tenth
      1. Ex- 1.234 = 1.2
    - ii. If less than 1, round to the nearest hundredth
      1. Ex- 0.678 = 0.68
4. Converting weight
  - a. Convert pounds to kilograms and round to the tenths before beginning the calculation
    - i. Ex- 76 lbs/2.2 = 34.545454 = 34.6 then begin your calculations
5. IV Calculations
  - a. IV infusions are calculated in gtts/min or mL/hour
    - i. gtts/min must be rounded to a whole number
      1. Ex- 23.4 = 23 gtts/min
    - ii. mL/hour must be rounded to the nearest tenth
      1. Ex- 67.82 = 67.8 mL/hr
6. Capsules and Tablets
  - a. Capsules are rounded to the nearest whole number
    - i. Ex- 2.4 = 2 capsules      3.7 = 4 capsules
  - b. Tablets (unless otherwise indicated) can be rounded to the nearest half tablet
    - i. Ex- 1.8 = 2 tablets      2.3 = 2.5 tablets

## VI. ACADEMIC INTEGRITY POLICY

In accordance with the NWSU 2023-2024 Student Handbook (found at <https://www.nwsu.edu/uploads//student-services/student-handbook.pdf>), each student at Northwestern is expected to act in a mature and responsible manner and to maintain the highest standards of integrity, honesty, and morality. The failure of students to follow rules and regulations or to act in an acceptable manner can lead to temporary suspension or permanent dismissal from the university.”

“All forms of academic dishonesty including cheating, plagiarism, and unauthorized possession of exams or other materials, forgery, or alteration or misuse of university records, are subject to disciplinary action by the university. The forgery of faculty signatures is prohibited. You must get authentic signatures on all official documents.”

The academic integrity process involves granting credit where credit is due. Division of Nursing Instructors design independent and collaborative learning and evaluation activities. **An assumption is that learning activities be carried out independently unless the activity is described by the instructor as a collaborative learning activity.** Instructors are to specify the limits of assistance allowed between and among students in writing or by electronic communication. Students are responsible for obtaining clarification if they have questions.

### A. ACADEMIC MISCONDUCT

According to the Division of Nursing, academic misconduct is classified as, but not limited to: cheating, plagiarism, forgery, falsification of documents or activities, theft of instructional materials or tests, multiple submission of work in the same course or different courses, alteration of grades, altering assignments without permission, misuse of research data in reporting results and/or assisting another person to engage in any of the above activities.

Listed below are some definitions/descriptions and examples of some forms of academic misconduct. This list is not all-inclusive.

1. Cheating: “To violate rules dishonestly”—Webster’s Dictionary  
Examples may include but are not limited to: giving or using information during tests or on assignments without permission; copying from another student’s paper, assignment or computer disk or files; assisting another student to cheat; using calculators without permission, etc.
2. Falsification- “Misrepresentation” - Webster’s Dictionary  
Examples may include but are not limited to: citing inaccurate/incorrect sources of information; altering records, assignments or charting; submitting a false excuse for absence, tardiness or illness; reporting false information about clients, assignments, or clinical experiences; altering grade reports or other academic records; altering a returned examination paper or assignment to seek a better grade, etc.
3. Fabrication: “To make up for the purpose of deception”-Webster’s Dictionary  
Examples may include but are not limited to: Inventing or making up information or activities without valid or quotable sources for the information or without having done the activities, etc.
4. Plagiarism: “To steal or pass off (the ideas or words or another) as one’s own; use without crediting the source” –Webster’s Dictionary.  
Examples may include but are not limited to: Writing, copying, printing, stating or illustrating someone else’s work as your own without identifying the primary source

(originator) of the material, etc.

5. Multiple submissions: Students may NOT submit a paper or present an oral report in more than one class without the instructor's permission. This includes making revisions on a paper or report after a grade has been given in a class then resubmitting the paper or report as original work in another class, etc.
6. Students must submit assigned papers through **turnitin.com** prior to the due date of the paper at the discretion of the faculty member. If the student fails to do so, the paper will not be accepted.

## **B. ACADEMIC MISCONDUCT PROCEDURE**

The instructor will discuss the issue with the student/s individually and clarify the misconduct. The student will be given the opportunity to respond verbally and in writing. After talking with the student/s, the instructor will inform the student/s of the sanction/s that will be imposed. Depending on the violation, a "Student Consultation/ Advisement Form" may be completed and signed by the instructor and the student/s. The instructor and student will keep a record. Further records may be kept in the Division of Nursing Chair's office and/or the student's record.

## **C. DIVISION OF NURSING SANCTIONS**

The instructor may impose one or more of the following sanctions for academic misconduct. If the instructor involved is a clinical instructor, consultation with the Course Coordinator is indicated. The faculty member will consult with the Division of Nursing Chair for sanctions 6-9 as indicated.

The instructor, in consultation with the Division of Nursing Chair and other faculty, may impose one or more of the following sanctions for academic misconduct:

1. Oral reprimand
2. Written reprimand
3. Place on Contract
4. Reassign the work after expectations of the assignment/s are clarified
5. An alternate assignment
6. A lower, or failing grade on the assignment or test
7. A lower, or failing grade in the course
8. Immediate dismissal from the course/s
9. Immediate dismissal from the Division of Nursing Program

## **D. UNIVERSITY LEVEL**

The Division of Nursing may contact the Executive Vice-President for Academic Affairs, and the Dean of Student Affairs and Enrollment Management, if indicated, regarding academic misconduct issues. The Dean of Student Affairs and Enrollment Management may impose additional sanctions at the university level.

## **E. APPEAL**

A student has the right to appeal the sanctions imposed. See the Appeals Policy and Procedure.

## **F. Artificial Intelligence Statement:**

The Division of Nursing (DON) prohibits the use of artificial intelligence (AI) in DON courses unless authorized by the course instructor. IF approved and authorized the parameters will be determined and published within the course syllabus by the course instructor.

Reference: Webster's Dictionary

Policy adapted from the Montana State University Student Guidebook.

Revised: 7/99, 8/01, 8/05, 7/06, 7/08, 08/10, 08/11, 06/14, 1/24

Reviewed: 8-13-99, 8/02, 8/03, 5/04, 7/07, 08/09, 06/12, 07/15, 6/16, 7/18, 7/19, 7/20, 8/21, 7/22, 5/23, 1/24

## VII. PROFESSIONAL BEHAVIOR

This policy addresses all student behavior in the classroom, practice laboratory, clinical settings and any other setting (also referred to as "academic setting") that requires functioning in a student role as a representative of the Northwestern Division of Nursing.

### A. PROFESSIONAL BEHAVIOR

The American Nurses Association (ANA) defines Standards of Professional Performance in the *Standards of Clinical Nursing Practice*. These reflect the priorities and values of the nursing profession. In the *ANA Code of Ethics for Nurses*, the following statements are noted: "The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual..." and "This standard of conduct precludes any and all prejudicial actions, any form of harassment or threatening behavior, or disregard for the effect of one's actions on others" (pp. 4 & 9). In observance of these standards, the Division of Nursing has added the following expectations in addition to those expected student behaviors of the University:

1. Students must comply with the dress code identified in the course syllabi at all times when in the clinical area(s) and professional areas (including the practice lab).
2. Attendance in all classes, clinicals, and required activities is necessary for successful progression in the program and demonstrates professional behavior. The instructor reserves the right to not allow disruptive behavior of the class by unexcused tardiness or disruption in any classroom, practice lab or clinical setting.
3. Students must inform the course instructor of ANY anticipated absences or late arrivals PRIOR to class, lab or clinical. (Three late arrivals will equal one absence).
4. Students must adhere to assigned starting and dismissal times for class, lab and clinical rotations, unless prior arrangements have been made.
5. Students must demonstrate competence and make an effort in the areas of self-improvement, adaptability, and learning. Some examples of a lack of effort include but are not limited to:
  - a. A student who is resistant or defensive in accepting constructive criticism.
  - b. A student who resists considering or making changes to improve despite counseling.
  - c. A student who is disruptive and disturbing to others during lecture or other forums in the educational environment.
  - d. A student who does not follow the chain of command as prescribed with a concern or grievance.
6. Students must demonstrate respect/compassion for all faculty, clients, families, other health care providers, and their fellow students. The student is expected to contribute to solutions

and create positive climate in all academic settings. Some examples of a lack of respect/compassion include but are not limited to:

- a. A student who lacks empathy and shows insensitivity to client or family feelings, needs or wishes.
  - b. A student who is rude, argumentative, disrespectful or displays negative body language towards patients, family, other health care providers, or fellow students.
  - c. A student who is unable to accept constructive criticism from faculty, other health care providers, or fellow students.
  - d. A student who disrupts behavior in the academic setting (including ITV sites).
7. Students must demonstrate honesty in all academic settings. Honesty in the classroom is addressed under the Academic Integrity policy. Examples of dishonesty in the clinical setting includes but are not limited to:
- a. A student misrepresents or falsifies data in the medical record or classwork (i.e. care plan or other assignment).
  - b. A student fabricates an assigned clinical experience
8. Students must demonstrate appropriate conduct in all academic settings. Some examples of misconduct include but are not limited to:
- a. A student fails to respect client privacy and/or confidentiality.
  - b. A student uses profane language in any academic setting.
  - c. A student presents to the academic setting with an alteration caused by drugs (illicit or prescribed) or alcohol.
9. Students must comply with and maintain HIPAA standards and maintain confidentiality with regards to clients, families, institutions, faculty, and fellow students. A student will not post any information on any electronic venue or social network regarding a client, his/her family member, a clinical institution or staff member, faculty, or fellow student. A student will not discuss any protected information outside of the academic setting with anyone except the course instructor and when deemed appropriate by the instructor, fellow class peers.
10. The door to the classroom may be shut at the time for class to begin until break time.
11. Students must turn their cell phone/smart watch off or place them on silent with no vibration to avoid disrupting class. If the cell phone/smart watch must be used, they must leave the academic setting to do so. Should there be inappropriate use of the cell phone/smart watch in the academic setting (texting, emails, surfing the web, etc.), the instructor may prohibit the student from bringing the said device to the academic setting for the amount of time designated by the instructor.
12. Sleeping or the appearance of sleeping in the academic setting is not permitted. Sleeping students will be asked to leave the class immediately.
13. Communication is vital in terms of students going to other campuses and in all matters related to attendance and performance in class. Students must assume responsibility for this communication and must check their NWOSU email and Blackboard courses daily.

14. Disrespect to other students, faculty, administration, secretaries, patients, families, and staff will not be tolerated and will result in disciplinary action. This includes rude comments or gestures, inappropriate words or tone of voice, and written or oral communication.
15. When a student wishes to meet with a faculty member, the Division Chair, or the Director of the BSN Program, an appointment must be made to do so.
16. Laptops/Tablets are only allowed in the academic setting for the purpose of taking notes, exams, or other faculty-directed class activities. The instructor reserves the right to disallow the use of laptop/tablet in any academic setting. If the instructor allows the use of a laptop/tablet in the classroom that is not during a testing time, the student must sit on the back row of the classroom to decrease any distractions. Should there be inappropriate use of the laptop/tablet in the academic setting (texting, emails, surfing the web, etc.), the instructor may prohibit the student from bringing the said device to the academic setting for the amount of time designated by the instructor.
17. The professional behavior of the nursing student will be evaluated each semester by the course instructor for each class the student is taking. This evaluation will be conducted utilizing the Rubric for Professional Behavior Assessment of Nursing Students provided in the Division of Nursing Student Handbook.
18. Each student will be asked to read and sign the Student Honor Code statement in each nursing class every semester. This statement indicates comprehension of the Northwestern Division of Nursing's standards of behavior and agreement to meet those standards while a student in the Northwestern Nursing Program. The signed Honor Code Statement is maintained in the student's office file.

