



**DAVIS & ELKINS COLLEGE**  
**RN-BSN Program**  
**Student Handbook**  
**2023 – 2024**

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## WELCOME FROM THE RN-BSN PROGRAM DIRECTOR

Welcome to the 100% online RN-BSN program at Davis and Elkins College. Your decision to enroll in this program at Davis & Elkins College is a commitment to your education and your career. As a Bachelor-prepared RN, I know you'll have more job opportunities, such as a charge nurse, a nurse manager, a case manager, a research nurse, a nurse educator, and more. We are thrilled to work with you to make your learning experiences meaningful, challenging, and informative, as well as getting you prepared for your next exciting nursing journey.

Effective communication is crucial to achieving successful outcomes. I understand it is incredibly challenging to balance your work, life, and school. To make yourself a successful online learner, please be an engaged online student, do not be afraid to ask for clarification, and get your assignments done a bit earlier before the deadline to avoid any technical or unexpected events interrupting your assignment submission as well as enabling extra time to receive the Naylor Learning Center services if needed.

Besides checking your Davis and Elkins College email account daily while you log on to Sakai, our learning platform, to learn asynchronously with your classmates and instructors, feel free to contact your faculty, peer mentor, IT help desk ([helpdesk@dewv.edu](mailto:helpdesk@dewv.edu) or 304-6371233), Librarian, book store ([schumacherc@dewv.edu](mailto:schumacherc@dewv.edu) or 304-6371355), and me anytime for any assistance you need. Please remember, your academic success at D&E is our priority.

Finally, I offer you best wishes for a successful educational experience and look forward to cheering your progress.

Sincerely,

Dr. Huixin Wu, DNP, MBA, RN, CCRN-K, CCNS  
Chair - Division of Nursing  
Director - Bachelor's Nursing Programs  
Davis & Elkins College

## INTRODUCTION

Davis & Elkins College is a private liberal arts institution affiliated with the Presbyterian Church U.S.A. The college is one of only four jointly supported by the two major Presbyterian bodies that formed the new Church. The college is committed to the excellence of education in both liberal and applied arts and sciences.

Davis & Elkins College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The college is also a member of the Association of American Colleges, the American Council on Education, the Association of Presbyterian Colleges and Universities, the Council of Independent Colleges, and the Appalachian College Association, Inc.

The first classes at the college were held on September 21, 1904. In the years since its founding, Davis & Elkins has steadily improved and expanded its physical plant. Currently, there are 20 major buildings on a 170-acre campus.

The RN-BSN Degree Completion Program at Davis & Elkins College was established in 2015. As a 12-month program, the first graduates were recognized in December of 2015. The program is accredited through the National League for Nursing Commission on Nursing Education Accreditation (NLN CNEA) in 2018 and Accreditation Commission for Education in Nursing (ACEN) in 2023.

The Division of Nursing at Davis & Elkins College is sensitive to the changing healthcare environment and to that end implemented the RN-BSN Degree Completion Program for associate degree and diploma graduates in 2015. This baccalaureate RN-BSN Degree Completion Program aims to make the educational experience rewarding and to challenge students to prepare themselves for the demands of the healthcare arena of the 21st century and prepare students for graduate education.

## DAVIS & ELKINS COLLEGE

The Baccalaureate Program at Davis & Elkins College is grounded in the College's mission and vision.

### **Mission**

The faculty of the Division of Nursing of Davis & Elkins College supports the beliefs and general purposes of the college. The mission of the Division of Nursing is in concert with the College's mission "*To prepare and inspire students for success and for thoughtful engagement in the world.*" The mission of the Division of Nursing is "to provide its students with a personalized quality education designed to prepare its graduates to practice as registered nurses and to provide a foundation for lifelong learning and future professional development."

### **Philosophy**

The Davis & Elkins College nursing faculty ascribes to the core competencies for nursing and nursing education identified by the Quality and Safety Education for Nurses (QSEN) project. The competencies are noted with italics in the following statement of philosophy. While firmly based in science and the arts, the essence of nursing is caring and compassionate patient-centered care. Ethical standards, respect for individual dignity, and consideration of cultural context are implicit in the practice of patient-centered care. The nurse advocates for patients and families in ways that promote self-determination, integrity, and ongoing growth as human beings. Nursing care is provided in collaboration with the patient, the family and members of the health care team. The nurse displays a spirit of inquiry by examining evidence to improve quality of care, promote safety and improve patient outcomes. Nursing judgment is integral to making competent decisions related to the provision of safe and effective nursing care. Information essential to nursing care is communicated via a variety of technological and human means. The adoption of these key philosophical components fosters the development of the nurse's professional identity.

Revision: 12/12, 6/18, 4/20, 6/23  
Reviewed: 7/19, 4/21, 3/22, 3/23

### **Vision**

The D&E Vision Statement

In a nurturing environment, students are challenged to:

- Communicate effectively.
- Think critically, creatively, and independently.
- Prepare to live lives of perspective and meaning.
- Act responsibly as citizens of multiple communities.

## **General Education Learning Outcomes at Davis & Elkins College**

D&E' College's program of general education is designed to cultivate the skills, knowledge, and dispositions that will enable graduates to succeed — in both their current and future endeavors — and to engage thoughtfully in the world. Davis & Elkins appreciates that success takes a variety of forms and that a meaningful college education must cultivate an understanding of the value and worth of pursuits beyond those of worldly success and economic security.

### **General Education Learning Outcomes**

The learning outcomes of Davis & Elkins' program of general education flow from Davis & Elkins' vision statement.

The eleven learning outcomes of Davis & Elkins' program of general education are:

- The ability to think critically
- The ability to communicate effectively in writing
- The ability to communicate effectively orally
- The ability to reason quantitatively
- The ability to locate, evaluate, and utilize information
- The ability to reason ethically
- Global Awareness and an awareness of appreciation of diversity
- Fluency in the realm of technology
- An appreciation of the value of community service
- An understanding of leadership and character
- The ability to work as a member of a team

## **DAVIS & ELKINS COLLEGE** **Division of Nursing**

### **Beliefs about Nursing Education**

Nursing education is an interactive process that involves the teacher and the learner. The intent of nursing education is to bring about learning through the provision of experiences which integrates the art and science of nursing. The nursing faculty believes that this is best achieved in an institution of higher learning where nursing education is combined with liberal arts studies within a Christian ethic. The milieu created contributes to student appreciation of the practice of nursing. The liberal arts are indispensable to learning as they enable the student to think critically and provide the foundational concepts upon which nursing builds theory for practice.

Nursing education, in its broadest sense, encompasses a wide range of experience. It may be viewed as cumulative, beginning with learning of simple nurturing tasks and progressing to increasingly complex responsibilities that culminate in mastery of critical decision-making activities and technical competencies. It is a process incorporating the sub-concepts of teaching and learning. Nursing education incorporates both adult learning theory and experiential learning.

Nursing education programs must be adaptive and responsive to a changing health care system. Educational mobility, as a characteristic of today's society, mandates that nursing education provide opportunities for advancement from one level of nursing practice to another. Thus, opportunity must be provided to validate previous learning which facilitates advanced placement. Based on this validation, the student can be provided with effective guidance to achieve educational goals.

## **Purposes**

The purposes of the Davis & Elkins College RN-BSN Degree Completion Program are to:

1. Prepare graduates to function competently and safely within their position;
2. Prepare graduates with a foundation for admission into higher education; and
3. Provide both liberal arts and nursing education experiences encouraging the graduate to contribute responsibly and productively to the nursing profession and to society.

## **Program Outcomes**

The curriculum of the Davis & Elkins College RN-BSN Degree Completion Program facilitates the achievement of the following outcomes:

1. 100% of graduates will be employed as a registered nurse in a health care setting during the program.
2. 80% of responding graduates (at least 25% will respond) will report satisfaction with the nursing program.
3. 80% of responding employers (representing at least 25% of employed graduates) will report satisfaction with the nursing program.
4. 70% of nursing admissions will graduate within 1 years of entering the program.

## **The Academic Program of the RN-BSN Online Degree Completion Program**

Davis & Elkins College Division of Nursing offers an online baccalaureate program for adult learners who have completed associate level college coursework (or its equivalent) and who may have significant professional and/or real-world work experience.

Davis & Elkins College is committed to the ongoing improvement of student learning and, therefore, regularly conducts assessments of both general and program specific learning outcomes. Students are required to participate in assessment activities.

The Baccalaureate Program in the Division Nursing at Davis & Elkins College is grounded in the College's mission and vision.

Within the RN-BSN Degree Completion Program the General Education outcomes "communicate effectively in writing", and "communicate effectively orally", are assessed through assignments across the curriculum. Students give presentations electronically, following the rubric developed for assessment of oral presentations.



Students also submit grammatically correct and thematically logical written assignments, following the rubric developed for assessment of written work.

**General Education Disciplinary Requirements (As distributed with the RN-BSN Program)**

<b>Skill-based Courses</b>	<b>CREDIT AWARDED</b>	<b>MET IN RN-BSN PROGRAM</b>
College Writing I	ENGL 101A	
College Writing II		Integrated Concepts Practicum (Capstone)
Communications		Competencies Embedded in Nursing Courses
Quantitative Reasoning		Statistics and Data Analysis
<b>Perspective-based Courses</b>		
History		History of the United States Healthcare System and Healthcare Reform
Literature	ENGL 107 or higher	
Religion or Philosophy		Ethical Perspectives in Healthcare
Math	Math for Meds within Nursing Program	
Lab Science	BIOL 107 & 108	
Fine and Performing Arts		Health, Healing, and the Fine Arts
Social Science (2 courses from different areas)	SOC 101, 103 or PSYC 101, 200	
Health and Wellness	SPSC 102 and Fitness Activity	

Courses completed beyond the requirements for the Associate Degree are evaluated on a course-by-course basis through the Registrar.

The program is offered in three, consecutive, 16-week rotations. Each rotation is divided into two, eight-week modules. Each module offers between 6 and 8 credits during the 8-week session. The program can be completed in 12 months of study.

The course requirements for a Bachelor of Science in Nursing in the RN-BSN Degree Completion Program consist of 28 semester hours of Nursing courses including 300AE, 301AE, 302AE, 303AE, 304AE, 305AE, 306AE, 400AE. Additional requirements are ART 110AE, MATH 120AE, HIST 110AE, and PHL 110AE.

## Typical Program of Progression

### RN-BSN Fall Admission Full-Time Typical Program of Progression

SEMESTER	ROTATION	COURSE	CREDITS
FALL	1 (8 weeks)	NURS 300AE – Transition to Professional Nursing	3
		HIST 110AE– History of the United States Healthcare	3
	2 (8 weeks)	NURS 301AE – Health Assessment	4
		NURS 302AE– Quality and Safety in Nursing	4
WINTER	1 (8 weeks)	NURS 305AE – Trends and Issues	3
		ART 110AE – Health, Healing and the Fine Arts	3
	2 (8 weeks)	NURS 303AE – Community Nursing	4
		MATH 120AE – Statistics and Data Analysis	3
SUMMER	1 (8 weeks)	NURS 304AE – Evidence-Based Practice	3
		NURS 306 AE– Nursing Leadership and Management in Healthcare	4
	2 (8 weeks)	PHIL 110AE – Ethical Perspectives in Healthcare	3
		NURS 400AE– Nursing Capstone	3
Total Credits			40

### RN-BSN Spring Admission Full-Time Typical Program of Progression

SEMESTER	ROTATION	COURSE	CREDITS
WINTER	1 (8 weeks)	NURS 300AE – Transition to Professional Nursing	3
		ART 110AE – Health, Healing and the Fine Arts	3
	2 (8 weeks)	NURS 303AE – Community Nursing	4
		MATH 120AE – Statistics and Data Analysis	3
SUMMER	1 (8 weeks)	NURS 304AE – Evidence-Based Practice	3
		NURS 306AE – Nursing Leadership and Management in Healthcare	4
	2 (8 weeks)	NURS 301AE – Health Assessment	4
		PHIL 110AE – Ethical Perspectives in Healthcare	3
FALL	1 (8 weeks)	NURS 305AE – Trends and Issues	3
		HIST 110AE – History of the United States Healthcare	3
	2 (8 weeks)	NURS 302AE – Quality and Safety in Nursing	4
		NURS 400AE – Nursing Capstone	3
Total Credits			40

## Graduation Requirements for the Bachelor's Degree

Graduation requirements include:

1. 124 semester hours of credit;
2. A minimum cumulative grade point average of 2.5 on a 4.0 scale with a grade of C or higher in all nursing courses;
3. Participation in assessment activities as required by the student's major department;
4. Registered nurses enrolled in the RN- BSN Degree Completion Program will be awarded a maximum of 84 credits (based on licensure and earned or \*documented professional education credits within the student's study timeframe of BSN program at D&E) toward their BSN;

\*Documented professional educational activities must consist of those "requirements for continuing education for re-licensure of registered professional nurse" per TITLE 19, LEGISLATIVE RULES, STATE BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES, SERIES 11, CONTINUING EDUCATION AND COMPETENCE. According to the West Virginia Board of Examiners for Registered Professional Nurses, "Continuing education means those learning activities intended to build upon the educational and experiential basis of the registered professional nurse for the enhancement of practice, education, administration, research, or theory development to the end of improving the health of the public". All professional educational activities submitted for credit are subject to verification (including contacting approved providers to verify participation, and/or submission of original certificates from approved offerings for review).

