



# NURSING STUDENT HANDBOOK

## 2025 - 2027

FOR STUDENTS IN THE FOLLOWING COURSE/SEMESTER/YEAR:

### **Traditional Track**

NU 133: Fall 2025  
NU 134: Fall 2025  
NU 132: Spring 2026  
NU 144: Spring 2026  
NU 234: Fall 2026  
NU 244: Spring 2027  
NU 245: Spring 2027

### **Accelerated Weekend**

NU 133: Spring 2026  
NU 134: Spring 2026  
NU 132: Summer 2026  
NU 144: Summer 2026  
NU 234: Fall 2026  
NU 244: Spring 2027  
NU 245: Spring 2027

Contents of this handbook replaces and supersedes any other handbook the student has been given. Students reapplying to the program or repeating a nursing course will adhere to the most current nursing student handbook for that course and year.

The Associate Degree Nursing Faculty and Southern West Virginia Community and Technical College reserve the right to change, delete, supplement or otherwise amend at any time the information, rules, and policies contained herein without prior notice. Students will be notified in writing of such changes in a timely manner.

Implemented: 1983

Date of last Handbook Review and Revision: 8/20/2025

## **WELCOME FROM THE DIRECTOR OF NURSING**

On behalf of the faculty and staff, I welcome you as you begin your studies in the Nursing program at Southern. We are pleased that you have chosen to major in nursing and believe it is an exciting time to enter the nursing profession. The nursing faculty and I are committed to preparing you in the best way possible to begin your career in nursing.

As a member of the nursing profession, you will have countless opportunities to affect the lives of patients with whom you are in contact. Nurses, as one of the most trusted professionals, have a responsibility to be knowledgeable and highly competent in the delivery of care. You will develop clinical competence and leadership skills if you commit to investing time and effort in the rigorous curriculum we have prepared for you. You will also be expected to be caring, compassionate and empathetic. Your investment in learning now will yield a lifetime of rewards as you grow as a professional nurse.

In addition to your classroom learning, you will have the opportunity to gain clinical experiences at multiple hospitals and community facilities that offer rich clinical opportunities. I will encourage you to think of your classmates and the people you care for as important resources, from whom you will gain invaluable knowledge and personal insights. Remember, there is much to learn outside the classroom as well.

The Nursing Department and the college have assembled numerous resources to help you gain the most from your time here. We encourage you to use these resources to make this program work for you. Please know that the faculty, the staff, and I are always available to provide assistance.

The faculty and I have prepared this handbook to ensure that you have a clear understanding of policies and expectations as a student in the nursing program at Southern. It is essential that you know and understand the policies it contains. The task of educating students, who are prepared to safely practice professional nursing at the generalist level, mandates that certain nursing academic and clinical conduct requirements be more stringently delineated than general college requirements.

I have an open-door policy, so if my door is open, you are most welcome. If you wish to talk for an extended period, please schedule an appointment so that our time will be uninterrupted.

Wishing you a successful and exciting experience in the Nursing program at Southern.

Melissa Kirk  
Director of Nursing

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## **Nondiscrimination Notice**

Southern West Virginia Community and Technical College is an Equal Opportunity Institution and does not discriminate based on race, sex, pregnancy, age, disability, veteran status, religion, color, or age in admission, employment, or educational programs and activities, nor does it discriminate based on genetic information in employment or employee health benefits. Faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in discrimination investigations. This nondiscrimination policy also applies to all education programs, to admission, to employment, and to other related activities covered under Title IX, which prohibits sex discrimination in higher education. Southern will take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in the college's CTC offerings. Auxiliary aids and services are available upon request to individuals with disabilities. Southern West Virginia Community and Technical College also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate based on race, ethnicity, sex, color, creed, religion, age, physical or mental disability, marital or family status, pregnancy, genetic information, veteran status, service in the uniformed services, ancestry, or national origin. Inquiries regarding compliance with any state or federal nondiscrimination law may be addressed to **Equal Employment Opportunity Officer and Title IX Coordinator**, Ms. Debbie C. Dingess, Chief Human Resources Officer, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7408, or **Section 504 Coordinator**, Ms. Dianna Toler, Director of Student Success, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7315. TTY 304-792-7054 may be used to communicate with any office or employee of the College.

<b><u>Equal Employment Opportunity Office and Title IX Coordinator</u></b> Debbie Dingess Chief Human Resources Officer 100 College Drive Logan, WV 25601 Phone: 304-896-7408 TTY: 304-792-7054 Email: <a href="mailto:debbie.dingess@southernwv.edu">debbie.dingess@southernwv.edu</a> <a href="mailto:teri.wells@southernwv.edu">teri.wells@southernwv.edu</a>	<b><u>Section 504 ADA Coordinator</u></b> Ms. Dianna Toler Director of Student Success 100 College Drive Logan, WV 25601 Phone: 304-896-7315 TTY: 304-792-7054 Email: <a href="mailto:dianna.toler@southernwv.edu">dianna.toler@southernwv.edu</a>
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**Program Accreditation:**

The nursing program at Southern West Virginia Community and Technical College is accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the West Virginia RN Board.