## References

American Nurses Association. (2015). *Code of Ethics for Nurses with Interpretive Statements*. Silver Springs MD: Nursebooks.org

American Nurses Association. (2015). *Scope & Standards of Clinical Nursing Practice*. Silver Springs MD: Nursesbooks.org

Developed and Implemented: January 2017

Replaces the Professional Behavior Policy (7/16) and the Safe Clinical Practice Policy (7/16)

Revised: 7/23

Reviewed: 7/23

## B. PROFESSIONAL BEHAVIOR RUBRIC

### NORTHWESTERN OKLAHOMA STATE UNIVERSITY Nursing Division RUBRIC – Professional behavior Assessment of Student Nurses

Observation	Target	Level			
		1	2	3	4
1. Punctuality/ Organization/ Strives to Meet Expectations	*Attends class *Arrives to class/meetings on time *Consistently prepared for class/meeting *Is focused and attentive *Turns in assignments on time *Turns in assignments that are well-organized	1	2	3	4
2. Attitude/ Initiative/ Flexibility	*Demonstrates commitment and enthusiasm for learning and clinicals *Demonstrates a commitment to putting forth best effort in completing assignments *Goes beyond minimum expectations *Accepts constructive criticism and takes responsibility for actions *Is willing to engage in self-evaluation and reflection *Demonstrates willingness to work collaboratively with faculty, colleagues, health care team, patients and their families *Is willing to consider different points of view	1	2	3	4
3. Poise/ Confidence	*Demonstrates professional demeanor in accepting and carrying out responsibilities *Demonstrates confidence, poise, and appropriate eye contact	1	2	3	4
4. Works With and/or Cares for Diverse Populations	*Demonstrates a commitment to work with and effectively care for individuals of diverse social, ethnic, and/or religious groups *Demonstrates an acceptance of all areas of diversity through class discussion and/or journal entries	1	2	3	4
5. Appearance	*Consistently demonstrates clean personal habits and hygiene; follows dress code *Dresses in clean, neat, and professionally appropriate attire while in a public setting for school activities	1	2	3	4
6. Communi- cation	*Speaks and writes clearly, using proper grammar, spelling, and punctuation *Clearly conveys ideas when speaking or writing during discussions, presentations, etc.	1	2	3	4
7. Professional Involvement	*Takes advantage of professional opportunities; participates in SNA *Demonstrates knowledge of subject matter	1	2	3	4
8. Professional Ethics	*Evaluates the effects of his/her choices and actions on others and modifies those actions when needed *Treats others with respect *Makes appropriate/accurate references to the work/ideas of others *Adheres to academic honesty policies *Contributes to creating and maintaining an atmosphere of professionalism in the classroom *Maintains confidentiality regarding patient information	1	2	3	4
	<b>OVERALL PERFORMANCE LEVEL</b>	1	2	3	4

#### Performance Levels

- 1 = Unacceptable (*evidence indicates partial skills, ability, and/or knowledge base*)
- 2 = Acceptable (*evidence indicates basic skills, ability, and/or knowledge base*)
- 3 = Competent (*evidence indicates comprehensive skills, ability, and/or knowledge base*)
- 4 = Proficient (*evidence indicates exemplary skills, ability, and/or knowledge base*)

**Comments:** [Required if scores of 1 or 4 are chosen above. Use back of page or attach additional pages if necessary.]

\_\_\_\_\_  
Signature of Nursing Student [signature does not indicate agreement]  
[Print name to the side]

\_\_\_\_\_  
Nursing Course

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Faculty [print name to the side]

\_\_\_\_\_  
Date



### **C. DIVISION OF NURSING SANCTIONS FOR VIOLATION OF THE STUDENT BEHAVIOR POLICY**

The instructor, in consultation with the Division of Nursing Chair and other faculty, may impose one or more of the following sanctions for violation of this policy:

1. Oral reprimand with documentation for student office file
2. Written reprimand
3. Placed on contract
4. Reassign the work after expectations of the assignment(s) are clarified
5. An alternate assignment
6. A lower or failing grade on the assignment or test
7. A lower or failing grade in the course
8. Immediate dismissal from the course(s)
9. Immediate dismissal from the Division of Nursing Program

Revised: 8/09, 08/10; Reviewed: 08/11, 06/12, 7/13, 6/14, 07/15, 6/16, 7/18, 7/19, 7/20, 8/21, 7/22, 5/23

### **D. SAFE CLINICAL PRACTICE POLICY**

Unsafe nursing practice is defined as jeopardizing the life, health, or safety of self or others, engaging in unprofessional conduct or violation of the ANA Code of Ethics for Nurses or the ANA Standards of Clinical Nursing Practice. Unsafe practice includes but is not limited to:

1. Failure to follow safe guidelines during patient care activities as exemplified by:
  - a. Failure to exercise technical competence in carrying out nursing care.
  - b. Failure to utilize appropriate judgement in administering nursing care in accordance with level of nursing preparation.
  - c. Failure to assume responsibility and accountability for individual nursing judgements and actions.
  - d. Delegating or accepting delegation of a nursing function or any other health care function when the delegation or acceptance could reasonably be expected to result in unsafe or ineffective client care.
  - e. Failure to supervise adequately the performance of acts by any person working at the nursing student's direction.
  - f. Failure to follow universal precautions, including hand-washing, during the patient care activities.
  - g. Failure to monitor, report to proper channels, or follow up on changes in patient's status.
  - h. Performing new nursing techniques or procedures without proper education, preparation, and faculty or faculty-approved supervision.
  - i. Engaging in practices which do not fall within the scope of nursing practice.
  - j. Failure to demonstrate adequate preclinical preparation for care of assigned client(s).
2. Failure to follow proper policies and procedures regarding medication administration as exemplified by:
  - a. Failure to follow the six rights during medication administration (patient, time, drug, dose, route, and documentation).
  - b. Unauthorized alterations of medications.
  - c. Falsely manipulating drug supplies, narcotics or client records, or unauthorized diversion of medications and/or supplies.
  - d. Selling, attaining or obtaining to sell a prescribed medication or controlled dangerous substance or otherwise making such drugs available to self, friends, family, or others.

- e. Forging a prescription or presenting a forged prescription.
- 3. Failure to follow guidelines for professional conduct as exemplified by:
  - a. Failure to follow established guidelines for notification of agency and instructor regarding absence from clinical setting.
  - b. Discrimination in the rendering of nursing care services or allowing own value system to interfere with client care/well-being.
  - c. Failure to record or inaccurate recording, reporting, or copying of client records.
  - d. Alteration of client records.
  - e. Appropriating without permission supplies or personal items of client, agency or school.
  - f. Falsifying documents submitted to the Northwestern Division of Nursing.
  - g. Abandonment of patient or leaving a nursing assignment or clinical agency without properly advising appropriate personnel.
  - h. Verbally or physically abusing clients, fellow students, instructors, or others.
  - i. Engaging in behavior that can be defined as sexual harassment.
  - j. Endangering the welfare of self or client through own physiological or mental health status.
- 4. Engaging in practices which are detrimental to the public interest as exemplified by:
  - a. Failure to act to safeguard the client and public when health care and safety are affected by the incompetent, unethical, or illegal practices of any person.
  - b. Impersonating a licensed practitioner, or permitting another person to use his/her student nursing identification for any purpose.
  - c. Aiding, abetting or assisting any other person to violate or circumvent any law or rule or regulation intended to guide the conduct of a nurse or nursing student.
  - d. Conviction for committing a felonious act.

If a student demonstrates unsafe clinical practice, the following may occur.

- 1. The student may be sent home, at the discretion of the clinical instructor in consultation with the course coordinator, from the clinical site and not allowed to finish the clinical day. They will receive a failing grade for that clinical day.
- 2. A professional behavior assessment and/or contract will be written and verbally reviewed by the clinical instructor, in consultation with the course coordinator, with the student to discuss the unsafe clinical practice prior to being allowed back into a clinical site.
- 3. The clinical instructor may require additional skills remediation time prior to resuming clinical and will consult with the course coordinator and director of the program as needed to determine plan for remediation.
- 4. If the student does not demonstrate improvement, is unable to demonstrate passing remediation skills, or has subsequent unsafe clinical practice, they will receive a failing grade for the clinical rotation.
- 5. Students must adhere to all clinical facility policies, procedures and professional behavior requirements. Failure to do so could result in removal from the clinical facility.
- 6. Infractions of this policy may result in further sanctions. See Division of Nursing Student Handbook for additional policies.

Reviewed: August 2017, 7/18

Revised: January 2023

## **E. CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION IN THE NURSING PROGRAM**

Nursing education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills and professional attitudes and behaviors. The nursing degrees awarded by The Charles Morton Share Trust Division of Nursing at Northwestern Oklahoma State University at the completion of the educational process certifies that the individual has acquired a base of knowledge and skills requisite for the practice of nursing at the respective undergraduate or graduate level.

To this end, a candidate for the BSN degree must have the abilities and skills to successfully complete all courses of the curriculum in an independent manner. In order to acquire the knowledge and skills to function in a variety of clinical situations and to render a wide spectrum of patient care, candidates for the undergraduate and graduate degrees in nursing must have abilities and skills in five areas:

- Observation
- Communication
- Motor
- Conceptual-Integrative
- Behavioral-Social

Technological compensation can be made for some disabilities in certain of these areas, but a candidate should be able to perform in a reasonably independent manner and exercise independent judgment.

Observation. The candidate must be able to observe demonstrations and participate in didactic courses and simulated learning opportunities. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation requires the use of common sense, as well as the functional use of the senses of vision, audition, olfaction, and palpation.

Communication. Candidates must communicate effectively using English in clinical and classroom settings. A candidate must be able to elicit information from patients, describe changes in mood, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but reading and writing. The candidate must be able to communicate effectively and efficiently with all members of the health care team in both immediate and recorded modes.

Motor. Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other assessment techniques. A candidate should be able to perform nursing skills requiring the use of gross and fine motor skills (e.g. IV insertion, venous blood draw, urinary catheter insertion). A candidate should be able to execute motor movements reasonably required to provide nursing care and emergency response to patients. Examples of emergency responses reasonably required of nurses are cardiopulmonary resuscitation, medication administration, and application of pressure to stop bleeding. Candidates must perform actions which require the use of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Candidates should also be able to assist and/or participate in various lifting activities.

Conceptual-Integrative. These abilities include measurement, calculation, reasoning, analysis, synthesis, and retention of complex information. Critical thinking requires all of these intellectual abilities in order to provide optimal nursing care. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

Behavioral-Social. Candidates must possess the emotional health required for the full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress in the classroom and clinical area. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical environment. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and educational process.

Reasonable accommodations will be considered on a case by case basis for individuals who meet eligibility under applicable statutes. Any person expecting to need accommodations should request them prior to beginning the program, as some accommodations may not be considered reasonable and may impact an applicant's ability to complete all components of the nursing program.

Applicants who are denied progression because of failure to meet the criteria may petition the faculty for reconsideration. The applicant will explain how he/she intends to meet the criteria in view of his/her specific circumstances and provide rationale for why certain criteria should be waived in his/her particular case.

