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INTRODUCTION

Welcome to the Fay W. Whitney School of Nursing and welcome to the world of professional nursing! All students in the school are provided with a student handbook which contains information about the school, professional expectations, resources and specific policies and procedures that are of concern to student academic life. The handbook serves as a companion to the University Catalog which contains university academic policies.

Please become familiar with this handbook. The handbook serves as a guide for academic and nonacademic policies. Students are responsible for using the handbook as a resource when issues and questions arise.

The information in this handbook is updated annually. In addition, changes may at times be made during the academic year. Any changes to the current version of the handbook will be posted on the School’s website at www.uwyo.edu/nursing. Both the handbook and the University Catalog are available electronically and can be printed if needed.

WELCOME FROM THE DEAN

On behalf of the faculty and staff, I welcome you to the Fay W. Whitney School of Nursing. The School has an atmosphere that is friendly, scholarly, professional and forward-minded. We invite you to join an exciting and dynamic community where active learning and teacher-student partnerships, scholarly practice, interprofessional education and practice, and rural health care are valued.

You are embarking on an exciting and challenging journey. The faculty and staff have carefully developed this student handbook so that you have a guide to the variety of resources available to you within the school, college and university, and that you have clear guidelines about what is expected of you as a student.

Please explore this handbook and become familiar with resources and the policies that govern our nursing community. I wish you the best as you pursue your goals in professional nursing!

My best regards,

Mary E. Burman
Dean and Professor
SECTION 1: OVERVIEW

This section provides a brief introduction to the University of Wyoming Fay W. Whitney School of Nursing, hereafter referred to as the School of Nursing or FWWSON. Legislation to initiate the BSN program at the University of Wyoming was passed in 1951 with students admitted that fall. The program received initial accreditation from the National League for Nursing (NLN) in 1955 and has maintained accreditation since that time. Currently, all of the FWWSON undergraduate and MS programs are accredited by the Commission on Collegiate Nursing Education (CCNE) through 2021.

The FWWSON has a well-established undergraduate program with three options to obtain the Bachelor of Science in Nursing (BSN) degree: Basic BSN – a four-year, on-campus BSN option for students wishing to become registered nurses at the baccalaureate level; Bachelors Reach for Accelerated Nursing Degree (BRAND) – an accelerated BSN option for students who have already achieved a previous non-nursing baccalaureate degree and wish to become a registered nurse at the baccalaureate level; RN/BSN Completion – a BSN completion option for registered nurses or Wyoming associate degree nursing students who wish to further their education to the baccalaureate level (online program).

The FWWSON has two graduate options: a Doctor of Nursing Practice (DNP) nurse practitioner and Master of Science (MS) nurse educator.

MISSION

As a leader in professional nursing, outreach and rural health, the Fay W. Whitney School of Nursing educates, conducts research and provides service and practice for the purpose of improving, protecting and promoting health.

Mission approved FWWSON All-Faculty and Staff Meeting 10-2-2013

VISION

In the ever changing education and health care environment, the Fay W. Whitney School of Nursing embraces creativity and innovation through transformative learning experiences.

Vision approved FWWSON All-Faculty and Staff Meeting 10-2-2013

VALUES

In the ever changing education and health care environment, the Fay W. Whitney School of Nursing embraces creativity and innovation through transformative learning experiences.

Social Responsibility: We are dedicated to promoting equity, access and justice. We also are committed to integrity and we remain true to our mission, we honor our commitments, and are trustworthy, authentic, respectful and accountable.

Diversity: We are committed to a diverse learning community that fosters intentional and respectful inclusion of psychological, physical, social, developmental and spiritual dimensions of all.

Collaboration: We are committed to collaborating with a variety of partners (individuals, families, institutions, communities and each other) and supporting one another where every voice is valued.
**Excellence:** We value quality in teaching, research, service and practice. We value work/life balance and strive to make the School of Nursing a positive, appreciative environment for students, staff, faculty and others.

**Creativity and Innovation:** We value a creative atmosphere which facilitates innovation/initiative, embraces new ideas and opinions and challenges the status quo. We strive to create, lead and respond quickly to opportunities for meaningful change and innovation in education, practice and research.

**Leadership:** Through integrity, diversity, collaboration, excellence, and creativity and innovation, we are committed to transformational leadership. In order to transform nursing, health care and education, we employ synergistic partnerships, critical self-awareness and dialogue, strategic vision and empowerment.

*Values approved FWWSON All-Faculty and Staff Meeting 10-2-2013*

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**PHILOSOPHY**

The State of Wyoming is predominantly rural with many towns and communities meeting the criteria of frontier. The University of Wyoming is the only institution in the state that offers baccalaureate and graduate education in nursing. As a leader in professional nursing, outreach, and rural health, the FWWSON programs are designed to address the health and nursing care needs of rural clients, families, and communities.

Professional nurses are caring, safe, and competent clinicians who communicate effectively. Professional nurses have a responsibility to provide client-centered care across the lifespan in collaboration with the client and members of the interprofessional team. Client advocacy is grounded in ethical principles that demonstrate respect for diversity and embrace cultural humility.

Graduates are evidence-based practitioners who manage data, information, and technology to inform and guide practice decisions. Professional nurses are committed to continued quality improvement in the delivery of health care. As leaders in the discipline, nurses participate in political and regulatory processes to improve and shape the future of health care delivery.

Health is an experience encompassing both wellness and illness. Health promotion, disease prevention, and risk reduction are critical elements in professional nursing care provided to clients, families, and communities.

Undergraduate and graduate nursing students are individuals who come with diverse learning needs and unique personal and professional goals. Faculty strive to empower students as self-directed learners through a teaching/learning partnership. Faculty assume a mentor role by modeling scholarship and excellence in nursing practice. Graduates are critical, inquiring, and independent thinkers in the life-long acquisition of knowledge. Graduates are creative, innovative leaders in the healthcare environment and committed to impacting healthcare wherever they practice their profession.

*Approved at SON meeting 2-26-14*

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**GOVERNANCE**

Three education committees govern the FWWSON. All nursing faculty and staff are a member of at least one committee. The committees are: Prelicensure Programs, Postlicensure Programs, and Advanced Practice. Students may volunteer or be invited to serve on the education committees and/or the program subcommittees. The committee representative serves as a liaison between the students and the faculty. The College of Health Sciences, which the school is one of the academic units, provides opportunities for students to participate in governing processes. The By-laws of the College designate which committees have students as members.
The Bachelor’s, Master’s and Doctoral Programs offered by the FWWSON are accredited by the Commission on Collegiate Nursing Education (CCNE) http://www.aacn.nche.edu/Accreditation/. Click on the link to read further about this accrediting agency. The link provides a listing of schools accredited by CCNE.

Programs are also approved by the Wyoming State Board of Nursing.
SECTION 2: COMMUNICATION

Administration

Dean: Mary Burman (mburman@uwyo.edu) ................................................................. 307-766-6569
Associate Dean: Susan Steiner (ssteine1@uwyo.edu) ................................................. 307-766-6753
Business Manager: Denise Gable (dgable@uwyo.edu) ................................................. 307-766-6569

Financial Aid/Scholarships

Nursing Scholarships (dgable@uwyo.edu) ...................................................................... 307-766-6569
General Financial Aid Information (finaid@uwyo.edu) .............................................. 307-766-2116

Nursing Academic Programs

Basic BSN (basicbsn@uwyo.edu) ...................................................................................... 307-766-4292
  Basic BSN Director: Holly Miller (hmiller@uwyo.edu) ................................................. 307-766-6754
  Basic BSN Support
  Credentials Analyst/Academic Advisor: Debbie Shoefelt (shoefelt@uwyo.edu)........ 307-766-4292

BRAND – Accelerated BSN (BRAND@uwyo.edu) .......................................................... 307-766-6565
  BRAND Director: Candace Tull (ctull@uwyo.edu) ....................................................... 307-766-6755
  BRAND Support
  Credentials Analyst/Academic Advisor: Kayla Boshell (kboshell@uwyo.edu) ........... 307-766-6565

RN/BSN Completion (RN.BSN@uwyo.edu) ................................................................. 307-766-3907
  RN/BSN Completion Director: .................................................................................... 307-766-4314
  RN/BSN Completion Support
  Credentials Analyst/Academic Advisor: LeAnn Amen-McConnell (lamen1@uwyo.edu) 307-766-6574

Graduate/Post-Graduate Program (gradnurse@uwyo.edu) ........................................... 307-766-6568
  Nurse Educator Option Director: Mary Anne Purtzer (mpurtzer@uwyo.edu) .......... 307-766-6575
  Nurse Practitioner (DNP) Director: Ann Marie Hart (annmhart@uwyo.edu) ............ 307-766-6564
  Graduate Program Support
  Credentials Analyst/Academic Advisor: Kayla Boshell (kboshell@uwyo.edu) ........... 307-766-6565

Additional Program/Student Support Staff

  Receptionist, Course Support, Clinical Contracts / Office Associate
  Christina Lepper (clepper@uwyo.edu) .......................................................................... 307-766-4312

  General School Inquiries, Web Master / Office Associate
  Claire Hitchcock (uwnursing@uwyo.edu or claire@uwyo.edu) ................................... 307-766-4291
COMMUNICATION SYSTEM

The primary source of communication with nursing students is through UW email accounts and online course shells. Students are responsible for all information sent out via these resources. Some student contacts may be made by phone or through the U.S. Mail service. Please keep both your mailing (school) and permanent address and phone information current at all times on WyoWeb.