5. All RNs must submit their required professional education credits to their academic advisor at least one month before their graduation date.
6. At least 36 semester hours of credit earned at Davis & Elkins College;
7. Satisfy the College's Program of General Education as approved for the Online RN-BSN Program.

### CURRICULUM PLAN

Credit for NCLEX-RN and/or ASN degree	60-72 credits
Professional Experience Component	Variable Credit (minimum 12 /maximum 24)
	<b>TOTAL TO EQUAL = 84</b>

#### CREDITS

(Certification, Continuing Education, Contact Hours, etc.)

Nursing Course Credits	28 credits
General Education Credits	12 credits
<b>TOTAL</b>	<b>124 credits</b>

## CURRICULUM ORGANIZATION

The Davis & Elkins College nursing faculty embraces the core competencies for nursing identified by Quality and Safety Education for Nurses (QSEN). These competencies are Patient-Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety and Informatics. Nurses need to acquire knowledge, master skills and develop attitudes that exemplify these competencies. The curriculum is built on development of KSA's in each of the core competencies. These competencies provide the structure for the content in the curriculum and are ultimately the outcomes that are desired in the graduate.

**Patient Centered Care (PCC)** – recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient preferences, values and needs.

**Teamwork and Collaboration (TWC)** – Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care.

**Evidence Based Practice (EBP)** – Integrate best current evidence with clinical expertise and patient/family preferences and value for delivery of optimal health care.

**Quality Improvement (QI)** – Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

**Safety (S)**– Minimize risk of harm to patients and providers through both systems effectiveness and individual performance.

**Informatics (I)** – Use information and technology to communicate, manage knowledge, mitigate error and support decision-making.

<http://qsen.org/competencies/graduate-ksas/>

### Description

The online RN-BSN Degree Completion Program at Davis & Elkins College is designed for working RNs who are adult learners with busy schedules and time demands that make it difficult to complete a traditional course of study in residence on a campus. The nursing curriculum emphasizes leadership and management skills, evidence-based practice, and the current health care system. The program allows registered nurses with an associate degree or a diploma to achieve a baccalaureate degree within 12 months.

RN-BSN courses are offered online, making courses convenient for students with busy schedules. It offers an efficient way for working RNs to keep pace with shifting educational and credentialing requirements of the health care industry. The curriculum is organized around the QSEN Competencies.

### **Baccalaureate Degree Role Specific Competencies:**

1. Establish a culture that ensures that patients receive quality care in a safe environment. (S)
2. Function as both an advocate and a change agent to influence healthcare policies that will improve the delivery of care. (PCC)
3. Collaborate and communicate with members of the healthcare team in the delivery of personalized, cost-effective, and ethical care. (TWC)
4. Act as a role model to foster the use of evidence-based practice to improve or modify nursing practice. (EBP)
5. Champion quality improvement efforts by empowering staff to engage in and move quality improvement initiatives forward. (QI)
6. Incorporate information technology to facilitate access to resources necessary to meet the health care needs of individuals, families, and communities. (I)
7. Practice with integrity, legal accountability, ethical responsibility, advocacy, caring and a commitment to lifelong learning. (P)

### **Course Descriptions for the RN-BSN Degree Completion Program**

#### **NURS 300AE: Transition to Professional Nursing**

Transition to Professional Nursing is the first nursing course that the registered nurse (RN) student completes. The course's intent is to set the groundwork for transition of the RN to baccalaureate education and professional nursing practice. Content includes informatics skills necessary to support online learning; communication; technology and resource availability; and competent writing skills essential for scholarly achievement. 3 credits Theory. Pre-requisite: Admission to RN-BSN Program

#### **NURS 301AE: Health Assessment**

Health Assessment addresses the importance of a systematic, holistic approach to health history and physical examination, including physical, developmental, psychosocial, cultural, and spiritual dimensions. Content includes interviewing skills and physical assessment techniques necessary to provide safe, competent nursing care. The focus of this practicum is the application of concepts and principles of safety, assessment and patient-centered care through the use of the nursing process and scientific inquiry. 4 credits (Theory 3, Practicum 1). Prerequisite: NURS 300AE

#### **NURS 302AE: Quality and Safety in Nursing**

Quality and Safety in Nursing analyzes the role of nurses as care coordinators to promote safe, quality, cost-effective care. It examines team work and collaboration through organization theory, health care policy, health care access, and the use of outcome measures to promote quality and cost-effective health care. The practicum prepares the student to implement quality improvement, financial management and cost containment

strategies and integrate safety and effective working relationships with inter-professional teams. 4 credits (Theory 3, Practicum 1). Prerequisite: NURS 300AE

### **NURS 303AE: Community Nursing**

Community Nursing focuses on providing patient-centered care to the community as client. Information regarding health beliefs and the impact of culture on both health and illness will be explored. Epidemiological concepts including primary, secondary, and tertiary prevention are addressed. Global, national, state, and local healthcare systems will be compared. The practicum provides a framework for identifying, analyzing and planning for healthcare needs of vulnerable populations based on the objectives of *Healthy People 2020*. The concepts of community as client and population-focused practice are presented with an emphasis on understanding the relationship between individual, family and community needs. Students will perform community-focused assessment while applying concepts of health promotion, disease prevention and health education to the care of vulnerable groups. 4 credits (Theory 3, Practicum 1). Prerequisite: NURS 300AE

### **NURS 304AE: Evidence-Based Practice**

Evidence-Based Practice examines the methods used to investigate issues in the provision of health care. It focuses on using research to guide evidence-based practice. Students will be guided to collect, evaluate, and apply research to practice. Content will address how to conduct efficient, thorough searches of the literature; evaluate the quality of the body of research; appraise the design, methodology and data analysis; summarize findings; and apply research to current nursing practice. (Pre-requisite: MATH120AE). 3 credits Theory. Prerequisite: MATH 120AE

### **NURS-305AE: Trends and Issues**

Trends and Issues identifies and analyzes current and emerging issues in nursing and the social, economic, political, demographic and technological forces that impact healthcare delivery. Concerns related to ethical, legal, and social issues of access, global health and the healthcare systems will be explored. 3 credits Theory. Prerequisite: NURS 300AE

### **NURS 306AE: Nursing Leadership and Management in Healthcare**

Nursing Leadership and Management in Healthcare is designed to provide the opportunity to demonstrate synthesis of knowledge and skills acquired throughout the program including integration of theories and concepts from arts, humanities, science, with professional nursing. This course focuses on the analysis, integration and application of principles of leadership and management to health care organizations and to population-based efforts across the health care delivery system. Special emphasis is placed on the practical skills needed for nurses to succeed as leaders and managers in today's local, state, national and international health care environment. The practicum will be individualized to provide the student with an opportunity to develop the role of nurse manager in selected healthcare settings. Students will be expected to integrate knowledge of nursing management strategies, nursing leadership, and the management and organization sciences as they apply to nursing management practice. 4 credits (Theory 3, Practicum 1). Prerequisite: NURS 300AE

### **NURS 400AE: Nursing Capstone**

The final course in the program includes a capstone project that integrates both a research component and oral presentation requirements. This capstone project includes the development of a research proposal including primary sources and evidence-based practice literature. With feedback from the instructor, the student will submit an introduction,

statement of problem, purpose, key terms and definitions, literature review, type of research with justification for decision, proposed sampling process, data collection instruments, data collection process and expected outcome. In addition to the written proposal using APA style, the student will present the proposal to a group, communicating the information from the proposal as if it were to gain IRB approval. (Pre-requisite: All nursing courses in the program). 3 credits Theory.

**ART 110AE: Health, Healing and the Fine Arts**

Health, Healing and the Fine Arts explores the ways in which the fine and performing arts have treated the subjects of health and healing. The course also explores the ways in which the fine and performing arts have been utilized to promote health and healing. Topics include: review of the pictorial history of medicine; exploration of how illness is portrayed in film; and the impact the fine arts have on health and healing. 3 credits Theory.

**HIST 110AE: History of the U.S. Healthcare System and Healthcare Reform**

History of the US Healthcare System and Healthcare Reform will explore the history of the United States healthcare system and discuss issues such as the Affordable Care Act. 3 credits Theory.

**MATH 120AE: Statistics and Data Analysis**

Statistics for Healthcare introduces the learner to a basic understanding of the use of statistical concepts in the study and research of the healthcare environment. Emphasis is placed on interpreting standard means presented in summary data and the use of appropriate statistical procedures. The course also includes basic parametric and non-parametric statistics, as well as descriptive and inferential statistical methods as they relate to the interpretation of research reports and studies commonly conducted in a healthcare institution. 3 credits Theory.

**PHL 110AE: Ethical Perspectives in Healthcare**

Ethical Perspectives in Healthcare is an examination of some of the major ethical issues involved in the practice of nursing, medical research, and health care policy. Students will have the opportunity to discuss actual controversial situations in an attempt to analyze the ethical issues that exist and what actions may be possible toward resolution. Topics may include: informed consent, conflicts of interest, refusal of treatment, euthanasia, physician-assisted suicide, assisted reproduction, surrogate motherhood, end of life care, and rationing health care resources. 3 credits Theory.

## **CLASSROOM AND CLINICAL EXPECTATIONS**

It is expected that for each credit of theory in a course, the student will spend at least 3 hours per week in preparation, research and writing.

It is expected that for each practicum credit in a clinical course, the student will spend at least 3 hours per week in preparation, research, writing and consultation with faculty and clinical preceptor.

## **POLICIES**

The policies and procedures for the Division of Nursing are nondiscriminatory and consistent with those of the governing institution. Due to the unique nature, of nursing certain policies related to requirements and conduct must be more rigorous than those of the general College. Those policies and procedures are presented to students through the publication of this handbook. Failure to abide by these policies may result in dismissal from the program.

## **ADMISSION/READMISSION**

### **Admission Requirements**

Prospective students will be identified, and qualified applicants will be solicited. Qualified registered nurses who are associate degree and diploma graduates will be accepted to D&E's RN-BSN program contingent upon a review of their academic record and space availability. Each applicant must possess an unrestricted license to practice as a registered nurse and a minimum cumulative GPA of 2.5 on a 4 point scale from a regionally accredited institution with a nationally accredited nursing program.

### **Readmission**

When a student withdraws from the nursing program for personal. Performance, or academic reasons, readmission will be considered on a space available basis. Prior to being enrolled in courses, the student must submit a request in writing to the RN-BSN Program Director seeking readmission.

