

BASIC BSN POLICIES & REQUIREMENTS: INFORMATIONAL PACKET

Spring 2020 Sophomore Class

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. Carefully read all information within this packet paying particular attention to specified deadlines and procedural guidelines as noted in order to be and/or stay in compliance throughout the program. **DO NOT** wait until the last minute!

Be aware that...

...failure to meet specified deadline associated with the **Basic BSN Confirmation Response** may jeopardize your placement in the program for spring 2020.

...failure to meet specified deadlines associated with the **Professional Appearance Policy** (*e.g. uniform, shoes, nursing name tag*) as well as required **Nursing Equipment** (*e.g. stethoscope, pocket pal*) will jeopardize your ability to attend/participate in clinical/skills activities (*e.g. skills check-offs, simulation, clinical in an agency*), which may jeopardize progression in the program.

...failure to meet specified deadlines associated with the **Basic BSN Policy Packet** (*e.g. health records, screenings, CPR*) throughout the program will jeopardize your ability to attend/participate in clinical/skills activities (*e.g. skills check-offs, simulation, clinical in an agency*), which may jeopardize progression in the program.

Policies & Requirements Associated with the Basic BSN Confirmation Response	Instructions: Refer to pages 3-4 for expectations associated with Basic BSN Confirmation Response. Submit documentation as noted to FWWSN (Basic BSN office) by email... →	Email: shoefelt@uwyo.edu
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Policies & Requirements Associated with the Basic BSN Policy Packet	Instructions: Refer to pages 6-12 for expectations associated with Basic BSN Policy Packet. Submit packet and related documentation as noted to FWWSN (Basic BSN office) in person... →	Basic BSN Office: Debbie Shoefelt Credentials Analyst/Academic Advisor Health Sciences Center, Room 335
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Basic BSN Policies & Requirements: Informational Packet	Questions: Contact FWWSN (Basic BSN office)... →	Basic BSN Office: Debbie Shoefelt Credentials Analyst/Academic Advisor Health Sciences Center, Room 335 shoefelt@uwyo.edu • (307) 766-4292
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Policies & Requirements Associated with the Basic BSN Confirmation Response

Item	Directions
<p>Background Check</p> <p><i>Initiate through Viewpoint Screening</i></p> <p><i>Identify within Confirmation Response email that your background check has been initiated and date which it was initiated (to be submitted by response deadline noted in admission offer notification).</i></p>	<p>Students who are progressing or being admitted 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 Viewpoint Screening. The results of the background check may determine final progression/admittance to the Basic BSN Clinical Component of the program.</p> <p>Access information and instructions for the Background Check located on the Student Forms page on the nursing website. Read all information and follow all instructions noted.</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>Obtain for your information and records:</p> <ul style="list-style-type: none"> • Results of your Viewpoint Screening Background Check. <ul style="list-style-type: none"> ▪ <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> ▪ <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>
<p>Technical Standards for Admission</p> <p><i>Print, complete, and scan verification form and attach to Confirmation Response email (to be submitted 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_TechStd.pdf</p>	<p>Students who are progressing or being admitted 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"> • Technical Standards for Admission policy Click Technical Standards for Admission to learn more about this policy. • Technical Standards for Admission Verification Form (Basic BSN Program) Click Technical Standards for Admission Verification Form (Basic BSN) to access and download verification form.
<p>Release Forms</p> <p><i>Print, complete, and scan each release form separately (three separate documents) and attach to Confirmation Response email (to be submitted by response deadline noted in admission offer notification).</i></p> <p><i>Save as .pdf files and name each file as shown below using your own name...</i></p> <p>LastFirst_ClinRelease.pdf 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>Clinical Policies Release Form</p> <p>The Clinical Policies Release Form, signed by the student, gives the University of Wyoming Fay W. Whitney School of Nursing the authorization to release information related to clinical policies (health records, screenings, CPR, etc.) to clinical agencies as applicable.</p> <p>Educational Records Release Form</p> <p>The Educational Records Release Form, 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>Photo Release Form</p> <p>The Photo Release Form, 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>Communication System <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 (to be submitted 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>UW Email</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"> You can access your UW email through the Email icon located on your WyoWeb home page. Students are expected to check their UW email on a daily basis in order to stay current with University/School of Nursing-related communications. Students have the responsibility to recognize that certain communications may be time-critical. 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. 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. <p>WyoWeb – Contact Information</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>Cell Phone Number</p> <p>All students are asked to provide their cell phone number to the FWWSO.</p> <ul style="list-style-type: none"> 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>). Please keep your cell phone number current at all times with the FWWSO.