APPROPRIATE CHANNELS IN PROBLEM SOLVING DIFFICULT SITUATIONS

The following process is based upon these assumptions:

- Students experience problems that need to be discussed with faculty in various contexts.
- Students approach trusted faculty with their problems in order to obtain assistance in solving them.
- Students experience anxiety and stress when they are not empowered to use appropriate problem-solving strategies.
- Learning to use appropriate problem-solving strategies is empowering.

Based upon these assumptions, the following process should be used in the FWWSON by both students and faculty. The purpose of the process is to facilitate student learning of a problem-solving strategy that will empower them to cope with significant issues in their academic life. This process will also be useful to them as graduate nurses in future employment situations.

STUDENT COURSE OF ACTION

The steps below are to be followed when a problem arises. Should a student skip any of the steps by trying to contact a higher authority, that authority figure will ask the student to go back and follow the process. THEN, if that person is not able to help, the student may progress to the next level of authority.

1. Go directly to person (student, faculty) involved first.
   
   If this is difficult, the student may speak directly to his/her advisor or a trusted faculty member first for assistance in planning how to approach this person. Students may also contact the Dean of Students Office (307-766-3296) at any time for help in addressing tough issues.

   If speaking directly to the student/faculty member involved did not resolve the situation, then proceed to the next level of authority...

2. Go to the course instructor (if that is not the person in #1).
   
   If speaking to the course instructor did not resolve the situation, then proceed to the next level of authority...

3. Go to the course coordinator (if that is not the person in #2).
   
   The course coordinator will be listed as such on the course syllabus.

   If speaking to the course coordinator did not resolve the situation, then proceed to the next level of authority...

4. Go to the program coordinator (if that is not the person in any of the prior steps).
   
   If speaking to the program coordinator did not resolve the situation, then proceed to the next level of authority...

5. Go to the Associate Dean of the School of Nursing

6. Go to the Dean of the School of Nursing
SECTION 3: PROFESSIONAL BEHAVIOR

PROFESSIONAL CONDUCT CODE FOR STUDENTS ENROLLED AT THE FAY W. WHITNEY SCHOOL OF NURSING

Introduction
The Fay W. Whitney School of Nursing (FWWSON) at the University of Wyoming has an obligation to educate students who are accountable to the highest ethical and professional standards. The Professional Conduct Code has been developed to guide students who are enrolled at all levels in the FWWSON. This Code has been developed in accordance with the American Nurses’ Association Code of Ethics and Standards of Practice and the American Association of Nurse Practitioner Standards and Scope of Practice for Nurse Practitioners.

The FWWSON Professional Conduct Code provides guidance to students about expected professional behaviors in nursing. In addition, the university has other codes of conduct that nursing students are accountable to including the University of Wyoming Regulation (UW Reg) 6-802, which focuses on academic dishonesty and the UW Student Code of Conduct.

The Fay W. Whitney School of Nursing is a part of the University of Wyoming community of scholars and learners, committed to the principles of honesty, trustworthiness, fairness, and respect of others. Students share with faculty and staff the responsibility for promoting a climate of integrity. The purpose of the Professional Conduct Code is to uphold these fundamental values. As citizens of the university community, each student is responsible for upholding the spirit as well as the letter of the Professional Conduct Code during his/her tenure in the Fay W. Whitney School of Nursing. The Professional Conduct will be directed and enforced by the Fay W. Whitney School of Nursing.

Professional Conduct
The FWWSON is committed to maintaining the highest standards of academic performance, professional behavior, personal integrity, and respect for each other as individuals. The following are ethical principles that professional nurses embrace. Brief descriptions of each are included.

Integrity
Students are expected to demonstrate honesty and integrity in all aspects of their interaction with fellow students, faculty, staff, clients, and community partners, including assuring accuracy and completeness in their actions and communication. Students are expected to promote ethical behavior and report unethical behavior.

Responsibility, Accountability and Professional Growth
Students accept individual responsibility and accountability for their actions. Students will work to safeguard the lives, health and welfare of others. Students must assume personal responsibility for their own physical and mental health and maintain commitment to the highest professional and academic standards of the nursing profession.

Respect
Students will treat fellow students, faculty, staff, clients, and community partners with dignity and respect while taking into consideration diversity in values and beliefs without discrimination.
Confidentiality and Privacy

Confidentiality is a fundamental tenet of health care. Students shall respect the rights and privacy of fellow students, faculty, staff, clients, community partners and other healthcare professionals. Breaches of confidentiality and privacy apply to any type of communication as well as the improper use of social media.

Professional Demeanor

Students are representatives and ambassadors of the FWWSON. Students’ behavior may positively or negatively affect the image of the FWWSON. Students shall interact with all members of the school, university, healthcare team, their colleagues, and the public in a professional manner that reflects a spirit of cooperation, consideration, and professionalism.

PROCEDURES FOR VIOLATIONS OF THE PROFESSIONAL CONDUCT CODE:
FAY W. WHITNEY SCHOOL OF NURSING
COLLEGE OF HEALTH SCIENCES

I. Overview: The Fay W. Whitney School of Nursing (FWWSON) shall have jurisdiction over incidents of alleged violations of the Professional Conduct Code by any individual who is enrolled in a professional nursing program at the University of Wyoming. The Professional Conduct Code identifies areas of conduct which are judged unacceptable for individuals who are either in or aspire to be in the profession of nursing. The Professional Conduct Code and these Procedures will be included in the Student Handbook.

II. The FWWSON Student Affairs Committee shall receive complaints through the Associate Dean, Chair of the committee, alleging misconduct by students as outlined by the FWWSON Professional Code of Conduct. The Student Affairs Committee has primary authority and responsibility for the administration of the Professional Conduct Code.

III. Procedures for Report of Violation, Preliminary Procedures, Notice, Conferences/Hearings, and Suspension

a. Report of Violation: An alleged violation of the Professional Conduct Code should be reported to the Chair of the FWWSON Student Affairs Committee as soon as possible after discovery of the incident. Any member of the University community, including students, staff and faculty, or a community partner may file a complaint against a student suspected of violating the Professional Code of Conduct. Complaints shall be reported promptly without unreasonable delay.

b. Preliminary Procedures: If appropriate, the Student Affairs Committee Chair may refer the alleged violation to relevant university officials. Otherwise, the Student Affairs Committee will conduct a preliminary inquiry to ascertain whether the allegations are supported by evidence and do allege a violation of the Professional Code of Conduct. If not, in consultation with the Dean, the complaint shall be dismissed or resolved administratively without filing a formal complaint. If the allegation is supported, the Student Affairs Committee shall proceed to conduct a professional conduct hearing according to the process outlined below.

c. Written Notification: The Student Affairs Committee Chair will notify the accused, in writing, of the allegations brought against him/her. The student shall receive a copy of the Professional Conduct Code and other relevant documents along with the written notice. The student will be informed of the date, time and location of the professional conduct hearing at least five (5) business days prior to the hearing date.

d. Professional Conduct Conference: Any student accused of misconduct who is not disputing the charge(s) will participate in a professional conduct conference with the Student Affairs Committee as outlined in Section IV.

e. Professional Conduct Hearing: Any student accused of misconduct who is disputing the charge(s) will participate in a professional conduct hearing as outlined in Section V.
f. Temporary Suspension: The Dean or his/her designee may at any time temporarily suspend or deny readmission to a student from the FWWSON pending formal procedures when the Dean or designee finds and believes from available information that the student would seriously disrupt the School or constitute a danger to the health, safety or welfare of members of the FWWSON community.

IV. Professional Conduct Conference – informal process

a. Admission of responsibility: Students that elect a professional conduct conference admit responsibility for the misconduct. The purpose of the conference is to determine what sanctions are appropriate for the violation of the professional conduct code. Students that agree to a conference waive any rights to further hearings or appeals regarding the admitted misconduct.

b. FWWSON Student Affairs Committee: The committee will review the charges to determine the appropriate action or sanction.

c. Failure to appear: If a student accused of misconduct fails to appear for a professional conduct conference, the Student Affairs Committee Chair will refer the student for a professional conduct hearing.

d. Appeal: A student that participates in a professional conduct conference may appeal only the sanction(s) imposed by the Student Affairs Committee. The formal appeal shall be made in writing to the FWWSON Dean. Such disposition shall be final and there shall be no subsequent proceedings.