## **GRADING POLICY**

Grading Policy – Student nurses must maintain a cumulative GPA of 2.5. A grade of C or higher is required in all nursing courses.

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = 59% or below

Due to the necessity for application of theory to clinical practice, a student must pass both clinical and theory portions of a nursing course. Clinical components are graded on a Satisfactory – Unsatisfactory basis with satisfactory equivalent to passing.

### **Academic Standing**



In order to graduate from Davis & Elkins College a student must have a minimum cumulative GPA of 2.0. (Certain programs require a higher cumulative GPA--see Graduation Requirements). Students maintain good academic standing by achieving the minimum grade point average (GPA) for the number of credits they have completed (see table below). The Admission and Academic Standing Committee reviews students' academic performance and progress at the end of each semester and makes recommendations regarding academic standing. A student who falls below the minimum requirements may be placed on academic warning, academic probation, or be dismissed from the College as warranted by his or her academic performance and prior academic history.

Semester Hour Credits Completed	Minimum Cumulative GPA for Good Academic Standing
23.5 or fewer	1.6
24 to 47.5	1.8
48 to 71.5	1.9
72 or greater	2.0

A student receiving federal financial funding should be aware that they must also adhere to the College's Financial Aid Satisfactory Academic Progress Policy.

For more information on this policy, please see

[https://www.dewv.edu/wp-content/uploads/2020/07/2davis\\_elkins\\_college\\_policy\\_manual\\_volume\\_vi\\_student\\_life\\_policies.pdf](https://www.dewv.edu/wp-content/uploads/2020/07/2davis_elkins_college_policy_manual_volume_vi_student_life_policies.pdf)

### **Academic Warning**

A student whose academic performance falls below the minimum requirements for good academic standing for the first time will be placed on academic warning. The purpose of the academic warning is to identify students struggling academically and provide them with appropriate academic support. A student placed on academic warning will be notified of their status by the Vice President for Academic Affairs and will be required to participate in the College's academic support program as appropriate.

### **Academic Probation**

A student whose academic performance falls below the minimum requirements for good academic standing for a second, or any subsequent, time will be placed on academic probation. The purpose of academic probation is to alert a student to his or her continuing academic difficulties and warn a student of his or her precarious academic status at the College. A student placed on academic probation will be notified of his or her status by the Vice President for Academic Affairs. In addition, academic probation may require a student to do one or more of the following as a condition of his or her probation: attend a required face-to-face meeting with support faculty and/or staff, limit the number of credit hours enrolled during the semester of probation, and/or participate in part of the College's academic support program (including enrollment in specified credit-bearing FND courses).

### **Removal from Academic Probation and Academic Warning**

The Admission and Academic Standing Committee recommends the release of a student from academic probation or academic warning as warranted by his or her GPA.

### **Grade Appeals**

Davis & Elkins College affirms the principle of academic freedom and its responsible exercise by the faculty in the program of instruction. The College also recognizes the right of students to fair treatment within the membership of the academic community. In affirming these principles, the College recognizes the prerogatives and responsibilities of the faculty in establishing the criteria for evaluating student performance in courses of instruction, as well as in reporting the grade to the College Registrar.

A student who wishes to appeal a course grade should first confer with the instructor who assigned the grade. Suppose the student's grade concern is not resolved in this conversation. In that case, the student may elect to submit a written request for a reconsideration of the grade to the instructor with copies to the department/division chair and the Vice President for Academic Affairs. This written request must be made within two weeks of the first grade conversation with the instructor. If, after consultation with the instructor, and the department and/or division chair, the student concludes that a further appeal is warranted, the department/division chair shall advise the student on the process of appeal to the Vice President of Academic Affairs, whose decision shall be final. Initial appeals must be made within 30 school days of the issuance of the course grade being appealed.

A student may elect to bypass an appeal to the department/division and make an appeal in writing to the Vice President for Academic Affairs. This appeal must be made within 30 school days of the initial grade appeal to the course instructor. The decision of the Vice President of Academic Affairs shall be final.

## **GRIEVANCE POLICY**

Nursing students follow the College Grievance policy in the College Student Handbook. [https://www.dewv.edu/wp-content/uploads/2020/07/2davis\\_elkins\\_college\\_policy\\_manual\\_volume\\_vi\\_student\\_life\\_policies.pdf](https://www.dewv.edu/wp-content/uploads/2020/07/2davis_elkins_college_policy_manual_volume_vi_student_life_policies.pdf)

Written: 3/15

### **6.3.2.5 Student Grievances**

The College extends the right to petition for redress of grievance to all students. The right to petition may be initiated at any time when a student has a grievance against a College employee, or the misapplication or misinterpretation of a College policy or procedure. An action or decision is grievable pursuant to this policy only if it involves a misapplication or misinterpretation of the College policy, regulation, or rule, or a violation of state or federal law. This procedure may not be used to grieve:

1. Claims based on purchases or contracts;
2. Claims against a College employee on matters that are unrelated to the employee's job or role at the College;
3. Student disciplinary decisions, since there is a separate procedure for them;
4. Formal complaints of harassment or discrimination, since there is a separate procedure for them; or
5. Where another College policy or procedure could have been used for the matter being grieved (e.g., grade grievances, FERPA grievances, etc.).

Any other concern will be treated as a complaint and students are invited to express their viewpoints in an appropriate manner to any College official. Upon request from any student, the Vice President for Student Life will provide guidance about the appropriate system for redress of a particular complaint.

### **Grievance Procedures**

The procedures set forth below may be used by grievants who are enrolled as College students, or who are participating in a College-sponsored event at the time of the incident being grieved. The person or persons filing the grievance must be directly involved in the matter being grieved. A grievance cannot be filed on behalf of another person or organization in which the grievant is not a member. The existence of this procedure does not bar a grievant from filing claims in other forums to the extent permitted by state or federal law.

The College makes every effort to ensure that all grievances are handled fairly and equitably and that all complaints and grievances are treated confidentially. The procedures allow students to exhaust every administrative level in an effort to ensure a fair and complete hearing of their grievance.

These are College-level procedures for resolving problems and should not be viewed as legal proceedings. Students should understand that pursuing a grievance through consecutive phases does not ensure a different outcome. The outcome of Phases II through IV may be to uphold the recommendations initially made in phase I.

Students wishing to file a grievance, and all parties to the grievance, must adhere to the following procedures:

#### **PHASE I—Informal Resolution:**

Prior to filing a formal grievance, the student must contact the Office of Student Life. A member of the Office of Student Life will be assigned to discuss the student's concern(s), meet with other parties relevant to the student's complaint as necessary, and work with the student to arrive at an informal resolution to the problem.

If the grievance cannot be resolved in this phase, the student may proceed to phase II after informing the relevant person(s) (including the assigned Office of Student Life staff member) of his or her intention to file a formal grievance. A formal grievance must be filed within forty five (45) days of the incident, or occurrence, precipitating the complaint or grievance.

#### **PHASE II—Filing a Formal Grievance:**

Having failed to satisfactorily resolve a complaint or grievance in phase I, the student may file a "Formal Grievance Petition" (available in the Office of Student Life). The Vice President for Academic Affairs will serve as an ombudsman in order to objectively examine all sides of the issue. The Vice President for Academic Affairs will meet with other parties relevant to the student's complaint as necessary. At the conclusion of phase II, the Vice President for Academic Affairs, within ten (10) business days of the formal grievance petition being filed, will provide the student and other relevant parties with a written summary of his or her findings and proposed resolution of the complaint or grievance. If the grievance has not been resolved to the complainant's satisfaction at the conclusion of phase II, the student may proceed to phase III.

NOTE: If the grievance involves the Vice President for Academic Affairs, the President will designate a different regulator.

**PHASE III-Arbitration:**

The student, within five (5) business days of receiving the written report from the Vice President for Academic Affairs or other Cabinet member may submit a written request to the Vice President for Academic Affairs or other Cabinet member for a meeting of an ad hoc Arbitration Committee.

The Arbitration Committee consists of:

1. An appropriate Vice President or Cabinet member;
2. Faculty Member; and
3. A member of the Cabinet.

Within ten (10) business days of receiving a written request to convene an ad hoc Arbitration Committee, the Vice President for Academic Affairs or other appropriate Cabinet member shall convene the committee (which he or she shall chair) and meet, as necessary, with all parties relevant to the complaint or grievance in an effort to arbitrate the matter.

Within ten (10) business days, the decision and proposed action(s) of the Arbitration Committee will be communicated, in writing, to the following:

1. Grievant;
2. Arbitration Committee members;
3. College President; and
4. Other person(s) involved with the grievance.

**PHASE IV: Resolution**

If either the grievant or other parties are not satisfied with the decision or action of the Arbitration Committee, a written appeal to the President's Office may be filed within five (5) business days of receiving the written decision of the Arbitration Committee. Once the College President has reviewed the complainant's appeal and the written communication from the Arbitration Committee, the President will schedule a private meeting with the complainant to discuss the matter.

The College President has discretionary power to uphold, reverse, or modify the action taken by the Arbitration Committee. The President's decision will be delivered to the grievant/student in writing with copies to the appropriate individuals involved.

NOTE: The Office of Student Life summarizes the number and type of complaints received pursuant to the Student Grievance Policy and tracks their resolutions.

**ACADEMIC HONESTY POLICY**

The Division of Nursing expects that every student shares an essential commitment to honesty and integrity. Please refer to Davis & Elkins College Policy Manual Volume V: Academic Policies (Page 38-39) regarding diverse forms of academic dishonesty which violate the Academic Honesty Code. Due to the nature of the profession, it is of utmost importance that adherence to this fundamental value is upheld. Academic dishonesty is defined as including but not limited to any of the following:

- Plagiarism
- Cheating
- Collusion
- Recycling
- Sabotage
- Falsification of Data, Information or Records

## Plagiarism

Plagiarism is defined as failing to acknowledge adequately the source of words or ideas which are not one's own. Plagiarism includes, but is not limited to:

1. The quotation or other use of another person's words, ideas, logic, opinions, thoughts, or theories without use of quotation marks and acknowledgment of the source.
2. The paraphrasing of another person's words, ideas, logic, opinions, thoughts, or theories without acknowledgment of the source.
3. The quotation or other use of facts, statistics, or other data or materials that are not clearly common knowledge without acknowledgment of the source.
4. Copying or purchasing all or any portion of another's academic, research, or creative work — even with the creator's knowledge and permission — and submitting it, in part or in its entirety, as one's own. This includes material available through the Internet or other electronic sources and any material which has been copyrighted. Students are hereby advised that when such material has been copyrighted, its unauthorized use constitutes not only a breach of academic integrity, but also a violation of law that could lead to civil or criminal penalties.
5. Ignorance of the rules governing plagiarism is not an excuse. When in doubt, students should seek clarification from the professor who issued the assignment.

## Cheating

Cheating is defined as using, or attempting to use, in any academic exercise, materials, information, study aids, or electronic data that the student knows or should know is unauthorized. Cheating also encompasses the provision or acceptance of any unauthorized assistance during an examination or assignment to be completed individually, including but not limited to talking to another student, viewing or copying another student's examination or assignment, making or receiving gestures from another student, or engaging another person to complete an assessment or examination in place of the student.

## Collusion

Collusion involves the cooperation of students with faculty or staff personnel in securing confidential information/material (tests, examinations, etc.); bribery by students to change examination grades and/or grade point averages; cooperative efforts by students and student assistants to gain access to examinations or answers to examinations for distribution; assisting in or contributing to the academic dishonesty of another individual; and seeking, obtaining, possessing, or giving to another person an examination or portions of an examination (not yet given), without permission of the instructor.

## Recycling

Recycling is defined as submission of a student's work that has previously counted for credit in another course. Recycling is not allowed unless explicitly authorized by the faculty members of both study units. In such a case, students must reference their previous work.

