WEST LIBERTY UNIVERSITY

RN-BSN HANDBOOK

Information and Policies
2023-2024

WEST LIBERTY UNIVERSITY

Department of Health Sciences
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West Liberty, WV 26074

Nursing Program
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August 2023

RN Students:

The faculty at West Liberty University would like to welcome you to our RN-BSN completion program. Congratulations on your decision to extend your education to include a Bachelor of Science Degree in Nursing. We are committed to your completion of this goal.

We acknowledge that you are adult learners that bring with you real life nursing, personal, and professional experience. This curriculum builds on prior nursing and life experiences and challenges you to extend your perspective in a variety of nursing settings and situations. You are asked to come into the program with an open mind and a willingness to develop in the professional nursing roles of provider of care, designer/manager/coordinator of care, and member of the profession.

The Student Handbook contains information for your orientation and assistance throughout the nursing program. This handbook will be available as a hard-copy or by on-line access. Additional information regarding the rules and regulations for all students can be found in the most recent issue of the University Student Handbook (on-line) and the West Liberty Catalog, 2023-2024.

The policies and practices listed in this Handbook are subject to change. If there are changes that effect the 2023-2024 academic year, insofar as possible, these will be announced by email or other means of publication.

We encourage you keep open communications with your advisor and professors in order to maximize the resources available to you. Good luck with accomplishing your new goal.

Nursing Faculty

WEST LIBERTY NURSING PROGRAM
RN-BSN HANDBOOK

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INTRODUCTION

The Nursing Program Student Handbook is designed to familiarize the student with the information and specific policies that are pertinent to the Nursing Program.

HISTORY OF THE NURSING PROGRAM

West Liberty University is an accredited, coeducational, multipurpose institution with an enrollment of approximately 2600 students. The University campus stretches over a wide hilltop, covering 298 acres in the northern panhandle of West Virginia. This location provides relative seclusion for study and contemplation but is within commuting distance of three metropolitan centers: Pittsburgh (PA), Steubenville (OH), and Wheeling, (WV).

The Nursing Program became a part of West Liberty University in the early 1970s with the establishment of an associate degree program in nursing. After only two years, the institution was mandated by the Board of Regents (WV) to transfer this program to the newly created community college, West Virginia Northern Community College (WVNCC) located in Wheeling, which is 12 miles south of West Liberty. In an effort to service the continuing educational needs of registered nurses, West Liberty initiated an RN completion program in 1976.

During the early 1980s the Administration of the West Liberty began giving consideration to offering a baccalaureate degree program in nursing for basic students (non-RNs). It was during the mid-1980s that discussions were held between Ohio Valley Medical Center (OVMC), Wheeling, and West Liberty University concerning the closure of the Ohio Valley General Hospital School of Nursing and the opening of a basic baccalaureate program in nursing at West Liberty. The West Virginia Board of Regents approved the new BSN program in spring, 1988 with implementation in fall 1988. In 1992 the first class completed the new baccalaureate nursing program at West Liberty University and fifteen students, including one RN, graduated. In May 2009, West Liberty State College was invested as West Liberty University. The baccalaureate degree program at West Liberty University is accredited by the Commission on Collegiate Nursing, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

NURSING VISION

The vision of the West Liberty Nursing Faculty is to be a state and regional leader in providing excellence in professional nursing education.

UNIVERSITY MISSION STATEMENT

To provide our students the opportunity for a high-quality undergraduate, graduate, and professional education.

Core Values: Opportunity, Caring, Professionalism, Excellence, Civic Engagement

NURSING MISSION STATEMENT

The mission of the nursing program is to provide excellence in nursing education which is congruent with the University's mission. Based on an integration of liberal arts and sciences, the nursing program develops the student to make safe clinical decisions in a collaborative and global healthcare environment.

The nursing graduate will be competent in providing safe, quality, patient-centered care. Care will be based on current evidence, utilizing information management and technologies. The professional nurse collaborates with the patient, the family, and the inter-professional healthcare team participates in quality improvement. The nurse assumes a variety of leadership roles including provider of care, coordinator of care, and member of the profession.

VALUES

The nursing faculty hold core values, consistent with those of the University, that permeate interactions with patients, students, colleagues, and other members of the academic and healthcare communities. The following values guide personal and professional behaviors in the academic as well as in the practice setting:

Caring is connecting to and being with another person. In the healthcare setting, caring is demonstrated by partnering with the patient to plan care based on the patient's values and needs and on current best evidence. In the academic setting caring is manifested by partnering with students and colleagues to develop a learning environment based on the values and needs of the learner and on current evidence and best practices. Caring creates the environment for actualizing the values of *altruism, autonomy, human dignity, integrity, and social justice.*

The faculty accept the following AACN (2008) definitions of professional values:

- *Altruism* is concern for the welfare and well-being of others. In professional practice, altruism is reflected by the nurse's concern and advocacy for the welfare of patients, other nurses, and healthcare providers.
- *Autonomy* is the right to self-determination. Professional practice reflects autonomy when the nurse respects patients' rights to make decisions about their health care.
- *Human Dignity* is respect for the inherent worth and uniqueness of individuals and populations. In professional practice, concern for human dignity is reflected when the nurse values and respects all patients and colleagues.
- *Integrity* is acting in accordance with an appropriate code of ethics and accepted standards of practice. Integrity is reflected in professional practice when the nurse is honest and provides care based on an ethical framework that is accepted within the profession.
- *Social Justice* is acting in accordance with fair treatment regardless of economic status, race, ethnicity, age, citizenship, disability, or sexual orientation.