Policies & Requirements Associated with the Professional Appearance Policy and Nursing Equipment

Item	Directions
<p>Nursing Nametag and Badge Holder</p> <p><i>Obtain by... January 27, 2020</i></p> <p><i>To be worn at orientations, skills labs, simulation experiences, & clinical settings.</i></p>	<ul style="list-style-type: none"> Students who are progressing or being admitted 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. Everyone will receive a FWWSO retractable badge holder at orientation on January 27 to clip your ID onto for wearing your nursing nametag. Our office will provide a final list of the sophomore class to the WyoOne ID Office. This lets them know who is eligible to obtain one. WyoOne ID Office Information Technology Building, Room 167 (307) 766-5268; idooffice@uwyo.edu Associated cost is \$8.00 for the badge and \$1.00 for the black plastic ID badge holder.

Professional Appearance Policy and Nursing Equipment (continued)

Item	Directions
<p>Nursing Equipment</p> <p><i>Obtain by...</i> February 3, 2020</p>	<p>You will be required to have the following nursing equipment:</p> <ul style="list-style-type: none"> • Wrist Watch – <i>need to be able to count seconds</i> • Penlight • Stethoscope - <i>double-headed **</i> <ul style="list-style-type: none"> ○ A favorite choice is the Littmann Classic II S.E. (<i>very nice quality, but not excessive</i>) or anything comparable. ○ You will pay more for a higher quality stethoscope. Sounds can be heard better with a higher quality stethoscope. • Pocket Pal, bandage scissors, and forceps ** <p>** (can choose to order online with Uniform through Pinebeach – FWWSO online uniform ordering website <u>OR</u> can obtain elsewhere)</p>
<p>Nursing Uniform</p> <p><i>Place order upon progression/admission notification in order to obtain by...</i> February 10, 2020</p>	<p>Basic BSN students are held to the Professional Appearance Policy found in the Basic BSN Student Handbook 2019-2020 – Freshman/Non-Freshman Admission to the Nursing Major (section 6) located on the Handbooks page on the nursing website.</p> <p>DESCRIPTION</p> <p>The uniform consists of black pants, black top and khaki warm-up jacket. The top and warm-up jacket will have the FWWSO logo embroidered on them. All-black clinical shoes are required (no open-toes and no crocs!).</p> <p>All uniforms (pants, tops, and warm-up jacket) must be brand new (not used) and ordered through the website noted below. 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>ORDERING</p> <p>All uniforms must be ordered online through the website set up specifically for the FWWSO through Pinebeach located in Laramie.</p> <ul style="list-style-type: none"> • You will be working in our Clinical Simulation Center (CSC)/Skills Lab this spring. • Recommend purchasing two uniforms so that you always have a clean one available. • In order to ensure proper sizing, we encourage you to stop by their store to see about trying on items. • To place your uniform order through Pinebeach, access the FWWSO online uniform ordering site at http://faywhitney.pinebeachink.com. <ul style="list-style-type: none"> ○ All orders ship free freight ‘In Store Pick Up’ to the store in Laramie. ○ Items shipped directly to the store so that the tops/jackets may have the FWWSO logo placed on them. ○ It will take about 2 weeks for uniforms to arrive after you order. ○ It is highly recommended that you order the uniforms as soon as possible so that you have them before the February 10 deadline. • If questions arise concerning your order, please contact Pinebeach at (307) 742-3138. Pinebeach is located at 309 S. 2nd St., Laramie, WY. <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>PRICING</p> <p>Please refer to the FWWSO online uniform ordering website for pricing information as prices may vary depending on what you order as some items have different style choices.</p>

