



# BASIC BSN POLICIES & REQUIREMENTS: INFORMATIONAL PACKET PART I – SPRING 2019

## *Spring 2019 Sophomore Class*

*Carefully read all information below paying particular attention to specified deadlines and procedural guidelines as noted.*

As part of your acceptance for **Progression or Admission into the Basic BSN Clinical Component of the program**, please provide documentation and/or abide by the following Fay W. Whitney School of Nursing (FWWSON) policies and requirements. Start obtaining requested documents and supplies according to dates as noted in the information on these pages. **DO NOT** wait until the last minute! Submit information to the FWWSN as noted within the following pages.

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<b>Confirmation Response with Associated Policies &amp; Requirements</b>	<b>Instructions:</b> Submit documentation to FWWSN by email as specified for each policy & requirement as part of the required Basic BSN Confirmation Response →	<b>Email:</b> <a href="mailto:shoefelt@uwyo.edu">shoefelt@uwyo.edu</a>
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<b>FWWSN &amp; Basic BSN Contact Information</b>	<b>FWWSN:</b> University of Wyoming Fay W. Whitney School of Nursing Dept 3065; 1000 E University Ave Laramie WY 82071 <a href="http://www.uwyo.edu/nursing">www.uwyo.edu/nursing</a> • (307) 766-4294 (fax)	<b>Basic BSN:</b> Debbie Shoefelt Credentials Analyst/Academic Advisor Health Sciences Center, Room 335 <a href="mailto:shoefelt@uwyo.edu">shoefelt@uwyo.edu</a> • <a href="mailto:basicbsn@uwyo.edu">basicbsn@uwyo.edu</a> (307) 766-4292
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*Revised 1/8/2019*

# Policies & Requirements Associated with the Basic BSN Confirmation Response

Item	Directions
<p><b>Background Check</b></p> <p><i>Initiate through Viewpoint Screening</i></p> <p><i>Identify within Confirmation Response email (or by response deadline noted in admission offer notification) that your background check has been initiated and date which it was initiated.</i></p>	<p>Students <b>who are progressing or being admitted</b> into the Basic BSN Clinical Component of the program are required by the College of Health Sciences to obtain and pay for a background check completed through <b>Viewpoint Screening</b>. The results of the background check may determine final admittance to our program.</p> <p>Access information and instructions for the <a href="#">Background Check</a> located on the Student Forms page on the nursing website. <b>Read all information and follow all instructions noted.</b></p> <p>The CHS Dean’s Office will notify our office of those who have successfully completed the background check. <i>Our office does not see nor receive a copy of the actual results of your background check.</i></p> <p><b>Obtain for your information and records:</b></p> <ul style="list-style-type: none"> <li>• Results of your Viewpoint Screening Background Check. <ul style="list-style-type: none"> <li>▪ <i>You will be able to view and obtain your results through the Viewpoint Screening website. Be sure to print a copy as we are not positive if results are available indefinitely.</i></li> <li>▪ <i>It is important to have a copy of your results for your records. It may potentially save you from having to pay for another one should a clinical agency request one from you.</i></li> </ul> </li> </ul>
<p><b>Technical Standards for Admission</b></p> <p><i>Print, complete, and scan verification form and attach to Confirmation Response email (or submit by response deadline noted in admission offer notification).</i></p> <p><i>Save as .pdf file and name file as shown below using your own name...</i></p> <p>LastFirst_TechStnd.pdf</p>	<p>Students <b>who are progressing or being admitted</b> into the Basic BSN Clinical Component of the program are asked to verify that they can meet the specified Technical Standards for Admission with or without accommodation(s).</p> <p>The policy information and verification form are located on the Basic BSN and Student Forms pages on the nursing website.</p> <ul style="list-style-type: none"> <li>• <b>Technical Standards for Admission</b> policy Click <a href="#">Technical Standards for Admission</a> to learn more about this policy.</li> <li>• <b>Technical Standards for Admission Verification Form (Basic BSN Program)</b> Click <a href="#">Technical Standards for Admission Verification Form (Basic BSN Program)</a> to access and download verification form.</li> </ul>
<p><b>Release Forms</b></p> <p><i>Print, complete, and scan each release form as separate documents and attach to Confirmation Response email (or submit by response deadline noted in admission offer notification).</i></p> <p><i>Save as .pdf file and name files as shown below using your own name...</i></p> <p>LastFirst_EducRelease.pdf LastFirst_PhotoRelease.pdf</p>	<p>The following release forms are located on the Student Forms page on the nursing website.</p> <p><b>Educational Records Release Form</b></p> <p>The <a href="#">Educational Records Release Form</a>, signed by the student, grants permission to the University of Wyoming Fay W. Whitney School of Nursing to release information from educational records for such purposes as recommendations, scholarships, state board verifications, etc. as requested by the student and/or on behalf of the student.</p> <p><b>Photo Release Form</b></p> <p>The <a href="#">Photo Release Form</a>, signed by the student, identifies your consent to use photos taken by the Fay W. Whitney School of Nursing for potential use in our publications and website.</p>