RN-BSN OUTCOMES

The nursing curriculum is organized to reflect competencies contained in *The Essentials of* Baccalaureate *Education for Professional Nursing Practice* (AACN, 2008), the knowledge, skills, and attitudes articulated in *Quality and Safety Education for Nurses* (QSEN, 2007), and the standards set forth in the West Virginia *Nurse Practice Act* (2019). More specifically, graduates will be able to:

1. Provide safe, holistic, patient-centered care to promote wellness across the lifespan.

2. Synthesize current evidence and clinical reasoning in planning, implementing, and coordinating patient-centered care.

3. Collaborate with members of the interprofessional healthcare team to meet the needs of patients in a variety of health care settings.

4. Participate in quality improvement and safety processes as a nurse leader in a healthcare system.

5. Incorporate effective use of information and technology in nursing practice.

6. Demonstrate professional behaviors within the legal and ethical standards of nursing practice.

WEST LIBERTY UNIVERSITY
Quality and Safety Education for Nurses
(QSEN)

QSEN is a national movement to improve student nurses' knowledge, skills, and attitudes about quality and safety issues in healthcare. A consortium of nursing experts has identified six core quality and safety competencies that should be incorporated into nursing education. Below are the six competencies, the definitions, and various concepts within each competency.
You will see these competencies labeled on syllabi and assignments

Patient-Centered Care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

> **Concepts included:** Care coordination, healthcare literacy, delegation, disparities, diversity, patient advocacy, and patient/family education.

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

> **Concepts included:** Effective communication, delegation, shared accountability, conflict resolution, emotional intelligence, joint decision-making, inter-professional teams, civility, and handoff communication.

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

> **Concepts included:** Never events, core measures, sentinel events, benchmarks, internet resources and compare sites, QI processes, measurements, and tests of change.

Safety: Minimize risk of harm to patients and providers through both system effectiveness and individual performance.

> **Concepts included:** Effective handoff communication, workarounds, elements of safety, and safety culture.

Informatics: Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

> **Concepts included:** EMR, HER, PHR, technology safety features, technology decision-support mechanisms, security and confidentiality issues, online resources, simulation, and smart equipment.

Evidence Based Practice – Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

> **Concepts included:** Hierarchy of evidence, research, patient preferences, expert opinion, best practices, guidelines and standards

NURSING PROGRAM PROCESSES

Academic Rights

West Liberty University is an Equal Opportunity-Affirmative Action institution. In compliance with Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, and other applicable laws and regulations, the University provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sec, religion, age, national origin, or disability, as identified by law.

The University neither affiliates knowingly with, nor grants recognition to, an individual, group, organization having policies that discriminate of the basis of race, color, age, religion, sex, national origin, or disability, as defined by applicable laws and regulations.

Organizational Framework

The organizational framework illustration identifies the lines of communication in the Nursing Program and West Liberty University structure. Your Faculty advisor can assist you through this process.

STUDENT

↓

FACULTY

↓

PROGRAM DIRECTOR, NURSING

↓

DEAN, COLLEGE OF SCIENCES

↓

PROVOST

↓

PRESIDENT

STUDENT

FACULTY PERSON
(directly involved with
situation or concern)

*UNIVERSITY &
COMMUNITY
RESOURCES*

COORDINATOR, RN-BSN PROGRAM
(optional step)