**Accreditation Commission for Education in Nursing**

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Suite 1400

Atlanta, Georgia 30326

Phone: (404) 975-5000

Fax: (404) 975-5020

Email: [info@acenursing.org](mailto:info@acenursing.org)

Website: [www.acenursing.org](http://www.acenursing.org)

**West Virginia RN Board**

5001 MacCorkle Ave., S.W.

South Charleston, West Virginia 25309

Phone: (304) 744-0900

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## Mission

The mission of Southern West Virginia Community & Technical College's Nursing Program is to prepare students for professional nursing practice while providing a knowledge base for career mobility and further academic study. The program is committed to providing accessible, high-quality nursing education to meet the diverse and changing healthcare needs of the community and beyond.

## Philosophy

The Southern West Virginia Community & Technical College Nursing Program is committed to a quality educational environment.

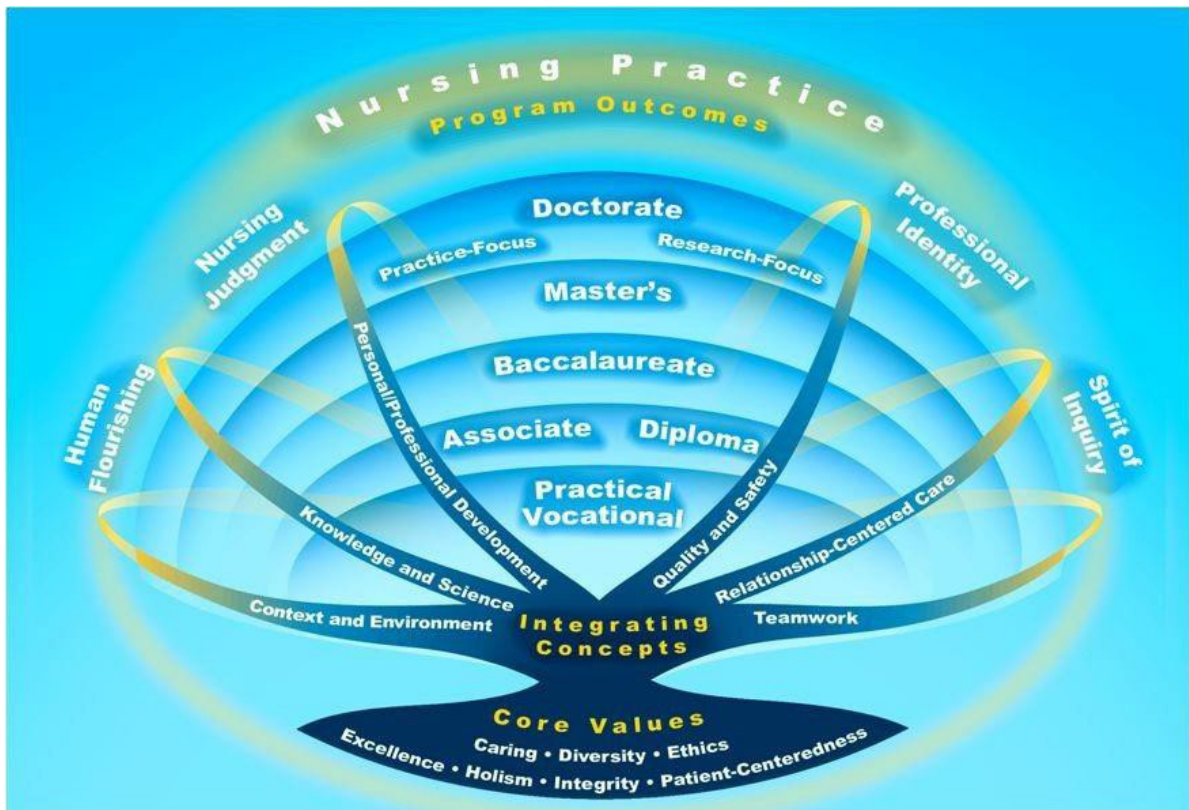
The educational philosophy of Southern's nursing program incorporates the seven core values of the National League for Nursing Competencies Framework which includes caring, diversity, ethics, excellence, holism, integrity, and patient centeredness (NLN, 2010). We believe that "all nurses should display integrity, respect diversity in all forms, uphold given legal and ethical responsibilities and strive for excellence while promoting caring, holistic, patient-centered care" (NLN, 2010).

Southern supports education as a life-long process incorporating a spirit of inquiry, supported by evidence-based research. The faculty believes that students need to develop nursing judgment in their practice, develop a professional identity as a nurse, and learn to support patients and families in development of their ongoing growth as human beings. Life-long learning consists of acquiring knowledge, demonstrating proficient skills, and developing ethical attitudes and values.

Written/modified by the WV Consortium of Associate Degree Nursing Programs and adopted by Southern WV Community and Technical College's nursing program.



## Conceptual Framework



(National League for Nursing, 2010, p.8.)

Southern WV Community & Technical College Nursing Program's conceptual framework is based on the National League for Nursing (NLN) Educational Competencies Model and the components within it. The model consists of the following components (National League for Nursing, 2010):

Core Values: Seven core values, implicit in nursing's historic paradigm, are foundational for all nursing practice. These values are **caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness**. They are shown at the root of the model, to indicate that each type of nursing program and each type of competency must be grounded in these fundamental values (p. 8).

Integrating Concepts: Emerging from the seven core values are six integrating concepts: **context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; and teamwork**.