V. Professional Conduct Hearing - formal process

a. A professional conduct hearing chaired by the Associate Dean (Chair of the Student Affairs Committee) shall occur within thirty (30) business days of the charge unless the Student Affairs Committee determines that it is in the best interests of the University or the student to postpone the hearing, at which point notice will be given to both the student and the charging party.

b. Appropriate accommodations will be made for students who have documented disabilities through University Disability Support Services.

c. Discovery shall be limited to an exchange between parties of a list of witnesses for the hearing, a brief summary of the information each witness is expected to present along with any documents to be presented at the hearing. No depositions may be taken. Interrogations are not permitted nor are written pre-hearing motions. If a member of the Student Affairs Committee is the accusing party, he/she will be excused from the process.

d. Normally, professional conduct hearings are not open to the public. At the request of the student accused of misconduct, and subject to the discretion of the Student Affairs Committee Chair, the hearing may be opened to the public.

e. Admission of any person to the professional conduct hearing shall be at the discretion of the Chair. Witnesses, other than the student accused of misconduct, may be excluded from the judicial hearing during the testimony of other witnesses.

f. Either party may present information, including documents, and/or a reasonable number of relevant witnesses in support of their position.

g. The student accused of misconduct may speak on his or her own behalf; however students who chose to remain silent shall not have their silence used to their detriment.

h. The Chair may exclude any person(s) disrupting a professional conduct hearing or who fails to abide by the decisions of the committee.

i. The Student Affairs Committee will only consider information that directly relates to the facts of the complaint or information regarding the appropriateness of a particular sanction.

j. The Student Affairs Committee may question all witnesses in a hearing.
k. Neither advisors nor legal counselors may appear in lieu of the accused student.

l. The accused may have an advisor or counselor present to consult or advise before and/or during the hearing; however, the adviser/counselor will not be allowed to question witnesses and/or address the committee. The accused student must notify the Student Affairs Committee Chair at least three (3) business days in advance with the name and relationship of the advisor/counselor and the name of any witness that will attend the hearing.

m. In the course of any hearing, the Student Affairs Committee Chair is authorized to request the appearance or additional evidence of any student, faculty, staff member, other employee of the University, or other person as witness.

n. After the professional conduct hearing, the Student Affairs Committee shall determine whether or not the student is responsible for violating the Professional Code of Conduct.

o. If the student does not appear at the hearing, the written statements will represent the accused and the Student Affairs Committee’s recommendation will be made accordingly.

p. The hearing may take place by audio/visual teleconferencing for students and/or faculty in Outreach programs in the FWWSON. The conference will be scheduled by FWWSON personnel and, at the discretion of the Student Affairs Committee Chair, may be set up with an independent proctor to accompany the student at the distance site.

q. If a case involves more than one accused student, the Student Affairs Committee may elect to hear the cases together, but in that event shall make separate findings and determinations for each accused.

r. All procedural questions are subject to the final decision of the Student Affairs Committee Chair.

s. The Student Affairs Committee recommendations will be submitted by the Chair to the Dean within five (5) days of the hearing. The student accused of misconduct will then be informed in writing of the determination and recommendations and the appellate process within twenty (20) business days of the close of the professional conduct hearing.

t. The standard of proof shall be “by a preponderance of the evidence” which shall mean that the evidence as a whole shows that the fact sought to be proved is more probable than not.

VI. Record of Hearing/Notice of Decision

The FWWSON Student Affairs Committee Chair shall prepare a “Notice of Decision” which includes the findings of fact, findings of guilt or innocence, and the sanctions imposed. A copy of shall be filed in the student’s professional conduct records maintained by the Dean of FWWSON for seven (7) years.

VII. Further Appeal

a. Further appeal shall be in accordance with the College of Health Sciences Appeals procedures.

b. Status during the appeal: In cases of suspension, dismissal or expulsion where a notice of appeal is filed within the required time, the accused student may petition the FWWSON Dean in writing for permission to attend classes pending final determination of appeal. The Dean may permit the accused student to continue in school under such conditions as may be designated pending completion of appellate procedures, provided such continuance will not disrupt the University or constitute a danger to the health, safety or welfare of the University Community. In such event, however, any final disciplinary action imposed shall be effective from the date of the final decision by the FWWSON Student Affairs Committee.

Approved at SON meeting on 11/30/16
The purpose of this policy is a guide for students and faculty to optimize learning.

Academic Concerns

Academic performance concerns and a process to facilitate successful learning are identified below. Unsatisfactory or failing performance in a didactic course will initiate the following process:

- In consultation with course coordinator/program coordinator/associate dean, the course faculty member will develop an agreement (Academic Performance Learning Plan) with the student specifying an action plan with a timeframe and potential outcomes of the concern.
- The faculty (and others as appropriate) will meet with the student to discuss possible issues/reasons for the academic concern and discuss the plan. The student, faculty member, faculty advisor, program coordinator, and associate dean will sign the Academic Performance Learning Plan which will be placed in the student’s SON record.
- A follow-up conference(s) to review the student’s progress will occur according to the timeline of the learning plan. Documentation will be attached to the original Academic Performance Learning Plan.
- As UW students, FWWSON students will be held to both school and university policies including the Professional Conduct Code and university policies regarding academic dishonesty and UW conduct Code violations. Depending upon the nature of the violation, these other FWWSON, College of Health Sciences, and UW regulations may also apply.

Clinical Concerns

Clinical concerns and potential consequences are identified below. The remediation process is outlined and includes a written learning plan. The following process will be initiated when faculty identify concerns in the clinical setting.

Level I Clinical Concerns

...are actions of a serious nature with potential to jeopardize client safety and result in the danger and/or harm to clients in any setting. Such concerns may result in actions ranging from a written learning plan to dismissal from the program. These concerns include, but are not limited to, the following:

1. Demonstrates impaired behavior in clinical settings. This impairment may be the result of alcohol, recreational drug or prescription drug use (invokes Impaired Student policy).
2. Demonstrates behaviors that may be interpreted by others as sexual harassment.
3. Demonstrates acts of omission or commission during the care of clients that result in harm or may result in harm, such as, but not limited to physical, mental or emotional abuse and in failure to implement the “rights” of medication administration.
4. Demonstrates behaviors as identified in UW’s Policy of Academic Dishonesty.
5. Violation of confidentiality.

Level II Clinical Concerns

... are actions with less potential to cause harm. Such concerns may result in actions ranging from a written learning plan to course failure. These concerns include, but are not limited to, the following:

- Comes unprepared for the clinical experience.
- Displays inadequate knowledge and skills necessary for client care.
- Fails to accept accountability for his/her own actions.
- Demonstrates disrespect, insensitivity and/or judgmental manner when dealing with others.
- Does not abide by the dress code for activities directly related to the FWWSION.
- Fails to attend clinical experiences as directed by faculty and/or fails to provide prior notification to the instructor/faculty and agency of an absence, tardiness, or departure from assigned unit or floor (longer than 5 minutes).

**Consequences of Clinical Concerns**

When a student violates the FWWSION Clinical Performance Policy, the following actions will occur:

- The student will receive verbal feedback concerning the clinical concern(s) from the faculty at the time of occurrence. Immediate action may be taken at this time. Level I concerns may result in immediate removal from the clinical experience.

- In consultation with course coordinator/program coordinator/associate dean, the course faculty member will determine the level of clinical concern and develop an agreement (Clinical Performance Learning Plan) with the student specifying an action plan with a timeframe and potential outcomes of the situation.

- The faculty (and others as appropriate) will discuss the plan with the student. The student, faculty member, faculty advisor, course coordinator, program coordinator and associate dean will sign the Clinical Performance Learning Plan which will be placed in the student’s SON record. Failure to adhere to the action plan may result in failure of the course or dismissal from the program.

- A follow-up conference(s) to review the student’s progress will occur according to the timeline of the action plan. Documentation will be attached to the original Clinical Performance Learning Plan.

- As UW students, FWWSION students will be held to both school and university policies including the Professional Conduct Code and university policies regarding academic dishonesty and UW Conduct Code violations. Depending on the nature of the violation, these other FWWSION, College of Health Sciences and UW regulations may also apply.

*Approved at SON meeting 4-24-13*

*Placed in Student Handbook & Faculty Handbook (May, 2013)*

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**ACADEMIC AND CLINICAL PERFORMANCE LEARNING PLAN**

**Academic Performance Learning Plan**

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID:</td>
<td>Nursing Course:</td>
</tr>
<tr>
<td>Faculty Name:</td>
<td>Faculty Title:</td>
</tr>
</tbody>
</table>

**Details**

Description of Academic Concern:
### Clinical Performance Learning Plan

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Date:</th>
<th>Student ID:</th>
<th>Nursing Course:</th>
<th>Faculty Name:</th>
<th>Faculty Title:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Level of Clinical Concern</th>
</tr>
</thead>
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**Details**

**Description of Clinical Concern:**
**Action Plan Addressing Clinical Concern:**

**Timeline and Potential Outcome:**

### Acknowledgement

*By signing this form, you confirm that you understand this information and have re-read the UW School of Nursing Code of Professional Conduct and Clinical Performance Policy. You also confirm that you and your nursing instructor have discussed the clinical concern. Signing this form does not necessarily indicate that you agree with the clinical concern. This form will be kept in the student’s School of Nursing record.*

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*Student Handbook – Placed January 2010*

*Approved by Faculty using Survey Tool 12-11-09*
TECHNICAL STANDARDS FOR ADMISSION

You are required to read the following information. All undergraduates and graduates admitted to the University of Wyoming Fay W. Whitney School of Nursing (FWWSON) will be asked to verify that they can meet these standards with or without accommodation(s). In courses or programs without clinical components, or involving no direct client care, these Technical Standards may be modified by the program admission committee.