PROGRAM DIRECTOR, NURSING
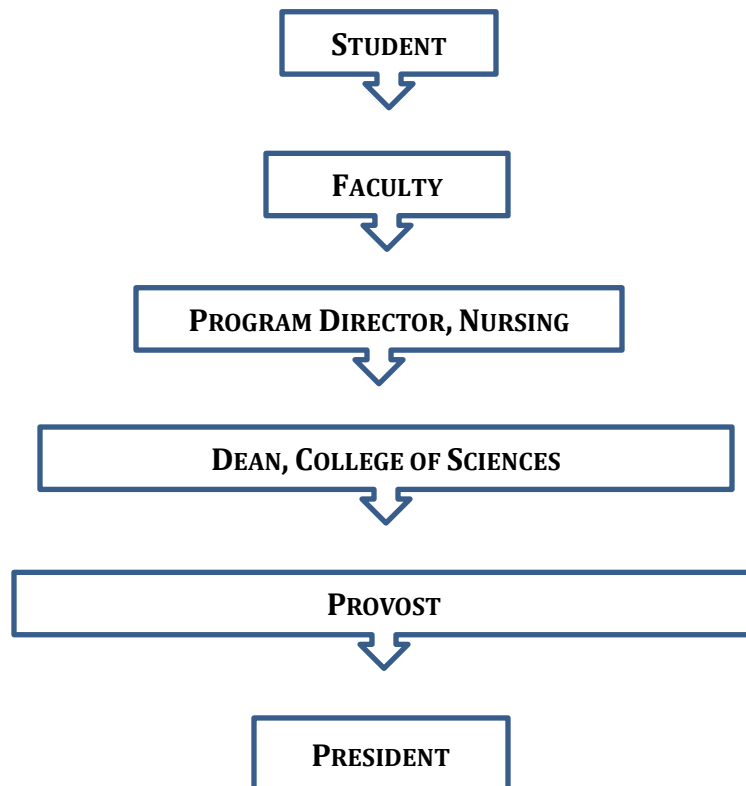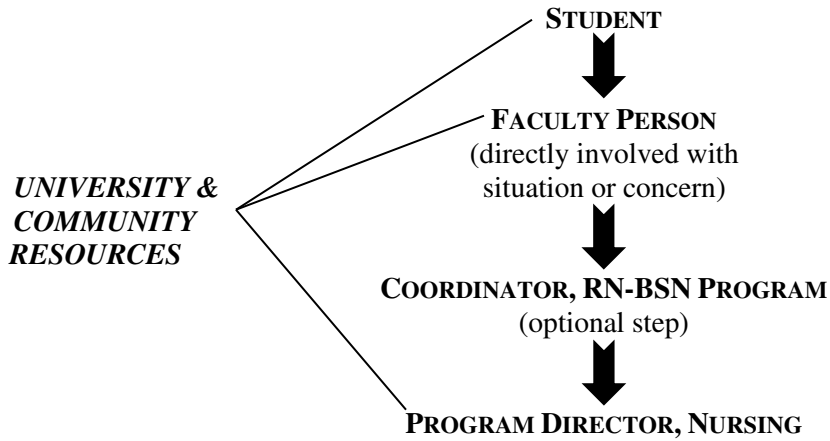
NOTE: Follow organizational framework for continuing communication if situation is unresolved.

Conflict Resolution

The purpose of conflict resolution is to mutually explore ways, in an assertive manner, to resolve a problem, misunderstanding, and/or a difference of opinion between two or more people. The goal is for each person to feel positive about the outcome.

Concerns are to be handled directly between the persons involved (student-student; student-faculty, etc.). If the concern cannot be resolved at this level, the lines of communication are to be followed to assist the person(s) in this method. No step in this process is to be skipped when resolving concerns or problems.

Formal conflict resolution (Grievance, Appeal process) can be found in the WLU Handbook. This may be accessed from the WLU web-page at westliberty.edu. The student may use the following sources to locate this information: www.westliberty.edu, students – current University Catalog, Catalog or Student Handbook, Academic Policies & Procedures.

Contact Information

Barbara Kulpa Department Chair	304-336-8319	Camp. Hall 354	**barbara.kulpa@westliberty.edu**
Margy Bowman	304-336-8845	Camp. Hall 358	**margy.bowman@westliberty.edu**
Margaret Boyce	304-336-8173	Camp. Hall 362	**margaret.boyce@westliberty.edu**
Jessica Davis	304-335-8324	Camp. Hall 364	jessica.davis@westliberty.edu
Megan Eickleberry	304-3367-5101	Camp. Hall 356	megan.eickleberry@westliberty.edu
Teresa Faykus	740-310-2395	Remote	**tfaykus@westliberty.edu**

ADMINISTRATIVE SUPPORT

Jackie Thrash	304-336-8108	Camp. Hall 351	**jacqueline.thrash@westliberty.edu**

OTHER IMPORTANT CONTACTS

West Liberty University   304-336-5000 or 866-WEST LIB
Learning & Student Development Center   304-336-8363
Health & Safety Office   304-336-8116

Faculty office hours are posted. If the times are not convenient with your schedule, e-mail or call for an appointment.

Take advantage of test reviews, help sessions and tutoring services. If you are experiencing difficulty, meet with the instructor and your advisor.

If you are absent, it is your responsibility to get assignments, make up work and any handouts

Check your email often.

West Liberty University
Department of Nursing
AS/AD RN Student

Student Name: _____   **Advisor:** _____

Student ID : _____

University Credit Hour Requirements

- Earn a total of 120 credit hours
- Of those 120 credit hours, at least 48 credit hours must be from a 4-year institution
- Of those 48 credit hours, at least 36 credit hours must be from West Liberty University
- At least 40 credit hours of Upper Level (level 300 and above)

University General Studies Requirement (With a grade of "C" or higher)

____ ENG 101
____ ENG 102
____ COM 101 (Speech)

Required Support Courses

____ PSYC 252 (Lifespan Development)
____ BIO 212, 214 (Anatomy and Physiology)
____ BIO 216 (Microbiology)
____ HS 302 (Healthcare Informatics)
____ BIO 330 (Nutrition)

Upper Level Nursing Courses (29 credits)

____ NUR 362 Evidence-Based Practice (3 credits)
____ NUR 390 Nursing Transition: Role Development (3 credits)
____ NUR 391 Advanced Health Assessment (3 credits)
____ NUR 392 Quality and Safety (3 credits)
____ NUR 393 Geriatric Nursing (3 credits)
____ NUR 411 Population Health (4 credits)
____ NUR 450 Health Care Systems (3 credits)
____ NUR 474 Ethical and Legal Issues (3 credits)
____ NUR 483 The Nurse Leader (Capstone course) (4 credits)

Course examples that would fulfill the general studies required credit hours

Math 160 (Statistics)	ECON or FIN 131
Any Psychology	GEO 205, 206
POLS 101, 201	SOC 150
SWK 201	HIST 103, 104, 210, 211
Literature 100	ART 140, MUS 130, THE
SPA 252	REL
PHILO	Any Foreign Language

Total: _____ (MUST BE 120 or more)

RN – BSN Curriculum Plan

VALIDATION PROCESS FOR REGISTERED NURSES

Associate Degree RN

Upon completion of twelve (12) credit hours in nursing with a minimum grade of "C" at West Liberty, the Associate Degree RN will be able to transfer 31 lower level nursing credits to validate prior nursing knowledge.