These concepts are shown as bands around the program types, illustrating their progressive and multidimensional development in students during their learning experiences. The critical feature of the bands is an enveloping feedback mechanism that acknowledges the ongoing advancement of nursing education, as new graduates return new learning, gleaned from multiple sources, to nursing practice through nursing education. In this way, nursing practice and nursing education remain perpetually relevant and accountable to the public and all those in need of nursing (p. 8).

Southern's Nursing Program upholds the core values of the National League for Nursing: caring, diversity, ethics, integrity, patient-centeredness, excellence and holism as evidenced by the following program student learning outcomes.

### **Integrating Concepts**

The Integrating Concepts of the Southern WV Community & Technical College nursing program's curriculum emerge from the seven core values identified by the National League for Nursing (2010). The six integrating concepts include:

Context and environment

Knowledge and science

Personal and professional development

Quality and safety

Relationship-centered care

Teamwork

Within the Conceptual Framework schematic, these concepts are shown as bands around the program types, illustrating their progressive and multidimensional development in students during their learning experiences. The critical feature of the bands is an enveloping feedback mechanism that acknowledges the ongoing advancement of nursing education, as new graduates return new learning, gleaned from multiple sources, to nursing practice through nursing education. In this way, nursing practice and nursing education remain perpetually relevant and accountable to the public and all those in need of nursing. (National League for Nursing, 2010, p.8.)

## Program Student Learning Outcomes

At the completion of the Associate Degree Nursing Program, graduates will be prepared to:

### **Human Flourishing**

Collaborate with the patient or designee to plan and provide nursing care that respects the patient's individual values and needs.

### **Nursing Judgment**

Generate safe and effective patient-centered care using the nursing process.

Incorporate effective communication strategies to reduce risk and injuries in the health care environment.

### **Professional Identity**

Create caring relationships with patient and support systems consistent with the NLN competencies and the WV Board of Examiners Registered Professional Nurses.

Evaluate utilization of healthcare resources to efficiently manage care.

### **Spirit of Inquiry**

Integrate current best practice to plan and implement safe and effective patient care.

## Definition of Terms

(NLN, 2010 taken from Appendix A p.65-69)

**Caring means** "promoting health, healing, and hope in response to the human condition." (NLN, 2010b). "A culture of caring, as a fundamental part of the nursing profession, characterizes our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable. All organizational activities are managed in a participative and person-centered way, demonstrating an ability to understand the needs of others and a commitment to act always in the best interests of all stakeholders" (NLN, 2007).

**Context and Environment**, in relation to organizations, refer to the conditions or social system within which the organization's members act to achieve specific goals. Context and environment are a product of the organization's human resources, and also the policies, procedures, rewards, leadership, supervision, and other attributes that influence interpersonal interactions. In health care, context and environment encompass organizational structure, leadership styles, patient characteristics, safety climate, ethical climate, teamwork, continuous quality improvement, and effectiveness.

**Core Competencies** are the discrete and measurable skills, essential for the practice of nursing, that are developed by faculty in schools of nursing to meet established program outcomes. These competencies increase in complexity both in content and practice during the program of study. The core competencies are applicable in varying degrees across all didactic and clinical courses and within all programs of study, role performance, and practice settings. They structure and clarify course expectations, content, and strategies, and guide the development of course outcomes. They are the foundation for clinical performance examinations and the validation of practice competence essential for patient safety and quality care.

**Course Outcomes** are expected culmination of all learning experiences for a particular course within the nursing program, including the mastery of essential core competencies relevant to that course. Courses should be designed to promote synergy and consistency across the curriculum and lead to the arraignment of program outcomes.

**Diversity** means recognizing differences among "persons, ideas, values and ethnicities, while affirming the uniqueness of each, within the context of nursing care" (NLN, 2010b). "A culture of diversity embraces acceptance and respect. We understand that each individual is unique and recognize individual differences, which can be along the

dimensions of race, ethnicity, gender, sexual orientation, socioeconomic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. A culture of diversity is about understanding ourselves and each other and moving beyond simple tolerance to embracing and celebrating the richness of each individual. While diversity can be about individual differences, it also encompasses institutional and system-wide behavior patterns” (NLN, 2007).

**Excellence** means “creating and implementing transformative strategies with daring ingenuity. A culture of excellence reflects a commitment to continuous growth, improvement, and understanding. It is a culture where transformation is embraced, and the status quo and mediocrity are not tolerated” (NLN, 2010b).

**Ethics** “involves reflective consideration of personal, societal, and professional values, principles and codes that shape nursing practice. Ethical decision making requires applying an inclusive, holistic, systematic process for identifying and synthesizing moral issues in health care and nursing practice, and for acting as moral agents in caring for patients, families, communities, societies, populations, and organizations. Ethics in nursing integrates knowledge with human caring and compassion, while respecting the dignity, self-determination, and worth of all persons,” (NLN, 2010a).

**Holism** “is the culture of human caring in nursing and health care that affirms the human person as the synergy of unique and complex attributes, values, and behaviors, influenced by that individual's environment, social norms, cultural values, physical characteristics, experiences, religious beliefs and practices, and moral and ethical constructs within the context of a wellness-illness continuum,” (NLN, 2010a).

**Human Flourishing** can be loosely expressed as an effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her own such efforts. The process of achieving human flourishing is a lifelong existential journey of hope, regret, loss, illness, suffering, and achievement. Human flourishing encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population. The nurse helps the individual in efforts to reclaim or develop new pathways toward human flourishing.