Policies & Requirements Associated with the Basic BSN Policy Packet

Item	Directions
<p>Basic BSN Policy Packet</p> <p><i>Submit completed packet as noted to FWWSO by... February 14, 2020</i></p> <p>Documents will be reviewed by FWWSO for accuracy and compliance of our Basic BSN Policies & Requirements.</p> <p>Your Basic BSN Policy Packet will be returned to you prior to the end of the fall senior semester for you to maintain.</p> <p>It is your responsibility to deliver copies of those documents to any clinical placement that requests them of you; this is especially true for the Senior Capstone Practicum.</p> <p>All requirements are ongoing and need to be kept current and completed as outlined in this informational packet in order to be in compliance for the program!</p>	<p>It is required for all Basic BSN students to compile a Basic BSN Policy Packet of their records as part of progression/admission to the clinical component of the program as well as for clinical/skills activities (e.g. <i>skills check-offs, simulation, clinical in an agency</i>). The packet consists of a pocket folder with your name identified on upper right corner of front cover. Please don't place documents in page protectors. Simply place documents in folder pocket.</p> <hr/> <p>Sophomore – Spring Semester</p> <p>Items that will be added to your Basic BSN Policy Packet now for submission to FWWSO by February 14, 2020 include:</p> <p>Place a copy or originals of all of the items listed below into your packet for submission to and verification by the FWWSO Basic BSN Office (335 Health Sciences):</p> <ul style="list-style-type: none"> • Documentation of health records (immunizations/screenings) (<i>see pages 7-10</i>) <ul style="list-style-type: none"> ○ Adult Tetanus, Diphtheria, Pertussis (Tdap) ○ MMR (<i>Measles, Mumps, & Rubella</i>) ○ Varicella (<i>Chickenpox</i>) ○ Hepatitis B (<i>documented vaccination series & titer</i>) <hr/> <p>Junior – Fall Semester</p> <p>Additional items that will be added to your Basic BSN Policy Packet by August 1, 2020 in preparation of the fall junior semester include:</p> <ul style="list-style-type: none"> • Documentation of health records (immunizations/screenings) (<i>see pages 7 & 11</i>) <ul style="list-style-type: none"> ○ Tuberculin Skin Testing (TST) (<i>a.k.a. TB or PPD</i>) • American Heart Association BLS CPR card (<i>photocopy of eCard or hard copy issued card</i>) (<i>see page 12</i>) <hr/> <p>Additional items that will be added to your Basic BSN Policy Packet during the fall 2020 junior semester as noted below include:</p> <ul style="list-style-type: none"> • Color Blindness Screening results (<i>conducted by FWWSO in the fall</i>) (<i>see page 12</i>) • Drug Screening results (<i>done in the fall as directed by FWWSO</i>) (<i>see page 12</i>) • Flu Vaccination (Seasonal) records (<i>done in the fall with documentation required to be submitted to FWWSO by the last Monday of October - October 26, 2020</i>) (<i>see page 12</i>) <hr/> <p>Senior – Fall Semester</p> <p>Additional items that will be added to your Basic BSN Policy Packet by July 1, 2021 in preparation of the fall senior semester include:</p> <ul style="list-style-type: none"> • Documentation of health records (immunizations/screenings) (<i>see pages 7 & 11</i>) <ul style="list-style-type: none"> ○ Tuberculin Skin Testing (TST) (<i>a.k.a. TB or PPD</i>) <hr/> <p>Additional items that will be added to your Basic BSN Policy Packet during the fall 2021 senior semester as noted below include:</p> <ul style="list-style-type: none"> • Flu Vaccination (Seasonal) records (<i>done in the fall with documentation required to be submitted to FWWSO by the last Monday of October - October 25, 2021</i>) (<i>see page 12</i>) <hr/> <p>Additional items that are recommended/suggested to be gathered to add to your Basic BSN Policy Packet once returned to you by the FWWSO include:</p> <ul style="list-style-type: none"> • Viewpoint Screening Background Check results (<i>please don't add to packet when submitting to FWWSO; add after it is returned in senior year</i>), resume, recommendation letters, etc. that may help as you prepare for your nursing career.

Basic BSN Policy Packet *(continued)*

Item	Directions
<p>Health Records <i>(Immunizations/Screenings)</i></p> <p><i>These items must be documented for inclusion in your Basic BSN Policy Packet. Requirements noted for Spring 2020 must be submitted in your packet to FWWSO by... February 14, 2020</i></p> <p>Sources: CDC and State of Wyoming Requirements for Health Care Personnel</p>	<p>The following immunizations/screenings are required as part of your progression/admission into the clinical component of the program for Basic BSN.</p> <p>To be completed for submission in Spring 2020 (February 14, 2020)...</p> <ul style="list-style-type: none"> • Adult Tetanus, Diphtheria, Pertussis (Tdap) • MMR (<i>Measles, Mumps, & Rubella</i>) • Varicella (<i>Chickenpox</i>) • Hepatitis B (<i>documented vaccination – 3-dose series & titer</i>) <p>To be completed for submission in Summer 2020 (August 1, 2020) & Summer 2021 (July 1, 2021)...</p> <ul style="list-style-type: none"> • Tuberculin Skin Testing (TST) (<i>a.k.a. TB or PPD</i>) <p>To comply with the Basic BSN Policies & Requirements, records must not expire within an academic year; students must have coverage through entire academic year (fall and spring semesters – August 1-May 31). In some cases the coverage may be for the entire clinical component of the program.</p> <p>Read the following carefully as this explains all of the health records required by the School of Nursing as well as timelines for completion. Share information with healthcare provider as you must follow directions specified for each requirement in order to comply with the Basic BSN policies and not jeopardize your ability to attend/participate in clinical/skills activities (e.g. skills check-offs, simulation, clinical in an agency), which may jeopardize progression in the program.</p> <p>Provide official documentation/records from healthcare provider(s) that reflect completion of all specified immunizations/screenings meeting our expectations and timelines as identified below.</p> <p>Regarding timing as to when you should start certain requirements, please adhere to the following guidelines to improve ability of meeting deadline. These may be obtained through UW Student Health or your own healthcare provider (<i>associated cost may vary</i>).</p>
<p>Adult Tetanus, Diphtheria, Pertussis (Tdap)</p> <p><u>Timeframe in which to have had administered:</u></p> <p>June 1, 2012 – February 14, 2020</p> <p><i>Must be kept current throughout program.</i></p>	<p>FWWSO Policy:</p> <ol style="list-style-type: none"> 1. Documentation of one Tdap dose. <ul style="list-style-type: none"> • To meet the Basic BSN policy requirement and to cover you through completion of the program (May 2022), Tdap cannot have been administered prior to June 1, 2012. • If you have had a Tdap administered previously and it was prior to June 1, 2012, you are required to have a new one administered to be in compliance for the program. 2. Tdap required even if Td is current within 10 year period. <ul style="list-style-type: none"> • Tdap should replace a single dose of Td for adults aged 19-64 years who have not received a dose of Tdap previously. • Boost with Td every 10 years. <p><i>(Provide documentation that identifies date administered for a Tdap vaccination not received prior to <u>June 1, 2012</u>. Evidence of a one-time Tdap vaccine administration is required for all incoming students.)</i></p>