STANDARDS

- **Observation/Sensory-motor**: Applicants must be able to observe demonstrations and learn from experiences in the basic sciences, including but not limited to, physiology and pharmacology, microbiology and pathophysiology laboratory situations. Applicants must be able to observe and learn from experiences in the clinical nursing laboratory such as the following examples: accurately read gradients/calibrations on a syringe; measure medications accurately; accurately recognize color changes on chemical reaction strips; assess heart, breath, abdominal sounds; assess normal and abnormal color changes in the skin; observe pupil changes; and observe digital or waveform readings.

- **Communication**: Communications include not only speech but also reading, writing, and computer usage, including handheld digital access. Applicants must be able to communicate accurately and effectively with patients, caregivers, physicians, other health professionals, clinical facility staff, faculty and staff, peers, and the community in general in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications.

- **Psychomotor**: Applicants should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. Applicants should be physically able to collect specimens and perform basic tests (such as glucose finger stick, urine dipstick). Applicants should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of nurses are cardiopulmonary resuscitation, administration of intravenous medication, application of pressure to stop bleeding, and assist in moving and lifting patients using proper body mechanics. Such actions require coordination of both gross and fine muscular movements, equilibrium and using tactile and visual senses.

- **Intellectual-Conceptual, Integrative, and Quantitative**: Applicants must be able to comprehend and interpret documents written in English. Applicants should have cognitive abilities including measurements, calculation, reasoning, analysis, and synthesis. Critical thinking is the ability to synthesize knowledge and integrate the relevant aspects of a client's history, physical exam findings and diagnostic studies. Problem solving, the critical skill demanded of nurses, requires all of these intellectual abilities. In addition, the applicant should be able to comprehend three dimensional relationships and to understand the spatial relationships of structures in order to understand normal and abnormal anatomy and physiology.

- **Behavioral and Social Attributes**: Applicants must possess the emotional health required to utilize their intellectual abilities fully, exercise good judgment, complete all responsibilities attendant to the nursing diagnosis and care of patients promptly, and the development of mature, sensitive and effective relationships with patients and their families. Applicants must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal communication skills, interest and motivation are all personal qualities that should be assessed during the admissions and education process. As a component of nursing education, a student must demonstrate ethical behavior including adherence to the professional nursing code and the UW and FWWSON student conduct codes.
These standards were adapted from the University of Kansas School of Nursing Technical Standards for Admission.

Reasonable Accommodations

Applicants who disclose a disability are considered for admission if they are otherwise qualified so long as such accommodation does not significantly alter the essential requirements of the curriculum and the educational program, or significantly affect the safety of patient care or others. When applicants or students disclose a disability, the provision of reasonable accommodations will be considered in an attempt to assist these individuals in meeting these required technical standards. Applicants whose response indicates that they cannot meet one or more of the expectations will be reviewed further by the University Disability Support Services, with applicant and faculty input, to determine if any reasonable accommodations are possible to facilitate successful completion of the nursing curriculum and preparation for the national registry examination (website: http://www.uwyo.edu/udss/).

It is important to give persons interested in enrolling in nursing a realistic view of the vigorous demands of the School of Nursing's theoretical and practicum curriculum while at the same time investigating reasonable accommodations. Whether or not a requested accommodation is reasonable will be determined on a case by case basis.

If you have questions about these technical standards and/or your ability to meet them, please contact the FWWSON at 307-766-4312.

Confidentiality

All patient/client information is confidential. As stated in the ANA Code of Ethics, “The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient,” which includes the duty of the nurse to maintain patient confidentiality. Protecting patient confidentiality is now the law. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 went into effect in April 2003. Noncompliance can result in monetary, civil and criminal penalties.

- Students should not discuss patient/client information with anyone except for clinic personnel and those in the School of Nursing who are involved in student education and adhere to the same confidentiality (e.g., faculty, colleagues).
- Client records should never leave the clinical agency.
- Students should never save patient/client sensitive information (with identifying information) on their computers.
- Email correspondence with faculty should also be treated confidentially and identifying information about patients/clients should not be included.
- All documentation related to clinical clients must be treated as a legal document and confidentiality respected and maintained.
- Client names should not be included in logs, case presentations or on notes.
- Copying client records is NOT permitted in any clinical setting.
Impaired Student Policy

Impairment of student performance may be the result of a mental health disorder and/or substance abuse or substance dependence disorder. The School of Nursing, in support of UW Regulation 2-39 Alcohol and Other Drugs Policy, supports the following:

- Providing safe, competent patient care is the priority. A student must be able to perform professional and clinical care to patients in a reliable, dependable, trustworthy, and prudent manner.
- Prevention of substance abuse/substance dependence is a critical component. Students are educated about this issue in all programs offered by the School of Nursing.
- School of Nursing faculty and staff are responsible for identifying individuals with declining academic performance, behavioral changes of concern, and excessive absenteeism that may be caused by a mental health disorder or substances and impairing performance.
- When there is a concern regarding substance abuse, drug and/or alcohol testing for any student can be requested by the School of Nursing. The cost of this testing will be borne by the student. Refusal by a student to submit to testing may result in suspension from the program.
- Students who are suspected of being impaired in the clinical setting will be asked to leave. They will not be permitted to drive and must bear the cost of transportation. The student will be suspended from all clinical activities until the situation has been resolved.
- Students who are under the influence of alcohol and/or drugs have a right to an assessment of this concern, a right to access treatment, and a right to accept and undergo treatment services at their own cost if warranted. Continuation and/or readmission is not guaranteed.
Refer student to Wyoming State approved Licensed Professional Addiction Counselor and/or Licensed Mental Health/Health Care Provider

Licensed Professional Addiction Counselor and/or Licensed Mental Health/Health Care Provider completes assessment and determines status of student in regards to impairment, and determines assessment and required intervention/treatment for student

Student refuses to see Licensed Professional Addiction Counselor and/or Licensed Mental Health/Health Care Provider

Involvement of other University personnel or resources as appropriate

If student is currently licensed as a RN, LPN, CNA, ask student to report to the Board of Nursing or Dean or designee will report to Board

Recommendation for treatment plan for student made to Dean and/or designee and student

No impairment

No further intervention necessary

Student agrees to recommended plan of care

Treatment refused by student

Student dismissed from nursing program as determined by Dean or Dean’s designee

Periodic reports to Dean and/or Dean designee by Licensed Professional Addiction Counselor and/or Licensed Mental Health/Health Care Provider on progress of student in treatment

Readmission decision is based on clearance by Licensed Professional Addiction Counselor and/or Licensed Mental Health/Health Care Provider; and approval Dean and/or Dean designee. Readmission hearing may be required

Dean or Dean’s designee makes decision as to student’s status in nursing program

Fay W. Whitney School of Nursing
Impaired Student Policy Flowchart
Updated and Approved April 2015
GRADE APPEAL PROCESS

Students have the right to appeal the grades of Fay W. Whitney School of Nursing (FWWSON) academic personnel when they feel they have been treated arbitrarily or capriciously. Students should first attempt to resolve the issue with the person informally. If the student is not satisfied with the outcome, an appeal can be made to the Dean of the FWWSON and will proceed pursuant to the process outlined below.

FWWSON APPEAL

The appeal is presented to the Dean or designee no later than fifteen (15) business days after notification of the grade or five (5) business days after the beginning of the next academic or summer session in which the student enrolls, if the decision/action occurs at the end of the semester. A written appeal shall consist of a letter to the Dean presenting the action being appealed, the basis of the appeal, and any supporting documents, including whether any witnesses will be called.

The Dean or designee will make preliminary inquiry to ascertain whether the appeal is supported by available evidence. If not, the Dean or designee shall dismiss the appeal. The Dean or designee may also assist in the resolution of the matter through an administration disposition without filing a formal appeal. Otherwise, an appeal hearing shall proceed according to the process outlined below.