(\*) "Activities of daily living" include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, and learning.

**Northwestern Oklahoma State University  
Division of Nursing  
HONOR CODE**

\_\_\_\_\_ I understand that as a nursing student, I am a member of a profession which places me in a position of confidence requiring the utmost discretion and professionalism to protect those with and for whom I work. I acknowledge that as a member of the nursing profession, I have a responsibility to act in a manner consistent with the essential attributes of the profession. In this regard:

\_\_\_\_\_ I agree to protect the privacy of faculty, peers, patients, and family members of patients by not inappropriately disclosing confidential information about faculty, peers, patients or their family members that is disclosed to me in my capacity as a Northwestern Division of Nursing student. In addition, I agree not to inappropriately disclose confidential information about my agency or institution that is disclosed to me in my capacity as a Northwestern Nursing Student. I will adhere to HIPAA guidelines.

\_\_\_\_\_ I have/will read the syllabus of the nursing course I am taking this semester and I understand the criteria established for grading my course work. I understand that my average on exams must be 80% or higher in order to attain a passing grade for the course.

\_\_\_\_\_ I agree that I will conduct myself in a manner that exhibits the professional values and in accordance with the American Nurses Association (ANA) *Code of Ethics for Nurses*, the ANA *Scope & Standards of Clinical Nursing Practice*, and the Northwestern Division of Nursing Student Behavior Policy.

\_\_\_\_\_ I will maintain and uphold the academic integrity policy of the Division of Nursing and will not condone or participate in any activities of academic dishonesty including but not limited to: Plagiarism, cheating, stealing, or copying another's assigned work, or lying about any situation.

\_\_\_\_\_ I will not recreate any items or portions of any exam for my own use or for use by others during my enrollment in the Division of Nursing (i.e. print, photograph, handwrite, copy, or otherwise duplicate)

\_\_\_\_\_ I will not accept or access any unauthorized information related to any exam administered during my enrollment in the Division of Nursing.

\_\_\_\_\_ I will sign my own papers and other documents and will not sign any other student's name to anything, including class rolls.

\_\_\_\_\_ I will not allow any student access to any of my paperwork for the purpose of copying.

\_\_\_\_\_ I will not discuss or post any information about faculty, peers, patients, family members or clinical agency on any electronic venue( i.e.: Facebook, Instagram, Snapchat, Twitter, cell phone texts, etc.). Nor will I leave/save any patient, family, faculty, clinical agency or student information on any open access desktop, laptop, tablet, hard drive or USB drive.

\_\_\_\_\_ **Any violation of the above statements may result in failure of the Nursing Program at Northwestern.**

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Student Signature

Printed Student Name

Date

Course #

Nursing Faculty Approved: Fall 2006

Reviewed/ /07, 8/09, 4/11, 5/12, 7/13, 6/16, 8/17, 09/18, 8/19, 7/20, 8/21, 7/22, 5/23

Revised 7/07, 8/09, 4/11, 5/12, 7/13, 6/16, 8/17, 09/18

## G. DRUG FREE ENVIRONMENT ACKNOWLEDGEMENT

**Northwestern Oklahoma State University  
Division of Nursing  
Drug Free Environment Acknowledgement**

I have received a copy of the Drug Free Environment information from the Division of Nursing, Northwestern Oklahoma State University. I understand that I must submit to a drug test by a qualified laboratory selected by the Division of Nursing at my own expense and the results of the test will be provided to the Chair of the Division of Nursing. I understand that if the test result is positive, I will be denied admission to the program.

I further understand that I may be subject to random drug tests at my own expense while enrolled in the program. A positive drug test or refusal to submit to testing will result in dismissal from the NWOSU nursing program.

**BY SIGNING THIS DOCUMENT, I INDICATE THAT I HAVE READ, I UNDERSTAND, AND I AGREE TO THE COLLEGE OF NURSING DRUG TESTING POLICY. I UNDERSTAND THAT A NEGATIVE TEST IS REQUIRED FOR ADMISSION AND PROGRESSION IN THE NWOSU NURSING PROGRAM.**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

## J. NORTHWESTERN OKLAHOMA STATE UNIVERSITY DIVISION OF NURSING DRUG TESTING PROGRAM POLICY

The Division of Nursing (DON) at Northwestern Oklahoma State University (NWOSU) makes every effort to protect our student nurses and the clients it serves from the dangers of substance abuse. Because of the physical and cognitive demands of student nurses and potential physical and emotional damage that can result from drug/alcohol use, the Northwestern Division of Nursing condemns the use of any legal or illegal chemical substance (manmade and/or natural) that endangers the safety and health of student nurses and clients. The Division of Nursing and its students must follow the drug free policy of the Division of Nursing, Northwestern Oklahoma State University, and State and Federal Government laws and regulations.

### SCOPE:

The information in this policy is intended for all NWOSU nursing students admitted to the designated degree program that include or may include a clinical component.

### POLICY:

Annual drug and/or alcohol screening(s) are required of all students effective January 2016, as defined in **SCOPE** above. Students who do not pass the drug/alcohol screening may be unable to complete degree requirements or may be suspended or dismissed from the degree program.

### TIMING AND PROCEDURES OF THE DRUG/ALCOHOL SCREENING

The drug/alcohol test program at NWOSU is based on the concern that, if a student nurse is using illicit "street" or "recreational" drugs, abusing alcohol, or misusing prescription drugs that he/she may endanger him/herself or cause injury to another individual/client. NWOSU Division of Nursing utilizes scheduled and unscheduled urine/serum tests to screen for possible drug/alcohol abuse. The urine/serum test will be used at any time the student nurse's performance is in question, when his/her behavior is disruptive, or if he/she exhibits reasonable suspicion.

- Current students in designated programs will be drug-tested at the beginning of each academic year or more frequently if required by the clinical site or by NWOSU DON.
- Students will be provided with the necessary procedures and consent forms for the required drug/alcohol screening by designated University Personnel.
- Random testing is a periodic testing of a portion of the students that may occur with a scheduled/unscheduled screening.
- Reasonable suspicion
  - At any time, the student's performance is in question a drug/alcohol test may be warranted
  - Reasonable suspicion shall be defined as behavior, conduct, or performance by the student which leads nursing faculty to conclude that there is a likelihood that the student is under the influence of drugs/alcohol.
  - Reasonable suspicion may be based on information received that a student is abusing drug(s) or alcohol. In said case, the determination that reasonable suspicion exists to require a student to submit to testing, with or without notice, will be made only after consultation between Division Chair and Program Director. All must agree that the observations, behavior, conduct or performance of the student is such that testing for reasonable suspicion is required to protect the health of the student, the health of others, including but not limited to clients.
  - Examples of Reasonable Suspicions may be one or more of the following. This is not an exhaustive list.
    - An unexplained drop-in grade(s)

- Frequently missed classes or clinical assignments
- Unexplained changes in physical appearance
- Unexplained increase/decrease in weight
- Violent behavior
- Information from knowledgeable sources
- Below standard performance in classes, skills labs, and/or clinical activities
- Legal problems (for example but not limited to: arrest for driving under the influence) may provide enough cause for drug/alcohol testing

### **ALLOCATION OF THE COST**

Students must pay the cost of any drug screenings, including scheduled, random and reasonable suspicion screening.

### **IDENTIFICATION OF VENDORS**

NWOSU will designate an approved vendor(s) to perform the drug/alcohol screenings. Results for any company or government entity other than those designated by NWOSU will not be accepted.

### **REPORTING OF FINDINGS AND STUDENT ACCESS TO DRUG SCREENING REPORT**

The vendor will provide the University or program designee with the results of the drug/alcohol screening report. Students with a positive drug screen will have an opportunity to consult with a Medical Review Officer, provided by the vendor, to verify whether there is a valid medical explanation for the screening results. If, after review by the vendor's Medical Review Officer, there is a valid medical explanation for the screening result, the vendor will notify the University or program designee of a clear test. If, after review by the Medical Review Officer, there is not a valid medical explanation for the positive screen, then the test result will stand.

Any right to appeal based on a positive screen rests solely among the student, the Medical Review Officer, and the vendor.

### **DRUG SCREENING PANELS**

The drug screening may include the testing for at least the following drug panels plus alcohol.

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine Metabolite
- Opiates
- Phencyclidine (PCP)
- Marijuana (THC) Metabolite
- Methadone
- Methaqualone
- Propoxyphene

### **POSITIVE DRUG SCREEN**

An "offense" under this policy is any instance in which a drug screening report shows a positive test for one or more of the drugs/alcohols listed above in the Drug Screening Panels section.

- **First offense:** Any student with a positive drug screen may be suspended for the remainder of the semester and be administratively withdrawn from all courses and/or suspended for the following semester at the University's or programs discretion. Random drug screenings may be required by NWOSU for the remainder of the student's enrollment. The university may impose additional sanctions and students are encouraged to check with the university policy for specific details on these possible additional sanctions.



- Students who are suspended may not be able to progress to the next semester based on specific program requirements.
- **Second offense:** Any student who has a second positive drug/alcohol screen will be dismissed from the degree program

### **FALSIFICATION OF INFORMATION**

Falsification of information will result in immediate dismissal from the degree program.

### **CONFIDENTIALITY OF RECORDS**

Drug screening reports and all records pertaining to the results are considered confidential with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) regulations.

### **RECORD KEEPING**

Reports and related records (both electronic and paper media) shall be retained in a secure location in the respective program office for 5 years, unless otherwise required by law.

### **RATIONALE**

- Health care providers are entrusted with the health, safety, and welfare of patients; have access to confidential and sensitive information; and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student's suitability to function in a clinical setting is imperative to promote the highest level of integrity in health care services.
- Clinical facilities are increasingly required by the accreditation agency The Joint Commission (TJC), to provide a drug screening for security purposes on individuals who supervise care, render treatment, and provide services within the facility.
- Clinical rotations are an essential element in certain degree programs' curricula. Students who cannot participate in field experiences due to a positive drug screening are unable to fulfill the requirements of any degree program. Therefore, these issues must be resolved prior to a commitment of resources by the university or the student.
- Additional rationale include (a) meeting the contractual obligations outlined in affiliation agreements between NWOSU and the various health care facilities; (b) performing due diligence and competency assessment of all individuals who may have contact with patients and/or research participants; (c) ensuring uniform compliance with TJC standards and agency regulations pertaining to human resource management; (d) meeting the public demands of greater diligence in light of the national reports on deaths resulting from medical malpractice and medical errors.

## VIII. GRADUATION POLICY

Students are expected to meet the general requirements for a Bachelor of Science Degree in Nursing.