Diploma RN

Diploma nurses should contact the RN-BSN Advisor to discuss curriculum requirements, as these will be slightly different than those listed below for AS/AND nurses.

Upon completion of twelve (12) credit hours in nursing with a minimum grade of "C" at West Liberty, the Diploma RN will be able to transfer 30 lower level nursing credits to validate prior nursing knowledge. These lower level nursing credits will be awarded by way of Work Life Experience Credit.

RN- BSN CURRICULUM

The baccalaureate degree for nursing is available to RN students in an accelerated time frame. It is designed for working RNs, who are at least 21 years of age and have completed approximately sixty (60) hours of college credit. Classes are provided at The Highlands Center in Triadelphia, West Virginia or online. More details can be obtained from the Nursing Program Office.

GENERAL STUDIES

ENG 101, ENG 102 & COM 101	**Lower Level Nursing Hours**	**30-31**
(With a C or higher)	**RN Student Nursing Courses**	**29**
Must have at least 48 credits from a 4-year	Evidence-Based Nursing	3
institution, of those must have at least 36	Nursing Transition: Role Development	3
credits from West Liberty University and	Advanced Health Assessment	3
at least 40 credits from upper level courses	Quality & Safety	3
(300 level or above)	Geriatric Nursing	3
	Population Health	4
SUPPORT COURSES 15	Health Care Systems	3
Lifespan Development 3	Ethical & Legal Issues	3
Health Informatics 3	Nurse Leadership Role	4
Human Anatomy & Physiology 6		
Microbiology 3		

TOTAL HOURS: 120

ADMISSION REQUIREMENTS

Registered Nurse Students:
- Meet the general requirements for admission to the college
- Graduate from an approved/accredited associate degree or diploma program in nursing as evidenced by an official transcript
- Valid West Virginia professional nursing license or eligible for licensure
- Cumulative GPA of 2.00 or higher for all previous college level courses

RN-BSN

West Liberty offers a program for studying nursing to RNs who wish to earn a BSN. The nursing courses are only online.

Nursing courses are offered online with clinical hours by student arrangement. Sequencing of nursing courses allows students to complete these courses in one or two years if enrolled full-time. Some credit may be earned for life or work experiences as well. Each applicant is invited to meet with a nursing faculty member and review their planned sequence of courses.

Graduates of associate degree nursing programs will be able to transfer up to 72 credits from their accredited two-year colleges. This credit transfer includes 31 credits in lower level nursing. Graduates from diploma schools will be able to transfer up to 72 credits from an accredited two-year college. This 72 credit hours transfer includes 30 credits in lower level nursing awarded by Work Life Experience credit.

Other required non-nursing courses are available at The Highlands Center, on the main campus, and online. The number of credits needed in this area may vary from one individual to another because of the past experiences and credits earned by each student. West Liberty University requires its graduates to earn a minimum of 48 credits from four-year colleges/universities, including at least 36 total credit hours from West Liberty University.

POLICIES OF THE NURSING PROGRAM

ATTENDANCE

The Nursing Program faculty believes that class attendance is essential for optimum learning. Therefore, attendance is expected for all scheduled learning experiences except for legitimate emergencies and situations beyond the student's control. Absence from class, laboratory, and clinical experiences will be evaluated on an individual basis according to the student's ability to meet course requirements. When possible, the student should inform the appropriate faculty member prior to being absent. Upon return from absence, it is the responsibility of the student to contact the appropriate faculty member regarding any assignments. A student who has frequent or prolonged absences may be unable to meet the course requirements and be subject to an incomplete or failing grade for the course.

In addition, with on-line courses, it is expected that the student is self-driven and motivated. On-line attendance means that all lessons and assignments are completed independently and by the listed due date. Each course will list any required minimum on-line attendance or activity.

In accordance with the college attendance policy, the faculty reserves the right to establish their own specific course attendance policies. (West Liberty Catalog)

CERTIFICATION FOR BASIC LIFE SUPPORT

The Nursing Program Academic Committee requires a completed health record and completion of CPR (American Heart Association, Health Care Provider) prior to the first off-campus clinical experience. The student must present current updates of this certification at the beginning of each semester.

BLOODBORNE PATHOGEN STANDARD

Any person who works or is placed in a facility where exposure to blood or other potentially infectious materials is required to receive training according to the bloodborne standard mandated by OSHA (Occupational Safety and Health Administration). This training is mandated on a yearly basis. The Nursing Program provides this training to the student on a yearly basis, if the student is unable to validate this training through current employment.