THE DEAN OR DESIGNEE WILL:

1. Appoint a hearing panel composed of one academic personnel member of the student's choice and two from the faculty at large. Neither the faculty member who assigned the grade to the student nor the Dean will be a member.
2. Appoint a chair from members of the panel.
3. Notify the student and faculty member of the time and overall process of the hearing. Notify both the student and faculty member that all materials pertinent to the review, including whether any witnesses will be called, must be submitted to the chairperson at least (5) business days prior to the hearing.
4. Receive the findings of fact and recommendation of the panel.
5. The Dean will make a final decision within ten (10) business days after receipt of the panel’s findings of fact and recommendation.
6. The Dean will notify the parties in writing of her/his decision immediately thereafter. This does not preclude verbal communication of findings.

THE CHAIRPERSON FOR THE PANEL SHALL:

1. Distribute all materials pertinent to the appeal from the student and faculty member to members of the hearing panel and the student and faculty member at least three (3) business days prior to the hearing.
2. Preside over all sessions of panel; ensure procedural conduct consistent with fairness. Maintain, with the assistance of School of Nursing staff, integrity (of the record) and confidentiality of the proceeding except as required by administrative or other legal process.
3. Submit the panel's findings of fact and the recommendation to the Dean in writing and with a rationale. All panel members shall sign the findings of fact and recommendation.
4. Dismiss any person from hearing room who becomes disorderly during proceedings; document behavior and subsequent action; and keep documentation with the record of the proceedings.

APPEALS HEARING:

1. The chairperson shall call the meeting to order. The chairperson will ask the appeal panel members, the student, and the faculty member to identify themselves. The chairperson shall review the procedural guidelines and the specific aims and limitations of the appeal process e.g. the purpose is to ensure fairness to the student and not to substitute the judgment of the instructor. There will be no representation by counsel for either party at the hearing or at the School of Nursing level.
2. The conduct of the Hearing will be informal and will be determined by the panel.
3. None of the parties may be represented by legal counsel at the hearing.
4. During the hearing both parties will be allowed to make a statement to the board in support of their case. Following this, both student and faculty member will have an opportunity to respond to the other's statement.
5. After the student and the faculty member/staff have presented their statements and responses, questions may be raised.
6. Witnesses may present statements on behalf of either the student or faculty/staff. The student, faculty member and committee members can ask questions of the witnesses.
7. In the course of any hearing, the panel is authorized to request the appearance or additional evidence of any student, faculty, staff member, or other employee of the University as witness.
8. If the student or faculty member/staff does not appear at the hearing, the written statements will be the entire presentation by that person and the panel’s recommendation will be made accordingly.
9. The hearing may take place by audio/visual teleconferencing for students and/or faculty in Outreach programs in the FWWSON. The conference will be scheduled by FWWSON personnel and, at the discretion of the chairperson, may be set up with an independent proctor to accompany the student at the distance site. At the end of the hearing, after the student and faculty are dismissed from the call, if needed the audio/visual teleconference will be re-established with just the members of the faculty panel.
10. The panel has five (5) business days following the hearing to render its findings of fact and recommendations.
11. The panel shall submit, to the Dean, its findings of fact and recommendations in writing, with all panel members’ signatures.
12. The panel shall follow established procedures maintaining confidentiality of the hearing and related records.

**FURTHER APPEAL**

Further appeal shall be in accordance with the College of Health Sciences Appeals procedures.

*Updated: 7/29/09*

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**COLLEGE OF HEALTH SCIENCES**
**GUIDELINES FOR STUDENT**
**ACADEMIC APPEALS**

**THE HEALTH SCIENCES STUDENT APPEALS BOARD:**

When the Dean of the College of Health Sciences believes that a formal hearing panel would be useful to resolve the dispute, a Health Sciences Student Appeals Board will be structured as described below. The Dean may also elect to reconcile the problem informally or render a decision based on the record. Notice of resolution or decision without Board review should be forwarded to all parties within 15 school days of receipt of the appeal.

**I. COMPOSITION**

**Basic Structure**

The Student Affairs Committee shall serve as the Health Sciences Student Appeals Board (HSSAB) as specified in UniReg 560, II.F.5.

The Chairperson of the HSSAB shall be the current chairperson of the Student Affairs Committee, having been elected from the membership and being a voting member.

Exception: When the chairperson is a faculty member of the unit where the grievance originated, another Student Affairs member not associated with the unit must chair the HSSAB. This individual will be elected by the members of the Board.

**II. PURPOSE**
The Purpose of the HSSAB is to provide a review of student appeals on the academic decisions or actions of School/Division staff, administrative officials, faculty, or academic units. Each Division/School in the CHS shall have written procedures for informal resolution of student disputes arising from decisions or actions of faculty, staff and/or administrators. Any student or student group shall have the right to use these procedures within the appropriate unit. The appeal should first be initiated with the instructor or course coordinator. If a satisfactory outcome is not achieved, the appeal may be forwarded to the dean/director of the appropriate unit and will proceed according to the appeals procedures outlined within the unit. The right of student appeal at the college level is limited to allegations of prejudice, capricious or arbitrary academic evaluation or capricious or arbitrary treatment.

III. JURISDICTION

A. General Jurisdiction

The HSSAB shall have jurisdiction to review the decisions of any School’s/Division’s appeal committee.

B. Limitations

No decision or action shall be reviewed by the HSSAB unless all normal channels of relief have been exhausted by the appellant up to and including the School’s/Division’s appeal committee.

C. Basic Authority and Responsibilities

1. The HSSAB may recommend affirmation or reversal of the decision being appealed, and may make such recommendations for further actions as may seem appropriate.

2. The HSSAB shall have the final authority in procedural matters.

3. The HSSAB will forward its recommendation(s) to the Dean of the College, along with a record of the hearing proceedings within five (5) days of the hearing. The Dean will make a final decision, within ten (10) school days (after receipt of the HSSAB recommendation) based on the recommendation(s) of the HSSAB and the records of the hearing. The Dean will notify the parties in writing of her/his decision immediately thereafter. The Dean shall be responsible for implementing her/his decision.

IV. PROCEDURES

A. Initiation of Appeal (Timeframe)

1. The appeal must be presented to the Dean of the College or designee no later than fifteen (15) school days after the Appellant receives the decision of the School’s/Division’s Appeals Committee from the Director/Dean or designee. If the decision is received on a date that will not allow for a timely appeal in the current academic term, the time for an Appeal may be extended to the following academic term.

2. If no informal settlement can be reached, the student may elect to follow the formal appeals process.

   a. For appeals of final grades the written appeal must be in the Dean’s Office, College of Health Sciences, no later than fifteen (15) school days after the first day of classes of the semester following that in which the action being appealed occurred. If the action being appealed occurred during the spring semester, the student has the option of appealing in either the summer session or the following fall semester.
b. For appeals of grades given during a semester, the written appeal must be in the Dean’s Office, College of Health Sciences, no later than fifteen (15) school days after receipt of the grade.

3. Within fifteen (15) school days of the receipt of a written appeal, the Dean, along with the Chair of the HSSAB, shall determine whether the appeal is within the jurisdiction of the Board.
   a. If the appeal does not fall within the jurisdiction of the board, the Chair of the HSSAB shall notify the appellant.
   b. If the appeal is within the jurisdiction of the HSSAB, the Chair shall notify the appellant and the appellee and include a notice of the time and place of the hearing.

B. Filing Appeal
   A written appeal shall consist of a letter to the Dean, College of Health Sciences, presenting the action being appealed, the basis of the appeal, and any supporting documents. The written appeal must include evidence that all normal avenues in the School/Division for adjustment of the action being appealed have been exhausted. A copy of the decision rendered by the School’s/Division’s Appeals Committee with the date of such decision and the date that the appellant received notification of the decision must be included in the appeal. The appellant must also include a list of any witnesses.

C. Notice
   The Dean or designee will provide the appellee with a copy of the written appeal and any supporting documents including names of witnesses. The appellee may make a written reply to the HSSAB. The appellee must notify the HSSAB of any witnesses. This written reply will be presented to the Board along with the written appeal at least three (3) school days before the meeting. The Dean or designee will make a copy of the reply available to the appellant along with names of witnesses for the appellee.

D. Meetings
   The HSSAB will meet when notified by the Chair during the normal academic year. A special board may be appointed by the Chair if necessary during the summer term, only if an extreme situation exists. Meetings will be at the Board’s earliest convenience allowing all parties time to receive the applicable materials.

   Meetings shall be open unless either party specifically requests in writing to the contrary. If the HSSAB decides, during the hearing, that the openness of the hearing is hindering the Board's functioning, the Board may close the hearing and conduct it in private.

E. Disqualification of Members
   Any member of the HSSAB may request disqualification of him/herself or any other member for just cause, by notifying the Chair of the Board. Either appellant or appellee may request that a member be disqualified for just cause providing a written request to the Dean of the College at least five (5) school days before the scheduled meeting.

F. Recording Secretary
   A recording secretary will be assigned by the Dean to compile and disseminate all applications and materials for board members to review. The recording secretary will tape record the hearings and its outcome and provide a copy to the student if requested. The transcriptions and/or recordings and related materials making up the case file will be forwarded to the Dean of the College within five (5) school days.