## Basic BSN Confirmation Response *(continued)*

Item	Directions
<p><b>Communication System</b> <i>(Includes Contact Information Requirements)</i></p> <p><i>Complete immediately and keep updated at all times with both UW and FWWSO!</i></p> <p>-----</p> <p><i>Cell Phone information - identify/confirm number within Confirmation Response email (or submit by response deadline noted in admission offer notification).</i></p>	<p>Our primary source of communication with our Basic BSN students is through UW email accounts and course sites. Some student contacts may be made by phone or through the U.S. Mail service.</p> <p><b>UW Email</b></p> <p>The University of Wyoming assigned email account shall be one of the official means of communication with all nursing students, faculty, and staff. As a student in our nursing program, you are expected to use this account for all school contacts. As both a student of the University of Wyoming and the School of Nursing, you are responsible for all information sent via your University assigned email account as well as any postings through course sites.</p> <ul style="list-style-type: none"> <li>You can access your UW email through the Email icon located on your WyoWeb home page.</li> <li><i>Students are expected to check their UW email on a frequent and consistent basis in order to stay current with University/School of Nursing-related communications.</i> Students have the responsibility to recognize that certain communications may be time-critical.</li> <li>You may prefer to use a different email provider for non-school activities. Should this be the case, you are asked not to forward your UW email to that provider as this may cause problems in not receiving messages sent through our nursing distribution lists or class lists.</li> <li>Additionally, UW recommends that you do not forward your mail to offsite addresses, as they cannot guarantee security, reliability or usability of any entity not controlled by UW.</li> </ul> <p><b>WyoWeb – Contact Information</b></p> <p>Please verify/update your Contact Information through WyoWeb each semester. You are asked to keep both your mailing (<i>local/school</i>) and permanent address as well as phone information current at all times on WyoWeb.</p> <p><b>Cell Phone Number</b></p> <p>All students are asked to provide their cell phone number to the FWWSO.</p> <ul style="list-style-type: none"> <li>Your cell phone number will be shared with nursing faculty/staff as a means of contact (<i>e.g. cancellation of clinical due to weather</i>).</li> <li>Please keep your cell phone number current at all times with the FWWSO.</li> </ul>
<p><b>Photo</b> <i>FYI</i></p>	<p><b>Photo</b></p> <ul style="list-style-type: none"> <li>The FWWSO will access and copy your photo on record with UW located in your WyoWeb records.</li> </ul> <p><b>Where are we using your photo?</b></p> <ul style="list-style-type: none"> <li>A small picture composite file, utilizing your photo, will be put together of the sophomore class. The file will be distributed electronically to faculty/staff in nursing. This composite will display your full name along with your cell phone number and UW email address and used as a means of contacting and getting to know students.</li> <li>Your picture will also be displayed in your student record (Program of Study form) maintained in the Basic BSN office for advising. This assists us in getting to know our students. Only nursing faculty and staff have access to those records.</li> </ul>