FINANCIAL REQUIREMENTS

In addition to college tuition and fees, nursing students are responsible for various fees and expenses. (This is not an inclusive list and prices and expenses may change from year to year.)

1. **Transportation:**
    Costs vary for clinical obligations which may require some personal expenses, e.g., meals, lodging, etc. The student is expected to have independent transportation for clinical travel.
3. **Licensing Fee**
    Required if not currently licensed in WV.
4. **Graduation expenses*:**
    a. Graduation fees can be obtained from the business office.
    b. Purchase of prescribed academic regalia is included in graduation fee.
    c. WLU Nursing Pin. Prices vary with Balfour Company depending on selection. (Optional purchase)
* Refer to College Catalog for general requirements.
** A late fee (subject to change yearly) will be charged if graduation is not applied for on time.

GRADING SCALE

The Nursing Program Grading Scale for didactic courses is:

              A............92-100%
              B............84-91%
              C............78-83%
              D/F ....77 and below

A minimum of 78% (C) is required in all nursing courses.

PROMOTION AND RETENTION (RN – BSN CURRICULUM)

In order to remain in good academic standing in the Nursing Program, a student must achieve a minimum grade of "C" or "PASS" in all WLU nursing courses and maintain the university requirement for graduation.

For nursing courses (NUR), an unsatisfactory grade is a D, F, FI, or WF. Upon earning two unsatisfactory grades in any nursing course or combination of courses, the student is dismissed from the Nursing Program.

HEALTH RECORD REQUIREMENTS

1. Immunizations

Immunizations and other required health information are listed on the West Liberty Student Health Service Confidential Mandatory Health Form. Prior to the first clinical experience, each student must have a Student Health Record completed by his/her personal physician. If the student leaves the Program or returns to the Program after a leave relating to illness or injury, additional examinations may be required.

DISABILITIES

       For concerns related to disabilities, the student is referred to the Current College Student Handbook. The Student Health Record identifies where disability must be documented by the physician.

HUMAN CARE

"The human care process between a nurse and another individual is a special, delicate gift to be cherished. The human care transactions make it possible for two individuals to come together and establish contact; one person's body-mind-spirit joins another's body-mind-spirit in a lived moment. The shared moment of the present has the potential to transcend time, space, and the physical world as we generally view it in the traditional nurse-client relationship."

Dossey, et al (1995) _Holistic Nursing Handbook for Practice_

LEARNING LABORATORY

- WLU's online course management system is **Sakai** and can be found on the main webpage.
- WLU's library can be found on the main webpage and can be accessed from a student's home computer. Call the library's resource department for access codes.

WEST LIBERTY UNIVERSITY DIRECTORY

- The WLU's directory can be accessed from the main webpage for all departments, faculty, and staff information.

STUDENT INJURY

- Report and follow policy at facility.
- Notify Instructor as quickly as possible.
- A Situational Report will be written up.
- Student is responsible for the cost of all health care services received.

PROFESSIONAL BEHAVIOR

CONFIDENTIALITY

As a right to privacy, information related from clients and/or their medical records are to remain confidential. This information can only be shared with the health team and in a structured learning environment. Avoid discussion of clinical situations in public areas. Information pertaining to any client/family is not to be shared with your own family members. Clients'/families' names should not be mentioned directly or indirectly to anyone except to authorized individuals. The client and/or the health care facility have the right to specify or restrict the people who may have access to this information. Federal regulations require that all persons be assured that their health information is protected. Students will receive training regarding HIPAA.

CLINICAL BEHAVIOR

The student's clinical behavior not only reflects his/her own professional demeanor and preparation, but also represents West Liberty and the Nursing Program.

PROFESSIONAL CONDUCT

The nursing faculty believes that students must consistently display professional attitudes and behaviors in addition to the above-mentioned standard of conduct, student nurses are accountable for avoiding impaired, incompetent, and negligent practice at all times. Demonstrated failure to meet these standards may be grounds for dismissal.

The State of West Virginia Code and Legislative Rules, for Registered Professional Nurses provides the West Virginia Board of Examiners the authority to discipline a student in a state approved nursing program. The Board of Nursing will be informed when a student is in violation of the Standards for Professional Nursing Practice Series 10.

The purpose of this form is to facilitate communication between the student and the nursing faculty and/or clinical preceptor concerning observations of student behavior, both positive and negative. The information will be used in both counseling and evaluating the student. The following information is included on the situational report.

STUDENT NAME: _____

DATE & TIME OF INCIDENT: _____

SPECIFICS OF INCIDENT:

NAME OF FACULTY (OR PRECEPTOR) _____

DATE: _____

STUDENT SIGNATURE: _____

C: Advisor
    Program Director, Nursing Program

SELF-REFLECTION

"As nurses, we can refresh our own self-reflection techniques and perfect new ones to help us record and grow from our experiences, intuitions, and connections. We can learn to help our clients and ourselves tap into the spiritual and self-healing aspects of the complex and beautiful web of our existence. Self-reflection helps us evoke more trust and truth in daily living."