Basic BSN Policy Packet *(continued)*

Item	Directions
<p>MMR <i>(Measles, Mumps, & Rubella)</i></p> <p>If doing titers in lieu of documentation of vaccination series, have blood drawn NOW in the event that additional vaccinations may be needed.</p>	<p>FWWSON Policy:</p> <ol style="list-style-type: none"> Documentation of two MMR vaccinations with a minimum of four weeks between doses (administered after age twelve months). <i>(Provide documentation that identifies dates administered for the 2 doses of MMR vaccination received.)</i> <p><u>OR</u></p> <ol style="list-style-type: none"> Laboratory (titers) documentation of immunity for Rubella, Rubeola, and Mumps. <ul style="list-style-type: none"> If any of these titer results are negative or equivocal the appropriate vaccination (MMR) must be administered as noted below. <ul style="list-style-type: none"> If vaccinations are needed, WAIT until other requirements are complete before administering, as some screenings cannot be done within a month of these vaccinations. MMR – two administrations of the vaccine required; must be completed 1 month apart. <p><i>(Provide documentation that identifies date of titer and titer results for Rubella, Rubeola, and Mumps. If titers were done and if any results were negative or equivocal, also provide documentation that identifies dates administered for the new 2 dose MMR vaccination series.)</i></p>
<p>Varicella <i>(Chickenpox)</i></p> <p>NOTE: <i>Documentation of disease by a healthcare provider as proof of immunity will not be accepted by the FWWSO.</i></p> <p>If doing titers in lieu of documentation of vaccination series, have blood drawn NOW in the event that additional vaccinations may be needed.</p>	<p>FWWSON Policy:</p> <ol style="list-style-type: none"> Documentation of two doses of Varicella vaccine with a minimum of four weeks between doses. <i>(Provide documentation that identifies dates administered for the 2 doses of Varicella vaccination received.)</i> <p><u>OR</u></p> <ol style="list-style-type: none"> Laboratory (titer) documentation of immunity for Varicella. <ul style="list-style-type: none"> If titer result is negative or equivocal the appropriate vaccination (Varicella) must be administered as noted below. <ul style="list-style-type: none"> If vaccinations are needed, WAIT until other requirements are complete before administering, as some screenings cannot be done within a month of these vaccinations. Varicella – two administrations of the vaccine required; must be completed 1 month apart. <p><i>(Provide documentation that identifies date of titer and titer results for Varicella. If titer was done and if results were negative or equivocal also provide documentation that identifies dates administered for the new 2 dose Varicella vaccination series.)</i></p>
<p>Hepatitis B</p> <p>If previously immunized and have documentation of 3-dose vaccination series, have blood drawn NOW in the event that additional vaccinations may be needed dependent on titer results.</p> <p>If not previously immunized and/or previously started but did not finish 3-dose series, see #2 on next page for further guidance.</p>	<p>FWWSON Policy:</p> <ol style="list-style-type: none"> Those who have been previously immunized <i>(had complete 3-dose series – need documentation)</i>...Laboratory (titer) documentation of immunity required for Hepatitis B (anti-HBs level of ≥ 10 mIU/mL). <i>(Provide documentation that identifies dates administered for the 3-dose series along with lab records that identifies date of titer and titer results for Hepatitis B.)</i> <p><u>NOTE:</u></p> <p>Those who do not have documentation of serologic immunity <i>(non-positive titer result)</i>, proceed as follows...</p> <ul style="list-style-type: none"> Administer 1 dose of Hepatitis B vaccine. Perform post-vaccination serologic testing for immunity in 1-2 months. <ul style="list-style-type: none"> If anti-HBs is ≥ 10 mIU/mL (positive), you are finished. If anti-HBs is < 10 mIU/mL (negative), complete second series of Hepatitis B vaccine (doses 2 and 3). <ul style="list-style-type: none"> Perform post-vaccination serologic testing for immunity 1-2 months following 3rd dose. <p style="text-align: right;"><i>Continued on next page...</i></p>