**Integrity** means "respecting the dignity and moral wholeness of every person without conditions or limitation," (NLN 2010b). "A culture of integrity is evident when organizational principles of open communication, ethical decision making, and humility are encouraged, expected, and demonstrated consistently. Not only is doing the right

thing simply how we do business, but our actions reveal our commitment to truth telling and to how we always were ourselves from the perspective of others in a larger community" (NLN, 2007).

**Knowledge and Science** refer to the foundations that serve as a basis for nursing practice, which, in turn, deepen, extend, and help generate new knowledge and new theories that continue to build the science and further the practice. Those foundations include (a) understanding and integrating knowledge from a variety of disciplines outside nursing that provide insight into the physical, psychological, social, spiritual, and cultural functioning of human beings; (b) understanding and integrating knowledge from nursing science to design and implement plans of patient-centered care for individuals, families, and communities; (c) understanding how knowledge and science develop; (d) understanding how all members of a discipline have responsibility for contributing to the development of that disciplines' evolving science; and (e) understanding the nature of evidence- based practice.

**Nursing Judgment** encompasses three processes; namely, critical thinking, clinical judgment, and integration of best evidence into practice. Nurses must employ these processes as they make decisions about clinical care, the development and application of research and the broader dissemination of insights and research findings to the community, and management and resource allocation.

**Critical thinking** means identifying, evaluating, and using evidence to guide decision making by means of logic and reasoning. Clinical judgment refers to a process of observing, interpreting, responding, and reflecting situated within and emerging from the nurse's knowledge and perspective (Tanner, 2006). Integration of best evidence ensures that clinical decisions are informed to the extent possible by current research (Craig & Smith, 2007).

**Patient-Centeredness** "is an orientation to care that incorporates and reflects the uniqueness of an individual patient's background, personal preferences, culture, values, traditions, and family. A patient centered approach supports optimal health outcomes by involving patients and those close to them in decisions about their clinical care. Patient centeredness supports the respectful, efficient, safe, and well-coordinated transition of the patient through all levels of care," (NLN, 2010).

**Personal and Professional Development** is a lifelong process of learning, refining, and integrating values and behaviors that (a) are consistent with the profession's history,

goals, and codes of ethics; (b) serve to distinguish the practice of nurses from that of other health care providers; and (c) give nurses the courage needed to continually improve the care of patients, families, and communities and to ensure the profession's ongoing viability.

**Professional Identity** involves the internalization of core values and perspectives recognized as integral to the art and science of nursing. These core values become self-evident as the nurse learns, gains experience, and grows in the profession. The nurse embraces these fundamental values in every aspect of practice while working to improve patient outcomes and promote the ideals of the nursing profession. Professional identity is evident in the lived experience of the nurse, in his or her ways of "being", "knowing," and "doing."

**Quality and Safety** is the degree to which health care services 1) are provided in a way consistent with current professional knowledge; 2) minimize the risk of harm to individuals, populations and providers; 3) increase the likelihood of desired health outcomes; and 4) are operationalized from an individual, unit, and systems perspective.

**Relationship Centered Care** positions (a) caring; (b) therapeutic relationships with patients, families, and communities; and (c) professional relationships with members of the health care team as the core of nursing practice. It integrates and reflects respect for the dignity and uniqueness of others, valuing diversity, integrity, humility, mutual trust, self-determination, empathy, civility, the capacity for grace, and empowerment.

**Spirit of Inquiry** is a persistent sense of curiosity that informs both learning and practice. A nurse infused by a spirit of inquiry will raise questions, challenge traditional and existing practices, and seek creative approaches to problems. The spirit of inquiry suggests, to some degree, a childlike sense of wonder. A spirit of inquiry in nursing engenders innovative thinking and extends possibilities for discovering novel solutions in ambiguous, uncertain, and unpredictable situations.

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

(National League for Nursing, 2010)

**\*Program Student Learning Outcomes** are the expected culmination of all learning experiences occurring during the program, including the mastery of essential core nursing practice competencies, built upon the seven core values and six integrating concepts.

**\*Course Student Learning Outcomes** are expected culmination of all learning experiences for a particular course within the nursing program, including the mastery of essential core competencies relevant to that course. Courses should be designed to promote synergy and consistency across the curriculum and lead to the alignment of program student learning outcomes.

**\*Student Learning Outcome** statements of expectations written in measurable terms that express what a student will know, do, or think at the end of a learning experience.

\*Definitions written/modified by the WV Consortium of Associate Degree Nursing Programs and adopted by Southern WV Community and Technical College's nursing program.



**End-of-Program Student Learning Outcome:** Generate safe and effective patient-centered care using the nursing process.