Dossey, et al (1995) *Holistic Nursing Handbook for Practice.*

SCHOLARSHIP INFORMATION

The nursing faculty encourages students to apply for the following Nursing Scholarships even though the student may not meet Federal Financial Aid Criteria. The need requirements for the Nursing Scholarships are less stringent than the requirements for Federal Aid Assistance. Applications for scholarships should be made by February 1.

1. NURSING SCHOLARSHIP

The Nursing Scholarship is based on financial need as well as other eligibility requirements. The primary purpose of the scholarship monies will be for the payment of tuition, fees, room and board, textbooks, etc., for students enrolled in the nursing program at West Liberty.

Eligibility Requirements:
- GPA is 2.5 or higher
- Documentation of financial need / list any aid currently received*
- Letter regarding career goals (200 – 500 words) *
- Preference for eligibility given to graduates of Public School in Ohio County, graduates of any Public-School system and current resident of Ohio County, WV, or contiguous counties in WV, PA, or OH

***Submit documentation or required letter with scholarship application.**

2. HIGHER EDUCATION ADULT PART-TIME STUDENT GRANT (HEAPS)

A state grant awarded to adult, part-time students who are residents of West Virginia. This grant can only be applied towards tuition and fee charges. Students must show financial need as determined by the FAFSA and must meet one of the federal criteria for being an independent student. Students must also complete a HEAPS Application Form in the Financial Aid Office in order to apply. Grant amounts are based on the student's financial need and the student's cost for tuition and fees. All awards are contingent upon the availability of funds.

EDUCATIONAL ASSISTANCE

Federal Nursing Loans, available through the Financial Aid Office at low interest rates.

Additional information regarding specific eligibility requirements for scholarships and loans are available in the Financial Aid Office

NURSING ACHIEVEMENT SCHOLARSHIP

The Nursing Achievement Award is awarded to one student in each of the four classes enrolled in nursing at West Liberty University. These scholarships will be based on academic standing and awarded when available. The primary purpose of the scholarship monies will be for the payment of tuition, fees, room and board, textbooks, etc., for students enrolled in the nursing program at West Liberty University.

GRADUATION AWARDS

EASTERN STAR

A cash award is presented to an RN student at Graduation and selected by the Nursing Faculty.

STUDENT ACTIVITY IN
GOVERNANCE OF THE NURSING PROGRAM

STUDENT REPRESENTATIVE ROLE TO FACULTY COMMITTEE MEETINGS

Representation to a committee of the Nursing Program requires leadership and commitment. This appointment gives the students an opportunity to represent their class and contribute ideas at various committee meetings.

STUDENT UNIFORM

UNIFORM FOR CLINICAL EXPERIENCE

1. Appropriate and conservative dress cloths: dress slacks, shirt and tie, polo, conservative blouse or dress.
2. Lab coat full length or ¾ length
3. Appropriate socks, hose, closed toes and heels shoes. No athletic footwear.
4. School name pin

NAME TAGS

Picture identification name tags are available on-campus on the ground floor of the College Union. Arrangements may be made to obtain identification name tags by calling (304) 336-8422.

GENERAL APPEARANCE

1. Jewelry allowed while in clinical experience are:
2. Wedding ring, name pin, watches with second hand, single pair small ball post earrings (limited to one earring per ear). Other body piercing jewelry must be removed.
3. Hair must be clean, off the collar and not hanging over the face, over the uniform or hanging loosely. Extreme hairstyles will not be acceptable.
4. Nails must be well manicured, not too long, and without highly colored polish.
5. Laboratory coats must be clean, in good repair, and must be worn when in the clinical area for assignments. Lab coats, when worn, will also have a name pin.
6. Men must be clean-shaven or have neatly trimmed beards and mustaches.
7. Perfume, after shave or cologne is not acceptable.
8. Gum chewing while in uniform is discouraged and not permitted while on clinical experience.
9. Body tattoos may not be visible while in clinical experiences.

Negligence on the part of the student to maintain the above general appearance standard will result in the student being asked to leave the unit to make the necessary changes and will be noted on the student evaluation form.

Several clinical areas of assignment have special dress codes and requirements. The Professor will identify these special clinical areas and provide dress requirements. In most situations blue jeans, sweatshirts, open sandals, shorts, tight clothes and non-professional dress will not be acceptable and if worn, the student will be dismissed from the experience to make appropriate changes.

TRANSPORTATION

Students are responsible for providing their own transportation for learning experiences. A majority of the clinical laboratory courses are held off-campus in community and health care facilities.

West Liberty University
Department of Nursing Program

7th Edition APA Format Information

        The official source for formatting papers required in WLU nursing classes is the *Publication Manual of the American Psychological Association* (7th ed.). This style sheet attempts to cover the most common formatting issues that students encounter. For additional information, students should consult the *Publication Manual*.