## Miscellaneous Policies & Requirements

Item	Directions
<p><b>Basic BSN Program of Study</b></p> <p><i>Accessible through Nursing website</i></p>	<p>Students <b>who are progressing or being admitted</b> into the Basic BSN Clinical Component of the program will continue to follow the curriculum as outlined in the <a href="#">Basic BSN Program of Study</a>.</p> <p>The Basic BSN Clinical Component of the program requires courses to be taken in the semester sequence as reflected in the program of study. All courses must be passed with a C or better (or S) each semester in order to progress to the next semester's courses. In addition, a cumulative Nursing GPA (NGPA) of 3.00 on all required courses in the program must be maintained.</p>
<p><b>Basic BSN Handbook</b></p> <p><i>Accessible through Nursing website to download and/or access electronically</i></p>	<p>Students <b>who are progressing or being admitted</b> into the Basic BSN Clinical Component of the program are expected to follow and abide by policies and information included in the program student handbook, <a href="#">Basic BSN Handbook 2018-2019 – Freshman/Non-Freshman Admission to the Nursing Major</a>.</p> <p>Please note that some of the policies (<i>e.g. orientations, health records, uniform</i>) identified in <b>Section 6</b> of the handbook are expectations associated with progression/admission to the <b>Basic BSN Clinical Component</b> of the program. Some may be applicable in spring of the sophomore year, whereas others may not be until the junior and/or senior years. Specific details and deadlines for policies related to the clinical component are provided within this informational packet (Part I) and/or will be provided in an additional informational packet in May/June (Part II).</p>
<p><b>Basic BSN Program Scholastic Requirements</b></p> <p><i>Accessible through Basic BSN Handbook</i></p>	<p>Students <b>who are progressing or being admitted</b> into the Basic BSN Clinical Component of the program are expected to follow and abide by the <b>Basic BSN Program Scholastic Requirements</b>. This policy identifies minimum grade and Nursing GPA (NGPA) requirements needed for continual progression through the program.</p> <p>The <b>Basic BSN Program Scholastic Requirements</b> are located in <b>Section 6</b> of the program student handbook, <a href="#">Basic BSN Handbook 2018-2019 – Freshman/Non-Freshman Admission to the Nursing Major</a>.</p>
<p><b>Registration in Nursing Courses</b></p> <p><i>Important to know and remember when registering each semester</i></p>	<p>Each of the Basic BSN nursing courses have had specified prerequisites identified in the UW system so that the system is tracking for those requirements along with the Basic BSN major code (NURS) in order to allow students to register for their appropriate courses.</p> <p>As you register for all of the nursing courses each semester you need to be doing so in one registration submission as some courses are identified as prerequisite/concurrent with others.</p> <p>Registration for spring 2019 includes the following required courses...</p> <p style="padding-left: 40px;">NURS 2340 (Developmental Influences on Health) – <i>if not previously successfully completed</i> 3 cr.                    section 40 (online)                    CRN 23098</p> <p style="padding-left: 40px;">NURS 3435 (Fundamentals of Professional Nursing Practice) 1 cr.                    sections 01                    CRN 26316</p> <p style="padding-left: 40px;">NURS 3490 (Health Promotion in Professional Nursing Practice) 5 cr.                    section 01                    CRN 26317</p> <p style="padding-left: 40px;">PHCY 3450 [4450] (Foundational Pathophysiology) – <i>if not previously successfully completed</i> 4 cr.                    section 01                    CRN 25867</p> <p>Students admitted through <b>Non-Freshman Admission</b> will have access to register for the above courses once their major has been switched to Basic BSN (NURS). <b><i>We will request major changes through the Registrar's Office following the deadline for receipt of the Basic BSN Confirmation Response.</i></b></p> <p>Contact Debbie Shoefelt (<a href="mailto:shoefelt@uwyo.edu">shoefelt@uwyo.edu</a> or 307-766-4292) if you have any problems/questions with your registration.</p>