**NLN Competency:** Nursing Judgment.

<b>Level 1 NU 133</b>	<b>Level 1 NU 134</b>	<b>Level 2 NU 132</b>	<b>Level 2 NU 144</b>	<b>Level 2 NU 234</b>	<b>Level 3 NU 244</b>	<b>Level 3 NU 245</b>
<b>Health Assessment and Diagnostics</b>	<b>Introduction to Nursing Concepts</b>	<b>Dosage Calculations</b>	<b>Nursing Concepts of Health and Illness I</b>	<b>Nursing Concepts of Health and Illness II</b>	<b>Synthesis of Nursing Concepts</b>	<b>Professional Nursing &amp; Health System Concepts</b>
<p>Demonstrate skills, knowledge, and attitudes necessary when applying the nursing process to a head-to-toe patient assessment as evidenced by students will score 80% or higher on the comprehensive assessment performance evaluation.</p> <p>Summarize findings from the collection of subjective and objective data as evidenced by students will score 80% or higher on the comprehensive assessment performance evaluation.</p>	<p>Recognize the use of the nursing process and the holistic model in the assessment, analysis, planning, implementation, and evaluation of nursing care for clients as evidenced by students will earn 60% or higher on exam questions related to the nursing process.</p> <p>Demonstrate the principles of medication administration safety as evidenced by students successfully completing the medication administration check-off.</p>	<p>Apply judgements in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of clients within a family and community context. (Patient-centeredness, holism, ethics) as evidenced by students will achieve 70% or higher on the ATI Safe Dosage Module assignment.</p>	<p>Implement critical thinking in the use of the nursing process and the holistic model to assess, analyze, plan, implement, and evaluate nursing care for client as evidenced by 70% of students will satisfactorily complete a care plan on a client.</p>	<p>Integrate the use of the nursing process and the holistic model to assess, analyze, plan, implement, evaluate and revise care for clients as evidenced by 80% of students will utilize the nursing process and achieve a satisfactory grade on the CPET.</p>	<p>Prioritize holistic-centered care using the nursing process, evidence-based practice and critical thinking skills as evidenced by 100% of students will score an 80% or higher on the Priority Setting in Nursing section on the ATI Proctored exit exam.</p>	<p>Generate safe and effective patient centered care using the nursing process as evidenced students will obtain 80% or higher on the Safety, Infection Control, and Patient-Centered Care sections on the ATI Proctored exit exam.</p>

**End-of-Program Student Learning Outcome:** Incorporate effective communication strategies to reduce risk and injuries in the health care environment.

**NLN Competency:** Nursing Judgment.

<b>Level 1 NU 133</b>	<b>Level 1 NU 134</b>	<b>Level 2 NU 132</b>	<b>Level 2 NU 144</b>	<b>Level 2 NU 234</b>	<b>Level 3 NU 244</b>	<b>Level 3 NU 245</b>
<b>Health Assessment and Diagnostics</b>	<b>Introduction to Nursing Concepts</b>	<b>Dosage Calculations</b>	<b>Nursing Concepts Health and Illness I</b>	<b>Nursing Concepts Health and Illness II</b>	<b>Synthesis of Nursing Concepts</b>	<b>Professional Nursing &amp; Health Systems Concepts</b>
<p>Perform a health history while communicating with the simulation patient and faculty as evidenced by students will score 80 % or higher on the comprehensive assessment performance evaluation.</p> <p>Provide accurate documentation of the history and head-to-toe assessment as evidenced by students will score 80 % or higher on the comprehensive assessment performance evaluation.</p>	<p>Identify principles of therapeutic communication as evidenced by students will earn 60% or higher on the Therapeutic Communication section of the ATI Proctored exit exam.</p>	<p>Demonstrate competencies in applying mathematical principles for safe medication administration as evidenced by students will achieve 70% or higher on the Safe Dosage ATI Module assignment.</p>	<p>Utilize therapeutic techniques to communicate professionally and effectively with the client/family and member of the interdisciplinary team as evidenced by 70% of students will earn a satisfactory grade on the Professionalism section of the CPET.</p>	<p>Examine professional, effective communication techniques to minimize risks associated with handoff communication” among providers and through changes in care as evidenced by 80% of students will earn a satisfactory grade on the CPET.</p>	<p>Identify how informatics to improve communication within the healthcare environment as evidenced by 100% of students will earn a 70% or higher on the Informatics section of the ATI Proctored exit exam.</p> <p>Prioritize holistic-centered care using the nursing process, evidenced-based practice and critical thinking as evidenced by 100% of students will earn 80% or higher</p>	<p>Incorporate effective communication strategies to promote management of care in the health care environment as evidenced by students will earn 80% or greater on the RN Management of Care section on the ATI Proctored exit exam.</p>

					on the Clinical Application Section on the ATI Proctored exit exam.	
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**End-of-Program Student Learning Outcome:** Create caring relationships with patient and support systems consistent with the NLN competencies and the WV Board of Examiners Registered Professional Nurses.

**NLN Competency:** Professional Identity

<b>Level 1 NU 133</b>	<b>Level 1 NU 134</b>	<b>Level 2 NU 132</b>	<b>Level 2 NU 144</b>	<b>Level 2 NU 234</b>	<b>Level 3 NU 244</b>	<b>Level 3 NU 245</b>
<b>Health Assessment and Diagnostics</b>	<b>Introduction to Nursing Concepts</b>	<b>Dosage Calculations</b>	<b>Nursing Concepts of Health and Illness I</b>	<b>Nursing Concepts of Health and Illness II</b>	<b>Synthesis of Nursing Concepts</b>	<b>Professional Nursing &amp; Health Systems Concepts</b>
Discuss key concepts related to providing culturally sensitive, safe and ethical nursing care throughout the life span as evidenced by students will score 80 % or higher on the ATI Real-Life Scenario Case Study Assignment Rubric.	Recognize foundational principles of professional nursing practice to provide safe, ethical, culturally competent care to individuals as evidenced by students will achieve 60% or higher on the Patient-Centered Care section of the ATI Proctored exit exam.	Recognize nursing implications integral to safe administration of medications to clients across the lifespan as evidenced by students will achieve 70% or higher on the ATI Proctored Fundamentals exam.	Model professional, ethical nursing behaviors incorporating integrity, personal responsibility, and accountability for continued excellence as evidenced by 70% of students will achieve a satisfactory on the Professional Identity (#7) section of the CPET.	Utilize the use of technology and information system to reduce risk and provide safe, effective care as evidenced by 80% of students will achieve a satisfactory on the Professional Identity (#7) section of the CPET.  Practice professional, ethical nursing behaviors incorporating advocacy, integrity, personal responsibility, and accountability for continued excellence as evidenced by 80% of students will achieve a satisfactory on the	Exhibit the professional standards that support moral, ethical, and legal principles as evidenced by students will receive 80% or higher on the Professional Identity section of the ATI Proctored exit exam.	Integrate practice using integrity and ethics to provide a professional, caring relationship as a member and leader of the healthcare team as evidenced by students will earn 80% or higher on the Professional Identity section on the ATI Proctored exit exam.

