WEST LIBERTY UNIVERSITY

Department of Nursing
Student Handbook

Information and Policies
2023 - 2024

WEST LIBERTY UNIVERSITY

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The faculty of the Baccalaureate of Nursing Program at West Liberty University would like to welcome you to the nursing program. The next several years will be busy ones as you study the profession of nursing. After you graduate from our program, you will be prepared to apply to take the NCLEX and enter professional nursing highly qualified for employment in a variety of settings. Additionally, the program prepares graduates to continue their education at the master's level in nursing.

The Handbook contains policies and information relevant to the nursing program. These policies and information are subject to change. Changes will be updated and posted in the online version of the Handbook.

Additional information regarding the rules and regulations for all students can be found in the most recent issue of the Student Handbook (on-line) and the current West Liberty University Catalog (on-line).

We encourage you to use your best study habits so that you may reach your goal of becoming a registered nurse. You will have many opportunities open to you in the nursing profession.

Have a great year!

Nursing Faculty

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.

Due to licensure and accreditation standards, the policies and procedures stated in this handbook take precedence over West Liberty University policies and procedures.

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INTRODUCTION

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

HISTORY OF THE NURSING PROGRAM

West Liberty University is an accredited, coeducational, multipurpose institution. 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).

Nursing 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 and the first Director, Dr. Donna J. Lukich, was appointed to implement the program 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 program in nursing is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

NURSING: POLICIES

<u>**ATTENDANCE POLICY**</u>
Attendance is required for all scheduled learning activities. In the unlikely event that a situation beyond the student's control arises, students should inform the appropriate faculty member prior to being absent or tardy. Upon return from an absence, it is the responsibility of the student to contact the appropriate faculty member regarding any assignments and comply with faculty deadlines for completion of the assignment, typically within one week of the missed assignment. Not completing an assignment by the deadline results in a grade of "0".

Tardiness is defined as not being in the assigned area within ten (10) minutes of the assigned time and is unacceptable. A student arriving late for a scheduled test/quiz will be permitted to write the test/ quiz in the remaining allotted time.

Early departure is defined as "not returning post break", or prior to dismissal. Early departure is unacceptable. Appointments (doctor's, personal, etc.) should not be scheduled during class/clinical times.

Tardiness and early departures are considered absences from class/clinical.

Any clinical absence(s) may interfere with the student's ability to complete the course satisfactorily. Alternate clinical experiences may be required for absences from clinical.

<u>**CONSEQUENCES OF ABSENCES**</u>
After missing six (50 minute) class periods or 18 hours of lab/clinical experiences in a given course, the student will receive a grade of F.

<u>**APPEAL PROCESS**</u>
The grade of F may be appealed if the absences are excused due to a hospitalization, visit to the emergency room of a hospital, or the death of a grandparent, parent, sibling, or person living in the student's household. An athlete may be excused if the student's coach submits the team schedule to the faculty at the beginning of the semester and notifies the faculty member of any changes in advance by email. The student must be excused by the Department Chair in advance of the absence where possible. All excuses require written documentation of the event. The appeal may include an absence due to some other extraordinary event. The appeal is decided by the teaching team in consultation with the Department Chair. All written documentation goes to the Department Chair.

<u>**BACKGROUND CHECKS**</u>
Students are screened by a third-party vendor prior to admission. The background check should result in "unremarkable" findings. The student must pay for the background check.

<u>**DRUG/ALCOHOL POLICY**</u>
Students are screened by a third-party vendor prior to admission. The results should be "clean". Students must pay for the screening.

Any student suspected of being under the influence of drugs or alcohol at the time of clinical will be sent for testing and risk being dismissed from the program. Failure to consent to testing will result in dismissal from the program. Testing will be at the student's expense.

<u>**TECHNOLOGY/CELL PHONE USE**</u>
NO technology (cell phones, web browsing, texting, etc.) may be used during class session and/or any function other than those recommended for the class. Cell phones are to be turned off and placed out of sight (on vibratory mode). Personal technology use will be restricted to class breaks or when the class session ends.
Faculty may give permission for students to use technology during class for cases of emergency, class research, or technology application.

1. **FIRST OFFENSE:** A warning will be recorded.

2. **SECOND OFFENSE:** The student will be asked to leave class, and any exercise, assignment, or tests will be collected and a grade of 0 will be recorded.

Any student caught using his or her phone during an exam may be failed and sent to the Dean, College of Sciences, concerning Academic Dishonesty.

FACULTY MAY GIVE PERMISSION FOR STUDENTS TO USE CELL PHONES DURING CLASS IN CASES OF EMERGENCY, CLASS RESEARCH, OR TECHNOLOGY APPLICATION.