Basic BSN Policy Packet *(continued)*

Item	Directions
	<p><i>Continued from previous page...</i></p> <ul style="list-style-type: none"> If serologic testing remains negative, you are considered a “non-responder” and counseled regarding precautions to prevent HBV infection and the need to obtain HBIG prophylaxis for any known or probable parenteral exposure. <p><i>(Provide documentation that identifies dates administered for the original 3-dose series as well as lab records that identifies date of titer and titer results for Hepatitis B along with documentation of new dose/series and subsequent lab record(s) as identified above. Submit documentation as each step is complete.)</i></p> <p><u>OR</u></p> <p>2. Those who have not been previously immunized must complete the 3-dose series of Hepatitis B vaccine before having serologic testing completed. <i>(This also includes those who previously started the series but didn't receive all 3 doses. Continue from that point to complete remaining doses in the series before testing.)</i></p> <ul style="list-style-type: none"> Required to have a 3-dose series of Hepatitis B vaccine at 0, 1, and 6 months followed by serologic testing for immunity 1-2 months following dose #3. If anti-HBs is less than 10 mIU/mL (negative), follow steps identified in NOTE above within option 1. Start series NOW as documentation of the first two doses is required by the noted deadline. <p><i>(Provide documentation that identifies dates administered for minimum of first 2 doses of 3-dose series of Hepatitis B vaccination received.)</i></p> <p><i>(Submit documentation of 3rd dose from healthcare provider to FWWSO upon completion followed by documentation of titer results completed 1-2 months after 3rd dose of Hepatitis B series to finalize record.)</i></p> <p><u>See Diagram on Next Page</u></p> <p style="text-align: right;"><i>Continued on next page...</i></p>

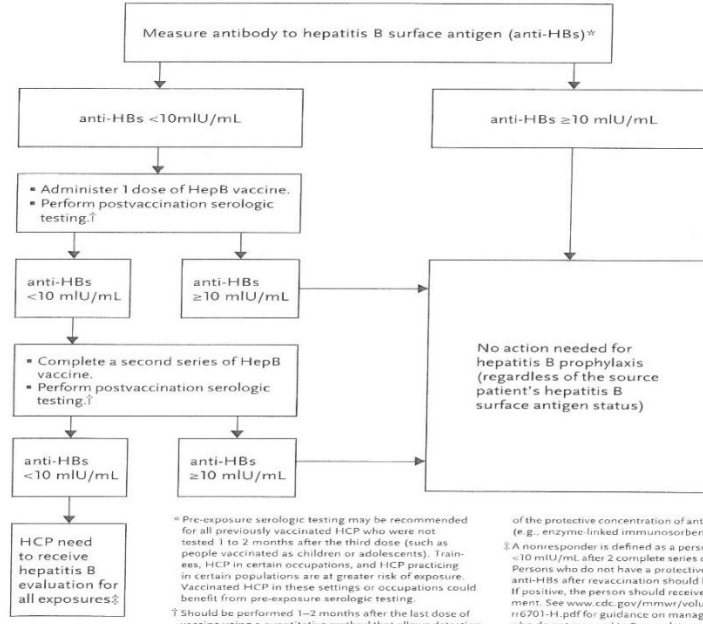
Basic BSN Policy Packet (continued)

Item	Directions
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Pre-exposure Management for Healthcare Personnel with a Documented Hepatitis B Vaccine Series Who Have Not Had Post-vaccination Serologic Testing

Healthcare personnel (HCP) with documentation of a complete series of HepB vaccine but no documentation of anti-HBs ≥ 10 mIU/mL who are at risk for occupational blood or body fluid exposure might undergo anti-HBs testing upon hire or matriculation. The algorithm below will assist in the management of these people. It was adapted from CDC. Prevention of Hepatitis B Virus Infection in the United States: Recommendations of the Advisory Committee on Immunization Practices, *MMWR* 2018; 67 (RR-1), available at www.cdc.gov/mmwr/volumes/67/rr/pdfs/rr6701-H.pdf.



Saint Paul, Minnesota • 651-647-9009 • www.immunize.org • www.vaccineinformation.org
 www.immunize.org/catg.d/p2108.pdf • Item #P2108 (5/18)