- A. Minimum credit total, 124 semester hours, residence minimum 30 weeks, with 30 hours credit. At least 15 of the final 30 hours applied toward the degree must be completed at the awarding institution. The degree will be issued at the institution last attended, unless the student earned less than thirty hours credit there, in which case the issuance is at the university previously attended.  
 Exceptions to the requirement that final work is done in residence will be made for specific programs in which professional preparation is completed in an accredited instructional program such as medical technology, dentistry, medicine, etc. In addition, all Kaplan Integrated Exams must have been passed at the program mean or higher.
- B. At least 40 hours of courses taken must be upper-division (3000-4000) level.
- C. Grades must be such as to entitle the candidate to at least twice as many grade points as total hours in courses offered for graduation, whether passed or failed. (This represents a "C" average.) (Graduation with a Bachelor of Science degree in Nursing requires a Retention GPA of 2.50 and at least a "C" grade in each nursing course.)
- D. Each student must meet the English Proficiency and computer literacy requirements.
- E. Students enrolling under one set of degree requirements may graduate under those requirements providing successive (fall, spring) enrollment at NWOSU has been maintained. Otherwise, students will be governed by currently adopted degree requirements. Degree requirements older than ten years may not be used.
- F. Candidates who expect to complete degree requirements for graduation must file an application for bachelor's degree according to the published deadlines.  
 REFERENCE: NWOSU 2023-2024 Undergraduate Catalog
- G. The Student Committee is responsible for planning and implementing the annual Nursing Convocation Ceremony and Reception. The committee consists of the Director of the Traditional BSN Program of the Division of Nursing and the Student Committee with the Division Chair as an ex-officio member. The graduating class and the Student Nurses' Association are responsible for fundraising for the events and activities. The Division of Nursing determines the date and time of the events. The committee and the Division of Nursing approve all plans for this formal event. All junior nursing students are required to participate in pinning activities. All final decisions regarding the Convocation Ceremony and Reception rest with the Nursing Division Faculty.

## IX. CLINICAL REQUIREMENTS

### A. STUDENT RECORDS

Students must have all student records complete prior to clinical each academic year. Failure to maintain current records will prevent the student from attending clinical experiences.

### 1. CARDIO-PULMONARY RESUSCITATION (CPR) CERTIFICATION

Each nursing student must be proficient in CPR skills during the NURS 3013 course or prior to the clinical component of the nursing courses for LPN students. The CPR certification must be kept current throughout the nursing program. The CPR class for the professional person, including nursing students, is known as the Basic Life Support Course (BLS) for health care providers and will be taught by a certified instructor. Students are required to be CPR certified through the American Heart Association. Students must present their CPR card to the Northwestern Division of Nursing Secretary annually by the first "All Division Meeting Day" at the beginning of each fall semester. The card will be copied and placed in the student's file yearly or as updated. It is the responsibility of the student to make sure CPR Certification is current throughout their time in the Nursing Program at Northwestern.

### 2. PROFESSIONAL LIABILITY INSURANCE POLICY-- STUDENT

- a. The Division of Nursing requires that each nursing student maintain professional liability insurance. Coverage is available through a blanket Division of Nursing policy for \$16.00 per student a year. Premiums are paid at the Business Office the first week of the fall semester. Students must bring a receipt of payment to the "All Division Meeting". Students receiving financial aid must either go ahead and pay this or ask the business office to designate it as a priority payment and receive a receipt. Fees are subject to change annually.
- b. In order to be covered by the professional liability insurance policy, the student must be in compliance with standards and policies set by Northwestern Division of Nursing and by each specific clinical facility. The professional liability insurance policy does NOT cover Northwestern Nursing students when they are working outside of their class/curriculum realm.

### 3. STANDARD PRECAUTIONS

Standard precautions are used with all patients regardless of known disease status. Standard Precautions are based on the principal that all blood, body fluids, secretions, excretions (except sweat), non-intact skin, and mucous membranes may contain contagious infectious agents.

#### a. STANDARD PRECAUTIONS GUIDELINES

- i. Handle all blood and body substances of all patients as potentially infectious.
- ii. Perform hand hygiene immediately before and after patient contact. Perform hand hygiene after touching blood, body fluids, secretions, excretions, mucus membranes, non-intact skin, wound dressings, or inanimate objects in the immediate vicinity of the patient. Perform hand hygiene immediately after gloves are removed.
  1. **Handwashing:** Hands that are visibly soiled should be washed using either plain or antimicrobial soap or water.
  2. **Alcohol-based hand product (such as gel, rinse, or foam) method:** May be used when hands are not visibly soiled.

- iii. Wear gloves when touching blood, body fluids, secretions, excretions, and contaminated items. Gloves should be worn for specimen collection, cleaning and disinfecting client care equipment and environmental surfaces, handling contaminated personal protective equipment or clothing, or handling medical waste containers.
- iv. Wear a gown when splashing with blood or body substances is expected or possible.
- v. Wear protective eyewear and mask if splattering with blood or body substance is possible.
- vi. Place used syringes immediately in nearby impermeable container. **DO NOT** recap or manipulate needle in any way.
- vii. Treat all linen soiled with blood or body substances as infectious.
- viii. Process all laboratory specimens as potentially infectious.
- ix. Place respiratory rescue equipment where respiratory arrest is predictable.

#### 4. STUDENT HEALTH, SCREENING, & IMMUNIZATION POLICY

- a. A history and physical examination must be completed by a primary health care provider, with appropriate forms placed on file in the nursing office by the date specified in the admission letter.
- b. Required immunizations/screenings for the clinical components of the nursing program include:
  - i. Diphtheria immunization within past 10 years
  - ii. Tetanus immunization within past 10 years (one Tdap for pertussis)
  - iii. MMR (Measles, Mumps, and Rubella combined vaccine x 2 or positive titers)
  - iv. Varicella "Chickenpox" immunization (two vaccines) or positive titer
  - v. Hepatitis B vaccination (completion of series of three).
  - vi. Meningitis (as per NWOSU policy for incoming students who reside in on-campus student housing)
  - vii. Influenza vaccine each fall
  - viii. Covid-19 vaccine and/or documentation of approved facility exemption from vaccine will be required based upon yearly clinical facility requirements on assigned facility requirements.

Because there are contraindicating conditions to the Hepatitis B vaccination, a health care provider's approval is necessary before a student begins the series of vaccinations. A student, who has been advised not to have the Hepatitis B vaccination, must provide a written statement from a primary caregiver. This statement will be kept in the student's file and a waiver will be signed. Students may not attend clinicals until all immunization records are up to date and complete.

- c. **Screening:** Tuberculosis (TB skin test yearly, preferably in the summer—if positive skin test, provide documentation of baseline chest x-ray & follow protocol of health care provider. If student has history of positive TB testing and has documentation of negative chest x-ray, the student will provide negative symptom survey annually, according to Health Department policy). Students may not participate in clinicals until TB screening records are up to date and complete.
- d. **Illness/Injuries:** Students will not attend class or clinical when the student's illness might be contagious. A nursing student who has been ill or injured, upon return to class,

will be requested by an instructor to submit a written statement regarding status of health from the primary care giver. If a student is injured while in lab, or in the clinical setting, he/she must report the incident to the instructor and the charge nurse as soon as possible. The student will seek medical care, if necessary. The Northwestern Division of Nursing is not responsible for accidents or injuries.

With an injury, the student will complete a Northwestern Division of Nursing Variance Report Form and complete an agency Incident or Variance Report Form. The student will describe the facts of the incident. The student will not write judgments or opinions of the incident. The instructor shall be notified of all follow up activities related to the incident. A copy of the incident and follow up activity will be placed in the Division of Nursing Chair's Office and the student's file.

- e. **Health Insurance:** Each student is responsible for carrying adequate health insurance either through a family or individual policy. The student assumes responsibility for personal hospital and medical expenses. See Northwestern Undergraduate Catalog regarding Health Service.
- f. **Pregnancy:** If a nursing student is pregnant, she needs to inform her nursing faculty so that she will not be placed in an environment that might be hazardous to the fetus or student.

#### 5. **RN LICENSURE (ONLINE RN-BSN STUDENTS)**

Students who are Registered Nurses, completing a Bachelor's Degree in Nursing, must provide the Division of Nursing with their RN License numbers and expiration date.

#### 6. **LPN LICENSURE (LPN-TRACK STUDENTS)**

Students who are Licensed Practical Nurses, completing a Bachelor's Degree in Nursing, must provide the Division of Nursing with their LPN License numbers and expiration date.

#### 7. **SERVICE LEARNING**

Each student will be required to complete 4 hours of community service over the fall semester. The student must obtain the approval of the course instructor from the clinical course PRIOR to starting the community service project and complete the agreed upon reflective assignment. In addition, the student will need to sign a contract of acceptable participation practices with the site where the service learning will take place.

## 8. STUDENT IMMUNIZATION RECORD FORM

Name \_\_\_\_\_ Date \_\_\_\_\_

## STUDENT IMMUNIZATION RECORD FORM

(Initial Requirements)

➤ ATTACH DOCUMENTATION OF IMMUNIZATIONS OR TITERS &lt;

IMMUNIZATION	IMMUNIZATION OR CONDITION DATE	REQUIRED FOR DOCUMENTATION (Check Appropriate Items)
1. MMR (Combined Vaccine) (Measles, Mumps & Rubella)	_____	_____ Dose 1 between 12 months & 5 years _____ Dose 2 - 5 years or older (Submit Immunization Record)
2. Measles (Rubeola) (Single Vaccine)	_____	A_____ Record of Immunization (Submit signed record of vaccination)
<b>MUST HAVE DOCUMENTATION OF 2<sup>ND</sup> MMR OR MAY TAKE SINGLE VACCINE OF RUBEOLA OR RUBEOLA TITER</b>	_____	B_____ Health Record of disease (Submit signed written statement)
		C_____ Positive titer ( immune) (Submit lab report)
3. Varicella (Chicken Pox)	1. _____ 2. _____	A_____ Record of Immunization (2) (Submit signed record of vaccination)
		B_____ Positive titer ( immune) (Submit lab report)
4. Hepatitis B	1. _____ 2. _____ 3. _____	A_____ Completed Series of 3 Injections (Submit record of immunizations)
		B_____ In Process-Series of 3 Injections (Submit record of immunizations)
		C_____ Positive titer (Immune) (Submit lab report)
5. Tetanus-Diphtheria (Tdap) Pertussis	_____	_____ Booster within last 10 years to be effective during two year Nursing Program.
6. Tuberculosis Skin Test (TB) or Chest X-Ray if skin test positive	Junior Yr. _____ Senior Yr. _____	_____ Negative TB Skin Test or a negative chest x-ray if skin test positive (or screening)

Seasonal Influenza Vaccination required. \_\_\_\_\_ (no later than November 1st)

COVID – 19 Completion Date: \_\_\_\_\_

CPR Expiration \_\_\_\_\_ History and Physical \_\_\_\_\_

4-99, 2-02, 6-03, 1/04, 1/05, Revised 8/05, 8/09, 8/10 Reviewed 7/06, 7/07, 7/08, 08/11, 7/13, 6/14, 6/16, 7/19,  
7/20, 8/21, 7/22, 5/23

## B. DRESS REGULATIONS POLICY

### 1. Attire for Clinical Agency (Client Care, Skills Lab, and required events):

When students come to clinical agencies or skills lab, they must be dressed in professional Northwestern clinical attire. Grey Cherokee scrub shirts (these are to be ordered by the student from The Uniform Stop) and Grey Cherokee scrub pants is the attire for all students. In addition, a white lab coat with the school emblem on left sleeve may be worn in clinical settings. Students will be asked to wear the NWOSU Nursing red collared shirts to class, lab, clinical, or required events.