CERTIFICATION FOR CARDIOPULMONARY RESUSCITATION (CPR)
A completed health record, including immunizations and CPR certification (American Heart Association, Health Care Provider) are required 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.

FINANCIAL REQUIREMENTS
In addition to University 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. **Achievement Testing:**
   The cost is included in fees. ATI is the company utilized by the program. Resources are made available by the vendor for the student to prepare for these tests. Testing & resources continue throughout each level in the nursing program in an effort to better prepare the graduate for the NCLEX.
2. **Laptop Computer:**
   All students are required to have a laptop computer that meets the requirements listed on the ATI website and on the Sakai website.
3. **Nursing Lab Fee:**
   WLU assesses nursing students at a higher fee rate than the general student population. These funds assist in covering the costs of testing unique to the nursing program and other expenses of the program.
4. **Uniform Cost:**
   Scrubs and a lab coat. Additional costs include shoes, watch, stethoscope, and other equipment.
5. **Transportation:**
   Costs vary for field trips and clinical obligations which may require some personal expenses, e.g., meals, lodging, etc. The student is expected to have independent transportation for clinical travel.
6. **Graduation expenses:**
   a. A graduation fee is charged by the University and may include late fees if not completed on time
   b. Pictures - Cost varies based on picture ordered. (Optional purchase)
   c. NCLEX application and background check – the cost can be found on line at ncsbn.org
   d. State Board of Nursing Application (varies state to state)
   e. WLU Nursing Pin. Prices vary with Balfour Company depending on selection.

TRANSFER STUDENT: PROMOTION AND RETENTION
Transfer students accepted into the Basic Nursing Program with a grade of D, F, FI, WF in a nursing curriculum course deemed equivalent to a specific course in the West Liberty University nursing curriculum will be considered to have one failing grade upon entry into the Program. They will be required to repeat the course. A second grade of D, F, FIW, or WF in any nursing curriculum course will result in permanent dismissal from the Nursing Program.

Any nursing course that is not equivalent to any specific course in the West Liberty University nursing curriculum may be considered an elective course.

1. **Immunizations**
   Immunizations and other required health information are sent to students prior to entering nursing. Prior to the first clinical experience, each student must have a Student Health Record completed by his/her personal primary care provider. Some items may be required on an annual basis or change if the agency requirements change. If the student leaves the Program or returns to the Program after a leave relating to illness or injury, additional examinations may be required.

2. **Annual Tuberculosis and Follow-up Policy**
   All students must have a yearly PPD prior to the beginning of clinical experiences. The results must be verified by the student's clinical faculty during clinical orientation. Any student who has had a positive PPD in the past must have a chest x-ray prior to the initial clinical experience. A student who has a negative chest x-ray following a positive PPD will not be required to have the chest x-ray repeated unless there is an intervening exposure to a person with active tuberculosis or the student exhibits symptoms that may suggest tuberculosis.

   A student who has an initial positive PPD must be seen by a personal physician or health care agency that will follow the latest protocol by the CDC. The student cannot participate in clinical experiences until the physician verifies that the protocol has been completed.

3. **Influenza Vaccine**
   Students are required to follow the healthcare agency's policy for the influenza vaccine. Most require it.

4. **Communicable Diseases**
   Students must be free of communicable diseases in the clinical area. Students must follow WLU, program, and hospital policies related to COVID-19.

Statement of ADA Compliance:
It is the policy of West Liberty University that individuals, otherwise qualified, shall not be excluded solely by reason of their disability from participation in any academic program of the university. Qualified students with disabilities will be provided reasonable academic accommodations if determined eligible by Disability Support Services. Prior to granting disability accommodations in an online course, your instructor will need to receive official documentation.
It is the student's responsibility to initiate contact with the office and to follow through with the established procedures for academic accommodations. It is important to request accommodations early enough to provide adequate time to facilitate your request.

The Learning and Student Development Center is committed to motivating students to be successful, providing avenues for academic and cultural support, and developing opportunities for connecting students to the West Liberty University community. In this developmental process, students are encouraged to engage in programs and services that will help them realize their potential. The Learning and Student Development Center blends the following offices and services to address students' needs and assist in a positive college experience: Student Success Services, Career Services, CLEP Testing, First Year Programs & Services, Undeclared Advising, and Tutoring Services.

Statement of Title IX compliance:
WLU students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. This includes sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender-based discrimination, discrimination against pregnant and parenting students, and gender-based bullying and hazing. Federal law requires faculty and staff to report any observations of harassment as well as any notice given by students or colleagues for any of the behaviors noted above. Retaliation against any person who reports discrimination or harassment is also prohibited. West Liberty

University policies and regulations covering discrimination and harassment may be accessed on the University's website under Human Resources. If you have experienced or observed discrimination or harassment, confidential reporting resources can be found on the [website](#) or you may make a formal complaint by contacting the Title IX Coordinator, Kate Billings, at kate.billings@westliberty.edu or (304) 336-8580.