G. Hearing Procedures
1. The conduct of the Hearing will be informal and will be determined by the HSSAB itself.

2. During the hearing both parties will be allowed to make a statement to the board in support of their case. Following this both appellant and appellee will have an opportunity to respond to the other's statement.

3. After the appellant and the appellee have presented their statements and responses, questions may be raised.

4. None of the parties may be represented by legal counsel at the hearing.

5. Witnesses may present statements on behalf of either the appellant or the appellee. Written statements by witnesses may also be admissible as determined by the Chair.

6. In the course of any hearing, the HSSAB is authorized to request the appearance or additional evidence of any student, faculty, staff member, or other employee of the University as witness.

7. If the appellant or the appellee does not appear at the hearing, the written statements will be the entire presentation by that person and the HSSAB’s recommendation will be made accordingly.

8. The HSSAB will retire to vote. A majority vote is required to reach a recommendation.

9. The Recording Secretary will submit a written report, including the committee’s recommendation and rationale, along with supporting materials to the Dean of the College within five (5) days.

10. The Dean of the College will review the materials and written record of the hearing along with the recommendation of the HSSAB. He/she will make a decision regarding the case and will notify the appellant and the appellee of the decision in writing within ten (10) school days.

H. Further Appeal

Further appeal shall be in accordance with UniReg 230 and/or The Graduate School Student Resources Appeals procedures.

Reviewed and Updated 5-19-06 / Reviewed and Updated 3-6-07

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THE UNIVERSITY OF WYOMING
STUDENT CONDUCT: RIGHTS & RESPONSIBILITIES BOOKLET

- This booklet contains information on the student role at the University of Wyoming.
- Distributed to each student on admission to UW; extra copies may be obtained from the Dean of Students Office.
SECTION 4: GENERAL INFORMATION

ADVISERS

Students are assigned an academic adviser in the School of Nursing. Advisers provide academic support, referral to sources for solutions to any problems, and guidance about opportunities in the nursing profession.

APA MANUAL

The FWWSON uses the current edition of the APA Manual for all student assignments. APA style is a critical component of professional nursing. It is the responsibility of the student to be familiar with APA format and to seek guidance from faculty for its use. Students may want to consider the following sources if additional assistance is desired: APA, Owl Perdue, and PERRLA. Regardless of the resource used, use of correct APA style is the responsibility of the student.

COURSE SYLLABI

Each nursing course has a syllabus that is the student-teacher contract for that specific course. Course syllabi are available through online course shells. The syllabus contains the course objectives, each of which must be achieved to pass the course; the requirements of the course; and the evaluation methods. Students are responsible for understanding course expectations. If questions or clarification is needed, students may make an appointment with the faculty member.

STUDENT FILES

Academic personnel may review student files for purposes of advising and instructing students. A student’s own file may be reviewed by showing proper identification and in the presence of a nursing staff/faculty member. Academic records are also available through WyoWeb/Banner.

SAFETY

Safety procedures and universal precautions are reviewed as they relate to the content area and are reinforced throughout the duration of the program. It is the student’s responsibility to seek guidance from an appropriate resource if doubts, questions or concerns regarding correct procedure arise.

INCIDENT REPORTS

Based upon agency policy, students and faculty are required to document any unusual incidents. In most agencies, the form used is called an Incident Report or Variance Report. Unusual incidents include accidents or injuries to self or others and medication or nursing care errors involving faculty or student. Responsibility for filing a report is placed on the faculty. However, writing an Incident Report can be initiated by students, faculty, or agency staff. The purpose of the report is to notify the agency and University administrators that an incident
has occurred. The report can also provide legal protection. Two Incident Reports usually need to be completed because both the agency and UW have their own forms. Copies of the UW form are given to the student, the healthcare professional evaluating the student, the OSHA Officer in the FWWSON, and the UW Safety Officer. A report also must be written in the event of an incident occurring in the Clinical Simulation Center. Please refer to the information included in the OSHA Exposure Control Plan on the School of Nursing website under Handbooks.

WORKERS’ COMPENSATION

Students in clinical are covered by Wyoming Workers’ Compensation. Students involved in an accident or injury during clinical, should follow the process outlined below:

- Workers’ Compensation claim must be filed within 10 days of any clinical related injury/accident
- Students should notify their clinical instructors immediately of an injury/accident
- The student or clinical instructor should notify the OSHA Officer in the FWWSON as soon as possible.
- Obtain a Wyoming Employee Report of Injury from the department secretary or Human Resources (HR) Department, Wyo Hall, Room 139. The claim form can also be found at www.uwyo.edu. Choose the A-Z index and click on H. Click on Human Resources. Click on Forms on the left-hand tool bar. Under Benefits, click on Workers’ Compensation Injury Report. Fill out the form as an employee.
- For assistance or more information, please contact the Workers’ Compensation Coordinator listed at the bottom of the instructions page for the claim form.
- Within 10 days from the injury/accident complete both sides of the form in black ink
- The Employee Certification must be signed
- For students, the form is turned into the Workers’ Compensation Coordinator or the OSHA Officer in the FWWSON.
- For employees/instructors, the form is turned into the department secretary to complete and sign the Employer Certification
- For employees/instructors, the department secretary will deliver the completed report to HR
- If a student is physically unable to comply, anyone may complete and file the report on the student’s behalf
- Prescription for work related injuries/accidents may be filled at Student Health Services
- Failure to comply with these deadlines could result in a denial of benefits

EXPOSURE CONTROL PLAN

The University of Wyoming FWWSON is committed to providing a safe working environment and believes that students have a right to know about health hazards associated with their work. In order for students to make knowledgeable decisions about any personal risks encountered, an Exposure Control Plan is available and includes the procedure to follow if an exposure occurs. It is also designed to develop awareness of potentially hazardous bloodborne pathogens in the work place and to train students in appropriate and safe work practices. Necessary information is available to inform students of how best to handle bloodborne pathogens and how to utilize the procedures outlined in this plan.

It is important that students assume responsibility for safe practice. All students will have access to pertinent safety information through clinical experiences and course work. When safety concerns arise, students are encouraged to contact their clinical instructor.

A training program has been designed for the benefit and protection of all students within this program. Every student must complete the training program before entering the clinical site. The training program is called the
CHESS (Cheyenne Health Education Shared Services) Orientation. CHESS was developed to consolidate the orientations that are required at each clinical facility. It is designed to meet the requirements of Occupational Health and Safety Administration (OHS A) and the Joint Commission. The CHESS booklet is linked on our school web site under Handbooks and then under the specific programs. Students are required to download the booklet, study it and take the test at the end of the booklet, and turn it in to our faculty prior to starting clinical. Students must past the test with a 100% before allowed into clinical.

In recognition of the special hazards associated with the risk of exposure and transmission of bloodborne pathogens, including but not limited to HIV (Human Immunodeficiency Virus), HCV (Hepatitis C Virus), and HBV (Hepatitis B Virus), standard precautions are adopted for all work entailing such risk. Hepatitis B vaccination is mandatory for all students attending professional clinical training for the FWWSON. If the student chooses not to receive the vaccine, a statement of declination will be required. Occupational exposure to human blood and other potentially infectious materials exist. Cost of the vaccine is to be borne by the student.

The FWWSON adopts the University of Wyoming Safety programs though the offices of Environmental Health and Safety. The OSHA Officer in the FWWSON provides guidance, monitors each incident, collects all required paperwork, and provides appropriate forms to the UW Safety Officer. However, overall responsibility for the UW FWWSON is the Dean of the School of Nursing and can be reached by calling 307-766-6569. The Clinical Instructors at all sites serve in the supervisory role of students.

The Exposure Plan of the FWWSON is available by going to the school of nursing website in the Handbooks section under “OSHA Exposure Control Plan”. This document is also available in the Clinical Simulation Center (CSC).

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**READMISSION POLICY**

The procedure for readmission to any nursing program/option is as follows:

1. **Contact program support staff for information regarding application required for readmission as well as submission deadline.**
   - **Exception:** Basic BSN students requiring readmission to the 1st semester of the Nursing Major Component / Clinical Component will reapply to the program through the program’s nursing application process and not the readmission procedure below.

2. **The Dean will:**
   - Appoint a panel composed of one faculty member of the student's choice and two from the faculty at large
   - Appoint a chair from members of the panel
   - Notify the student of the time and place of the meeting
   - Receive the recommendation of the panel
   - Notify the student in writing of the outcome

3. **The student will:**
   - Submit an application for readmission
   - Submit a typed explanation of the circumstances that led to withdrawal or caused the unsatisfactory performance
   - Submit a typed proposal addressing the deficiencies and/or causes for the withdrawal which will facilitate satisfactory completion of the course.
   - Additional information may be submitted to the panel at least four days prior to the hearing.
4. The chairperson will:
   - Preside over the hearing
   - Call the meeting to order
   - Ask the panel members and student to identify themselves
   - Review the procedure
   - Submit the panel’s recommendation to the Dean in writing with all panel members’ signatures

5. The student may be asked to present his/her case. The panel may ask questions and/or ask for clarification. The student will be dismissed from the room to allow the panel to reach a decision. The panel will consider the student's oral and written presentations, the student's file in the School of Nursing, the University records, and any other relevant materials. The panel's decision on what they will consider in the decision will be final.