- a. Uniforms and scrubs must be clean and pressed. **NO LOW RIDER PANTS.**
- b. A WHITE or BLACK long-sleeved knit shirt/turtleneck may be worn underneath the scrub top. No undergarments should be visible while in the clinical uniform or professional dress.
- c. No jewelry is to be worn except wedding band and/or engagement ring, watch with second hand and small posts/studs. If ears are pierced, only one pair of earrings may be worn. No other body piercing jewelry allowed including nose, tongue rings, ear gauges, or studs. Any other visible piercings must be covered. No jewelry or pins are to be worn on nametags or badges.
- d. Tattoos are to be covered.
- e. Students are to wear socks with pant uniforms. All students must wear white or black shoes of a nonpermeable material that are clean and polished. No open toed or open heeled shoes are acceptable. Uniform shoes must be worn for clinical activities only. (90% white or black with black, red or gray stripes is acceptable.)
- f. Hair must be clean, neat, off collar and maintained in a manner that a sterile field will not be contaminated. Beards and moustaches must be neatly trimmed. Head coverings or headbands must be BLACK, WHITE, or DARK GREY.
- g. Nails must be clean, neat and trimmed below the level of the fingertips. No artificial fingernails, nail enhancements, or overlays are permitted.
- h. Regulation name badge is to be worn on the left side of the uniform.
- i. School patch is to be permanently sewn and centered one (1) inch below the shoulder onto the left sleeve of uniform and lab coat.
- j. Makeup is to be conservative for the clinical setting.
- k. No scented perfume, cologne, shaving lotion, hand or body lotion may be worn. Patients and staff with asthma are sensitive to these products.
- l. Student must engage in clean personal hygiene practices and be free of offensive odors.
- m. Correct credentials are: **F. Nightingale, NWOSU SN**
- n. No chewing gum or smokeless tobacco is permitted.
- o. Exceptions in dress code will be made for mental health clinical as outlined in the syllabus for that course.
- p. Students must adhere to the policies for appropriate clinical attire while in the laboratory. Approved skills lab t-shirts may be worn in place of uniform top while completing check-offs in the laboratory. This includes the policies related to piercings, tattoos, and appropriate clinical dress.
- q. In addition, no student should wear perfumes, colognes or other scented products when in the laboratory.

These policies are also observed by the clinical facilities for student work.

### 2. Attire for obtaining client information, or any time on agency premises for clinical activities:

Wear complete uniform as described above, or laboratory coat with name badge and school emblem, over appropriate street clothes, e.g. dress, skirt, slacks, etc. **No jeans**

**or shorts under lab coat. No sandals or t-shirts with emblems as outerwear.**

### **3. Dress Code Enforcement:**

Nursing instructors, nursing unit charge nurses, and preceptors have the authority to enforce the dress code and deny access to client records and/or clients if the student is not in proper attire. The preceptor or nursing instructor is authorized to dismiss students who are not dressed according to the dress code.

### **4. Use of Student Uniform:**

- a) Students may wear school emblem and name tag only when performing in a student role under the supervision of a Northwestern faculty member or nursing adjunct.
- b) When the clinical agency dress regulations are more specific than school policy, clinical agency regulations take precedence.
- c) The school uniform may not be worn in an employment situation.

#### **1. Dress code for Student/Division of Nursing Events:**

- a. **Division of Nursing collared shirt with black pants, dress shoes, and clinical badge.**

## **C. NON-COMPENSATION FOR STUDENTS DURING REQUIRED ACTIVITIES**

Nursing students fulfilling academic requirements cannot be paid for these endeavors. Academic clinical activities may be completed in the place of the student's current employment, with instructor approval. The activity must allow the student a different perspective (or offer a different focus) than that gained while pursuing his/her usual employment.

## **D. TRANSPORTATION/LIVING ARRANGEMENTS DURING CLINICAL EXPERIENCE**

It is the responsibility of each nursing student to provide living arrangements and transportation during clinical experiences. While carpooling is certainly permissible, students are not to depend on a classmate to provide transportation to any activity. Faculty are not to be expected to match clinical experiences to student carpooling arrangements. The following gives an estimate of time overnight away from the student's residence:

### Junior Level

Fall Semester: 2 conferences in September/October

Spring Semester

Some required meetings/clinical experiences in Oklahoma City area

### Senior Level

Fall Semester: Fort Supply, 2 conferences in September/October

Some required meetings in Oklahoma City area

Fall/Spring Semester for all levels:

Transportation and lodging are the responsibility of each individual student during all courses. During the Leadership in Nursing course, the travel time and need to stay overnight depends on where the student chooses to complete the Leadership practicum. Clinicals for both Junior and Senior years may be assigned in Woodward, Enid, Alva, Ponca City or other out of town sites.



**SECTION IV**

**STUDENTS**

## I. STUDENT ADVISEMENT

According to the NWOSU Faculty Handbook “each student upon entering NWOSU is assigned an advisor. Students are encouraged to confer with university advisors on all matters relating to course programs. Conferences may be about academic and non-academic matters. No enrollment, withdrawal or change of schedule forms will be accepted by the registry office without the signature of the student’s advisor or their designee. Students should make appointments with their advisor during enrollment periods so that the advisor can arrange to spend adequate time with the student. Office hours are posted on each faculty member’s office door and on their Blackboard courses.

Revised: 8-13-99, 08/11, 07/15

Reviewed: 8/02, 8/03, 6/04, 6/05, 7/06, 7/07, 7/08, 8/09, 6/13, 06/14, 6/16, 7/18, 7/19, 7/20, 8/21, 7/22, 5/23

## II. STUDENT ACTIVITIES

### A. NORTHWESTERN SNA – ONSA – NSNA

**Student Nurses’ Association (SNA):** SNA is the Northwestern Student Nurses’ Association. Members of the local constituent group of SNA are also members of the Oklahoma Nursing Student’s Association (ONSA), and the National Student Nurses’ Association (NSNA). The local chapter was developed and initiated on Northwestern’s campus in the fall of 1982 by the first nursing class.

Membership provides opportunities for personal and professional growth, achievement, and fellowship. ONSA-NSNA represents student nurses and keeps students informed of trends, issues, and legislation pertaining to nursing and student nurses at the state and national level. Likewise, Northwestern-SNA provides a vehicle through which students may express themselves, present concerns, and make contributions. Other benefits include publications, reduced insurance rates, scholarship opportunities, and discounts for various workshops. Important benefits are learning how to effectively work within a group and developing leadership competencies. Students are provided opportunities to participate in a variety of local and state events. National participation is also encouraged. All students are required to join and participate in the Student Nurse Association at the local, state, and national level. The organization is open to all students in the nursing major. Application forms are available from the Division of Nursing Administrative Assistant or from an SNA Officer.

### B. ONSA Convention/ONA Student Bootcamp

All junior and senior level nursing students will be required to attend the ONSA Convention during the Fall semester each year. The students will be given clinical credit for the days attended. Students who attend the convention must follow the current protocol for documenting attendance, per instructors. Students who cannot attend the convention due to extenuating circumstances will be required to participate in a clinical activity. The options will require prior approval from the clinical instructor by October 1<sup>st</sup> of each year.

## B. Sigma Theta Tau

NWOSU Charles Morton Share Trust Division of Nursing was accepted into the Sigma Theta Tau Beta Delta Chapter in 2021. Those eligible for membership include:

**Undergraduate Student** – Senior students enrolled in baccalaureate programs at accredited institutions of higher education who have completed at least 1/2 of the nursing curriculum, rank in the upper 35 percent of their graduating class and have achieved academic excellence (at schools where a 4.0 grade point average system is used, this equates to at least a 3.0)

Revised: 8-13-99, 8/01, 8/02, 8/03, 6/04, 8/05, 7/06, 7/07, 7/08, 08/09, 7/13, 06/14, 6/16, 7/22

Reviewed: 08/11, 06/14, 07/15, 7/18, 7/19, 7/20, 8/21, 7/22, 7/23

## D. Faculty Committees

Student representatives are invited to participate in the Academic Affairs, Student, Admissions, and Division of Nursing faculty meetings. Students will elect a student representative from each class and/or campus to attend these meetings. This provides a mechanism for students to provide input to the faculty and to assist in the development of solutions. The student must demonstrate appropriate professional conduct in these meetings and maintain confidentiality as appropriate.

Revised 7/06, 7/13; Reviewed 7/07, 7/08, 08/09, 8/10, 08/11, 7/13, 06/14, 07/15, 6/16, 7/18, 7/19, 7/20, 8/21, 7/22, 5/23

### III. ATTENDANCE POLICY

**ATTENDANCE:** Commitment to attendance of required activities and learning experiences is a sign of professional behavior. Establishing professional behaviors is a vital part of nursing education. Students should make all outside personal appointments at times that do not interfere with class/clinical/lab times. Missing class, lab, or clinical for an appointment should be reserved for emergency purposes **ONLY** and the student may be required to submit a note from the health care provider to return to class.

A student must notify the course faculty of inability to attend class, PRIOR to the class. The student should directly contact (emails are not permissible) the faculty member of each class or clinical which will be missed. The Division of Nursing Administrative Assistant should only be called when the student has been unable to reach the faculty member.

- A. Each student should place emphasis on developing a sense of responsibility for his/her education. In this connection, students are held accountable for all work covered in a course despite valid reasons for absence from class/clinical/labs. This includes announcements on Blackboard, assignments and other course activities. All course and clinical objectives must be met to pass the course successfully. Faculty will report absentee problems to the Vice President of Student Affairs and Enrollment Management after the third absence.
- B. When a student accepts a clinical assignment, the assignment of the client sets up a contract for the student to give nursing care and is considered binding. Therefore, if the student is going to be tardy or absent, he/she is responsible for directly notifying the designated person or persons, stipulated by the Instructor, prior to the beginning of the clinical/lab period. If the student is not prepared for class/clinical/lab, the student will be dismissed from the area and will be counted absent (unexcused).
- C. Attendance of class/lab/clinical is required. The laboratory and clinical experiences are vital to the student's mastery of the psychomotor skills and application of the knowledge component of the course. Attendance for theory and clinical will be counted separately. Any hours missed in clinical must be made up. A provider's note must be given to the faculty member from the doctor that the student saw for health issue. Upon the 3<sup>rd</sup> consecutive class absence, the student will be automatically withdrawn from the course or courses. Upon appeal, the nursing faculty will make a decision about the student's progression in the program.
- D. Each student will be reviewed on a case by case basis. If attendance is a problem, continuation in the individual course and/or nursing program will be dependent upon general review by the Division of Nursing Chair or Director of BSN Programs and Instructor or the Division of Nursing Chair or Director of BSN Programs and the General Nursing Faculty.
- E. Violation of attendance policy may result in withdrawal from the course (W), a one letter decrease in the final course grade or failure of the course.
- F. If a student fails to attend class or assigned clinical period for three consecutive scheduled periods without notification to the instructor and the Division of Nursing Chair, such action may result in automatic withdrawal from the course.
- G. Faculty responsibilities related to tardy/attendance policy
  1. Documents class attendance.

2. If absence is due to illness or injury, faculty may request a statement from the health care provider.
3. Counsel students who have attendance/tardiness problems.
4. Faculty will report absence and tardiness problems to the Division of Nursing Chair and the Vice President of Student Affairs and Enrollment Management as requested.

If the above policy is violated, the following procedure will be initiated:

**Absence #3**-The attendance policy has been violated. Consultation will be scheduled with student and nursing instructor. Each student will be reviewed on a case by case basis by the Division Chair and the Faculty involved or the Division Chair and the General Faculty. The violation could result in withdrawal from the course (W or WF) or a one-letter grade decrease in the final course grade.

#### H. Tardiness policy

Establishing professional behaviors is part of nursing education. Promptness is a professional behavior. Promptness is being in place and ready for class/clinical/labs when the instructor starts class or when clinical begins. Class and clinical times are available in the course schedule, syllabus, and/or clinical schedules.