## Miscellaneous Policies & Requirements *(continued)*

Item	Directions
<p><b>Fees</b> <i>FYI</i></p>	<p>UW Program Fees (<i>effective Fall 2018</i>) - varies depending on courses taking and through which college/department taking them. The FWWSO has specific Nursing Program Fees associated with the nursing courses taken throughout the Basic BSN Clinical Component of the program.</p> <p>Required fees assessed through Accounts Receivable and reflect on your Tuition/Fees bill. These fees are subject to change. Please refer to the current year <a href="#">UW Fee Book</a> each year.</p>
<p><b>Nursing Course Syllabi</b> <i>Accessible through WyoCourses to download and/or access electronically</i></p>	<p>The nursing course syllabi should be available through individual course sites (WyoCourses) by the beginning of each semester (<i>if not sooner</i>). Access course syllabi in preparation of the start of classes each semester.</p>
<p><b>Textbooks</b> <i>Purchase by... January 28</i></p>	<p>You can preview the listing of required textbooks for each of your nursing courses through the University Store website. Textbooks can be pre-ordered through them as they open that ability each semester or you may also choose to purchase your textbooks through other online sources.</p> <ul style="list-style-type: none"> <li>• The <b>actual textbooks</b> can be new or used; however, be sure that you are purchasing the newest editions.</li> <li>• <b>Study guides/lab manuals</b> - you must <b>purchase new</b> (<i>not used copies</i>). Otherwise, you will be missing key pages.</li> <li>• <b>Textbooks <u>should not be rented</u></b> because most will be used throughout the program.</li> <li>• <b>Highly recommended that you don't sell back nursing textbooks.</b> Textbooks tend to be used throughout the program and are a good resource for NCLEX preparation.</li> </ul> <p>If you have questions regarding ordering through the University Store, call (307) 766-3264.</p>
<p><b>Orientations</b> <i>Attendance is Mandatory!</i> <i>Wear nursing nametag – see section below</i></p>	<p>Attendance at each of the following orientations is required of all students as part of their progression or admission into the Basic BSN Clinical Component of the program.</p> <ul style="list-style-type: none"> <li>• <b>NURS 3435 Orientation</b>  <u>Date:</u> Monday, January 28, 2019  <u>Location:</u> Health Sciences 364  <u>Time:</u> 10:00am – 10:50am</li> <li>• <b>Nursing Program Orientation</b>  <u>Date:</u> Monday, January 28, 2019  <u>Location:</u> <b>TBD</b>  <u>Time:</u> 1:00pm - 5:00pm</li> </ul>
<p><b>Nursing Nametag and Badge Holder</b> <i>Obtain by... January 28</i> <i>To be worn at orientations, skills labs, simulation experiences, &amp; clinical settings.</i></p>	<ul style="list-style-type: none"> <li>• Students <b>who are progressing or being admitted</b> into the Basic BSN Clinical Component of the program are required to obtain their Nursing Nametag along with the black plastic ID badge holder through the WyoOne ID Office. This is a photo ID.</li> <li>• Everyone will receive a FWWSO retractable badge holder at orientation on January 28 to clip your ID onto for wearing your nursing nametag.</li> <li>• Our office will provide a final list of the sophomore class to the <b>WyoOne ID Office</b>. This lets them know who is eligible to obtain one.</li> <li>• <b>WyoOne ID Office</b> Information Technology Building, Room 167 (307) 766-5268; <a href="mailto:ido@uwyo.edu">ido@uwyo.edu</a></li> <li>• Associated cost is <b>\$8.00</b> for the badge and <b>\$1.00</b> for the badge holder.</li> </ul>