## Sabotage

Sabotage is defined as the destruction or deliberate inhibition of progress of another student's work, including but not limited to the destruction or hiding of shared resources such as library materials, computer software and hardware, and tampering with another person's laboratory experiments.

## Falsification of Data, Information or Records

Providing or conspiring to provide false information to the College by forgery, alteration or misuse of College documents, academic records, research data or professional or academic credentials is strictly prohibited.

Charges of academic dishonesty on the part of a student may be filed by any member of the academic community or affiliating agencies. Such charges shall be reviewed by the Division Chairperson and the student. The person making the charge shall also be present during the review of the charge. If the Division Chair is convinced of the guilt of the student based on irrefutable evidence, it will be reported in writing to the Academic Dean. If the Dean and the Division Chair are both convinced of the student's guilt, the student will be dismissed from the class with a grade of "F" in harmony with College policy. See Academic Honesty Policy in the College Catalog and Academic Honesty Code in Policy Manual Volume V Academic Policies. The Division Chair will prepare a letter detailing the offense to be placed in the student's file in the Registrar's Office. A student who fails a course due to academic dishonesty will not be allowed to retake the course under the D/F rule and therefore will be automatically dismissed from the nursing program. The student will not have the option to re-enter the program at any time. In accordance with the Code and Legislative Rules for registered nurses for the state of West Virginia, the incident shall be reported to the State Board of Examiners. As stated in the Policies, Standards and Criteria for the Evaluation and Approval and National Nursing Accreditation of Prelicensure Nursing Education Programs, "Students shall adhere to the standards for professional conduct as stated in the Board's rule, Standards for Professional Nursing Practice, 19CSR10, and are subject to disciplinary action by the Board for acts of professional misconduct as defined in the Board's rule, Professional Misconduct, 19CSR3."

Written: 1/1/96  
Revised: 5/01, 6/16, 7/21  
Reviewed: 5/15, 7/17, 7/22, 3/23

## **INCIDENT POLICY AND PROCEDURE**

**Definition:** A health incident is any actual or potential injury or health risk involving a student in any teaching environment and within affiliated clinical agencies.

If a health incident occurs, the supervising faculty member must document the incident on the appropriate forms or in the appropriate format (See appropriate form in Appendix C) and report it to the Nursing Division Chair. In addition, if this incident occurs within an affiliate clinical agency, the protocol of that agency must be followed by the supervising faculty member.

**Rationale:** There is potential for a student to sustain bodily injury or be exposed to biological or chemical substances capable of transmitting diseases or otherwise be hazardous to the individual's health.

The purpose of this policy is to provide a means of tracking and follow-up for individuals involved in an incident of injury or exposure to biohazardous substances during nursing courses at Davis & Elkins College.

The policy and the procedure that follows apply to any incident occurring in any teaching environment or in the course of a clinical experience involving an injury or in which a Davis & Elkins College Nursing student (heretofore referred to as “exposed/injured individual”) is injured or comes in contact with any bodily fluid deemed to be biohazardous. This policy applies to any incident in any teaching environment in clinical courses taught through the Davis & Elkins College Division of Nursing. In the event of such an incident, the involved individual(s) shall follow the procedures outlined as follows:

1. If the incident occurs in a clinical agency, notify the nursing faculty member and follow the policy of the clinical agency. Complete the documentation required by the clinical agency (agency incident report, infection control notification, etc.). If the incident occurs in a simulation lab notify the simulation coordinator and follow the policy of Davis and Elkins College. If the incident occurs in an on-campus clinical lab, notify the nursing faculty member and follow the policy of Davis and Elkins College.
2. Upon exposure or injury, the injured/exposed individual in conjunction with the nursing faculty member will complete a Davis & Elkins College Division of Nursing Incident Report (see Appendix C).
3. If the exposure or injury occurs in a clinical agency, the exposed/injured individual is to report immediately (and no later than 24 hours after the incident) to either the agency emergency department or employee health department of the clinical agency for evaluation. If the exposure or injury occurs in the simulation lab, the exposed/injured individual is to report immediately (and no later than 24 hours after the incident) to the Student Health Services on the campus of Davis & Elkins College for evaluation. If the exposure or injury occurs in the on-campus clinical lab, the exposed/injured individual is to report immediately (and no later than 24 hours after the incident) to the Student Health Services on the campus of Davis & Elkins College for evaluation.
4. The original Davis & Elkins College Division of Nursing Incident Report goes to the Nursing Division Chair, who will maintain a file of Incident Reports. Copies of the report will be provided to the exposed/injured individual, the course coordinator, the instructor, and the Director of the Nursing Program. In addition, a copy will be placed in the exposed/injured individual’s departmental file.
5. Post-exposure/injury follow-up is the responsibility of the exposed/injured individual. If the exposure or injury occurred in a clinical agency, it shall be completed with the exposed/injured individual’s primary health care provider of choice and shall be coordinated with the clinical agency’s infection control coordinator in the case of a biohazard exposure. Follow-up is to be completed per protocol of clinical agency. If the exposure or injury occurred in the simulation lab or during on-campus clinical, post-exposure/injury follow-up shall be completed with the exposed individual’s primary health care provider of choice and shall be coordinated with the Student Health Services on the campus of Davis & Elkins College in the case of a biohazard exposure. Each student must have health insurance to cover these expenses. Neither Davis & Elkins College nor the clinical agency will be expected to cover the expenses.

Written: 4/99  
Reviewed: 5/10, 7/17, 7/19, 4/21, 3/22  
Revised and Merged: 5/16, 6/16, 4/20  
Revised: 2/23

## **TECHNOLOGY PROFICIENCY**

All D&E RN-BSN online students are required to demonstrate a minimum level of computer and internet competence. The first course in the program (NURS300AE) will give each student a chance to demonstrate these skills.

The following skills are considered a minimum level of competency need to participate in the online program.

1. Using an internet browser to log onto websites and other applications using an ID and password
2. Downloading and using internet browsers: Firefox, Chrome, etc.
3. Using the Booth Library databases to retrieve articles
4. Receive, send, and reply using the D&E email account with attached files and documents as required
5. Develop, fine, revise, edit and print WORD documents
6. Follow and participate in an online discussion, chat, or blog
7. Log on and navigate Canvas effectively, including uploading WORD documents, PowerPoint presentations, and video files

## **PINNING GUIDELINES**

Students will be pinned by a Davis & Elkins College nursing faculty member. In the situation when a student has a parent or family member who is a current full-time nursing faculty member in a program at the Associate Degree level or above, that faculty member can be given permission to pin the student contingent on notification of the nursing office, including documentation of the family member's faculty status as designated above, no later than the first Monday in April.

Pinning is a formal professional ceremony requiring appropriate attire. For this occasion, you will wear a freshly laundered Davis & Elkins student uniform with the uniform lab coat.

Shoes: Black nursing shoes laced or slip on with closed heel and toe. No canvas. Black socks must be worn.

Hair: must be clean and restrained neatly. No ribbons or large cloth headbands, etc.

Jewelry: Wedding bands and watches may be worn. One pair of small post earrings in earlobes may be worn. No other visible body piercing is acceptable. If a medical alert necklace must be worn, it is to be tucked inside of the uniform, so it is not visible.

Failure to adhere to these guidelines will result in your exclusion from the ceremony.

Written: 9/98  
Revised: 5/09, 6/16, 7/21  
Reviewed: 5/11, 7/17, 7/19, 4/20, 3/22, 3/23



## PROFESSIONAL CONDUCT POLICY AND PROCEDURE

Rationale: Expectations for professional conduct for nursing students are mandated by law and professional nursing standards. Students are held accountable to abide by professional nursing standards as outlined in the West Virginia Nurse Practice Act. In addition, students must exhibit professional responsibility by reporting suspected misconduct of colleagues and associates which has the potential to result in harm to themselves and/or others

Policy: All student nurses at Davis & Elkins College are required to adhere to WV Nurse Practice Act, to professional nursing standards, to policies in the student handbook and to guidelines, policies and procedures established by the agency in which they are working.

If, at any time, the student's performance or behavior is not in alignment with the WV Nurse Practice Act, with professional nursing standards, with professional conduct policies in the student handbook, or with agency guidelines, policies and procedures, creating a disruptive or potentially unsafe environment for students, patients or others, or if a student demonstrates unprofessional attitude ( e.g. disrespect to staff, faculty, clients, families or other students) as determined by the faculty, the faculty member involved in the incident will follow the procedure below.

Procedure:

An alleged violation of the student handbook policies related to professional conduct or violation of agency guidelines, policies and procedures will result in the following actions:

1. The faculty member who observes a violation will discuss the incident with the student immediately.
2. The faculty member will intervene to mitigate the risk, will document the incident on a Student Advising Form (See Appendix C) and will report it by submitting copies of the Student Advising Form to the course coordinator, the program director and the division chair. This does not preclude more immediate contact with the course coordinator, program director or division chair in the case of serious or urgent issues.
3. The student with the alleged violation may be sent home at the discretion of the course coordinator or clinical instructor and the decision may be made in consultation with agency personnel. This will constitute a clinical absence, which must be made up with an alternative assignment. This is considered unsatisfactory clinical performance and will additionally be documented on the student's daily clinical evaluation form.
4. The program director and/or division chair will further investigate the incident. Other faculty members may be involved in the investigation as deemed appropriate by the administrators.
5. The results of the investigation will be documented and placed in the student's confidential school file by the program director and/or division chair. These administrators will determine the course of action which can include any or all of the following:
  - a. counseling;
  - b. oral or written reprimand by the program director or division chair,
  - c. initiation of a formal comprehensive review of the student's professional conduct;
  - d. dismissal from the program in the case of serious and or repeated breaches of professional conduct expectations;

- e. report of the misconduct to the West Virginia Board of Examiners for Registered Professional Nurses

Note: Students found in violation of the West Virginia Nurse Practice Act for misconduct, including, but not limited to, substance use/abuse, misrepresentation, falsification, theft, breach of confidentiality, negligence, impaired thought process or judgment with potential harm to self or others, and or verbal or physical abuse, may be subject to disciplinary action by the Nursing Division and may be referred to the West Virginia Board of Examiners for Registered Professional Nurses for further discipline as determined necessary and appropriate by the Chair of the Nursing Division

6. Students shall/may be dismissed from the program in cases of:
  - A. breach of confidentiality of patient information (HIPAA violation);
  - B. clinical practice that is repeatedly unsafe;
  - C. falsifying documentation of patient care;
  - D. acting in a manner that is a threat or danger to the safety of the student and/or others;
  - E. failure to comply with the policies of the clinical agency where the student is assigned. or
  - F. any other misconduct which upon investigation, in the Division Chair's discretion, warrants dismissal from the program.
7. The student may appeal actions related to enforcement of this policy as provided for in the Grievance Policy outlined in the Davis & Elkins College Division of Nursing Student Handbook.

Written: 6/09  
Revised: 6/10, 6/16, 4/20  
Reviewed: 7/18, 7/19, 4/21, 3/22, 3/23

## **SOCIAL MEDIA POLICY**

Many students use various forms of social media, including but not limited to wikis, blogs, list serves, forum boards, websites, and social networking sites. When using social media, students are expected to act with courtesy and respect toward others. Regardless of where or when they make use of these media, students are responsible for the content they post or promote.

**Protect confidential information.** While you are posting to your friends, many of the sites are open to anyone browsing or searching. Be thoughtful about what you publish. Do not disclose or use confidential information or that of any other person or agency. Respect HIPAA regulations. Do not post any information about your clinical rotations or clients in any online forum or webpage. Please keep in mind these guidelines and consider carefully when posting.

1. Posts/comments by students should not make reference to the Davis & Elkins Division of Nursing in any manner. When posting on any social networking site posts/comments should reflect the personal views of the social networking member only, not Davis & Elkins Division of Nursing. This includes but is not limited to, tagging, check-ins or any comments referencing the Davis & Elkins Division of Nursing.