Paper Set-up:

- **Typeface and Font size**: Times New Roman 12, Calibri 11, or Arial 11

- **Line spacing**: Double space <u>entire</u> paper

- **Margins**: 1 inch at the left, right, top, and bottom of every page

- **Paragraphs**: Indentation settings for paragraphs/headings five to seven spaces (use the "tab" button)

Title Page:

- Numbered as page 1 using Arabic numeral at the top line, flush right

- Information to include:

  - Title of paper in upper and lower case letters, bold, centered, positioned in the upper half of the title page (3-4 lines down from the top margin)

  - Author's Name (your name)

  - Institutional affiliation (West Liberty University)

  - Course number and Course name

  - Instructor's Name

  - Due date using word for month, numbers for date and year

    (see full page example on the next page)

Effects on Nursing by the Competency Rules of Accrediting Bodies

Mary Anne Harkins

West Liberty University

NUR 333: Nursing Leadership and Management

Professor insert name

March 5, 2020

Heading Levels: (Ways to organize subject matter)

- Page 2 always start with the Title of the paper- bold, centered, with two spaces down from the page number line

- **With 1, 2, or 3 levels use the following examples:**

Level one: Centered, Boldface, Uppercase and Lowercase

Word content begins as a new paragraph

Example:

The Pathophysiology of Pancreatitis

In assessing the patient with acute pancreatitis, it is necessary to understand the pathophysiology behind the signs and symptoms. Pancreatic enzymes are inappropriately activated within the pancreas. Therefore, inappropriate breakdown of fats, proteins, and carbohydrates occur within the pancreas itself……………(etc)……………………

Level two: Flush left, Boldface, Uppercase and Lowercase

Word content begins as a new paragraph

Example:

Associated Signs and Symptoms

The hallmark symptom of acute pancreatitis is persistent abdominal pain that is not relieved by vomiting. Signs of hypovolemia also accompany the abdominal pain…..

Level three: Flush left, Boldface, Italicized, upper and lower case

Word content begins as a new paragraph

>   **Example:**

Supportive Measures

>   Supportive measures include pain management, aggressive fluid replacement, and

psychological support.

<u>**Body of Work**</u>: (Basic Rules)

- A good general rule in writing is that you always include an introduction of the content

  and end with a conclusion or summary of the content, even when not specifically asked.

- Do not leave a subject heading only at the bottom of a page. It should be taken to

  the next page.

- If you start a new paragraph on the bottom of a page – do not leave only

  one line. That line should be taken to the next page.

- Do not carry only the last line of a paragraph to a new page. Carry at least two lines.

- Generally, paragraphs should be longer than one sentence and shorter than one double-

  space page.

- Please proof read work for grammar and content. You may also consult the WLU

  Writing Center for assistance.

<u>APA rules on the use of numbers:</u>

- Use the digit for numbers 10 and above. (e.g., 33)

- Use the words for numbers less than 10. (e.g., nine)

- Use numbers when they are followed by a unit of measurement. (e.g., 5 mg)

- Use the number with other numbers grouped in a sentence with numbers greater than 10 or above. (e.g., there were 7 blocks…………..in 12 blocks)

- Use numbers that denote a specific place in a numbered series (books, volumes, table) (e.g., Trial 3, Chapter 5)

- Use numbers if they represent time, dates, age, sample size, exact money, etc.

- Use words for numbers that begin a sentence, title or heading. Twenty Men of Honor

- Use words for common fractions. (e.g., one fifth of the class)

- Use numbers and not Roman numerals unless Roman numerals are part of an established terminology.

<u>Referencing sources in text (citations)</u>

- **Direct Quotes: quotes that are fewer than 40 words:**

  Example: Kertcher (2007) states, "The blood is not always bluer on the other side" (p. 125).

- **Direct Quotes: quotes that are more than 40 words:** freestanding block, all lines are indented (0.5 inches or 1 tab) throughout the entire quote, double space and omit the quotation marks. Put the author and year at the beginning and the page or paragraph number at the end in parenthesis.

Example:

Foster and Merritt (2009) found the following:

> The angels seemed to be perceived as glowing and floating about the air. However, when
> asked to describe a color, the participants often were unable to distinguish red, blue,
> purple, yellow, or white. As well, when asked if these entities moved or hovered, it
> seemed that they did neither yet was always just out of reach. (p. 58).

- **Paraphrasing:** This is using your own words to summarize or explain another's work.
  The author must be credited and the reference must appear in the reference list.

  Example: Rivers and Nigel (2008) discovered that the general feeling of the
  tribe was paternalistic.

  Example: The gender battle is neither old nor new in philosophy (Miles and
  Craig, 2009).

Direct Quotes (Basic Rules)

- When using a direct quote, always include the page number in which the quote came
  from.

- **If there is no page number** (for example a brochure or internet site), use the paragraph
  number in the citation. e.g., (Ckekler, 2008, para. 5), use a heading or section name
  (Smith, 2020, Treatment section), or use a combination of section name and paragraph
  (Jones, 2019, Anxiety Disorders section, para. 4). Use the method that will help the
  reader best locate the source.

- **Personal Communications**: do not include in reference list. DO cite the person in text:

  <u>**Example:**</u>   B. Jones (personal communication, February 20, 2020) referred to the

  standards of care for the patients.

<u>In-text Citations (Basic Rules)</u>

- When the reference includes a month and/or date, cite the year only in-text.

- Once a citation has been made, if you cite the same source within the same paragraph you

  only have to cite the author again.

- If there are two authors, always cite both

- If there are three or more authors, cite only the first author followed by et al. and the year.

  This is for the first and all subsequent citations.