Reference to WLU Student Handbook Academic Policies: The WLU Academic Honesty Policy and other relevant information are located online under Academic Policies and Procedures in the [WLU Student Handbook](#).

(Optional) DEI Statement:
West Liberty University is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion.

You are the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that you invest in your work represents a significant part of not only our culture, but our mission, reputation and achievement as well.

We embrace and encourage our students' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our students unique.

West Liberty University is committed to the ongoing development of a nurturing environment built on the premise of diversity, equity, inclusion belonging, which encourages and enforces:
- Respectful communication and cooperation between all students, faculty, and staff
- Teamwork and student participation, permitting the representation of all groups and individual's perspectives
- Student support through the Office of Diversity, Equity, and Inclusion to accommodate students' varying needs.
- Employer and employee, students, faculty, and staff's contributions to the communities we serve, to promote a greater understanding and respect for diversity.

All students of West Liberty University have a responsibility to treat others with dignity and respect at all times. All students are expected to exhibit conduct that reflects inclusion in the classroom, on social media, at WLU functions on or off campus, and at all other university sponsored and participative events.

Any students found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

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.

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

If a student earns a "D" or an "F" in a nursing course, the Nursing Program Academic Standards Committee will meet to consider the student's ability to continue in the Nursing Program. Please see the policy below related to rounding.
Not applicable to clinical courses. The Nursing Clinical Grading Scale is Pass/Fail and based on satisfactory and unsatisfactory performance.

PROMOTION AND RETENTION

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 and health science curriculum courses.

The Nursing Academic Standards Committee reviews all nursing student records annually for promotion from one level to another in the program. The Committee will meet on an as needed basis for selected student cases. If a student earns a "D" or "F" grade in a nursing, biology or health science course, the Nursing Academic Standards Committee will meet to consider the student's ability to continue in the Nursing Program.

If a student fails or withdraws from a course that has a companion course, the student will have to repeat both companion courses. Nursing students are permitted to repeat one nursing curriculum course in which they have an unsatisfactory grade earned (D, F, FI, WF). Upon earning a second unsatisfactory grade, the student is permanently dismissed from the Nursing Program.

TESTING POLICIES
1. All nursing courses, except for most clinical courses will have tests. NUR 317, a clinical/lab course does have tests. Testing will be done in an online format. Students should have laptops compatible with testing or proctoring requirements.
2. In all courses with tests, at least 80% of the course grade will be from tests (quizzes, midterm, final exam, ATI).

A 78% weighted average on all tests (quizzes, midterm, final exam, ATI) must be achieved before assignments/paper grades are included in the grade. If a 78% on testing is not achieved, the student earns the weighted average of the tests as a course grade and does not pass the course.
3. All final exams should be comprehensive and should not be worth more than 35% of the total course grade.
4. Tests and quizzes are timed. Generally, one minutes is allotted per question. Additional time may be added dependent on the type of question.
5. Review of a test must occur within two weeks of the test and must occur on campus. Review of previous tests will not occur immediately prior to the final exam.
6. No study guides will be provided for tests in any format (verbal, written, email).
7. There will be no make-up quizzes or exams. If a quiz or exam is missed due to an excused absence, the student earns the grade on the final exam for the first missed quiz or exam in a course. The following will be considered excused absences: a hospitalization, visit to the emergency room of a hospital, and the death of a grandparent, parent, sibling, or person living in the student's household. An athlete may be excused if the student's coach submits the team schedule to the faculty at the beginning of the semester and notifies the faculty member of any changes in advance by email. The provisions in this paragraph allow for only one excused absence per course. The student must be excused by the Department Chair in advance of the absence where possible. All excuses require written documentation of the event.
8. In the event that a student has more than one absence due to extraordinary circumstances, the student may appeal to have the second absence in a course considered an excused absence. The teaching team for the course in consultation with the Department Chair will decide upon the appeal and how the missed quiz/exam will be handled if the appeal is granted. If the appeal is not granted the grade for the missed quiz/exam will be a "0".
9. Any non- excused absence will result in a "0" for the quiz, exam, or activity that occurred during the absences.

Appeal Process
The appeal may include an absence from a quiz due to some other extraordinary event. The appeal must include written documentation of the extraordinary event. The appeal is decided by the teaching team in consultation with the Department Chair. All written documentation goes to the Department Chair.