2. Posts/comments should be respectful and in good taste. Negative or unprofessional posts/comments are unacceptable.
3. Posts/comments should never directly or indirectly reflect patients, diagnoses or any content related to patient care or clinical experiences.
4. Photos posted of the social networking member should be tasteful.
5. Photos in which patients are identified or patient privacy and confidentiality are breached are illegal and will result in disciplinary action.
6. Interaction between current students and faculty/staff via social media sites is discouraged. Student questions/concerns are only to be addressed in proper, approved channels of communication set forth by the College (office hours, email, academic advisement, Sakai) and never through social networking.
7. Students are not to access social networking sites during clinical time.

### **Violation of Policy**

The Davis & Elkins Division of Nursing will not tolerate violations of the social media policy. Any reports of violations will be investigated. If activity on a social networking site is considered an infraction of school policy, it will be handled according to the disciplinary process. Any breaches of confidentiality or violation of this policy can result in disciplinary action ranging from written reprimand to dismissal from the program.

Written: 6/11

Reviewed: 6/16, 7/17, 7/18, 7/19, 4/20, 3/22, 3/23

Revised: 3/21

## **STUDENT PARTICIPATION IN RN-BSN PROGRAM MEETINGS**

Students will be given the opportunity to participate in conference call meetings with program faculty. Information with login instructions will be posted as an announcement in your course announcement section.

## **TEXTBOOKS**

The Division of Nursing faculty chooses textbooks that promote mastery of nursing knowledge and clinical reasoning throughout the program. Textbooks may be used in multiple courses. The list of textbooks needed for the next rotation will be accessible via the online bookstore.

## **APPENDIX A**

**TITLE 19  
LEGISLATIVE RULE  
BOARD OF EXAMINERS FOR REGISTERED  
PROFESSIONAL NURSES**

**SERIES 10  
SCOPE OF PROFESSIONAL NURSING PRACTICE**

**19-10-1. General.**

- 1.1. Scope. -- This rule establishes standards of safe practice for the registered professional nurse, and serves as a guide for the board in evaluating nursing care to determine if it is safe and effective.
- 1.2. Authority. -- W. Va. Code § 30-7-4
- 1.3. Filing Date. -- April 10, 2019.
- 1.4. Effective Date. – April 10, 2019.
- 1.5. Sunset Date. B This rule will terminate and have no further force or effect upon April 10, 2029.

**19-10-2. Standards Related to the Registered Professional Nurse's Scope of Practice.**

2.1. Standards related to Professional Accountability:

2.1.1. Practices within the legal boundaries for nursing through the scope of practice in W. Va. Code ' 30-7-1 et seq. and rules governing nursing.

2.1.2. Demonstrates honesty and integrity in nursing practice.

2.1.3. Bases nursing decision on nursing knowledge and skills, the needs of patients and registered professional nursing standards.

2.1.4. Accepts responsibility for judgements, individual nursing actions, competence, decisions and behavior in the course of nursing practice.

2.1.5. Maintains competence through ongoing learning and application of knowledge in registered professional nursing practice.

2.1.6. Reports violations of the acts or rules by self or other licensees.

2.2. Standards related to Scope of Practice.

2.2.1. Conducts a comprehensive nursing assessment.

2.2.2. Applies nursing knowledge based upon the biological, psychological and social aspects of the patient's condition.

2.2.3. Detects faulty or missing patient information.

2.2.4. Plans nursing care and nursing interventions consistent with the patient=s overall health care plan.

2.2.5. Utilizes decision-making, critical thinking and clinical judgement to make independent decision and nursing diagnoses.

2.2.6. Seeks clarification of orders when needed.

2.2.7. Implements treatment and therapy, including medication administration and delegated medical and independent nursing functions.

2.2.8. Obtains orientation/training for competence when encountering new equipment and technology or unfamiliar care situations.

2.2.9. Demonstrates attentiveness and provides patient surveillance and monitoring.

2.2.10. Identifies changes in patient=s health status and comprehends clinical implications of patient=s signs, symptoms and changes as part of expected and unexpected patient course or emergent situation.

2.2.11. Evaluates the patient=s response to nursing care and other therapy, including patient=s response to interventions, need for alternative interventions, need to communicate and consult with other health team members and need to revise the plan of care.

2.2.1. Communicates and consults with other health team members including patient concerns and special needs, patient status and progress, patient response or lack of response to interventions and significant changes in patient condition.

2.2.13. Documents nursing care.

2.2.14. Revises care plan as needed.

2.2.15. Takes preventive measures to protect patient, others and self.

2.2.16. Provides comprehensive nursing and health care education in which the RPN assesses and analyzes educational needs of the learners, plans educational programs based on learning needs and teaching-learning principles, ensures implementation of an educational plan either directly or by delegating selected aspects of the education to other qualified persons and evaluates the education to meet the identified goals.

2.3. Standards for Patient Advocacy.

2.3.1. Respects the patient=s rights, concerns, decisions and dignity.

2.3.2. Identifies patient needs.

2.3.3. Attends to patient concerns or requests.

2.3.4. Promotes safe patient environment.

2.3.5. Communicates patient choices, concerns and special needs with other health team members regarding patient status and progress, response or lack of response to therapies, significant changes in patient condition.

2.3.6. Maintains appropriate professional boundaries.

2.3.7. Assumes responsibility for nurse=s own decision and actions.

2.4. Standards to Organize, Manage and Supervise the Practice of Nursing.

2.4.1. Assigns to another only those nursing measures that fall within that nurse=s scope of practice, education, experience and competence or unlicensed person=s role description including assigning care within the RN scope of practice to other RNs, LPN within the LPN scope of practice based on the RN=s assessment of the patient and LPN=s ability and supervising , monitoring and evaluating the care assigned to an LPN.

2.4.2. Delegates to another only those nursing measures for which that person has the necessary skills and competence to accomplish safely. In maintaining accountability for the delegation, an RN shall ensure the:

2.4.2.1. Unlicensed assistive personnel (UAP) has the education, legal authority, and demonstrated competency to perform the delegated task.

2.4.2.2. Tasks delegated are consistent with the UAP=s job description and can be safely performed according to clear, exact and unchanging directions.

2.4.2.3. Results of the task are reasonably predictable.

2.4.2.4. Task does not require assessment, interpretation or independent decision making during its performance or at completion.

2.4.2.5. Selected patient and circumstances of the delegation are such that delegation of the task poses minimal risk to the patient and the consequences of performing the task improperly are not life-threatening.

2.4.2.6. Provides clear directions and guidelines regarding the delegated task or, for routine tasks on stable patients, verifies that the UAP follow each written facility policy or procedure when performing the delegated task.

2.4.2.7. Provides supervision and feedback to the UAP.

2.4.2.8. Observes and communicates the outcome of the delegated task.

2.4.3. Matches patient needs with personnel qualification, available resources and appropriate supervision.

2.4.4. Communicates directions and expectation for completion of the delegated task.

2.4.5. Supervises others to whom nursing activities are delegated or assigned by monitoring performance, progress and outcomes; assures documentation of the activity.

2.4.6. Provides follow-up on problems and intervenes when needed.

2.4.7. Evaluates the effectiveness of the delegation or assignment.

2.4.8. Intervenes when problems are identified, and revises plan of care as needed.

2.4.9. Retains professional accountability for nursing care provided.

2.4.10. Promotes a safe and therapeutic environment by providing appropriate monitoring and surveillance of the care environment, identifying unsafe care situation and correcting problems or referring problems to appropriate management level when needed.

2.4.11. Teaches and counsels patient and families regarding their health care regimen, which may include, but not limited to, general information about health and medical condition, specific procedures and wellness and prevention.



**TITLE 19  
LEGISLATIVE RULES  
WEST VIRGINIA BOARD OF EXAMINERS FOR  
REGISTERED PROFESSIONAL NURSES**

**SERIES 3  
REQUIREMENTS FOR REGISTRATION AND LICENSURE AND CONDUCT CONSTITUTING  
PROFESSIONAL MISCONDUCT**

**§19-3-1.General.**

1.1. Scope. -- This rule establishes the requirements for registration and licensure of a registered professional nurse and describes behavior which constitutes professional misconduct subject to disciplinary action.

1.2. Authority. -- W. Va. Code §30-7-4.

1.3. Filing Date. -- April 19, 2023.

1.4. Effective Date. -- April 24, 2023.

1.5. Sunset date. – This rule will terminate and have no further force or effect on August 1, 2033.

**§19-3-2. Definitions.**

The following words and phrases as used in this rule have the following meanings, unless the context requires otherwise:

2.1. "Direct supervision" means the activity of a registered professional nurse with an unencumbered license in West Virginia being present at all times in the same assigned physical work area as the person being supervised.

2.2. "Impaired" means the condition of a licensee whose performance or behavior is altered through the use of alcohol, drugs, or other means.

2.3. "National Council Licensure Examination" (NCLEX-RN) means the licensure examination for registered nurses which is owned and controlled by the National Council of State Boards of Nursing.

2.4. "Structured treatment program" means a program for physical, psychological, social and/or spiritual rehabilitation, if the program has been expressly approved by the board.

2.5. "Temporary permit" means a permit authorizing the individual to practice registered professional nursing in this state until the permit is no longer effective or the individual is granted a license by the board. An individual with a temporary permit is subject to all provisions of W. Va. Code §30-7-1 et.seq., and all other relevant sections of the West Virginia Code and rules promulgated by the board.

2.6. "License requirements to practice registered professional nursing" means an individual who

is at least 18 years of age; has completed an approved four-year high school course of study or the equivalent thereof, as determined by the appropriate educational agency; has completed a nursing education program; has passed an examination approved by the board; has paid the application fee specified by rule; has completed a criminal background check, as required by §30-1D-1 et seq. of this code; is not an alcohol or drug abuser, as these terms are defined in §27-1A-11 of this code, unless an applicant in an active recovery process, which may be evidenced by participation in a Nurse Health Program, structured aftercare, or a 12-step program or other similar group or process, may be considered.

### **§19-3-3. Application for Licensure by Examination as a Registered Nurse.**

3.1. An applicant for licensure by exam as a Registered Nurse shall:

3.1.a. Applicants educated in the United States or United States Territory shall:

3.1.a.1. have completed an approved four-year high school course of study or an equivalent thereof, as determined by the appropriate educational agency;

3.1.a.2. be at least 18 years of age;

3.1.a.3. have completed a prelicensure nursing education program approved by the board, or a program that meets criteria comparable to those established by the West Virginia Board of Registered Nurses in 19CSR01. An official transcript showing the type of degree and date conferred shall be sent directly to the office of the board from a board approved nursing education program with an affidavit of graduation from the nursing education program as proof of education. The board will not consider an application for approval until the final, official transcript is received in the board office; and,

3.1.a.4. The applicant shall submit state and federal criminal history records information using fingerprints or other biometric data from the Federal Bureau of Investigation and the agency responsible for retaining that state's criminal records.

3.1.a.5. Report any criminal conviction, nolo contendere plea, Alford plea, deferred judgment, or other pleas arrangements in lieu of conviction.

3.1.a.6. Report any condition or impairment (including but not limited to substance abuse, or a mental emotional or nervous disorder or condition) which in any way currently affects or limits your ability to practice safely and in a competent and professional manner.

3.1.a.7. Report any actions taken or initiated against any professional or occupational license, registration or certification.

3.1.a.8. Identify any state, territory or country in which the applicant holds a professional license or credential, if applicable. Provide the number and status of the license or credential as well as the original state or country of licensure or credentialing.

3.1.a.9. Provide employment information including current employer if employed in health care, including address, telephone number, position and dates of employment and previous

employer in health care if any, if current employment is less than 12 months.

3.1.a.10. Provide information regarding whether the application previously applied for a license in another jurisdiction and either was denied a license, or withdrew the application or allowed the application to expire, if applicable.

3.1.a.11. Provide detailed explanation and supporting documentation for each affirmative answer to questions, as applicable, regarding the applicant's background.