Tardiness is not being in place and ready when the instructor begins each class or when each clinical begins. **Three (3) late arrivals (tardies) will equal one (1) absence.**

Revised: 8-13-99, 8/01, 8/03, 7/06, 06/14, 7/23

Reviewed: 8/02, 6/04, 8/05, 7/07, 7/08, 8/09, 08/10, 08/11, 06/12, 6/13, 06/14, 07/15, 6/16, 7/18, 7/19, 7/20, 8/21, 7/22, 5/23

#### **IV. COMMUNICATION**

Communication in the nursing program takes place primarily through announcements on Blackboard and/or through NWOSU emails. In order to remain informed of expectations and important information, you must have ready access to these platforms. Therefore, each nursing student is required to have 24 hour a day, 7 days a week access to both a computer and the internet. This will be vital to your success in the program. All email to faculty or staff of the Division of Nursing must be through Northwestern Oklahoma State University email.

##### **A. CHANGE OF INFORMATION**

Students who have a change of name, telephone number, and/or address are responsible to notify the Office of the Registrar and the Division of Nursing Administrative Assistant in order to maintain accurate records. It is also the responsibility of the student to give this information to the current course instructor. In addition, the student must update his/her email account to reflect any name change. Form may be obtained from the NWOSU Division of Nursing Administrative Assistant. See following page for the Student Data Form.

##### **B. BLACKBOARD**

Nursing students will be expected to access and use Blackboard as appropriate for each course. Announcements and course information, such as the course syllabus, are posted on Blackboard for each course. The Nurse's Station is housed in Blackboard and is an important page to visit frequently for division announcements. It is the responsibility of each student to regularly check (at least daily) Blackboard courses and download or print a copy of the syllabus to bring on the first day of class. It is the responsibility of each student to maintain the confidentiality of their password.

##### **DIRECTIONS TO LOG ON BLACKBOARD**

Go to NWOSU home page

Click on BLACKBOARD

Click on login

User name is the first initial, middle initial, last name followed by the last two digits of your student ID number (Not your SSN).

So, if your name is John B. Doe and your student ID is 112233445, your username will be jbdoe45 (all lower case - no spaces).

Your password will be your student ID number (do not include the dash). This is not your SSN but rather your NWOSU student ID number. You will need to change your password when you login to Blackboard to protect the security of your account. To do this, select Personal Information from the menu and then select Change Password.

If you need help with Blackboard, email [jgboedecker@nwosu.edu](mailto:jgboedecker@nwosu.edu) or call (580) 327-8180.

## C. STUDENT DATA FORM

Northwestern Oklahoma State University  
Division of Nursing  
Student Data Form

Please complete and return to the NWOSU Division of Nursing.  
Student data will be recorded in your student folder and used as needed. **Always** advise the  
Division of Nursing when data changes.

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Student ID Number: \_\_\_\_\_ Advisor: \_\_\_\_\_  
Campus Attending (circle one): Alva - Enid - Woodward - Ponca City - Online Only  
E-Mail Address: \_\_\_\_\_

**Contact Information While in School**

Address, C/S/Z: \_\_\_\_\_  
\_\_\_\_\_

Cell Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Elect to be in Text Message List?    Yes        No

If Yes, Provide Cell Carrier Company: \_\_\_\_\_

**Permanent Mailing Address**

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

**Emergency Contact Person:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Number: \_\_\_\_\_

## D. CONFIDENTIALITY POLICY

**OBJECTIVE:** To clearly define the Northwestern Division of Nursing's commitment to the confidentiality of all privileged client records.

**RATIONALE:** All client records in all clinical settings are confidential as required by federal and state law and by professional ethics. Therefore, it is the responsibility of each student in the Northwestern Division of Nursing to maintain complete and total confidentiality in regard to all client information that is collected, analyzed, filed, recorded, or stored in Northwestern student's assignments, or in any clinical agencies to which students may be assigned.

Each and every person, professional and nonprofessional, who obtains information from a client or a client's record that is receiving medical, dental or related services is engaged in a privileged communication. Privileged communication belongs to the client and cannot be waived by anyone else. Oklahoma statutory law has expanded the common law scope of confidential communication to include consultation or communication with health care professionals on a need- to-know basis.

In general, no client records or information therein, should be released or discussed without the written consent of the client or by valid court order.

- 1.** However, in most cases, client information may be shared appropriately on a need-to-know basis with the professionals rendering health care in a clinical facility without a written consent.
- 2.** **No printed material concerning clients should be removed from the clinical facility.**
- 3.** Client data stored in computer systems in clinical facilities, and available through printouts and networks, is also confidential. Access is protected by responsible usage of passwords and user IDs. Passwords and user IDs are confidential and should not be shared with anyone, including peers, supervisors or instructors. In addition, computers should not be left unattended without first signing off, especially if client information is on the screen. It is important to remember that each user is responsible for protecting the integrity and the security of all confidential data in the system, and that all entries are the responsibility of the individual identified by the password!
- 4.** Information is a valuable asset to be shared appropriately when necessary and to be protected at all other times. Access to client records should be limited to those who have a need-to-know as necessitated by the performance of required job duties.
- 5.** Any incident of failure to maintain confidentiality with client information will be carefully reviewed by administrative staff and faculty and will result in disciplinary action.
- 6.** All nursing students are required to view HIPAA as directed and complete a post-test at the "All Division Meeting "annually.
- 7.** No assignments or other documentation containing any information regarding a patient, family, faculty member, clinical facility or student will be saved or left on any open access desktop or hard-drive.
- 8.** No information about clients/families, clinical facilities, faculty or other students will be posted on any social networking site or other electronic venue.
- 9.** Additional confidentiality statements may be required at various clinical facilities.

Dev. 9/97; Revised: 8-13-99, 8/01, 8/03, 8/09, 08/10, 06/14

Reviewed: 8/02, 6/04, 8/05, 7/06; 7/07, 7/08, 08/11, 07/13, 06/14, 6/16, 7/18, 7/19, 7/20, 8/21, 7/22, 8/23

## E. E-MAIL POLICY:

Beginning in the junior year all nursing students will be expected to use their Northwestern E-



mail address when communicating within the Division of Nursing. E-Mail addresses will be noted on the student data form for Division of Nursing records. E-Mail will be used as a communication tool, and students are encouraged to check their Northwestern E-Mail on a regular basis, several times daily. Students are also required to clear out their email box periodically so that it will be capable of receiving emails sent out by the faculty or staff.

The faculty may at times send out group text messages as reminders to those who have given consent (on their Student Data Form) to receive such messages on cell phones.

## **F. RELEASE OF INFORMATION POLICY**

The Family Educational Rights and Privacy Act of 1974, as amended May 5, 1975, requires that educational institutions notify students of the information that is maintained and considered "Directory Information." The amended act also requires that educational institutions give students an opportunity to request that "Directory Information" pertaining to them not be released without written permission.

Northwestern Oklahoma State University has classified the information listed below as "Directory Information". Students may request this information be held confidential by filing a form in the Office of the Registrar. Students who do not want "Directory Information" released must file an official written request.

Information that NWOSU considers "Directory Information":

1. Student name, local and permanent address
2. Student ID number
3. Telephone number
4. Date and place of birth
5. Marital status
6. Sex
7. Ethnic group
8. Religious preference and membership
9. Major and minor fields of study
10. Degree desired
11. Expected date of graduation
12. Classification
13. Class schedule
14. Dates of attendance at NWOSU
15. Educational institutions previously attended
16. Degree(s) held
17. Awards granted
18. Advisor
19. Participation in organized activities and sports
20. Hometown newspaper

The Office of the Registrar is the official office of the University for maintaining and releasing information pertaining to the student's academic records and for releasing information pertaining to the student's discipline records. All information collected and maintained by the office pertaining to students not listed as "Directory Information" is considered confidential information and is not released to anyone except the student without a written request from the student. Students are welcome to review all information maintained in this office and to request that all inaccurate information be expunged.

**G. STUDENT RECORDS**

Student records will be sent from each campus to Alva to be filed in a specified storage location in Carter Hall within six months of a student's graduation or leaving the program. Files will be stored a minimum of 5 years prior to being destroyed according to university policy. Any graduate or current student who wishes to review records must complete the Request of Student Records Form and submit it to the Division Chair. An appointment will be made and, in that meeting, items will be reviewed and made available for copy.

**H. REQUEST TO REVIEW STUDENT RECORD**

Northwestern Oklahoma State University  
Division of Nursing  
Request Form to Review Student Record

This form is for students who wish to review their student record.

Once a request has been made, the university has 45 days to comply with the request from the time the request form is received in the office of the Chair of the Nursing Division.

I, \_\_\_\_\_, request that my student file on  
(student name)

the Alva/Woodward/Enid/ Ponca City campus be made available for my review. The following persons have my permission to also be present for that review:

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(relationship)

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(relationship)

I understand that I may only copy those sections pertaining to my personal history and that no evaluative materials, such as exams, may be copied and that I may only examine these in the presence of the Chair or Director of the appropriate BSN program of the Nursing Division.

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(witness name)

\_\_\_\_\_  
(date)

**I. VOICE MAIL**

The Division Chair, nursing faculty, and administrative assistant have voice mail on their office phones. Leave a message if the person you are calling is not immediately available.

**J. MAILBOXES**

All nursing students have individual mailboxes on their respective campuses. In Alva they are located just outside of the Administrative Assistant office, in Enid, Woodward, and Ponca City they are located in the nursing faculty office.

**K. STUDENT LOUNGE**

Carter Hall room 209 is available for student activities and group study. The room is equipped with a microwave and two refrigerators for students use. A small refrigerator is available for student use in the Division of Nursing office on the Enid and Woodward campus.

**L. VIRTUAL COMPUTER LAB**

Carter Hall room 208 on the Alva campus is a virtual computer lab set up with 20 computer stations for students to use to study or take standardized examinations. This computer lab is supplied with a printer and paper from the SNA.

**M. NO FOOD POLICY IN ITV CLASSROOMS**

Students are not allowed to eat in the ITV classrooms at any sites.

**N. STUDENT VARIANCE POLICY**

The Division of Nursing must protect the health and safety of any patient, student, and employee. Any unusual or out-of-the-ordinary incidents or occurrences shall be reported to the instructor immediately and documented on the Northwestern Variance Report Form. The following course of action must be completed upon the occurrence of any variance.

1. The student will report to the clinical nursing faculty member immediately following the variance and fill out the Northwestern variance report within 24 hours.
2. The clinical faculty member will notify the Course Coordinator and Division Chair immediately following the event.
3. The clinical faculty member will discuss the variance with the facility and determine what actions the facility will require.
4. The clinical faculty member and the student will complete any action(s) deemed necessary by the clinical facility site.
5. The student and clinical faculty will make an appointment with the course coordinator within 24 hours to discuss the variance.
6. The student will complete any corrective action(s) deemed necessary by the course coordinator and/or the clinical faculty within the assigned time frame.
7. The clinical faculty member and course coordinator will forward the actual variance report and any other information to the Division Chair.

8. The Course Coordinators will complete a root cause analysis of the variance and determine if further action needs to be taken to maintain patient safety and clinical experiences.
9. All variance reports and details/documentation will be sent to the Dean of Student Affairs and Enrollment for review and further actions deemed necessary by this office will be taken.
10. All variance reports will be filed in the Division of Nursing Alva office.