## Miscellaneous Policies & Requirements *(continued)*

Item	Directions
<p><b>Uniform</b></p> <p><i>Place order upon admission notification in order to obtain by...February 11</i></p>	<p><b>DESCRIPTION</b></p> <p>The uniform consists of black pants, black top and khaki warm-up jacket. The top and warm-up jacket will have the FWWSON logo on them. All-black clinical shoes (<i>preferred</i>) or all-white clinical shoes are required (no open-toes and no crocs!).</p> <p><b>All uniforms (pants, tops, and warm-up jacket) must be brand new (not used) and ordered through the website noted below.</b> All but one of the identified scrub pants choices identifies being available in regular, petite/short, and tall sizes. However, if identified scrub pants do not fit properly (<i>e.g. length</i>), you can purchase your choice of black scrub pants from another retailer.</p> <p>See detailed required dress code in the <a href="#">Basic BSN Handbook 2018-2019 – Freshman/Non-Freshman Admission to the Nursing Major</a>.</p> <p><b>ORDERING</b></p> <p>All uniforms <b>must be ordered online</b> through the website set up specifically for the FWWSON through <b>The Knothole</b>.</p> <ul style="list-style-type: none"> <li>• You will be working in our Clinical Simulation Center (CSC)/Skills Lab this spring.</li> <li>• Recommend <b>purchasing two uniforms</b> so that you always have a clean one available.</li> <li>• <b>In order to ensure proper sizing, we encourage you to stop by their store to see about trying on items.</b></li> <li>• To place your uniform order, access the <b>FWWSON online uniform ordering</b> site at <a href="http://faywhitney.pinebeachink.com">http://faywhitney.pinebeachink.com</a>. <ul style="list-style-type: none"> <li>○ <b>All orders ship free freight ‘In Store Pick Up’ to the store in Laramie.</b></li> <li>○ Items shipped directly to the store so that the tops/jackets may have the FWWSON logo placed on them.</li> <li>○ It will take about 2 weeks for uniforms to arrive after you order.</li> <li>○ <b><i>It is highly recommended that you order the uniforms as soon as possible so that you have them before the February 11 deadline.</i></b></li> </ul> </li> <li>• If questions arise concerning your order, please contact The Knothole at (307) 742-3138 or <a href="mailto:stephanie@pinebeachink.com">stephanie@pinebeachink.com</a>. The Knothole is located at 309 S. 2nd St., Laramie, WY.</li> </ul> <p>You will also have the option of buying shoes and other medical supplies from their business, although you may purchase these items through another retailer.</p> <p><b>PRICING</b></p> <p>Please refer to the <b>FWWSON online uniform ordering</b> website for pricing information as prices may vary depending on what you order as some items have different style choices.</p>
<p><b>Supplies</b></p> <p><i>Obtain by... February 4</i></p>	<p>You will be required to have the following supplies:</p> <ul style="list-style-type: none"> <li>• Wrist Watch – <i>need to be able to count seconds</i></li> <li>• Penlight</li> <li>• Stethoscope - <i>double-headed **</i> <ul style="list-style-type: none"> <li>○ A favorite choice is the Littmann Classic II S.E. (<i>very nice quality, but not excessive</i>) or anything comparable.</li> <li>○ You will pay more for a higher quality stethoscope. Sounds can be heard better with a higher quality stethoscope.</li> </ul> </li> <li>• Pocket Pal, bandage scissors, and forceps <b>**</b></li> </ul> <p><b>** (can choose to order online with Uniform through The Knothole – FWWSON online uniform ordering website <u>OR</u> can obtain elsewhere)</b></p>