3.1.a.12. Submit a completed board application and pay the required fee for licensure by examination set forth in the board's rule, Fees, 19 CSR 12. Payment shall be in the form established by the West Virginia Board for Registered Nurses. Application fees are not refundable, nor applicable to other test dates.

3.1.a.13. An approved applicant for licensure by examination shall submit an application directly to the contracted test service for the National Council Licensure Examination (NCLEX-RN) with the application fee prior to the date the applicant wishes to take the examination. The authorization to test for any one application is valid for ninety (90) days, and may not be extended.

3.1.b. Applicants seeking licensure as veterans in lieu of the educational qualifications specified in subdivision 3.1.c. of this rule, and qualifying under W. Va. Code §30-24-1 et seq. an applicant who is a veteran shall:

3.1.b.1. have completed an approved four-year high school course of study or an equivalent thereof, as determined by the appropriate educational agency;

3.1.b.2. be at least 18 years of age;

3.1.b.3. have served on active duty in the medical corps of any of the armed forces of the United States and have successfully completed the course of instruction required to qualify her or him for-the level of academic training as determined by the National Council of State Boards of Nursing that is equal to that received by a student studying and training for a similar health occupation in civilian life;

3.1.b.4. be honorably discharged from military service; and,

3.1.b.5. The applicant shall submit to a state and federal criminal background checks.

3.1.b.6. Report any criminal conviction, nolo contendere plea, Alford plea, deferred judgment, or other pleas arrangements in lieu of conviction.

3.1.b.7. Report any condition or impairment (including but not limited to substance abuse, or a mental emotional or nervous disorder or condition) which in any way currently affects or limits your ability to practice safely and in a competent and professional manner.

3.1.b.8. Report any actions taken or initiated against any professional or occupational license, registration or certification.

3.1.b.9. Identify any state, territory or country in which the applicant holds a professional license or credential, if applicable. Provide the number and status of the license or credential as well as the original state or country of licensure or credentialing.

3.1.b.10. Provide employment information including current employer if employed in health care, including address, telephone number, position and dates of employment and previous employer in health care if any, if current employment is less than 12 months.

3.1.b.11. Provide information regarding whether the application previously applied for a license in another jurisdiction and either was denied a license, or withdrew the application or allowed the application to expire, if applicable.

3.1.b.12. Provide detailed explanation and supporting documentation for each affirmative answer to questions, as applicable, regarding the applicant's background.

3.1.b.13. Submit a completed board application and pay the required fee for licensure by examination set forth in the board's rule, Fees, 19 CSR 12. Payment shall be in the form established by the West Virginia Board of Examiners for Registered Professional Nurses. Application fees are not refundable, nor applicable to other test dates.

3.1.b.14. An approved applicant for licensure by examination shall submit an application directly to the contracted test service for the National Council Licensure Examination (NCLEX-RN) with the application fee prior to the date the applicant wishes to take the examination. The authorization to test for any one application is valid for ninety (90) days, and may not be extended.

3.1.c. Applicants educated outside the United States or United States Territory shall:

3.1.c.1. have completed an approved four-year high school course of study or an equivalent thereof, as determined by the appropriate educational agency;

3.1.c.2. be at least 18 years of age;

3.1.c.3. submit the Credentials Evaluation Service (CES) Professional Report certificate (CES) and English Language Proficiency (ELP) Exam issued by the commission on graduates of foreign nursing schools (CGFNS);

3.1.c.4. The applicant shall submit to a state and a federal criminal background checks.

3.1.c.5. Report any criminal conviction, nolo contendere plea, Alford plea, deferred judgment, or other pleas arrangements in lieu of conviction.

3.1.c.6. Report any condition or impairment (including but not limited to substance abuse, or a mental emotional or nervous disorder or condition) which in any way currently affects or limits your ability to practice safely and in a competent and professional manner.

3.1.c.7. Report any actions taken or initiated against any professional or occupational license, registration or certification.

3.1.c.8. Identify any state, territory or country in which the applicant holds a professional license or credential, if applicable. Provide the number and status of the license or credential as well as the original state or country of licensure or credentialing.

3.1.c.9. Provide employment information including current employer if employed in health care, including address, telephone number, position and dates of employment and previous employer in health care if any, if current employment is less than 12 months.

3.1.c.10. Provide information regarding whether the application previously applied for a license in another jurisdiction and either was denied a license, or withdrew the application or allowed the application to expire, if applicable.

3.1.c.11. Provide detailed explanation and supporting documentation for each affirmative answer to questions, as applicable, regarding the applicant's background.

3.1.c.12. Submit a completed board application and pay the required fee for licensure by examination set forth in the board's rule, Fees, 19 CSR 12. Payment shall be in the form established by the West Virginia Board of Examiners for Registered Professional Nurses. Application fees are not refundable, nor applicable to other test dates.

3.1.c.13. An approved applicant for licensure by examination shall submit an application directly to the contracted test service for the National Council Licensure Examination (NCLEX-RN) with the application fee prior to the date the applicant wishes to take the examination. The authorization to test for any one application is valid for ninety (90) days, and may not be extended. If the applicant has taken and passed the NCLEX-RN previously, have the scores transferred to the West Virginia Board of Registered Nurses by Pearson VUE.

### 3.2. Temporary Permit for Exam Applicant.

3.2.a. A temporary permit may be issued to an applicant awaiting initial examination for licensure as a registered professional nurse. The temporary permit expires one hundred eighty (180) days following graduation, or until the date the applicant's licensing examination results are released to the office of the board by the National Council Licensure Examination (NCLEX-RN), whichever comes first. A temporary permit is not renewable.

3.2.b. The board shall not issue a temporary permit which permits the individual to practice registered professional nursing while awaiting initial examination for licensure and the reporting of the results of the examination until it has received and approved an application for licensure by examination.

3.2.c. The individual with a temporary permit is subject to all provisions of West Virginia Code § 30-7-1 et seq. and all other relevant provisions of the West Virginia Code and rules promulgated by the board.

3.2.d. The individual with a temporary permit shall work under the direct supervision of a registered professional nurse with an unencumbered license, until the applicant has successfully

passed the NCLEX-RN and a license is issued.

#### **§19-3-4. Licensure Examination.**

4.1. The licensure examination is the national council licensure examination for registered nurses (NCLEX-RN) which is owned and controlled by the National Council of State Boards of Nursing, Inc.

4.2. The board shall determine the availability of the examination dates, times, and places of administration.

#### **§19-3-5. Failure to Pass Licensure Examination.**

5.1. An applicant for licensure by examination who fails to attain a passing score on the examination will have his or her temporary permit to practice registered professional nursing placed in an inactive status by the office of the board.

5.2. In considering an application for licensure by examination, the number of times the applicant has taken the licensing examination shall include each time that the applicant has taken an examination for licensure as a registered professional nurse in any jurisdiction.

5.3. In the event an applicant fails the licensure examination two times, he or she may petition the board for permission to repeat the licensure examination. The board may deny approval for an applicant to repeat an examination after two failures if more than two years has lapsed since the applicant graduated from a nursing education program. In addition, the board may deny approval to repeat the examination after two failures if the applicant cannot show in the petition to repeat the examination more than two times that any further education has been taken by the applicant to correct deficiencies in his or her nursing knowledge.

5.4. An examination applicant may not repeat the licensure examination more than four times per year, nor more often than every forty-five (45) days.

5.5. A repeat examination applicant shall complete the application for examination as specified in subsection 3.2. of this rule and be subject to other requirements as established by the board.

#### **§19-3-6. Licensure by Endorsement.**

6.1. An applicant for permanent licensure by endorsement shall:

6.1.a. be currently licensed in another state and shall have passed the licensure examination that was used in the state of West Virginia at the time of his or her graduation from a professional nursing education program.

6.1.b. complete and submit to the board an accurately completed application for licensure by endorsement;

6.1.c. submit the non-refundable fee set forth in the board's rule, Fees, 19 CSR 12.

6.1.d. have submitted a verification of licensure from the state in which he or she was originally

licensed and the state in which he or she is currently employed if it is different than the original state of licensure. If these boards participate in the licensure verification system maintained by the National Council of State Boards of Nursing, the applicant shall follow the process of verification to another state in accordance with the procedures set in place for that system.

6.1.e The applicant shall submit to a state and federal criminal background check.

6.2. Temporary permit for endorsement applicant.

A temporary permit may be issued to an applicant awaiting endorsement for licensure as a registered professional nurse. The temporary permit expires one hundred eighty (180) days following issue, or until the date the applicant's endorsement is completed whichever comes first. The holder of a temporary permit is subject to all provisions of W. Va. Code §30-7-1 et. seq. and all other relevant sections of the West Virginia Code and rules promulgated by the board.

6.2.a. A complete endorsement application shall be on file in the board office prior to the issuance of a temporary permit including the endorsement application fee.

6.2.b. The board shall not issue a temporary permit until a complete board application for a temporary permit for an endorsement applicant is on file in the board office including the form and the fee set forth in the board's rule, Fees, 19 CSR 12.

6.2.c. The temporary permit expires one hundred eighty (180) days from the date of issuance and the expiration date shall be displayed on the on its website at [wvrb.boardsfnursing.org/licenselookup](http://wvrb.boardsfnursing.org/licenselookup).

6.2.d. An individual with a temporary permit who fails to complete the endorsement application for full licensure is not entitled to an extension of the temporary permit. An applicant must provide a satisfactory explanation to the board prior to any subsequent request for endorsement by the applicant if the one hundred (180) day period expires prior to the completion of the required procedure for licensure by endorsement by an applicant licensed as a registered professional nurse in another state, territory, or foreign country. The applicant shall repeat the process for endorsement in its entirety if the explanation is considered acceptable by the board.

6.2.e. A temporary permit is not renewable, and the board shall not extend the initial one hundred eighty (180) days.

6.2.f. The individual with a temporary permit to practice registered professional nursing shall furnish the board with his or her address and telephone number, and the name, address, and telephone number of his or her employer at all times while the permit is effective.

6.2.g. The board shall not issue a temporary permit if it determines upon satisfactory proof that the applicant has in any way falsified his or her qualifications for the temporary permit.

6.2.h. The board shall not issue the temporary permit if it is presented with satisfactory proof that the applicant has any action pending against his or her license to practice registered professional nursing in another state, territory, or foreign country, or if the license is encumbered in any way.

6.2.i. A temporary permit becomes void during the one hundred eighty (180) days if the board determines, upon satisfactory proof, that it will deny the applicant full licensure for any of the causes set forth in West Virginia Code §30-7-6. The board may also revoke the temporary permit at any time if the board has sufficient information indicating the temporary permit was issued in error or if the board receives information establishing probable cause that the applicant violated the board's laws or rules while practicing under the temporary permit.

#### **§19-3-7. Change of Name and/or Address.**

7.1. If a licensee legally changes his or her name through marriage, divorce court order or other means, he or she shall send this information to the office of the board. The information shall include both the full prior name and the new name, in a properly executed affidavit or a certified copy of the marriage certificate or divorce decree. The licensee shall submit an application and these documents to the nurse portal on its website at [wvrn.boardsofnursing.org](http://wvrn.boardsofnursing.org)

7.2. A licensee shall notify the board of any change in residence or mailing address within thirty (30) days of the change. This notification shall be submitted in writing to the via the nurse portal.

#### **§19-3-8. Renewal of License.**

8.1. Each license issued by the board expires on October 31 of each even numbered year. In order to continue practicing a licensee shall renew his or her license biennially. The deadline for receipt of the renewal application and fee is is October 31 of each even numbered year. A license for which a renewal application is received after October 31 is lapsed. The board shall consider the application for renewal of the license of each licensee upon receipt of:

8.1.a. an accurately completed application for renewal of the license;

8.1.b. submission of additional documents as determined by the board;

8.1.c. attestation that he or she meets the continuing competence requirements specified in the board's rule, Continuing Education, 19CSR11;

8.1.d. all additional requirements set forth by the board; and,

8.1.e. the fee for renewal set forth in the board's rule, Fees, 19 CSR 12.