6. The hearing will be limited to the panel members and the student.

7. Readmission to a program/option is not automatic or guaranteed, and the decision regarding readmission is final. **The decision to readmit is contingent on space available in the program.** If space is not available or the student is not readmitted, the student must reapply the following year for readmission. Readmitted students must meet the standards and curriculum requirements in effect at the time of readmission and students may also be required to repeat previous coursework.

Accepted 5/20/94; Reviewed 2/7/03; Modified 5/29/09

Approved: Basic BSN Meeting 9/4/01, Prelicensure Meeting 9/25/13; Modified 4/27/16 SoN Meeting

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**DEGREE CHECKS**

Degree Works is a degree/certificate progress report/advising support system that matches the student’s completed and current course work with the degree/certificate requirements to determine progress toward earning the degree/certificate. Students should refer to their WyoWeb account for specific details.
SECTION 5: RESOURCES

COMPUTER RESOURCES

The Health Sciences Center building has a standard student computer lab on the second floor (Room 205) with 48 state-of-the-art computers, printers, and scanner. A technician is on duty at all times. Most software programs used by the School to support courses will be networked and available in all UW student computer labs. Other programs used by nursing are web-based and accessible from home computers. Lab hours will be announced at the beginning of each fall semester, every effort being made to keep the lab open from 7:30 am – 9:00 pm daily. It is important for students to use software that is supported by the University. Programs that are not compatible with University systems will be unreadable, unworkable and not useful.

Near the CHS building is a 24-hour student computer lab in the Bio-Science building. Visit the UW IT Computer Lab web page to find a listing of all the labs on campus, links for lab schedules, listing of hardware and software available, and maps with directions to the various lab locations.

CLINICAL SIMULATION CENTER (CSC)

The Clinical Simulation Center (CSC) is located on the third floor of the Health Sciences Center building (Room 359) – phone 307-766-6573. It is the hub of activity in the School of Nursing. The CSC includes an assessment lab, skills lab, simulation lab, demonstration classroom, small computer lab, and the student mailboxes. Students spend many hours in the CSC practicing clinical skills. It is available for use during the day, and is also open evenings and weekends. The schedule of hours is posted each semester. It is the philosophy of the FWWSON that students are independent learners and that each student is an individual with unique learning needs. The Center provides students with the opportunity for growth as an independent learner and to develop the roles of a professional nurse.

LIBRARY

The Science Library and Coe Library are the two UW libraries most nursing students find useful. Current hours of operation may be found on the University of Wyoming Libraries website. An online tour of the library, as well as a variety of tutorials, is available on the home page.

LIBRARY OUTREACH SERVICES

Students living off-campus may obtain books and journal articles by calling the Library Outreach Services or ordering online through the library webpage. The student must be a current University of Wyoming student and enrolled in at least one class or doing thesis work. For library purposes only, graduate students who come to campus on weekends are considered off-campus students. When on campus, students may check books out for 28 days (degree-seeking graduate student may have a semester loan).

NURSING ORGANIZATIONS

STUDENT NURSES’ ASSOCIATION (SNA) is the professional organization of student nurses in Wyoming. Benefits of belonging are: fellowship, opportunity to develop leadership skills, having a voice in
affairs of student nurses; and access to malpractice insurance. Meetings are posted on the bulletin board in the School of Nursing’s Clinical Simulation Center (CSC) in the Health Sciences Center and announced online on the School of Nursing Web site under “SNA” in the sidebar menu. The contact email for SNA is uwsna@uwyo.edu.

SIGMA THETA TAU INTERNATIONAL, INC. is the National Honor Society of Nursing. The University of Wyoming chapter, Alpha Pi, was chartered in 1966. The purposes of the organization are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession. Criteria for membership consideration: a minimum of a 3.0 nursing GPA is required for BSN junior/senior students and a minimum of a 3.5 UW GPA is required along with completion of a ¼ of their program for graduate students. Selection for membership takes place in the spring semester. No more than one-third of an undergraduate class can be elected to membership. Membership is by invitation only. There is an initiation fee and a fee to purchase a pin.

**Writing Center**

- **FOR WHOM?**
  The Writing Center (WC) provides free assistance in writing/reading to UW students, faculty, and staff, in all departments, at all levels.

- **WHAT KINDS OF WRITING?**
  The WC helps writers with all kinds of writing:
  - Reading Notes
  - Lecture Notes
  - Essay exams
  - Research papers
  - Footnoting
  - Class papers
  - Fiction
  - Master’s Thesis
  - Dissertations
  - Letters
  - Lab reports
  - Grants
  - Job application
  - Articles for publication
  - Proposals

- **WHAT STAGES OF THE WRITING PROCESS?**
  The WC helps people at all stages in the writing process, although they do not edit papers for writers:
  - Discovery topics
  - Focusing
  - Developing topics
  - Organizing ideas
  - Getting Started
  - Rewriting
  - Editing
  - Problem solving
  - Proofreading
  - Providing evidence
  - Understanding assignments

- **WHAT PROBLEMS?**
  The WC helps writers with broad problems such as purpose, audience, and focus; they also work with specific problems such as spelling, punctuation, sentence structure, usage, agreement, and verb.

- **WHEN CAN I MEET WITH THEM?**
  For an appointment, contact the Writing Center by using the contact information noted on their website.

- **IS THIS VOLUNTARY OR DO I NEED A REFERRAL?**
  Attendance in the WC is voluntary, although faculty may refer students. Students should take a sample of their writing.

- **WHY SHOULD I USE THIS SERVICE?**
  Everyone has trouble writing. Many people have nothing to write about. Many people can’t get started. Most people feel insecure. Everyone needs a little help!
OTHER RESOURCES

- **The Math Lab:**
The Lab provides free assistance with mathematics. Check out the Department of Mathematics website for information about the Math Lab and Tutoring.

- **University Disabilities Support Services (UDSS):**
UDSS strives to ensure successful access and services for students with disabilities. UDSS provides disability-related accommodations for UW students and visitors with disabilities as well as technical assistance, consultation and resource information for students, faculty, staff, campus visitors, and for University departments seeking to improve accessibility for individuals with disabilities. Check out the UDSS website for more information.

- **The Oral Communications Center:**
The center can help students develop a speech at any stage of the process (from topic selection to rehearsal) and can help alleviate speech anxiety that could inhibit them from achieving their overall academic or career goal. The Oral Communication Center is within the Communication & Journalism Department. Check out their website for information about making an appointment.

- **The Student Learning Center:**
The center offers students assistance in many subjects including (but not limited to) math, biology, chemistry, physics, and writing. Refer to the Student Learning Center website for more information.

- **Student Educational Opportunity:**
Provides support services to eligible students at the secondary, post-secondary, and graduate levels. SEO projects work with individuals who are economically disadvantaged, first generation college students, ethnic minorities, or persons with disabilities to help them access educational opportunities and achieve academic success. Refer to the Student Educational Opportunity website for more information.

- **The Tutoring Board (LeaRN):**
A convenient online location for a listing of tutoring opportunities on campus can be found on the Tutoring Board (LeaRN) website.
SECTION 6: RN/BSN COMPLETION POLICIES & REQUIREMENTS

This BSN option is designed for the registered nurse with an associate degree or diploma in nursing or the Wyoming associate degree nursing student who wishes to further their education to the baccalaureate level in Nursing. For students enrolled in a Wyoming community college ADN ReNEW curriculum, please check with the community college for information about how to obtain BSN.

UNDERGRADUATE OUTCOMES

1. Synthesize knowledge from the arts and sciences in the practice of professional nursing.
2. Demonstrate leadership by application of quality improvement processes in the provision of safe client care across the lifespan.
3. Demonstrate evidence-based practice in the care of clients, families, and communities.
4. Manage data, information, and technology to inform and guide nursing practice.
5. Engage in political and regulatory processes relevant to health care systems and the provision of safe care.
6. Collaborate with the inter-professional team in the delivery of evidence-based client-centered care.
7. Use health promotion, disease prevention, and risk reduction strategies in caring for clients, families, and communities.
8. Demonstrate behaviors that reflect the nursing code of ethics, professional and legal standards, and the values of nursing as a care profession.