TESTING ENVIRONMENT
(FOR CLASSROOM TESTING)
1. Most tests and quizzes are conducted on the computer on Sakai.
2. There should be assigned seating for all midterms and final exams.
3. All bags, watches, coats, hats, etc. as well as cell phones, tablets, fitness bands, or any other electronic device should be placed in the front of the room. No electronic device should be on the students. No hats are permitted during the tests. All medical devices need to be left with the faculty in the front of the room.
4. Ordinarily more than one faculty member may proctor midterm and final exams.
5. Bathroom breaks are discouraged during all tests and are only permitted in emergencies. In this case, students will be accompanied to the bathroom one student at a time.
6. Students must have own laptop with a privacy screen.

(FOR ONLINE TESTING)
1. The student may be asked to log onto their Zoom meeting 10 minutes before the start of the exam on Sakai or onto a proctoring service.
2. Each student will rotate their laptop/camera so that the testing area can be seen by the faculty/proctoring service. There should be no papers, books, or other class materials within view of the testing area.
3. The student may have one piece of blank paper, a calculator, and a pencil if the test has calculations.
4. The student should be in a quiet room with the door closed and no interruptions.
5. The student's eyes should remain on the computer.
6. Once your testing area has been approved, the student should not move out of the chair.
7. The student should be in front of the camera, and the faculty member should be able to see the student's whole face during the test.
8. The student's microphone should be on. That is why it is important to be in a quiet place.

ROUNDING
Grades will be carried to one decimal place and will be rounded to a whole number at the end of the course. Grades ending with a 0.5 or higher will be rounded up; for example, a 77.5% will be rounded to a 78%.

TEST ANALYSIS POLICY
On all objective tests, the course faculty will perform an item analysis. Course faculty will review all items missed by 50% of the class. Decisions related to accepting more than one correct answer or throwing the question out will be made by the course faculty team. Items that over 50% of the students missed may be left in the test if the faculty make that decision. A few reasons for leaving a question in the exam are that the information was covered in class or in the assigned readings, or is a reasonable extension of prior learning, or an application of material covered (not an all-inclusive list of reasons.)

If two responses are accepted, the students who gave either correct response will be marked as correct. If a student chose an incorrect response on that item, it will be marked as incorrect.

If the item is thrown out of the exam, a point is added to all exams.

No items are deleted from an exam if any student earns a 100% on an exam. No student can make over 100% on any given test. The number of points, therefore, that can be thrown out of any given test should not result in any student receiving a grade over 100%.

<u>**STANDARDIZED TESTING**</u>
Standardized testing is used in various courses in the Nursing Program. ATI tests are used. Specifics related to how these tests impact the course grade or whether the course is passed can be found in the course syllabi.

<u>**USE OF ELECTRONIC/SOCIAL MEDIA GUIDELINES AND POLICY**</u>
Social networks and other electronic media can be beneficial to the delivery of quality health care. However, the inappropriate use of electronic media, such as, social networks, chat rooms, forums, etc., violates a patient's right to confidentiality and privacy. They may also cross the professional boundary between a nurse and patient. The following guidelines minimize the risks associated with social media.
1. Students have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
2. Students are prohibited from transmitting any patient-related image via electronic media.
3. Students must not share, post, or otherwise transmit any patient-related information, including images, unless there is a patient care related need to disclose information or other legal obligation to do so.
4. Patients should not be identified by name or any other method (such as nickname, room number, or diagnosis) that could lead to the identification of the patient. Limiting access to postings, through privacy settings is not sufficient to protect the patient's privacy.
5. It is not acceptable to post any information about a patient even if the name is not identified.
6. Students should never refer to a patient in a derogatory or disparaging manner, even if the patient is not identified.
7. No photos or videos of patients may be taken on a personal device, including cell phones.
8. Students must always maintain appropriate professional boundaries with patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship and should be avoided.
9. Students should understand that patients, colleagues, institutions, and prospective employers may view postings on social media websites. Students should not make disparaging remarks about healthcare agencies or their staff, even if they are not expressly identified.
10. Students should bring knowledge of content that could harm a patient's privacy, rights, or welfare to the attention of the faculty.
11. If in doubt, the student should consult the faculty for guidance about the appropriate use of electronic media.
12. Inappropriate use of electronic/social media can lead to disciplinary action including but not limited to formal reprimand, suspension, or dismissal from the program. Students can be held personally liable. Such violations may result in civil and criminal penalties including fines or possible jail time in accordance with applicable laws (HIPAA).

Adapted from:
National Council of State Boards of Nursing. (2011). White *paper: A Nurse's Guide to the use of social media.* Chicago, IL. Retrieved from www.ncsbn.org.