8.2. Request for inactive status.

A licensee who is not practicing, and who has no disciplinary action pending against his or her license, may request his or her name be entered on the inactive list by completing an inactive application furnished by the board and indicating his or her desire to be placed on inactive status. The board shall then designate the licensee's records "inactive". No fee is required for inactive status and no license is issued. The board may provide the inactive licensee, upon application, payment of the current fee, and completion of required continuing education, an active license to practice registered professional nursing in West Virginia. The board may inquire into activities and events during the term of the inactive license period.



### 8.3. Request for retired status.

A licensee who has retired from the practice of nursing in all states may upon request be placed in a retired status. The retired status registered professional nurse may not practice as a registered professional nurse in any state and may not in any way indicate to any persons that he or she is licensed to practice as a registered professional nurse. If the individual in a retired status does practice in any form, voluntarily or for pay, as a registered professional nurse, he or she is guilty of practicing nursing without a license and shall be subject to the appropriate penalties contained in law and rule. If at any time the individual in the retired status desires to return to the practice of nursing, he or she shall submit the reinstatement application along with the current fee and shall meet all reinstatement requirements.

### **§19-3-9. Reinstatement of Lapsed License.**

9.1. Non-renewal of license. If a licensee fails to renew his or her license before the current license expires, the license shall lapse.

9.2. The fee to reinstate a lapsed license is set forth in the board's rule, Fees, 19 CSR 12.

9.3. Any person practicing registered professional nursing during the time his or her license has lapsed is considered an illegal practitioner and is subject to the penalties provided for violation of W.Va. Code §30-7-1 et seq.

### **§19-3-10. Verification of Licensure to Another State Board of Nursing.**

10.1. The board shall provide a verification of West Virginia licensure upon submission of a written request by the licensee for the verification and payment of a fee set forth in the board's rule, §19 CSR 12, Fees. Should the board participate in the licensure verification system as maintained by the National Council of State Boards of Nursing, the licensee shall follow the process of endorsement to another state in accordance with the procedures set in place for that system. If the licensee is a graduate of a school which has closed and his or her records are on file in the board office, the board shall provide a copy of school records upon written request and payment of the fees set forth in the board's rule, Fees, 19 CSR 12.

### **§19-3-11. Penalty for Presentation of Non-negotiable Check.**

11.1. The board shall assess the fee set forth in the board's rule, Fees, 19 CSR 12 to any individual who presents a check payable to the board that is later returned by the bank as non-negotiable. The presenter of the non-negotiable check shall redeem the non-negotiable check within fourteen (14) days of notification by certified mail. This fee is in addition to any reinstatement or other fee which may additionally become due because the applicant or licensee submits an application or registration form after a board deadline. The applicant, licensee, or other person who presents a non-negotiable check shall redeem it with cash, a money order, or a cashier's check.

11.2. The board shall designate the license or temporary permit of a registered professional nurse as invalid if fees are not paid within 14 days for a non-negotiable check submitted with an application for renewal or reinstatement or any other application form.

### §19-3-12. Professional Misconduct

12.1. Conduct, including, but not limited to the following, if proven by a preponderance of evidence, constitutes professional misconduct subject to disciplinary action pursuant to W. Va. Code § 30-7-11(a)(6). The applicant or licensee:

12.1.a. failed to adhere to common and current standards for professional nursing practice, including but not limited to standards established by a national professional nursing organization, nursing research, nursing education, or the board;

12.1.b. failed to adhere to established standards in the practice setting to safeguard patient care;

12.1.c. knowingly committed an act which could adversely affect the physical or psychological welfare of a patient;

12.1.d. abandoned patients by terminating responsibility for nursing care, intervention, or observation without properly notifying appropriate personnel and ensuring the safety of patients;

12.1.e. practiced or offered to practice beyond the scope permitted by law or accepted and performed professional responsibilities that the licensee knows or has reason to know that he or she is not licensed, qualified, or competent to perform;

12.1.f. impersonated another licensed practitioner;

12.1.g. permitted another person to use the licensee's license for any purpose;

12.1.h. permitted, aided, or abetted an unlicensed, uncertified, or unregistered person to perform activities requiring a license, certificate, or registration;

12.1.i. delegated professional responsibilities to a person when the licensee delegating the responsibilities knows or has reason to know that person is not qualified by training, experience or licensure to perform them;

12.1.j. practiced registered professional nursing while his or her license is suspended, lapsed, or inactive;

12.k. failed to comply with terms and conditions as may be imposed by the board based upon previous disciplinary action of the board;

12.l. practiced professional nursing while the ability to safely and effectively practice is compromised by alcohol or drugs;

12.m. is addicted to a controlled substance;

12.1.n. is a chronic or persistent alcoholic;

12.1.o. engaged in dishonorable, unethical or unprofessional conduct of a character likely to

deceive, defraud or harm the public or any member of the public; thus, not exercising good professional character;

12.1.p. practiced professional nursing while the ability to safely and effectively practice was compromised by physical or mental disability;

12.1.q. refused or failed to report for a physical or mental examination, including but not limited to laboratory or other tests, requested by the board;

12.1.r. provided false or incorrect information to an employer or potential employer regarding the status of a license, or failed to inform an employer or potential employer of a change in the status of a license;

12.1.s. knowingly falsified an application for employment;

12.1.t. knowingly provided false information regarding completion of educational programs;

12.1.u. falsified patient records, intentionally charted incorrectly;

12.1.v. improperly, incompletely, or illegibly documented the delivery of nursing care, including but not limited to treatment or medication;

12.1.w. knowingly made or filed a false report;

12.1.x. knowingly or negligently failed to file a report or record required by state or federal law;

12.1.y. willfully impeded or obstructed the filing of a report or record required by state or federal law;

12.1.z. induced another person to file a false report or obstructed the filing of a report required by state or federal law;

12.1.aa. failed to report to the board within thirty (30) days, knowledge of a violation by a registered professional nurse of W. Va. Code §§ 30-7-1 et seq., 30-15-1 et seq., this rule, any other applicable state law or rule or any applicable federal law or regulation;

12.1.bb. failed to report through proper channels a violation of any applicable state law or rule, any applicable federal law or regulation or the incompetent, unethical, illegal, or impaired practice of another person who provided health care

12.1.cc. impeded or obstructed an investigation by the board by failing to comply or respond to requests for action or information, whether the failure was known or negligent;

12.1.dd. violated any provision of W. Va. Code §30-7-1 et seq., or rules governing the practice of registered professional nursing, or a rule or order of the board, or failed to comply with a subpoena or subpoena duces tecum issued by the board;

- 12.1.ee. failed to register or notify the board of any changes of name or mailing address;
- 12.1.ff. failed to accept certified mail from the board, when mailed to the licensee's last address on record in the board's office;
- 12.1.gg. failed to disclose to the board a criminal conviction in any jurisdiction;
- 12.1.hh. was convicted of a misdemeanor with substantial relationship to the practice of registered professional nursing, in a court of competent jurisdiction.
- 12.1.ii. failed to disclose information when required by the board concerning treatment or counseling for substance abuse, or participation in any professional peer assistance program;
- 12.1.jj. provided false information on any application, or any other document submitted to the board for the purpose of licensure, advance practice recognition, or prescriptive authority;
- 12.1.kk. misappropriated medications, supplies, or personal items of a patient or employer;
- 12.1.ll. self-administered or otherwise took into his or her body any prescription drug in any way not in accordance with a legal, valid prescription or used any illicit drug;
- 12.1.mm. prescribed, dispensed, administered, mixed or otherwise prepared a prescription drug, including any controlled substance under state or federal law, not in accordance with accepted nursing practice standards or not in accordance with the board's rule Limited Prescriptive Authority For Nurses in Advanced Practice, §19 CSR 8;
- 12.1.nn. physically or verbally abused, or failed to provide adequate protection or safety for an incapacitated individual in the context of a nurse-patient/client relationship;
- 12.1.oo. used the nurse-patient/client relationship to exploit a patient or client;
- 12.1.pp. engaged a patient or client in sexual activity or became romantically involved with a patient or client while still responsible for the care of that patient or client;
- 12.1.qq. failed to maintain appropriate professional boundaries in the nurse-patient/client relationship;
- 12.1.rr. failed to report that his or her license to practice registered professional nursing in any other state, territory, jurisdiction or foreign nation was revoked, suspended, restricted or limited, or otherwise acted against, that he or she was subjected to any other disciplinary action by the licensing authority, or that he or she was denied licensure in any other state, territory, jurisdiction, or foreign nation;
- 12.1.ss. violated the confidentiality of information or knowledge concerning a patient;
- 12.1.tt. practiced registered professional nursing by way of telecommunications or otherwise, in any other state, territory, jurisdiction, or foreign nation, without a license to do so and not in accordance with the law of that state, territory jurisdiction, or foreign nation; or

12.1.uu. was found guilty for improper professional practice or professional misconduct by a duly authorized professional disciplinary agency or licensing or certifying body or board in this or another state or territory, where the conduct upon which the finding was based would, if committed in this state, constitute professional misconduct under the laws of this state, may serve as a basis for disciplinary action by this board.

12.2. Upon a finding of probable cause that a basis for disciplinary action exists, the board may require a licensee or a person applying for licensure to practice as a registered professional nurse in this state to submit to a physical or psychological examination by a practitioner approved by the board. Any individual who applies for or accepts the privilege of practicing as a registered professional nurse in this state is considered to have given consent to submit to all such examinations when requested to do so in writing by the board and to have waived all objections to the admissibility of the testimony or examination report of any examining practitioner on the ground that the testimony or report is a privileged communication. If an applicant or licensee fails or refuses to submit to any examination under circumstances which the board finds are not beyond his or her control, that failure is prima facie evidence of his or her inability to practice as a registered professional nurse competently and in accordance with accepted standards for professional practice. A licensee or person applying for licensure as a registered professional nurse who is adversely affected by this provision may request a hearing within thirty days of any action taken by the board.

12.3. Based on the nature of the complaint filed against the licensee, technician, or of the information received about an applicant, the board may require the technician or applicant to request and submit to the board the results of a state and a national electronic criminal history records check by the State Police.

12.3.a. The licensee, technician, or applicant under investigation shall furnish to the State Police a full set of fingerprints and any additional information required to complete the criminal history records check.

12.3.b. The licensee, technician, or applicant under investigation is responsible for any fees required by the State Police in order to complete the criminal history records check.

12.3.c. The board may require the licensee, technician, or applicant to obtain an electronic criminal history records from a similar agency in the state of the technician or applicant's residence, if outside of West Virginia.

12.3.d. Instead of requiring the licensee, technician, or applicant under investigation to apply directly to the State Police for the criminal history records checks, the board may contract with a private vendor to provide the services required in this subsection.

12.3.e. The board may deny licensure or certification or take disciplinary action against any licensee, technician, or applicant who fails or refuses to submit the criminal history records checks required by this subsection.;

12.4. If the board finds that public health, safety and welfare requires emergency action and incorporates a finding to that effect into its order, the board shall order summary suspension of a license pending proceedings for revocation of the license or other action. The board shall promptly

institute and determine further disciplinary action. A licensee whose license has been summarily suspended is entitled to a hearing not less than twenty (20) days after the license was summarily suspended. The licensee may waive his or her right to a hearing on the summary suspension within the twenty (20) day period.

#### **§19-3-13. Impaired Nurse Treatment Program**

13.1. The board may permit a licensee or applicant for licensure who has been found guilty of prohibited conduct, to participate in a structured treatment program and meet other terms and conditions for continued licensure, in lieu of disciplinary action.