Approved, Academic Personnel Meeting – 3/31/2010

SCHOLASTIC REQUIREMENTS

RN/BSN COMPLETION PROGRAM SCHOLASTIC REQUIREMENTS

University and College of Health Sciences policies governing scholastic requirements, including major changes, probation and dismissal, apply to students enrolled in the School of Nursing. In addition to university/college requirements, the School of Nursing has the following RN/BSN Completion Program scholastic requirements:

1. A grade of C or better in required courses for admission, required courses for PHCY 4450, core and nursing major courses.
2. Prerequisites must be met with a grade of C or better prior to entering each nursing course.
3. A cumulative Nursing G.P.A. (NGPA) of at least 2.50 based on completed core courses at time of application is the minimum required for admission to the nursing major.
4. A cumulative Nursing G.P.A. (NGPA) of at least 2.50 based on completed core and nursing major courses is the minimum required to progress.
5. A single core or nursing major course may not be repeated more than once. *
6. Only a total of four core courses may be repeated. *
7. Only a total of two nursing courses in the major may be repeated. *
*Course Repeat Policy*: If a student chooses to repeat a course in which a grade of C or better was previously earned, it will not be counted as a repeat by the RN/BSN Completion Program.

**SCHOOL OF NURSING POLICIES**

- All nursing theory and combined courses must be taken for a grade.
- Students may petition an exception to the same School of Nursing policy only one time.

Approved by RN/BSN Completion Program Meeting 2/10/2016

**PLUS/MINUS GRADING POLICY**

Effective Fall 2014, faculty have the option of using a plus/minus (+/-) grading scale when assigning grades for their classes (UW Regulation 6-722). If faculty choose to use the plus/minus (+/-) grading, they are to state that in their syllabus letting students know that the class will be graded in this manner. The plus/minus grading scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Exceptional</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Very good</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Fair</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failure (may be assigned as a grade for failure to attend, for academic dishonesty or to indicate failure to formally withdraw or terminate)</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
<td>Incomplete (temporary mark pending course work completion as agreed in a signed document)</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
<td>Withdrawal (from a specified course or from the University only if the student follows the official withdrawal procedure)</td>
</tr>
<tr>
<td>S</td>
<td>0</td>
<td>Satisfactory (equivalent to a C or better [B or better in courses numbered 5000 or above], may be assigned only in courses designated S/U or in courses which the student has requested S/U)</td>
</tr>
<tr>
<td>U</td>
<td>0</td>
<td>Unsatisfactory (equivalent to a D or F [C, D or F in courses numbered 5000 or above], may be assigned only in courses designated S/U or in courses which the student has requested S/U)</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>Passing (equivalent to a C or better, for mid-semester grades only)</td>
</tr>
<tr>
<td>NR</td>
<td></td>
<td>Grade not reported (for mid-semester grades only)</td>
</tr>
<tr>
<td>UK</td>
<td></td>
<td>Unable to compute grades (for mid-semester grades only)</td>
</tr>
</tbody>
</table>
The RN/BSN Completion Program faculty made the decision to not use +/- grading in the RN/BSN nursing courses. However, other courses outside of Nursing may use this option. Students are responsible for reviewing course syllabi to know what grading scale is being used in each course each semester.

In addition, as new transfer work is posted by the Registrar’s Office to student records beginning fall 2014 and forward, any course work graded on a +/- grading scale will be reflected in the UW Transfer Evaluation. Transfer work posted to a student record prior to fall 2014 will not reflect any potential +/- grading that may have been identified on other school’s transcripts.

Refer to RN/BSN Completion Program Scholastic Requirements for complete policy information such as minimum grade, repeat limitations, and NGPA. **Please note: earning a C- will not satisfy the scholastic requirements and courses will need to be retaken in order to earn the minimum grade expectation.**

### UNDERGRADUATE GRADING SCALE

75% is the standard for passing in all graded courses in the nursing major. A grade of 74.5% must be rounded up. 74.49% is not rounded up and is not passing. This policy shall appear in every syllabus for courses that are letter graded. The range for each grade is as follows:

- 100-90 = A
- 89-80 = B
- 79-75 = C
- 74-60 = D
- <60 = F

Approved 11/3/06 by the School of Nursing Undergraduate Education Committee

### UNIVERSITY OF WYOMING FINAL EXAM POLICY

Please familiarize yourself with UW Regulation: 6-403 in regards to the university’s Final Exam Policy: [http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/6academic-policy.html](http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/6academic-policy.html)

### ENROLLMENT

Students are expected to seek advising and enrollment in courses as soon as possible after registration for classes open each semester. For priority enrollment in RN/BSN nursing courses, the following are semester deadlines to enroll. If enrollment should take place after the semester deadline, space in the course cannot be guaranteed. These deadlines also apply to the student who will be required to submit a School of Nursing petition to seek enrollment in a nursing major course without meeting the course prerequisites.

- Fall semester: May 15
- Spring semester: November 15
- Summer semester: April 15

The NURS 3005, 3015, 4055 and 4985 courses are monitored by controlled enrollment. Therefore, students must enroll as a waitlisted student and those enrollments will be reviewed by the RN/BSN Completion Program office. To register for the nursing major courses (with the exception of NURS 4055 and 4985), all of the
CRN numbers for courses need to be entered at the same time. Students need to refer to the Outreach School class schedule on a semester basis for course and registration information and to the Nursing website.

Based on the Drop/Add policy for RN/BSN Completion Program nursing courses, students can be added to nursing courses for up to five business days after the start of each semester (fall, spring, and summer) granted there is space in the course. At the close of business on the fifth business day, all students remaining on waitlists for nursing courses will be removed from the waitlist option and either enrolled or dropped, pending eligibility. Those who have not yet registered for nursing major courses will lose the opportunity to register, and the courses will be closed.

Based on the Drop/Add policy for NURS 4985, a student who has recently graduated with an ADN degree from a Wyoming community college and has not yet obtained RN licensure may be enrolled in NURS 4985 - RN/BSN Capstone Project at the beginning of the semester. Continued enrollment in the course will be contingent upon receipt of the RN licensure by the UW drop deadline. If the requirement to submit RN licensure has not been met by the end of the drop deadline, the student will be dropped from the course.

### RN/BSN CAPSTONE PROJECT COURSE & PREPARATION FOR GRADUATION

You've made it this far and the light at the end of the tunnel can be seen. The RN/BSN Capstone Project course synthesizes program concepts through an analysis of a focused health topic. Students will use evidence-based resources, address public health competencies and analyze how the identified issue and interventions impact the health of the affected population. During this course, you will have an opportunity to participate in improving the health of your own community. You will assess the health needs of your community and write a policy and an implementation plan for the focused health topic you have identified. You will present this plan to a group of stakeholders in your community who have the power and resources to bring your ideas to fruition.

In preparation for graduation, you must plan ahead. Refer to “Professional Behavior” in Section 3 and “Graduation Events and Awards” in Section 4: General Information.

### LEGAL RESPONSIBILITIES IN CAPSTONE COURSE

An active, unencumbered RN license for the state in which you will be completing the capstone course, NURS 4985 – RN/BSN Capstone Project is required. A copy must be on file at the School of Nursing before licensed students can be enrolled in the course. As a part of the educational program, RN students may have access to patient data. RN students must practice according to the rules and regulations of the state in which they are licensed. In several court decisions, the courts have taken the position that anyone who performs duties customarily performed by professional nurses is held to the standards of professional nurses. Thus, a student nurse is held to the standard of a professional nurse and will be personally liable for negligence if injury results.

### TRAVEL

Students are expected to have their own transportation for the capstone course, NURS 4985 – RN/BSN Capstone Project. Transportation and living expenses are the student’s responsibility.

### PROFESSIONAL APPEARANCE POLICY

During the capstone course, students will visit a variety of agencies. Generally the following guidelines apply: Street clothes in good taste. No shorts, halters, t-shirts with slogans, hoodies, bare midriffs, or jeans. No open-toed shoes.

A nametag designating you as a nursing student is required.
• **Laramie Site:**
  - Where to obtain: .......................................................... Campus Express Office
  - How much: ................................................................. $8.00
  - payment is due at time of order

• **Students Outside of Laramie:**
  - Description of ID needed: .......................................................... A picture ID is preferred. If this is not possible, a tag, which has your first name only, and “University of Wyoming Nursing Student” is acceptable.
  - Where to Obtain: .......................................................... May be obtained from any organization in your area that deals with making of nametags.

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**FILING INTENT TO GRADUATE**

Students are to file an anticipated graduation date with the Office of the Registrar at least one semester prior to anticipating graduation. For students who anticipate graduation in August (summer semester), they should file with the Office of the Registrar at the beginning of the spring semester prior to the summer in which they anticipate graduation. By filing anticipated graduation in a timely manner, it will ensure time for the degree analyst to review degree requirements with the RN/BSN Completion Program office. In addition, the RN/BSN Completion Program office needs to know the student’s intent for graduation to ensure that student names will be included in the Nursing convocation program and the graduating student composite picture/name display.

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**COMPOSITE PICTURES**

Students in the RN/BSN Completion Program are given the option to have their photo on the graduating student composite picture display that is hung in the school with all of the previous nursing class composite pictures. If they desire to participate, they will need to first to file their intent to graduate by the appropriate deadline. The RN/BSN Completion Program office will contact the RN/BSN students via email to provide more detailed instructions.