AI/ChatGPT Statement
Unless otherwise specified, the use of Automated Writing Tools, including chatGPT and similar artificial intelligence (AI) tools, is strictly prohibited in this course, even when properly attributed. The use of automated writing tools is considered plagiarism and will be handled in accordance with existing policy.
University of New Hampshire

<u>GUIDELINES FOR PROFESSIONAL DEVELOPMENT</u>
<u>AND COMMUNITY SERVICE</u>

Each student in the nursing program is required to participate in professional development and community service activities as part of graduation requirements.

Professional development is defined as activities that promote growth as a professional nurse.
Professional development activities include, but are not limited to:
- Membership in a professional nursing organization e.g. WLSNA (one-year membership and attendance at two meetings per year constitutes one activity)
- Attendance at educational conferences, symposia, workshops, etc. which are not course requirements
- Health related presentations at nursing conferences, symposia, workshops, etc.

- Other activities approved by the Program Director, Nursing
- Serving as student representative to the Nursing Program committees (attendance at one meeting per year constitutes one activity)
- Work with faculty on select projects approved by the Program Director, Nursing

Community service participation in health promotion related activities within the program institution, and/or community.
Community service activities include, but are not limited to:
- Participating in health screenings
- Planning and/or participating in health fairs
- Serving as volunteers for University sponsored events that serve the public in some health-related way (e.g. Special Olympics)
- Mentoring or tutoring other students (four hours of validated tutoring/mentoring constitutes one activity)
- Volunteer work with various human service agencies (four hours of validated service constitutes one activity)
- Participation in any University or community activity if it can be demonstrated that the student contributed in some special way related to nursing

Each student is required to complete a minimum of four activities. *Two will be professional development activities and two will be community service activities.*

Students are responsible for submitting validating documentation of their activities to the Department Secretary. If students have questions about the acceptability of a specific activity they should present the information about the activity to the Department Chair for a judgment. The Department Chair shall keep a record of each student's professional and service activities. Failure to complete the required activities prior to completion of the nursing program will delay graduation until the requirements are fulfilled.

STUDENT UNIFORM/DRESS CODE

RATIONALE FOR THE DRESS CODE
The dress code is based on the following rationales.
1. Maintaining a professional appearance
2. Controlling infection (Related to the student, student's contacts, patient)
3. Providing for safety

Some specific examples related to these rationales:
- Minimal jewelry enables thorough handwashing. Other jewelry might expose you to the patient grasping the jewelry, causing injury to you or breaking the jewelry. Additionally, the patient may be injured by your jewelry.
- Scents contained in perfume, shampoo, and other personal grooming products may induce bronchospasms in patients with reactive airways.
- Clinical agencies also have policies related to dress codes for students.
- Students may be required to put on and remove protective clothing and should not have accessories that can fall off and cause contamination issues.
- Artificial eyelashes, fingernails, etc. can become infection control issues.

UNIFORM FOR CLINICAL EXPERIENCE (All clinical experiences refer to clinical days, preparation for clinical days, and all lab experiences.)

1. Uniform must be clean, neat, in good repair, and an appropriate fit.
2. Royal blue scrubs as designated by WLU.
3. Tops must be long enough to cover backside when bending over.
4. Undergarments should be worn and should be white or neutral and not be visible.
5. University approved emblem patch must be sewn on left sleeve, centered 2 inches below the shoulder seam.
6. Pants must be hemmed so that it does not touch the floor when standing.

7. White lab coats as designated by WLU Nursing Program with University approved emblem patch sewn on left sleeve, centered 2 inches below the shoulder seam.
8. Long or short sleeve tee shirts may be worn under the uniform. The color may be white, navy, grey, or black and must be plain with no design or logos.
9. The APPROVED warm up jacket may be worn over the uniform on the clinical unit.
10. Plain, solid white or black leather shoes (No canvas or mesh- must protect from fluid absorption; heels and toes must be closed/covered) with socks of the same color as shoes.
11. Name badge as designated by the institution.
12. Stethoscope. Must be dual headed, single tubing. It is advised to choose a stethoscope that best fit student personal needs (that student can hear with, not based on color or cuteness).
13. Watch with which a student can count seconds. It is advised to have a water resistant, stretchable strap.
14. Jewelry allowed while in clinical experience are: Medic-Alerts, wedding ring, watch, single pair small ball post earrings (limited to one earring per ear). No bar-bells, spacers, necklaces, bracelets, etc. are allowed. **All other visible body piercing jewelry must be removed.**
15. Hair must be clean, off the collar, contained, not hanging over the face, uniform or hanging loosely. Extreme hairstyles will not be acceptable. Hair must be of natural occurring hair color. Hair accessories must be minimalized. Headbands, if worn, must be solid white, navy, gray, or black. Hair should be arranged prior to clinical and should not be styled/arranged on the clinical unit.
16. Men must be clean-shaven or have neatly trimmed beards and mustaches. Chest hair should not be visible.
17. Nails must be natural (no gel, acrylic, fake nails allowed). Nails must be well manicured, not too long (should not be seen when looking at the palms of the hands), and without any polish.
18. No scents. This includes perfume, shampoo, after shave or cologne. Unscented products should be used for personal hygiene.
19. **Gum chewing while in uniform is not permitted during clinical experience.**
20. All tattoos must be covered and may not be visible while in clinical experiences.
21. When preparing for clinical assignments, scrubs may not be worn. Dress should be professional (business casual, covering shoulder to knee), with pressed, clean, white lab coat and name tag. Blue jeans, shorts, and tight clothing including leggings are unacceptable.
22. No artificial eyelashes or heavy make-up may be worn.