13.1.a. The board may appoint a designee to monitor participation in a approved treatment program;

13.1.b. The board may excuse an applicant or licensee that remains in compliance with the terms of an approved treatment program, to the satisfaction of the board's designee, from appearing before the board or hearing examiner to respond further to charges of misconduct;

13.1.c. An applicant or licensee that fails to comply with the terms of an approved treatment program, to the satisfaction of the board's designee, may be subject to further disciplinary action to the fullest extent of the board's authority;

13.2. The board may establish or approve impaired nurse treatment programs.

#### **§19-3-14. Expungement of Records.**

The Disciplinary Review Committee shall expunge all complaints that it dismisses, upon request by the licensee, from the licensee's file after three (3) years, if no other complaint is received against the same licensee within the three (3) year period.

#### **§19-3-15. Use of criminal records as disqualification from authorization to practice.**

15.1. The board may not disqualify an applicant from initial licensure because of a prior criminal conviction that remains unreversed unless that conviction is for a crime that bears a rational nexus to the nursing profession. In determining whether a criminal conviction bears a rational nexus to the nursing profession the board shall consider at a minimum:

15.1. a. The nature and seriousness of the crime for which the individual was convicted;

15.1.b. The passage of time since the commission of the crime;

15.1.c. The relationship of the crime to the ability, capacity, and fitness required to perform the duties and discharge the responsibilities of the registered nurse; and

15.1.d. Any evidence of rehabilitation or treatment undertaken by the individual.

15.2. Because the term "moral turpitude" is vague and subject to inconsistent applications, the board may not rely upon the description of a crime for which an applicant has been convicted as one

of “moral turpitude” as a basis for denying licensure: Provided, That if the prior conviction for the underlying crime bears a rational nexus to the profession or occupation requiring licensure, the board may consider the conviction according to the requirements of subdivision (1) of this subsection.

15.3. Notwithstanding any other provision of this chapter to the contrary, if an applicant is disqualified from licensure because of a prior criminal conviction, the board shall permit the applicant to apply for initial licensure if:

15.3.a. A period of five years has elapsed from the date of conviction or the date of release from incarceration, whichever is later;

15.3.b. The individual has not been convicted of any other crime during the period of time following the disqualifying offense; and

15.3.c. The conviction was not for an offense of a violent or sexual nature: Provided, That a conviction for an offense of a violent or sexual nature may subject an individual to a longer period of disqualification from licensure, to be determined by the board.

15.4. An individual with a criminal record who has not previously applied for licensure may petition the board at any time for a determination of whether the individual’s criminal record will disqualify the individual from obtaining a license. This petition shall include sufficient details about the individual’s criminal record to enable the board to identify the jurisdiction where the conviction occurred, the date of the conviction, and the specific nature of the conviction. The board shall provide the determination within 60 days of receiving the petition from the applicant. The board may charge a fee to recoup its costs for each petition. The requirements of this section do not apply to the criteria that the board may consider when making determinations regarding relicensure or discipline of licensees.

To Prospective Nursing Applicants:

Individuals who are considering entering the nursing profession and who may have a criminal history often ask about potential barriers to licensure following successful completion of an approved nursing program.

The West Virginia Board of Registered Nurses (Board) makes decisions about licensure based upon several questions on the application, results of the criminal background check and on an individual basis. The application (or the background screening) that indicates a criminal history is considered a nonroutine application and must be reviewed by the Board staff and possibly referred to the Board’s Disciplinary Review Committee. Each application is reviewed on its own merits. The Board of Nursing has created guidelines for specific offenses to be approved in the Board office.

However, West Virginia Code §30-1-24 “Use of Criminal Records as Disqualification from Authorization to Practice” states the following:

(4) An individual with a criminal record who has not previously applied for licensure may petition the appropriate board at any time for a determination of whether the individual’s criminal record will disqualify the individual from obtaining a license. This petition shall include sufficient details about the individual’s criminal record to enable the board to identify the jurisdiction where the conviction occurred, the date of the conviction, and the specific

nature of the conviction. The Board shall provide the determination within 60 days of receiving the petition from the applicant. The board may charge a fee to recoup its costs for each petition. You will need to request a paper application and complete the form and include any court documents and narrative to questions on the application as needed. The information provided will be evaluated to determine if your criminal record, available at this time, will disqualify you from licensure as a Registered Nurse upon graduation from a board-approved nursing education program.

Felony convictions, violent crimes, other more serious misdemeanors, and repeat offenders are required to go before the Disciplinary Review Committee. Simple misdemeanors, such as some traffic violations, loitering and disturbing the peace can be approved by the disciplinary section of the Board. Any evidence of rehabilitation is important to the Board members when making a licensure decision.

Board applications require the applicant to provide the Board with an original certified copy of all court documents relative to a conviction. This means the applicant must go to the county or other appropriate authority where the conviction occurred and have the clerk of the court certify with a raised seal that the documents are a complete copy of the record. Applicants cannot pick and choose what documents are provided to the Board. A complete copy of the criminal record must be provided. The Board's applications require the applicant to provide a letter of explanation as to the events surrounding the conviction. This means the applicant must write in his/her own words what happened to cause the conviction. Board applications also require an applicant who has substance use and/or mental health disorder to provide to the Board a copy of all treatment records. The applicant must sign a release with the treatment provider and have the documents sent directly from the provider to the Board office. A letter of explanation from the applicant must also be provided with this information. This letter should explain the applicant's history of use/abuse of drugs and/or alcohol and treatment for the condition(s) as well as any maintenance medications prescribed. Also, information as to the progress since treatment was completed.

The Board may issue a license under probationary conditions, which could include, direct supervision, random drug screens, employer reporting, counselor reporting and other necessary monitoring requirements. Further, the Board may deny licensure until certain requirements are met. The law allows the Board to require applicants to submit to a physical or psychological examination and to have the results of the examination provided directly to the Board. Refusal to submit to an examination when required will result in the application being denied.

Applicants who qualify may be referred to the Board's Alternative to Discipline Program. Alternative-to discipline programs can help nurse licensees receive needed treatment and maintain an unencumbered professional nursing license. WV Restore is the WV Registered Nurses Board's Alternative to Discipline Program. Its goal is to protect the public by providing a monitoring and recovery program for registered professional nurses with a substance use disorder or a qualifying mental health condition. WV Restore offers services in many different fashions including but not limited to case management and monitoring, nurse health coaching, peer support and outreach education.

As stated above, the license application requires disclosure of any criminal history and the disposition of all cases prior to Board review. The Board can also aid its nurses through Nurse Health Coaching. The West Virginia Registered Nurses Board has sponsored Nurse Health Coach Training for



80+ Registered Nurses. The coaches have been educated to provide support, resources, advocacy, and accountability for health care professionals experiencing any difficulty that would affect the nurse's ability to practice safely.

Acceptance into a nursing education program is the decision of the school. Entering and staying in the nursing education program is the prospective student's decision based upon the knowledge that he/she may, or may not, be granted a nursing license by West Virginia. However, every state has its own requirements, so an applicant may be licensed in another state even if West Virginia denies licensure.

Each school of nursing makes independent decisions about admissions into their program and may require criminal background screening and/or other information as part of that process. Clinical facilities may limit or prohibit students with criminal histories from participating in clinical experiences. Other options may not exist for the student to complete required clinical hours to obtain a nursing degree; thus, such a student may not be eligible for licensure in West Virginia. All the above factors should be taken into consideration prior to deciding about a nursing career.

For more information or request a paper application, please contact the Board office at:

5001 MacCorkle Avenue South Charleston, WV 25309

Phone: 304-744-0900

Web Address: [www.wvrnboard.wv.gov](http://www.wvrnboard.wv.gov)

Email: [rnboard@wv.gov](mailto:rnboard@wv.gov)

## **APPENDIX B**

**DAVIS & ELKINS COLLEGE**  
**Division of Nursing**  
**INCIDENT REPORT**

Biohazard Exposure       Incident       Other

Date of incident \_\_\_\_\_

Persons involved in incident: \_\_\_\_\_

Agency involved in incident: \_\_\_\_\_

Nature of incident: \_\_\_\_\_

Witnesses to incident: \_\_\_\_\_

Description of incident (Use back if additional space is needed):  
\_\_\_\_\_  
\_\_\_\_\_

Immediate intervention related to incident:  
\_\_\_\_\_  
\_\_\_\_\_

Agency protocol initiated:  
\_\_\_\_\_  
\_\_\_\_\_

Agency protocol declined:  
\_\_\_\_\_  
\_\_\_\_\_

Reason declined: \_\_\_\_\_

Person(s) to whom incident reported:  
\_\_\_\_\_

\_\_\_\_\_

Name/signature/title

\_\_\_\_\_

Date

Written: 4/99  
Revised: 6/16, 5/20  
Reviewed: 5/11, 7/17, 7/19, 4/21, 3/22, 3/23

## **APPENDIX C**

## **ANA Code of Ethics**

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Copyright: American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, Silver Spring, MD: American Nurses Publishing, 2015.

## **APPENDIX D**

## HIPAA STATEMENT/CONFIDENTIALITY AGREEMENT

Students will have access to confidential medical/personal client and family information, and to sensitive agency information as part of the clinical learning experience. It is of **utmost importance** that client/agency confidentiality is observed. Information concerning a client/family or agency is not to be discussed after leaving the clinical unit, or classroom setting. Violation of this policy may result in dismissal from the D&E Division of Nursing.

### HIPAA STATEMENT:

All those in healthcare must now comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if one must administer a medication, you will have full access to the medical record. This is covered by the patient's consent for treatment.

In order to protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans and case studies. Information to be removed includes the individual's name, initials, address, phone number, fax number and social security number. Student papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extends to oral communications which extend beyond the need to know for treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency's requirements as a part of the clinical affiliation. HIPAA is a Federal Law. Penalties for wrongful disclosure range from fines to imprisonment.

Violations of this policy include, but are not limited to:

- accessing confidential information that is not within the scope of your assignment;
- misusing, disclosing without proper authorization, or altering confidential information;
- disclosing to another person your sign on code and/or password for accessing electronic confidential information or for physical access to restricted areas ;
- using another person's sign on code and/or password for accessing electronic

confidential information or for physical access to restricted areas ;

-intentional or negligent mishandling or destruction of confidential information;

-leaving a secured application unattended while signed on;

-attempting to access a secured application or restricted area without proper authorization or for purposes other than official business;

-failing to take proper precautions for preventing unintentional disclosure of confidential information; or

-failing to properly secure research data files.

Violation of this policy by students, faculty or staff assigned to any agency with which the Davis & Elkins College Division of Nursing has a Contractual Agreement may constitute grounds for corrective action, up to and including, loss of agency privileges, academic or employment suspension, or termination from the College.

I have read and agree to comply with the terms of the above statement and will read and comply with all agency and Division of Nursing policies and standards relative to confidentiality and information security.

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Printed/Typed Name

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Signature

Written: 6/11

Reviewed: 5/20, 4/21, 3/22, 3/23



## **APPENDIX E**

**DAVIS & ELKINS COLLEGE**  
**Division of Nursing**

**Student Handbook Affidavit**

Nursing students are responsible for reading and complying with the information which appears in the current College Catalog, College Student Handbook and in the Division of Nursing RN-BSN Student Handbook. It is the intent of this Handbook to ensure client safety in addition to the professional, ethical, and legal conduct of all nursing students. Failure to comply with College and/or Nursing Program policies will lead to a review of student behavior and possible disciplinary action, including dismissal from the Program.

The Davis & Elkins College Division of Nursing reserves the right to modify any statement in this Handbook. Changes will be given to students through a Nursing Student Handbook Addendum.

Nursing Student Handbook Acknowledgement of Receipt and Agreement to Comply

I, \_\_\_\_\_, acknowledge receipt of the Division of Nursing RN-BSN Student Handbook and agree to comply with the policies as stated within the Handbook. I understand that this statement will be placed in my nursing program student record.

Student Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Written:  
Revised: 3/15  
Reviewed: 7/17, 7/18, 7/19, 5/20, 4/21, 3/22, 3/23