OR

- An alternative for those who have **not been previously immunized** is the Hepatitis B vaccine with a novel adjuvant (HepB-CpG) administered as a 2-dose series (0, 1 month) for use in persons aged ≥ 18 years.
 - The 2-dose HepB vaccine series only applies when both doses in the series consist of HepB-CpG. Series consisting of a combination of 1 dose of HepB-CpG and a vaccine from a different manufacturer should consist of 3 total vaccine doses and should adhere to the 3-dose schedule minimum intervals of 4 weeks between dose 1 and 2, 8 weeks between dose 2 and 3, and 16 weeks between dose 1 and 3. Doses administered at less than the minimum interval should be repeated. However, a series containing 2 doses of HepB-CpG administered at least 4 weeks apart is valid, even if the patient received a single earlier dose from another manufacturer.
 - Serologic testing for immunity 1-2 months after the final dose. If anti-HBs is less than 10 mIU/mL (negative) vaccination is repeated. Revaccination may consist of administration of a second complete HepB vaccine series followed by anti-HBs testing 1-2 months after the final dose. Alternatively, revaccination may consist of administration of an additional single HepB vaccine dose followed by anti-HBs testing 1-2 months later (and, if anti-HBs remains < 10 mIU/mL, completion of the second HepB vaccine series followed again by anti-HBs testing 1-2 months after the final dose). If serologic testing remains negative, you are considered a “non-responder” and counseled regarding precautions to prevent HBV infection and the need to obtain HBIG prophylaxis for any known or probable parenteral exposure.

(US Department of Health and Human Services/Centers for Disease Control and Prevention. *MMWR* / April 20, 2018 / Vol. 67 / No. 15 / pp. 455-457.)

Basic BSN Policy Packet *(continued)*

Item	Directions
<p>Tuberculin Skin Testing (TST) <i>(a.k.a. TB or PPD)</i></p> <p><u>OR</u></p> <p>Interferon Gamma Release Assay (IGRA) <i>(a blood test that may be used in place of both the 2-Step and annual TST)</i></p> <p><u>Summer 2020 for Junior Year – When to Start:</u></p> <p>Earliest:June 1, 2020</p> <p>Latest to have TST #1 of 2-step series administered: early July</p> <p><u>Summer 2021 for Senior Year – When to Start:</u></p> <p>Earliest:June 1, 2021 <i>Should only need to have a 1-Step TST administered for senior year as long as previous year was completed no more than a year prior to current screening; otherwise another 2-Step TST would be required.</i></p> <p><i>Do not start prior to June 1 of the current year because you need to be cleared for the full academic year (fall and spring semesters – August 1-May 31).</i></p>	<p>FWWSON Policy:</p> <p>1. Two-step TST or IGRA for all incoming students who have no history of previous TST. Annual testing thereafter. <i>(Note: a two-step would also be required if previous screening was performed more than a year prior to the current year’s screening.)</i></p> <p>Complete <u>one</u> of the following:</p> <ul style="list-style-type: none"> • 2-Step TST <ul style="list-style-type: none"> ○ TST #1 is administered; read 48-72 hours later. ○ Wait 1 week before administering TST #2. ○ TST #2 is administered; read 48-72 hours later. <p><i>(Provide documentation that identifies date administered, date read, and results for each of the 2-steps.)</i></p> <ul style="list-style-type: none"> • IGRA <ul style="list-style-type: none"> ○ Blood is drawn and tested. <p><i>(Provide documentation that identifies date of blood test and results.)</i></p> <p><u>OR</u></p> <p>2. One-step TST or IGRA for all incoming students who have documentation (history) of previous TST from preceding year. Screenings cannot be more than a year apart. Annual testing thereafter.</p> <p>Complete <u>one</u> of the following:</p> <ul style="list-style-type: none"> • Annual 1-Step TST <ul style="list-style-type: none"> ○ Annual TST is administered; read 48-72 hours later. ○ Provide documentation of 2 consecutive annual 1-Step TST (<i>current year and previous year that was completed no more than a year prior to current screening</i>) with most recent administered no earlier than June 1 of current year. <p><i>(Provide documentation that identifies date administered, date read, and results for 2 consecutive annual 1-steps.)</i></p> <ul style="list-style-type: none"> • IGRA <ul style="list-style-type: none"> ○ Blood is drawn and tested. <p><i>(Provide documentation that identifies date of blood test and results.)</i></p> <p><u>OR</u></p> <p>3. Anyone with a positive or history of a positive TST is required to submit medical records showing the results of their last Chest X-Ray along with documentation of past positive TST history.</p> <ul style="list-style-type: none"> • If last Chest X-Ray was completed prior to June 1 of the current year, a TB Update Form (<i>obtained from Student Forms page on FWWSOON website</i>) will need to be filled out by the student’s healthcare provider. • A TB Update Form (<i>obtained from Student Forms page on FWWSOON website</i>) that will be filled out by the student’s healthcare provider will be required annually thereafter. • Not required to have a Chest X-Ray again unless symptomatic. <p><i>(Provide documentation that identifies date and results of last Chest X-Ray along with documentation that identifies date administered, date read, and results of past positive TST history. Also provide TB Update Form if applicable as noted above.)</i></p>