NAME TAGS
Picture identification name tags are available on-campus on the ground floor of the Student Union.

Negligence on the part of the student to maintain the above general appearance standard will result in the student being dismissed from the unit and will be noted on the student evaluation form as an unsatisfactory for the day and counted as an absence. The unsatisfactory evaluation will be part of the overall clinical evaluation and may impact student's progression. Several clinical areas of assignment have special dress codes and requirements. The faculty 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.

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.

WEATHER HOTLINES
Students are encouraged to register for the TopperNet text alerts. Local radio and television stations will provide information to students regarding the closing of WLU in case of severe weather/emergency closings. Students living out of the area and not having access to local radio and TV stations should make arrangements with fellow students and the faculty to establish a plan for notification.

Students are encouraged to check their WLU email for weather-related delays and cancellations and to subscribe to receive emergency notification via text messaging.

NOTES:
- The faculty will establish a weather plan for changes when necessary.
- Students enrolled in off-campus classes are requested to **NOT** call the WLU campus switchboard for severe weather/emergency closing information, but to call off-campus telephone numbers for closure information.

STUDENT ACTIVITY IN GOVERNANCE OF THE NURSING PROGRAM

STUDENT REPRESENTATIVE ROLE TO FACULTY COMMITTEE MEETINGS
The student representatives or alternates will attend Nursing Curriculum and Evaluation Committee meetings to provide student information, report information to classmates, and coordinate class meetings, class activities and fund-raising projects

There will be a collaborative relationship between student representatives, the classmates, faculty committee members, and the Student Nurses Association faculty advisor related to meetings, activities, moneymaking projects, etc.

STUDENT REPRESENTATIVE PLACEMENT
1 junior representative (1 alternate)
1 junior BA/BS to BSN junior representative (1 alternate)
1 senior representative (1 alternate)
1 senior BA/BS to BSN senior representative in fall semester (1 alternate)

Junior and senior representatives will be elected within the first 2 weeks of the fall term.
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.

The faculty will coordinate yearly election of representatives to these faculty committees.

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 University and the Nursing Program.

PROFESSIONAL CONDUCT
The nursing faculty believes that students must consistently display professional attitudes and behaviors in accordance with the West Virginia University Policy Student Code of Conduct to be found in the West Liberty University Student

Handbook. 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.

LIABILITY INSURANCE

Students at West Liberty University are covered by professional liability insurance provided by the State of West Virginia. Students are not covered for the cost of materials or equipment broken or damaged while participating in clinical laboratory courses and shall be responsible for reimbursing the facility through the Office of the Program Director, Nursing Program.

SITUATIONAL REPORT

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
   Nursing Department Chair

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NURSING: INFORMATION & PROCESSES

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

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 facilitates the development of 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 interprofessional healthcare team and 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.

PROGRAM 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:

GRADUATE/SENIOR LEVEL OUTCOMES
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.

JUNIOR LEVEL OUTCOMES
1. Demonstrate safe, holistic, patient-centered care to promote wellness across the lifespan.
2. Utilize current evidence and clinical reasoning in planning and implementing patient-centered care.
3. Interact with members of the healthcare team in meeting the needs of patients in a variety of healthcare settings.
4. Participate in selected quality improvement and safety process in the healthcare system.
5. Utilize information systems and patient technologies to provide safe care.
6. Assume responsibility for personal and professional behaviors.

Definitions of "Organizing Concepts" from QSEN competencies:
1. 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.
2. 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.
3. Evidence Based Practice – Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
4. 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.
5. Patient Safety – Minimize risk of harm to patients and providers through both system effectiveness, and individual performance.
6. Informatics – Use information and technology to communicate, manage knowledge, mitigate error and support decision-making.