**O. VARIANCE REPORT FORM**

**NORTHWESTERN OKLAHOMA STATE UNIVERSITY  
Charles Morton Share Trust Division of Nursing  
Variance Report Form**

When did variance occur? Date \_\_\_\_\_ Approximate Time \_\_\_\_\_

Where did variance occur? /setting? \_\_\_\_\_

Address: \_\_\_\_\_

Description of variance:

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Explain how and why variance occurred:

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Explain what action should or can be done to prevent this type of variance:

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Action taken concerning variance:

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When applicable, a hospital or agency variance report must be completed and attached to this form. Report is filed in Division of Nursing office.

Signature of Nursing Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Clinical Faculty\* \_\_\_\_\_ Date \_\_\_\_\_

Signature of Course Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Reviewed: 8/02, 8/03, 6/04, 6/05, 7/06, 7/07, 7/08, 08/09, 7/13, 07/15, 6/16, 7/18, 7/19, 7/20,  
8/21, 7/22, 5/23 Revised 5/11, 5/12

**P. INCLEMENT WEATHER POLICY**

Northwestern Oklahoma State University

Charles Morton Share Trusting Division of Nursing (DON)

Traditional Bachelors of Science in Nursing (BSN) Program Inclement Weather Clinical Policy

If Northwestern Oklahoma State University (NWOSU) is closed due to inclement weather, all Traditional BSN clinical experiences will be cancelled. However, due to the NURS 4216 Nursing Leadership course having precepted clinical hours and the need for students to prepare for professional practice, the DON can require that clinical experience within this course will continue during inclement weather closures. If the NURS Nursing Leadership course faculty member(s), program director, or Chair of the DON deem it is necessary. Students that wish to attend clinical experiences during inclement weather closure are asked to use their best judgement when making decisions about traveling and attending the clinical experience. If the option is given to attend, but the student feels it is unsafe the student does not have to attend the clinical experience on the day of the inclement weather closure. If the student wishes to attend they will need to contact the faculty member of the NURS Nursing Leadership course to ensure that this is approved and a DON faculty member is available should anything be needed or issues arise. If NWOSU is closed due to a scheduled closer, i.e. Spring Break, Traditional BSN students are not allowed to attend clinical.

1/24

## V. EMPLOYMENT WHILE A STUDENT

It is recognized that nursing students often feel the need for employment while attending school. The Oklahoma Board of Nursing understands this need and has issued guidelines to assist the student in finding acceptable employment in nursing. These guidelines are found on the next page. In addition, the faculty of the Division of Nursing makes the following recommendations:

- A. A student will be better able to prepare for class if he/she does not schedule hours of employment during the evening or night prior to the class. Students may be sent home if they arrive at clinical fatigued.
- C. Nursing school is in and of itself a full-time job. Ideally, the maximum number of hours of employment is 16 hours per week, during the academic year, for a full-time student. Too many hours of employment interfere with the student's abilities for studying and learning. It is expected that a student will study a minimum of three hours per credit hour of class each week to successfully progress through the nursing program.

## VI. GUIDELINES FOR EMPLOYMENT OF NURSING STUDENTS

### OKLAHOMA BOARD OF NURSING

2915 N. Classen Boulevard, Suite 524

Oklahoma City, OK 73106

(405) 962-1800

#### Employment of Nursing Students or Non-Licensed Graduates Guidelines

When a nursing student or a recent graduate of a nursing education program is employed by a health care institution, the following guidelines shall be utilized:

- I. A nursing student or a recent graduate of a nursing education program may be employed as a Nurse Technician or a Practical Nurse Technician as follows:
  - A. After evaluation of competency and as defined in the employing facility's job description, the Nurse Technician and the Practical Nurse Technician are allowed to perform all duties of a nursing assistant, as well as other technical skills which have been learned in a nursing education program and for which competency has been previously demonstrated under the supervision of a faculty member. Delegation of nursing functions must fall within the Oklahoma Board of Nursing Policy, #P-02, *Delegation of Nursing Functions to Unlicensed Persons*.
  - B. Exceptions include but are not limited to the following: The Nurse Technician or Practical Nurse Technician may not administer medication (including but not limited to blood products and intravenous fluids), perform assessments, act in a supervisory position, take verbal orders from any person authorized by state law to so prescribe [59 O.S. §567.3a(2)], or develop the plan of care.
  - C. A Registered Nurse is directly responsible at all times for the Nurse Technician/Practical Nurse Technician, who is functioning as an unlicensed person with a defined job description. The RN must be physically present in the institution, not, however, providing direct supervision for every activity.

## II. DEFINITIONS:

### A. The Nurse Technician

1. is currently enrolled in a program of registered nursing or between terms/semesters; or
2. has completed a program of registered nursing and has applied to write the licensure examination. The graduate may continue to be employed in a Nurse Technician role until licensed in any state, territory, or country, provided that the first licensure examination is taken within 90 days after graduation and the examination is passed within 6 months of graduation, on either the first or second attempt.

### B. B. The Practical Nurse Technician:

1. is currently enrolled in a program of practical nursing; or
2. has completed a program of practical nursing and has applied to write the licensure examination. The graduate may continue to be employed in a Practical Nurse Technician role until licensed in any state, territory, or country, provided that the first licensure examination is taken within 90 days after graduation and the examination is passed within 6 months of graduation, on either the first or the second attempt.

### C. Job Description and Identification:

1. A written job description for the Nurse Technician/Practical Nurse Technician must be developed by the employing facility and provided to the Nurse Technician/Practical Nurse Technician. The job description may be more restrictive than the Board policy but may not be less restrictive.
2. The Nurse Technician/Practical Nurse Technician shall not wear a patch, uniform, or nametag that identifies him/her as a student of the nursing education program.

Board Approved: 5/90 OBN Policy/Guideline: #E-04 Board Reviewed w/o Revision: Page 2 of 2  
Board Revised: 11/94; 7/26/01; 3/27/07; 5/25/10; 7/30/13; 3/21/17  
P:/Administration/Executive/Policies/Education/E-04 Employment of Nursing Students or Non-Licensed Graduates Guidelines

Retrieved from Oklahoma Board of Nursing Website: <http://nursing.ok.gov/ed-guide.pdf> 08/2018



## VII. CRIMINAL HISTORY BACKGROUND CHECKS

The facilities used by Northwestern Oklahoma State University for clinical experiences require students to pass criminal background checks and drug screen tests. Such background checks and drug screens are clinical practice site requirements, not requirements of Northwestern Oklahoma State University or the Division of Nursing. The clinical facilities have specific requirements for the background checks and drug screens. Per the Oklahoma Board of Nursing Rules (<http://nursing.ok.gov/rules.html>), students possessing a license as a Registered Nurse in Oklahoma may be reported to the State Board for infractions on the drug screen tests.

The Division of Nursing is responsible for approving acceptable training sites for its students, preparing students appropriately for required certification exams, and providing students with the appropriate knowledge to practice their profession. It is the student's responsibility to comply with the criminal background check and drug screen requirements. A student will not be allowed to participate in clinical experiences without completion of these annual requirements.

The Division of Nursing is NOT responsible for finding clinical practice sites for students who are unable to meet the requirements to pass the background check and/or drug screen. The Division of Nursing does not assure that a graduate will be allowed to register for required certification exams or obtain required licenses to practice based upon the results of the background checks or drug screens. Students should be aware that failure to pass a background check or drug screen will prevent the student from participating in the clinical experience and may delay the student's completion of the degree program requirements or prevent the student from completing the degree program.

### A. BACKGROUND CHECKS FOR CLINICAL SITES

Background checks on each student are required by clinical sites to protect patients and the general public. For this reason, clinical sites require you to have background checks performed. The Northwestern Oklahoma State University Division of Nursing and the DNP program reserve the right to require repeat background checks if needed. The background checks will allow dissemination of self-disclosure information, background check results, and conviction records to clinical training sites, whether in or outside the state of Oklahoma as deemed necessary by the school. This information may be provided to the clinical sites during the completion of the academic program. The scheduled due dates for background checks will be available in the Division of Nursing Office.

**Conviction/criminal history records are reviewed as they relate to the content and nature of the curriculum and the safety and security of patients and the public.**

In addition, please be aware that the clinical sites reserve the right to refuse placement of any student. If the student is unable to meet the clinical requirements, it will result in not being able to pass the course and the student will not be allowed to progress in the program.

**Northwestern Oklahoma State University reserves the right to request additional information as deemed necessary.**

**B. PROCEDURE FOR OBTAINING BACKGROUND CHECKS AND REVIEWING THE BACKGROUND CHECK**

Northwestern's Division of Nursing has partnered with CastleBranch, one of the top 10 background check and compliance management companies in the nation, to provide you a secure account to manage your time-sensitive school and clinical requirements.

**Order Instructions for Northwestern Nursing**

1. Go to <http://portal.castlebranch.com/NG79>
2. Click on Place Order, then click on Please Select and choose NG79 Background Check

After you complete the order process and create your account, you can login to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.

You will return to your account by logging into [www.castlebranch.com](http://www.castlebranch.com) and entering your username (email used during order placement) and your secure password.

Reviewed: 8-13-99, 8/02, 8/03, 6/04, 8/05, 7/06, 7/07, 7/08, 07/15, 6/16, 7/18, 7/19, 7/20, 8/21, 7/22, 5/23

Revised: 8/01, 07/09, 06/14

### **VIII. National Council Licensure Examination for Registered Nurses (NCLEX-RN)**

The NCLEX-RN examination is a computerized national examination designed to test knowledge, skills, and abilities essential to the safe and effective practice of nursing at the entry level. The Oklahoma Board of Nursing, as do Boards of Nursing across the country, use NCLEX results to make decisions about licensure. Candidates who receive a passing level on the NCLEX-RN are entitled to practice nursing within the scope of practice of the Registered Nurse in the state where licensed and may use the legally protected title Registered Nurse (RN).

Graduates of the Northwestern Nursing Program are eligible to take the NCLEX-RN for registration in any state or territory of the United States. Prior to graduation in the spring semester, students will learn about the NCLEX application process and its requirements. All applicants applying for licensure will complete the online NCLEX registration form and pay the accompanying fee (the registration fee is \$200.00).

In addition to the NCLEX registration application, Oklahoma applicants must submit the following:

- A completed Oklahoma Board of Nursing (OBN) licensure application along with a cashier's check or money order made payable to the Oklahoma Board of Nursing:
  - Application fees for a single state license: \$88.50
  - Application fees for a multistate license: \$158.50
- Verification of citizenship.
- A set of fingerprints from an OBN approved site for the purpose of permitting an OSBI and FBI criminal history search not older than 90 days at the time of submission of the application.
- An official transcript with degree posted.

Students seeking licensure outside of Oklahoma should consult the Board of Nursing website within that state for information and deadlines and must consult with the Division of Nursing chairperson or Director of the Traditional BSN program.

## IX. NCLEX or AUA Certification Candidates With History of Arrest/Deferred Sentence/Conviction Policy

OKLAHOMA BOARD OF NURSING  
2915 N. Classen Boulevard, Suite 524  
Oklahoma City, OK 73106  
(405) 962-1800

### NCLEX or AUA Certification Applicants With History of Arrest/Deferred Sentence/Conviction Policy

- I. Regulatory Services staff may approve the application of an NCLEX or AUA certification Applicant with a misdemeanor offense in the following cases:
  - A. First instance of a misdemeanor including but not limited to bogus checks, larceny of merchandise, or violation of a state or federal narcotics or controlled dangerous substance law; and
  - B. The misdemeanor offense was not plea bargained from an initial felony charge; and
  - C. The candidate has no other criminal charge(s), judgment, or sentencing pending.