Basic BSN Policy Packet *(continued)*

Item	Directions
<p>CPR Certification</p> <p><i>Provide documentation of correct certification by... August 1, 2020</i></p> <p>When to Start:</p> <p>Earliest: June 1, 2020</p> <p>Latest: in time to have eCard or hard copy issued card to meet August 1, 2020 deadline.</p>	<ul style="list-style-type: none"> • Your CPR card MUST be the “Basic Life Support Provider” (BLS) card through American Heart Association (AHA). No other CPR cards are accepted. <ul style="list-style-type: none"> ○ <i>As you explore course options, please note that the course offered online through CPR Heart Center is not an acceptable course. Their curriculum is based upon AHA, but they are not AHA nor are they issuing an AHA card.</i> • Your current certification must carry you through the entire junior and senior academic years (two years – August 1, 2020-May 31, 2022). <ul style="list-style-type: none"> ○ <i>All students are expected to certify/re-certify CPR summer 2020 within the specified timeframe.</i> ○ <i>Provide documentation of certification meeting specified timeframe/coverage by providing a copy of CPR card (eCard verification or hard copy issued card) for inclusion in Basic BSN Policy packet by specified deadline.</i> • It is important to sign up early for classes to obtain your certification and CPR card in time to meet specified deadline. • Where do you find classes? Check out the American Heart Association website for potential suggestions. <ul style="list-style-type: none"> ○ <i>There is the potential of doing part of the course online through AHA, but you still need to connect with an AHA instructor to complete the hands on portion and fully complete the course to obtain your certification.</i>
<p>Color Blindness Screening</p> <p><i>Screening – TBA (Fall Junior Semester)</i></p>	<p>Students will be screened for Color Blindness by faculty of the School of Nursing in the beginning weeks of the fall junior semester of the program. Results of this screening is required by some clinical sites. Your screening results will be placed in your Basic BSN Policy Packet.</p>
<p>Drug Screening</p> <p><i>Screening – TBA (Fall Junior Semester)</i></p>	<p>Drug screening is required by clinical sites. Students will be directed by the School of Nursing in the beginning weeks of the fall junior semester of the program as to when/where screening will be conducted. Students will incur charges for this screening and will be notified of such at that time. Your screening results will be placed in your Basic BSN Policy Packet.</p>
<p>Flu Vaccination (Seasonal)</p> <p><i>Obtained each fall (Junior/Senior years) with documentation due by last Monday of October</i></p> <p><i>Fall Junior Semester: due by October 26, 2020</i></p> <p><i>Fall Senior Semester: due by October 25, 2021</i></p>	<p>An annual flu vaccination (seasonal) is required of all students with documentation to be submitted to the FWWSO by last Monday of October each fall semester.</p> <ul style="list-style-type: none"> • Students typically receive their vaccination in the fall during annually held flu clinics. <p>Provide a copy of records documenting receipt of annual flu vaccination for inclusion in your Basic BSN Policy Packet for clinical placements.</p> <ul style="list-style-type: none"> • Reminders regarding this requirement will be emailed to students in the fall when it is time to have this done.

Miscellaneous Policies & Requirements

Item	Directions
<p>Basic BSN Program of Study</p> <p><i>Accessible through Nursing website</i></p>	<p>Students who are progressing or being admitted into the Basic BSN Clinical Component of the program will continue to follow the curriculum as outlined in the Basic BSN Program of Study located on the Basic BSN page on the nursing website.</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>Basic BSN Student Handbook</p> <p><i>Accessible through Nursing website to download and/or access electronically</i></p> <p>Handbook Review Attestation Form</p> <p><i>Non-Freshman Admits: Print, complete, and scan attestation form and attach to email to shoefelt@uwyo.edu by... January 31, 2020 (Subject: Basic BSN Handbook Review Attestation).</i></p> <p><i>Save as .pdf file and name file as shown below using your own name...</i></p> <p>LastFirst_Handbook_2019-20.pdf</p>	<p>Basic BSN Student Handbook</p> <p>Students who are progressing or being admitted into the Basic BSN Clinical Component of the program are responsible for knowing and abiding to policies/information included in the program student handbook, Basic BSN Student Handbook 2019-2020 – Freshman/Non-Freshman Admission to the Nursing Major located on the Handbooks page on the nursing website. This handbook is applicable to all Basic BSN students.</p> <p>Please note that some of the policies (<i>e.g. orientations, health records, uniform</i>) identified in Section 6 of the handbook are expectations associated with progression/admission to the Basic BSN Clinical Component 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.</p> <p>Handbook Review Attestation Form</p> <p>Students who are being admitted into the Basic BSN Clinical Component of the program through Non-Freshman Admission need to review/read the handbook as identified within the Handbook Review Attestation Form-- Basic BSN, located on the Student Forms page on the nursing website. To be in compliance for this expectation, complete and submit form by deadline as noted via email.</p> <p>Students who are progressing into the Basic BSN Clinical Component of the program through Freshman Admission will have already completed the Handbook Review Attestation Form at the start of the fall 2019 semester. Therefore, this form does not need to be completed again for the 2019-2020 Basic BSN Student Handbook.</p> <p>As the student handbook is updated each academic year, all Basic BSN students will be notified and expected to complete a new Handbook Review Attestation Form as directed by the Basic BSN office.</p>
<p>Basic BSN Program Scholastic Requirements</p> <p><i>Accessible through Basic BSN Student Handbook</i></p>	<p>Students who are progressing or being admitted into the Basic BSN Clinical Component of the program are expected to follow and abide by the Basic BSN Program Scholastic Requirements. This policy identifies minimum grade and Nursing GPA (NGPA) requirements needed for continual progression through the program.</p> <p>The Basic BSN Program Scholastic Requirements are located in Section 6 of the program student handbook, Basic BSN Student Handbook 2019-2020 – Freshman/Non-Freshman Admission to the Nursing Major located on the Handbooks page on the nursing website.</p>
<p>Photo</p> <p><i>FYI</i></p>	<p>Photo</p> <p>The FWWSO will access and copy your photo on record located in your WyoWeb records.</p> <p>Where are we using your photo?</p> <p>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.</p> <p>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.</p>