BSN Curriculum:

Semester 1
- ☐ BIO 124/125 — 4
- ☐ ENG 101 — 3
- ☐ PSYCH 101 — 3
- ☐ MATH 160 — 3
- **13**

Semester 2
- ☐ CHEM 100/101 or CHEM 110/111 — 4
- ☐ ENG 102 — 3
- ☐ COM 101 — 3
- ☐ GEO/POLS/SOC* — 3
- ☐ HIST 103, 104, 210 or 211 — 3
- **16**

Semester 3
- ☐ BIO 212 — 4
- ☐ PSYCH 252 — 3
- ☐ LIT (any with ENG prefix) — 3
- ☐ Fine Arts* — 3
- ☐ GEO/POLS/SOC* — 3
- **16**

Semester 4
- ☐ BIO 214 — 2
- ☐ BIO 216 *(Lecture **and** Lab)* — 3
- ☐ Humanities/Language* — 3
- ☐ NUR 202 Intro to Professional Nursing — 2
- ☐ NUR 203 Medical Terminology — 1
- ☐ Elective — 3
- **14**

Semester 5
- ☐ NUR 309 Health Assessment — 3
- ☐ NUR 315 Professional Nursing I — 7
- ☐ NUR 317 Clinical Nursing I — 3
- ☐ NUR 319 Pharmacology I — 3
- **16**

Semester 6
- ☐ NUR 320 Pharmacology II — 3
- ☐ NUR 322 EBP/Informatics — 4
- ☐ NUR 323 Professional Nursing II — 7
- ☐ NUR 324 Clinical Nursing II — 4
- **18**

Semester 7
- ☐ NUR 405 Population-Based Health — 2
- ☐ NUR 406 Professional Nursing III — 7
- ☐ NUR 407 Clinical Nursing III — 5
- ☐ NUR 409 Nursing Synthesis I — 2
- **16**

Semester 8
- ☐ NUR 436 Professional Nursing IV (first 8 weeks) — 3
- ☐ NUR 437 Clinical Nursing IV (first 8 weeks) — 2
- ☐ NUR 438 Leadership and Management — 3
- ☐ NUR 439 Nursing Synthesis II — 3
- ☐ NUR 440 Capstone (8 weeks) — 4
- **15**

- Must be selected from specific list

BA/BS to BSN Curriculum:

Prerequisite Courses

☐ Chemistry	____	☐ General Psychology	____
☐ Anatomy & Physiology I	____	☐ Developmental Physiology	____
☐ Anatomy & Physiology II	____	☐ Statistics	____
☐ Microbiology	____		

Semester 1

☐ NUR 204 Transition to Nursing	1
☐ NUR 309 Health Assessment	3
☐ NUR 315 Professional Nursing I	7
☐ NUR 317 Clinical Nursing I	3
☐ NUR 319 Pharmacology I	3
	17

Semester 2

☐ NUR 320 Pharmacology II	3
☐ NUR 322 EBP/Informatics	4
☐ NUR 323 Professional Nursing II	7
☐ NUR 324 Clinical Nursing II	4
	18

Semester 3

☐ NUR 405 Population Health	2
☐ NUR 406 Professional Nursing III	7
☐ NUR 407 Clinical Nursing III	5
☐ NUR 409 Nursing Synthesis I	2
	16

Semester 4

☐ NUR 436 Professional Nursing IV	3
☐ NUR 437 Clinical Nursing IV	2
☐ NUR 438 Leadership and Management	3
☐ NUR 439 Synthesis II	3
☐ NUR 440 Capstone	4
	15

NURSING PROCESSES

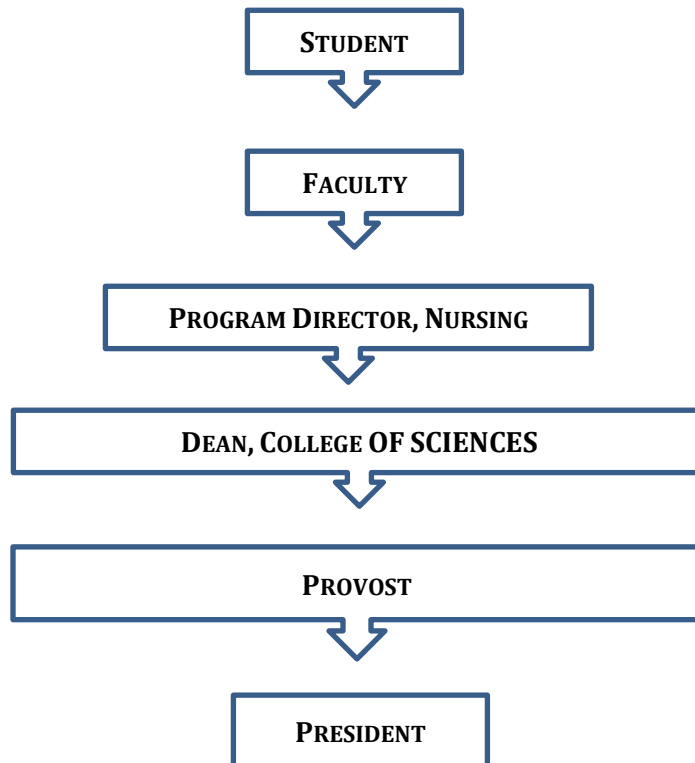## ACADEMIC RIGHTS

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.