Regulatory Services staff may, at their discretion, request further review by the Investigative Division of any Application for their approval and/or review.

- II. All of the Applications of NCLEX or AUA certification Applicants with arrest(s), history of disciplinary action, and /or judicial declaration of mental incompetence, will be reviewed by the Investigative Division and prosecuting attorney for a decision regarding approval. The Investigative Division Staff may utilize the NCLEX/AUA Applicant Disciplinary Guidelines (OBN Policy/Guideline #I-33).
- III. All Applications of Applicants with arrests, misdemeanors, felonies, history of disciplinary action, or judicial declaration of mental incompetence, not falling within the parameters of Section I and/or the NCLEX-AUA Applicant Disciplinary Guidelines, must come before the Informal Disposition Panel and/or the Board for decision.

Any Applicant with four or greater criminal offenses shall appear before the Informal Disposition Panel and/or the Board.

- IV. **Regulatory Authority:** 59 O.S. §567.8  
Revised 11/14; Reviewed w/o Revision: 3/18, 7/20, 8/21, 7/22, 5/23

## X. Statement of Responsibility

“The Charles Morton Share Trust Division of Nursing at Northwestern Oklahoma State University is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for (registered or practical) nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or

6. A pending application for adjustment of status to legal permanent resident status or conditional resident status. The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made. Potential applicants to state-approved education programs, with a criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee.

The determination of eligibility for licensure petition can be accessed at <http://nursing.ok.gov/initialdeterm.pdf>.

The Board requests that this statement be included in your bulletin/catalogue.

V.Regulatory Authority 59 O.S. §567.12

OBN Policy/Guideline: #E-05

The statements and policies contained in this nursing student handbook are subject to change at the faculty’s discretion. Such changes will be announced to the students.

Reviewed 8/06, 7/07, 08/09, 08/10, 7/18, 7/19, 7/20, 8/21, 7/22, 2/23, 5/23

## XI. Student Calendar

**Northwestern Oklahoma State University  
Charles Morton Share Trust Division of Nursing  
2023-2024 Tentative Calendar  
Fall 2023**

August 14<sup>th</sup> – Classes Start  
 August 17<sup>th</sup> – BSN All Division Meeting & White Coat Ceremony – Alva Campus-Student Center Ballroom 8:00 to 3:30  
 September 27<sup>th</sup>-28<sup>th</sup> ONA Annual House of Delegates and Convention – Oklahoma City  
 September 28<sup>th</sup> – ONA Nursing Student Boot Camp – Oklahoma City  
 October 5<sup>th</sup>-6<sup>th</sup> – Homecoming  
 October 12<sup>th</sup>-13<sup>th</sup> – Fall Break – Campus closed  
 November 22<sup>nd</sup> – 24<sup>th</sup> – Thanksgiving Break  
 December 5<sup>th</sup> -8<sup>th</sup> – Final Exams  
 December 3<sup>rd</sup> – Commencement

**Spring 2024**

January 8<sup>th</sup>- Classes Begin  
 January 15<sup>th</sup>- Martin Luther King Day Campuses Closed  
 March 18<sup>th</sup>-22<sup>nd</sup> -Spring Break  
 April 27<sup>th</sup>- Alumni Spring Reunion  
 April 30<sup>th</sup>- May 3<sup>rd</sup> Final Exams  
 May 3<sup>rd</sup>-Senior Picnic  
 May 3<sup>rd</sup> -Nursing Convocation  
 May 4<sup>th</sup> -Commencement  
 May 6<sup>th</sup>-7<sup>th</sup> Nursing Faculty Retreat – Enid  
 May 6<sup>th</sup>-31<sup>st</sup> May Interim Classes  
 May 27<sup>th</sup> Memorial Day Holiday – Campus Offices Closed

**Summer**

June 3<sup>rd</sup> Summer Classes Begin  
 July 1<sup>st</sup> June Session Ends  
 July 2<sup>nd</sup> July Summer Session Begins  
 August 1<sup>st</sup> - Summer Session Ends

**Most of the faculty DO NOT work full-time during the summer, their individual summer hours will be made available to you. You can contact them by email and phone.**

**Please be aware that the faculty is Out of Office during the summer. Email is often the best way to get a hold of them.**

**SECTION V  
ONLINE RN-BSN  
POLICIES AND PROCEDURES**

**Northwestern Oklahoma State University  
Division of Nursing  
Online RN-to-BSN Program**

**I. OKLAHOMA BOARD OF NURSING RULES**

***SUBCHAPTER 11. Disciplinary Action Section 485:10-11-1 (b – 3 H and M) Denial, revocation or suspension of license or certificate includes language dictating that any registered nurse in Oklahoma must report unprofessional conduct of any other nurse or person providing patient care. Review this section of the Rules of the Oklahoma Board of Nursing found online at <https://nursing.ok.gov/rules17.pdf>***

As Oklahoma Registered Nurses, the faculty may report adverse background check findings to the Oklahoma Board of Nursing.

Approved 11/9/2012

Reviewed: 06/14, 08/15, 6/16, 7/18, 7/20, 8/21, 7/22, 5/23



## **APPENDIX A NWOSU FOUNDATION NURSING SCHOLARSHIP AWARDS (9)**

**Information about how to apply for these scholarships as well as information about Physician Manpower and AHEC financial awards is available from the Student Success Advisor.**

### **1. Vernon and Edna McNally Scholarship**

The McNally Tuition Scholarship is specifically for students who desire a major in Nursing at Northwestern. The criteria for this scholarship was established by the Division of Nursing, Director of Financial Aid, Northwestern Foundation, and President of the University. The student selected for this prestigious scholarship will have their name appear on a permanent plaque displayed in the Nursing Office, Alva campus. The following characteristics are considered when a selection is made:

- Be in good standing in NWOSU Division of Nursing Program (junior or senior)
- Have a minimum cumulative GPA of 3.0
- Show evidence of continuing education at NWOSU
- Be a role model for other nursing students
- Participation in NSNA/SNA (National Student Nurses Association/Northwestern Student Nurses Association)
- Be supportive of and participate in community and university activities as possible
- Demonstrate leadership potential
- Possess professional qualities such as dependability, honesty, and integrity

### **2. Melva Taylor Nursing Scholarship**

The Melva Taylor Nursing Scholarship was offered for the first time in the fall of 1996. This scholarship is awarded to a junior or senior student with a minimum cumulative GPA of 3.0 in the NWOSU Division of Nursing program. The student may have an earned degree in another field. Consideration for selection will include academic merit, leadership, dedication, future goals and financial needs. The scholarship is to be applied to tuition and/or books. The recipient may be a continuing or transfer student.

### **3. Elaine Winifred “Winnie” Hart Nursing Scholarship**

The Elaine “Winnie” Hart award was offered for the first time in the Fall of 1998. This scholarship is awarded to a junior or senior majoring in Nursing that has been admitted into the Nursing program; or a second degree-seeking student. The recipient must have at least a cumulative 2.5 GPA. This scholarship applies to a junior or senior continuing student or the student may be a transfer student in to the program. Preference is given to a resident of Northwestern’s 13-county service area. Family members recommend a student for this scholarship.

### **4. Maurine Reneau Scholarship**

The Maurine Reneau Scholarship award has been established to provide incentive and encouragement for a student who exhibits a desire and dedication to their course of study. To be considered for selection, the student must have at least a 2.5 cumulative GPA based on a 4.0 scale. The recipient is to be a Home Economics major. If this is not possible, then the second choice would be from the Nursing major. The third choice would be from the Music Department. Recipient may be a continuing or transfer student.

### **5. This Endowment was established in 2005 by J. Cooper and Gladys (Webb) West**

The purpose of this scholarship is to provide financial assistance to Northwestern student in the schools of Nursing and Business. Qualifications are:

- Applicant must be a continuing student at Northwestern Oklahoma State University
- Applicant must be a US Citizen
- Applicant must have at least a 2.5 cumulative GPA based on a 4.0 scale
- Applicant must be majoring in Nursing or Business

Award alternates years: Nursing odd years.

#### **6. Woodward Regional Hospital Auxiliary Scholarship**

This scholarship award was offered for the first time for the academic year 2009-2010. It is designed for a student attending the NWOSU Woodward campus who is majoring in Nursing. The criteria for this scholarship was established by the Woodward Regional Hospital Auxiliary Board, the Dean of the NWOSU Woodward campus, and the Division of Nursing at Northwestern. The scholarship monies shall be utilized for tuition and/or books. The following student criteria are considered when a selection is made.

- Be in good standing in NWOSU Division of Nursing program (junior or senior)
- Have a minimum cumulative GPA of 3.0 on a 4.0 scale
- Be a role model for other nursing students
- Participation in the NSNA/SNA (National Student Nurses Association/Northwestern Student Nurses Association)
- Be supportive of and participate in community and university activities as possible
- Demonstrate leadership potential
- Possess professional qualities such as dependability, honesty, and integrity
- Must be a full-time student enrolled in at least 12 hours
- Must be a citizen or legal resident of the US
- Must submit two (2) letters of recommendation from a past school (secondary or college) administrator, instructor, or professor who is familiar with your character and academic performance
- Must write a brief statement relating how this scholarship would benefit you, why you have chosen the nursing field of study, and where you hope to find employment upon graduation

#### **7. Warren-Woodward County Scholarship**

- Applicant must be accepted as a full-time student to Northwestern Oklahoma State University
- Applicant may be an incoming freshman or continuing student
- Must have a 2.5 CGPA based on a 4.0 scale
- Recipient must be working towards a BSN in Nursing
- Preference will be given to an applicant residing in Woodward County

#### **8. Dr. H. Leland Steffen Medical Scholarship**

The purpose of the Dr. H. Leland Steffen Medical Scholarship is to provide financial assistance to Northwestern Oklahoma State University students in the health-care related degrees, preferably premed or nursing.

- Applicant must be a full-time student as determined by Northwestern Oklahoma State University
- Applicant must be a continuing student
- Applicant must be majoring in health-care related field.
- The recipient must have at least a 2.75 CGPA on a 4.0 scale

#### **9. Doris Ferguson Nursing Scholarship**

The Doris Ferguson Nursing Scholarship was established in 2011 by Ferguson, former Dean of Nursing at NWOSU.

- Applicant must be a full-time student at Northwestern Oklahoma State University
- Applicant must be a continuing junior or senior student

- Applicant must have been accepted into the nursing program
- The recipient must have at least a 3.0 CGPA based on a 4.0 scale to be eligible to receive the scholarship

### **10. Lee and Peggy Mackey Nursing Scholarship**

The Lee and Peggy Mackey Nursing Scholarship was established to help students continue their education and finish their degrees so they can be productive citizens in their communities and great professionals in their careers.

- Applicant must be accepted as a full-time student at Northwestern.
- Applicant must be a continuing student.
- Applicant must have at least a 2.5 CGPA based on a 4.0 scale to receive the scholarship.
- Applicants must be nursing majors.
- Applicants who are active in campus organizations will be given preference.
- Applicants from Woods County will be given preference.

Additional scholarships through the Foundation that should be listed here as well:

Seitz  
Newman Ramey  
Haack  
Szczepaniak  
Wilson  
Michaelis

Additional scholarships awarded through other foundations:

Tutt Scholarship: Awarded through the Health Services Foundation in Woodward, this scholarship is awarded to a resident of Woodward, Dewey, Ellis, Harper, Major or Woods counties to help northwest Oklahomans accomplish their career goals in nursing. Contact Sandi Liles@hptc.edu