				Professional Identity (#6) section of the CPET.		
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<b>End-of-Program Student Learning Outcome:</b> Evaluate utilization of healthcare resources to efficiently manage care.						
<b>NLN Competency:</b> Professional Identity						
<b>Level 1 NU 133</b>	<b>Level 1 NU 134</b>	<b>Level 2 NU 132</b>	<b>Level 2 NU 144</b>	<b>Level 3 NU 234</b>	<b>Level 3 NU 244</b>	<b>Level 3 NU 245</b>
<b>Health Assessment and Diagnostics</b>	<b>Introduction to Nursing Concepts</b>	<b>Dosage Calculations</b>	<b>Nursing Concepts of Health and Illness I</b>	<b>Nursing Concepts of Health and Illness II</b>	<b>Synthesis of Nursing Concepts</b>	<b>Professional Nursing &amp; Health Systems Concepts</b>
	Utilize technology and information systems used to provide safe, effective care while maintaining confidentiality as evidenced by 60% of students will achieve a satisfactory on the on the Professional Identity section (#7) and Confidentiality section of the CPET.				Apply medical-surgical nursing knowledge to decrease a client's risk of complications from existing health disorders, treatments, or procedures as evidenced by students will achieve 80% or higher on the RN Reduction of Risk Potential section of the ATI Proctored exit exam.	Utilize healthcare resources to efficiently manage care as evidenced by students will receive 80% or higher on the RN Management of Care section on the ATI Proctored exit exam.

<b>End-of-Program Student Learning Outcome:</b> Integrate current best practice to plan and implement safe and effective patient care. <b>NLN Competency:</b> Spirit of Inquiry						
<b>Level 1 NU 133</b>	<b>Level 1 NU 134</b>	<b>Level 2 NU 132</b>	<b>Level 2 NU 144</b>	<b>Level 2 NU 234</b>	<b>Level 3 NU 244</b>	<b>Level 3 NU 245</b>
<b>Health</b>	<b>Introduction to</b>	<b>Dosage</b>	<b>Nursing</b>	<b>Nursing</b>	<b>Synthesis of</b>	<b>Professional</b>
<b>Assessment and Diagnostics</b>	<b>Nursing Concepts</b>	<b>Calculations</b>	<b>Concepts of Health and Illness I</b>	<b>Concepts of Health and Illness II</b>	<b>Nursing Concepts</b>	<b>Nursing &amp; Health Systems Concepts</b>
<p>Incorporate knowledge based on evidenced-based practice into health assessments as evidenced by students will score an 80% on course exams.</p> <p>Identify basic lab and diagnostic tests as evidenced by students will score 80% on course exams.</p> <p>Explain evidence-based findings to determine best assessment practices as evidenced by students will score 80% on course exams.</p>	<p>Explain the use of evidence-based research for best practices as evidenced by students will achieve 60% or higher on the Evidenced-Based section of the ATI Fundamentals Proctored exam.</p> <p>Recognize the importance of continued learning to maintain clinical excellence in the profession of nursing as evidenced by students will achieve 60% or higher on the Evidenced-Based section of the ATI</p>			<p>Integrate clinical decision-making substantiated with evidence-based research to provide safe quality care of patient within a family and community as evidenced by 80% of students will receive achieve a satisfactory on the Spirit of Inquiry section (#8) of the CPET.</p> <p>Acknowledge the necessity for lifelong learning as a part of personal and professional development and growth as evidenced by 80% of students will achieve a</p>	<p>Examine the evidence that underlies clinical nursing practice to challenge and question the underlying assumptions offering new insight to improve the quality of care for patients, families, and the community as evidenced by students will achieve 80% or higher on the Clinical Application section of the ATI Proctored exit exam.</p> <p>Formulate a</p>	<p>Integrate current best practice to plan and implement safe and effective patient care as evidenced by students will achieve 80% or higher on the Spirit of Inquiry section of the ATI Proctored exit exam.</p>