LINE OF COMMUNICATION

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.

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┌─────────────────────────┐
│         STUDENT         │
└─────────────────────────┘
            ↓
┌─────────────────────────┐
│         FACULTY         │
└─────────────────────────┘
            ↓
┌─────────────────────────┐
│ PROGRAM DIRECTOR, NURSING│
└─────────────────────────┘
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┌─────────────────────────┐
│ DEAN, COLLEGE OF SCIENCES│
└─────────────────────────┘
            ↓
┌─────────────────────────┐
│         PROVOST         │
└─────────────────────────┘
            ↓
┌─────────────────────────┐
│        PRESIDENT        │
└─────────────────────────┘
```

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 (Appeal process) can be found in WLU Procedure 221.

<div align="center">

CONTACT INFORMATION

</div>

NURSING FACULTY

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ADMINISTRATIVE SUPPORT

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

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

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. All scholarship recipients are expected to assist with recruitment activities. Awarding of scholarships is dependent, in part, on availability of funds.

METHOD OF SELECTION FOR SCHOLARSHIPS

The Academic Standards Committee, Nursing Program, shall select the recipients. The student will usually receive only one scholarship.

NOTIFICATION

The recipient will be notified of the scholarship in writing during the spring semester.

TITLE 19
LEGISLATIVE RULE
BOARD OF EXAMINERS FOR REGISTERED
PROFESSIONAL NURSES

SERIES 10
SCOPE OF PROFESSIONAL NURSING PRACTICE

19-10-1. General.

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

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

2.1. Standards related to Professional Accountability:
2.1.1. Practices within the legal boundaries for nursing through the scope of practice in W. Va. Code ' 30-7-1 et seq. and rules governing nursing.
2.1.2. Demonstrates honesty and integrity in nursing practice.
2.1.3. Bases nursing decision on nursing knowledge and skills, the needs of patients and registered professional nursing standards.
2.1.4. Accepts responsibility for judgements, individual nursing actions, competence, decisions and behavior in the course of nursing practice.
2.1.5. Maintains competence through ongoing learning and application of knowledge in registered professional nursing practice.
2.1.6. Reports violations of the acts or rules by self or other licensees.

2.2. Standards related to Scope of Practice.
2.2.1. Conducts a comprehensive nursing assessment.
2.2.2. Applies nursing knowledge based upon the biological, psychological and social aspects of the patient's condition.
2.2.3. Detects faulty or missing patient information.
2.2.4. Plans nursing care and nursing interventions consistent with the patient=s overall health care plan.
2.2.5. Utilizes decision-making, critical thinking and clinical judgement to make independent decision and nursing diagnoses.
2.2.6. Seeks clarification of orders when needed.
2.2.7. Implements treatment and therapy, including medication administration and delegated medical and independent nursing functions.

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

2.2.9. Demonstrates attentiveness and provides patient surveillance and monitoring.

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

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

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

2.2.13. Documents nursing care.

2.2.14. Revises care plan as needed.

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

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

2.3. Standards for Patient Advocacy.

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

2.3.2. Identifies patient needs.

2.3.3. Attends to patient concerns or requests.

2.3.4. Promotes safe patient environment.

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

2.3.6.   Maintains appropriate professional boundaries.

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

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

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

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

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

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

2.4.2.3. Results of the task are reasonably predictable.

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

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

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

2.4.2.7. Provides supervision and feedback to the UAP.

2.4.2.8. Observes and communicates the outcome of the delegated task

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

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

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

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

2.4.7. Evaluates the effectiveness of the delegation or assignment.

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

2.4.9   Retains professional accountability for nursing care provided.

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

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

West Liberty University
Department of Nursing

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:

    o 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)

    o Author's Name (your name)

    o Institutional affiliation (West Liberty University)

    o Course number and Course name

    o Instructor's Name

    o 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

<u>**Heading Levels**</u>: (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:

<div align="center">

The Pathophysiology of Pancreatitis

</div>

   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.

Body of Work: (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.

APA rules on the use of numbers:

- 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.

Referencing sources in text (citations)

- **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.

7**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.

<u>Citation of a work discussed in a secondary source:</u>

- 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

<u>Reference List</u>:

- 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.

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- ❖ **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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