## Miscellaneous Policies & Requirements *(continued)*

Item	Directions
<p><b>Hepatitis B Vaccination and Titer</b></p> <p><i>Start process immediately upon notification of progression/admission into the Basic BSN Clinical Component of the program.</i></p>	<p>Students <b>who are progressing or being admitted</b> into the Basic BSN Clinical Component of the program will be required to obtain and provide documentation of specific health records in preparation of starting the fall junior semester (<i>see Health Records section below</i>). As part of those requirements, students are expected to document receipt of the three dose Hepatitis B series along with also having a Hepatitis B Titer completed.</p> <p>Due to the timeline in which it takes to complete the full three dose series...for those who <b>have not been previously immunized</b> or who haven't completed the full three dose series, start (or finish) the series <b>NOW</b>. It takes 6 months to complete the full series with the first two doses administered a month apart followed by the third dose administered 6 months after the first dose.</p> <p><b>ALL students</b> will be required to have had a Hepatitis B Titer completed and <b>provide documentation of lab records</b> showing immunity (anti-HBs level of <math>\geq 10</math> mIU/mL). At minimum, the titer is completed 1-2 months following receipt of the third dose of the series. <b>In addition to the documentation for the titer, documentation of having received the three dose series prior to having the titer administered is also required.</b></p> <p><b>In the case of a negative/inadequate titer result, students will be required to repeat the full three dose series followed by another titer 1-2 months after administering the third dose of the new series. Documentation of both the new three dose series and lab records are required.</b></p> <p>By starting this process now, the goal is to hopefully have this requirement completed fully prior to the start of the fall junior semester (<i>fall 2019</i>).</p> <p>In order to meet the Basic BSN Policies &amp; Requirements for the program, you must follow specifications noted here. <b>Keep track of all of this documentation as it is accomplished.</b> It will be required to be included in the <b>Basic BSN Policy Packet</b> that will be due in August 2019. The <b>Basic BSN Policies &amp; Requirements: Informational Packet – Part II</b> will identify full details related to all health records. We anticipate having that document available in May/June of this year.</p> <p>Questions, contact Debbie Shoefelt (<a href="mailto:shoefelt@uwyo.edu">shoefelt@uwyo.edu</a> or 307-766-4292).</p>

## Preview of Basic BSN Policies & Requirements: Informational Packet – Part II

Item	Directions
<p><b>Health Records</b> <i>FYI along with heads up regarding Hepatitis B requirement</i></p>	<p>Students <b>who are progressing or being admitted</b> into the Basic BSN Clinical Component of the program will be required to obtain and provide documentation of specific health records in preparation of starting the fall junior semester. It is required that some expectations be completed within certain timelines in order to meet our policies and to clear students for the full academic year; therefore, these are completed during the summer. The <b>Basic BSN Policies &amp; Requirements: Informational Packet – Part II</b> will identify full details related to health records. We anticipate having that document available in May/June of this year.</p> <p>Questions, contact Debbie Shoefelt (<a href="mailto:shoefelt@uwyo.edu">shoefelt@uwyo.edu</a> or 307-766-4292).</p>
<p><b>Professional Liability Insurance</b> <i>FYI</i></p>	<p>Effective fall 2014, the College of Health Sciences (CHS) implemented student malpractice coverage for all students in the college and who are enrolled in clinical courses.</p> <p>As a nursing student, you are covered for <b>student professional liability insurance</b> during the clinical component of the program for related clinical experiences through the College of Health Sciences malpractice policy.</p> <p>There is a fee of <b>\$13</b> assessed once a year and associated with enrollment in specific nursing courses for the program: <b>NURS 3695</b> (fall junior year) and <b>NURS 4695</b> (fall senior year).</p>
<p><b>Transportation Expectations</b> <i>FYI</i></p>	<ul style="list-style-type: none"> <li>• Students <b>who are progressing or being admitted</b> into the Basic BSN Clinical Component of the program are required to arrange their own transportation for clinical courses (<i>Junior/Senior years</i>). Therefore, a vehicle is required. You need to travel to clinical agencies and home visit sites held locally and out of town.</li> <li>• The capstone practicum experience during spring of the senior year will require students to live in locations away from campus.</li> </ul>
<p><b>Clinical Course Expectations</b> <i>FYI</i></p>	<p>Students <b>who are progressing or being admitted</b> into the Basic BSN Clinical Component of the program are required to keep all day Tuesdays/Thursdays open for clinical courses (<i>Junior/Senior years</i>).</p>