Demonstrate the use of technology and information systems to facilitate the assessment of patients and select populations as evidenced by students will score an 80% on ATI assignment rubric.	Fundamentals Proctored exam.			satisfactory on the Spirit of Inquiry section (#9) of the CPET.	commitment to, and a value of lifelong-learning as a means to maintain professional nursing excellence as evidenced by 80% of students will achieve a satisfactory on the Spirit of Inquiry section (#9) of the CPET.	
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<b>End-of-Program Student Learning Outcome:</b> Collaborate with the patient or designee to plan and provide nursing care that respects the patient's individual values and needs. <b>NLN Competency:</b> Human Flourishing						
Level 1 NU 133	Level 1 NU 134	Level 2 NU 132	Level 2 NU 144	Level 2 NU 234	Level 3 NU 244	Level 3 NU 245
Health Assessment and Diagnostics	Introduction to Nursing Concepts	Dosage Calculations	Nursing Concepts of Health and Illness I	Nursing Concepts of Health and Illness II	Synthesis of Nursing Concepts	Professional Nursing & Health Systems Concepts
	<p>Recognize knowledge from other scientific and humanistic disciplines as it related to the profession of nursing and the care of diverse individuals throughout the lifespan as evidenced by 60% of students will achieve a satisfactory on the Human Flourishing section (#2) on the CPET.</p> <p>Define key nursing concepts introduced related to the care of diverse individuals throughout the lifespan with a focus, on health,</p>		<p>Demonstrate patient centered care that is respectful of and receptive to individual patient preferences, needs, and values as evidenced by 70% of students will achieve a satisfactory on the Human Flourishing section (#1) on the CPET.</p> <p>Apply knowledge from other scientific and humanistic disciplines as it relates to the care of diverse individual and families throughout the lifespan across the wellness-illness continuum as evidenced by 70%</p>	<p>Develop a patient-centered plan of care that is respectful of and receptive to individual patient preferences, needs, and values, and ensuring that patient values guide all clinical decision-making 80% of students will achieve a satisfactory on the clinical paperwork.</p> <p>Analyze knowledge from other scientific and humanistic disciplines as it relates to the care of diverse individual and families throughout the lifespan across the</p>	<p>Collaborate with the client and other disciplines to formulate patient – centered care that is respectful of and receptive to individual patient preferences, needs, and values, and ensuring that patient values guide all clinical decision- making as evidenced by 80% of students will achieve a satisfactory on the Human Flourishing section (#1) on the CPET.</p> <p>Combine knowledge from other scientific and humanistic disciplines together with nursing concepts as they</p>	<p>Collaborate with the patient or designee to plan and provide nursing care that respects the client's individual values and needs as evidenced by 80% of students will receive a satisfactory grade on the Spirit of Inquiry (#8) on the CPET.</p>

	<p>wellness, and simple deviations as evidenced by 60% of students will achieve a satisfactory on the Human Flourishing section (#3) on the CPET.</p>		<p>of students will achieve a satisfactory on the Human Flourishing section (#2) on the CPET.</p> <p>Apply key concepts from the introduction course, together with newly introduced concepts relating to care of diverse individuals and families through the lifespan across the wellness-illness continuum as evidenced by 70% of students will achieve a satisfactory on the Human Flourishing section (#3) on the CPET.</p>	<p>wellness-illness continuum as evidenced by 80% of students will achieve a satisfactory on the Human Flourishing section (#2) on the CPET.</p>	<p>relate to the care of diverse individuals and families throughout the lifespan across the wellness-illness continuum.</p> <p>Integrate interrelated concepts relating to care of diverse clients and families across the wellness-continuum as evidenced by 80% of students will achieve a satisfactory on the Human Flourishing section (#3) on the CPET.</p>	
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## Admission Criteria

Applicants requesting admission to the Southern WV Community and Technical College Nursing Program must first meet the requirements for general admission to the college.

Applicants must successfully complete all institution and nursing program admission requirements before the application deadline. Meeting all qualifications on the application does not guarantee admission to the Nursing Program.

**The Board of Examiners for Registered Professional Nurses may deny testing to any applicant proven guilty of certain infraction such as, but not limited to fraud, felony, or moral misconduct (Chapter 30, Article 7, Section 11, Code of West Virginia.)**

Additionally, applicants must be able to engage in educational and training activities in a manner that does not endanger themselves or others.

### ***General Requirements***

#### **Admission Requirements:**

##### **Traditional Option**

Applicants must be eligible to enter college-level English and Math.

Applicants must have a minimum cumulative GPA of 2.0 in all previous college-level courses. If fewer than 12 credit hours of college-level courses have been taken, the high school GPA or equivalent will be considered.

Applicants must take the ATI TEAS pre-entrance exam and achieve a score of 60% or higher.

Applicants must attach ATI TEAS results to their application to the Nursing program. The date of the TEAS exam may be up to 5 years before the application deadline.

Applicants must achieve a 60% or higher to be eligible for the program.

Applicants may attach transcripts from all colleges/universities attended to the application, or must send an official transcript to the college registrar.

Applicants who have not taken college-level courses must attach a high school or equivalent transcript.

Applicants must have English language proficiency.

##### **Admission Requirements: 16–Month Accelerated Weekend Option**

Applicants must be eligible to enter college-level English and Math.

Applicants must have a minimum cumulative GPA of 2.0 in all previous college-level courses. If fewer than 12 credit hours of college-level courses have been taken, the high school GPA or equivalent will be considered.

**Minimum of an associate degree from an Allied Health Program such as Medical Assisting\*, Medical Laboratory Technology, Paramedic Science, Radiologic Technology, Respiratory Care Technology, Surgical Technology, or Dental Hygiene with a license or certification. An LPN with an active license will also qualify. Students with an unrelated bachelor's degree or higher will also qualify.**

- Medical Assisting students must have an associate degree in a healthcare field to qualify. A Medical Assisting Certificate does not qualify.