   Example: Smith et al., 2020

- If a group serves as an author (corporation, associations, etc.), spell out the group name

  each time followed by the known abbreviation in parenthesis. After that, only the

  abbreviation can be used.

  Example: National Institute of Mental Health (NIMH), 2020

     And then abbreviate it thereafter as NIMH (2020)

- If there are no authors, the title will serve as the "author's name". In the reference list,

  this work would be alphabetized by using the first word of the title.

- If the author is "Anonymous", Cite the word Anonymous as the author. In the reference

  list, this work would be alphabetized using the word Anonymous as the author.

Citation of a work discussed in a secondary source:

- Give the secondary source in the reference list; in text, name the original work, and give a citation for the secondary source.

Example: If Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the work cited, list the Coltheart et al. reference in the References. In the text, use the following citation as an example:

Seidenberg and McClelland's study (as cited in Coltheart, et al., 2020) explores the dual-route and parallel-distributed processing approach to client interviewing.

- Secondary sources should be used sparingly

Reference List:
- A reference list cites work that specifically supports the content of your work.

- Every reference that is cited in text must appear in the reference list.

- Every entry in a <u>reference list</u> must be cited in-text.

- The reference list is to be double spaced and arrange entries in alphabetical order by last name of the first author.

- For entries with multiple authors, do not alter the order of the authors for the original text.

- The reference page is to be numbered.

- The heading of the reference page should be References and it is to be centered, bold, and the first letter capitalized.

- Regarding publisher location: list the publisher name only. Do not include the city and state.

- Use a DOI (digital object identifier) for all works that have a DOI. Use both the DOI and the URLs. There is no need to include the words "Retrieved from". Example: https://doi.org/10.1037/0000119-012

- Reference entries: the first line is to be flush left, the second and following lines of the same entry, should have a hanging indent of 0.5 inch or one tab over

Reference List Entries:

- **Book with ONE Author:**

Gilster, P. (2019). *Digital literacy.* John Wiley & Sons.

- **Book with MORE than One Author:**

Forell, C. A., & Matthews, D. M. (2020). *A law of her own: The reasonable woman as a measure of man.* University Press.

- **Book with Editions:**

Huskey, T., & Maury, J. (2019). *We must talk to hear ourselves: The introduction to listening skills* (2nd ed.). McGraw-Hill.

- **Brochure, corporate author, government agency report:**

U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2020). *Managing asthma: A guide for schools* (NIH Publication No. 02-1002). Government Printing Office.

National Cancer Institute. (2018). *Facing forward: Life after cancer treatment* (NIH Publication No. 18-2424). U.S. Department of Health and Human Services, National Institutes of Health. https://www.cancer.gov/publications/patient-education/life-after-treatment.pdf

- **Encyclopedia Reference (dictionaries, etc.), with no author listed:**

Special education. (2017). In *The new encyclopaedia Britannica* (Vol 11, pp. 75-76).

Encyclopaedia Britannica.

Merriam-Webster. (n.d.). Self-report. In *Merriam-Webster.com dictionary*. Retrieved September

12, 2019, from https://www.merriam-webster.com/dictionary/self-report

- **Mobile app**

Epocrates. (2019). *Epocrates medical references* (Version 18.12) [Mobile app]. AppStore.

https://itunes.apple.com/us/app/epocrates/id281935788?mt=8

- **YouTube video or other streaming video**

Cutts, S. (2017, November 24). *Happiness* [Video]. Vimeo. https://vimeo.com/244405542

- **Journal Article:**

Jones, J. J., & Fritter, R. L. (2019). The remaking of the organizational hierarchy in

the millennium. *Journal of Healthcare Management, 45* (2), 10-22.

McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-

linguistic model of child language development. *Psychological Review, 126* (1), 1-51.

https.//doi.org/10.1037/rev0000126

- **Magazine Article:**

Keller, R., Peters, K., & Knowlton, Y. (2017, November 10). Magnesium: The

forgotten electrolyte. *Science Magazine, 220,* 999-1002.

Keller, R., Peters, K., & Knowlton, Y. (2017, November 10). Magnesium: The

    forgotten electrolyte. *Science Magazine, 220,* 999-1002.

    https://doi.org/10.1126/science.aau7988

- **Newspaper Article:**

Many doctors shun patients with Medicare. (2017, March 17). *The New York Times,*

    A1.

Schwartz, J. (2017, September 30). Obesity affects economic, social status. *The*

    Washington Post. https://www.washingtonpost.com/news/economic-impacts-in-

    society/wp/2017/13/14science-of-life-studies

- **Online Article:**

Begley, S., Underwood, A., Springen, K., & Gesalman, A. (2017, March 4). The schizophrenic

    mind. *Newsweek, 139(10),* 44-57. http://www/search.epnet.com

- **Web Site:**

Centers for Disease Control and Prevention. (2018, January 23). *People at high risk of*

    developing flu-related complications.

    https://www.cdc.gov/flu/about/disease/high_risk.htm

ADDITIONAL ADVISE:

- ❖ **Use only refereed (Professional, credible) sources. When in doubt—check it out (with a Faculty member).**

- ❖ **For additional 7th Edition APA style information, refer to the Publication Manual of the American Psychological Association OR use the following website:**

    http://owl.english.purdue.edu

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