Miscellaneous Policies & Requirements (*continued*)

Item	Directions
<p>Registration in Nursing Courses</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>NOTE: Students admitted through Non-Freshman Admission will have access to register for the required spring courses once their major has been switched to Basic BSN (NURS). Refer to Basic BSN Program of Study (<i>see section above</i>) for listing of required courses. We will request major changes through the Registrar's Office following the deadline for receipt of the Basic BSN Confirmation Response.</p> <p>Contact Debbie Shoefelt (shoefelt@uwyo.edu or 307-766-4292) if you have any problems/questions with your registration.</p>
<p>Fees</p> <p><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 UW Fee Book each year.</p>
<p>Nursing Course Syllabi</p> <p><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>Textbooks</p> <p><i>Purchase by... January 27</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"> • The actual textbooks can be new or used; however, be sure that you are purchasing the newest editions. • Study guides/lab manuals - you must <u>purchase new</u> (not used copies). Otherwise, you will be missing key pages. • Textbooks <u>should not be rented</u> because most will be used throughout the program. • Highly recommended that you don't sell back nursing textbooks. Textbooks tend to be used throughout the program and are a good resource for NCLEX preparation. <p>If you have questions regarding ordering through the University Store, call (307) 766-3264.</p>

Miscellaneous Policies & Requirements *(continued)*

Item	Directions
<p>Nursing Orientations</p> <p><i>Attendance is Mandatory!</i></p> <p><i>Wear nursing nametag – see section below</i></p>	<p>Sophomore – Spring Semester</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"> <p>NURS 3435 Orientation</p> <p><u>Date:</u> Monday, January 27, 2020</p> <p><u>Location:</u> Health Sciences 364</p> <p><u>Time:</u> 10:00am – 10:50am</p> <p>Nursing Program Orientation</p> <p><u>Date:</u> Monday, January 27, 2020</p> <p><u>Location:</u> HS 105</p> <p><u>Time:</u> 1:00pm - 5:00pm</p> <p>Junior – Fall Semester</p> <p>Attendance at the following orientation is required of all students as part of their progression into the junior year of the Clinical Component for Basic BSN.</p> <ul style="list-style-type: none"> <p>Nursing Program and NURS 3695 Orientation</p> <p><u>Date:</u> Tuesday, August 25, 2020</p> <p><u>Location:</u> Health Sciences 364</p> <p><u>Time:</u> 8:00am – 4:00pm</p>
<p>Nightingale Honor Ceremony</p> <p><i>Attendance is Mandatory!</i></p> <p><i>Must come in professional dress - no jeans, no shorts, no t-shirts etc.</i></p>	<p>Junior – Fall Semester</p> <p>Attendance at the Nightingale Honor Ceremony is required of all students as part of their progression into the junior year of the Clinical Component for Basic BSN. You are encouraged to invite family/special friends.</p> <ul style="list-style-type: none"> <p>Nightingale Honor Ceremony (Official Introduction into Professional Nursing)</p> <p><u>Date:</u> Wednesday, September 4, 2019</p> <p><u>Location:</u> Arts & Sciences Auditorium</p> <p><u>Time:</u> 3:00pm – 5:00pm</p> <p><i>(Reception to follow ceremony)</i></p>
<p>Professional Liability Insurance</p> <p><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>A student professional liability insurance fee of \$13 will be assessed on your UW tuition/fee bill each year as part of your progression through the clinical component (junior/senior years) of the Basic BSN Program for related clinical experiences. That fee is associated with your enrollment in NURS 3695 (fall junior semester) and NURS 4695 (fall senior semester) and covers you in the CHS malpractice policy.</p>
<p>Transportation Expectations</p> <p><i>FYI</i></p>	<p>Students 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. The capstone practicum experience during spring of the senior year will require students to live in locations away from campus.</p>
<p>Clinical Course Expectations</p> <p><i>FYI</i></p>	<p>Students are required to keep all day Tuesdays/Thursdays open for clinical courses (<i>Junior/Senior years</i>).</p>