Applicants must take the ATI TEAS pre-entrance exam and achieve a score of 60% or higher.

Applicants must attach ATI TEAS results to their application to the Nursing program. The date of the TEAS exam may be up to 5 years before the application deadline.

Applicants must achieve a 60% or higher to be eligible for the program.

Applicants may attach transcripts from all colleges/universities attended to the application, or must send an official transcript to the college registrar.

Applicants who have not taken college-level courses must attach a high school or equivalent transcript.

Applicants must have English language proficiency.

## Technical Standards

The curricula leading to a degree in Nursing from Southern require students to engage in diverse and complex experiences directed at the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to perform these functions satisfactorily. In addition to being essential to the successful completion of the requirements of a nursing degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty, and other health care providers.

The following technical standards describe the non-academic qualifications required in addition to academic qualifications that the college considers essential for entrance to, continuation in, and graduation from its nursing degree program. Candidates for a nursing degree must be able to meet these minimum standards with or without reasonable accommodation for successful completion of degree requirements.

## ***Standards***

### **Visual, Auditory, and Tactile Abilities**

Sufficient abilities to allow him/her to gather data from written reference materials, oral presentations, demonstrations and observations of a patient and his/her environment. Sufficient ability to perform health assessments and interventions; observe diagnostic specimens; and obtain information from digital, analog and waveform representations of physiologic phenomena to determine a client's condition.

#### *Examples of relevant activities:*

- Visual acuity sufficient to draw up the correct quantity of medication in a syringe or detect changes in skin color or condition.
- Auditory ability sufficient to detect sounds related to bodily functions using a stethoscope or to detect audible alarms generated by mechanical systems used to monitor patient physiological status.
- Tactile abilities sufficient to detect unsafe temperature levels in heat-producing devices used in patient care or detect anatomical abnormalities, such as edema or small nodules.

### **Communication Abilities**

Ability to communicate with accuracy, clarity, and efficiency with patients, their families, and other members of the health care team (including spoken and non-verbal communications, such as interpretation of facial expressions, affect, and body language). Required communication abilities, including speech, hearing, reading, writing, language skills, and computer literacy.

*Examples of relevant activities:*

- Abilities sufficient to give verbal directions to or follow verbal directions from other members of the health care team and to participate in health care team discussions of patient care.
- Ability sufficient to elicit and record information about health history, current health state, or responses to treatment from patients or family members.
- Ability sufficient to convey information to clients and others as necessary to teach, direct, and counsel individuals.

**Motor Abilities**

Sufficient motor function to execute movements required to provide general care and treatment to patients in all health care settings.

Required motor functions include gross and fine motor skills, physical endurance, physical strength, and mobility to carry out nursing procedures, perform basic laboratory tests, and provide routine and emergency care and treatment to patients.

*Examples of relevant activities:*

- Fine motor skills sufficient to obtain assessment information by palpation, auscultation, percussion, and other diagnostic maneuvers.
- Physical endurance sufficient to complete assigned periods of clinical practice.
- Mobility sufficient to carry out patient care procedures, such as tracheostomy care or performing emergency airway suctioning.
- Strength sufficient to carry out patient care procedures, such as assisting in the turning and lifting of patients.

**Behavioral, Interpersonal, and Emotional Abilities**

Ability to relate to colleagues, staff, and patients with honesty, integrity, and non-discrimination.

Capacity for the development of a mature, sensitive, and effective therapeutic relationship with clients.

Ability to work constructively in stressful and changing environments, with the ability to modify behavior in response to constructive criticism.

Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.

*Examples of relevant activities:*

- Emotional skills sufficient to remain calm in an emergency.
- Interpersonal skills sufficient to communicate effectively with patients and families of diverse religious, cultural, and social backgrounds.
- Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibility's attendant to the diagnosis and care of clients.

**Cognitive, Conceptual, and Quantitative Abilities**

Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis.

Ability to gather data, develop a plan of action, establish priorities, and monitor treatment plans and modalities.

Ability to comprehend three-dimensional and spatial relationships.

*Examples of relevant activities:*

- Cognitive skills sufficient to calculate appropriate medication dosage given specific patient parameters.
- Conceptual ability sufficient to analyze and synthesize data and develop an appropriate plan of care.
- Quantitative ability sufficient to collect data, prioritize needs, and anticipate reactions.
- Ability to comprehend spatial relationships adequate to properly administer IM injections or assess wounds of varying depths.

\*Adapted from the Technical Standards for Admission, Progression, and Graduation from The University of North Carolina at Chapel Hill with permission.

## Traditional Program Option

The Nursing Program is designed to prepare students for professional nursing practice while providing a knowledge base for career mobility and further academic study. The program is committed to providing accessible, high-quality nursing education to meet the diverse and changing health-care needs of the community and beyond. The Nursing Program at Southern WV Community & Technical College is accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the West Virginia RN Board. The full Nursing Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer general education/program support courses only.

### Nursing Curriculum – 60 Credit Hours – Traditional Option

#### First Year – Fall Semester

<u>Dept/No.</u>	<u>Title</u>	<u>Credit Hrs.</u>
BS 124	Anatomy and Physiology, I	4
PY 218	Life Span Developmental Psychology	3
NU 133	Health Assessment and Diagnostics	3
NU 134	Introduction to Nursing Concepts	<u>8</u>
		18

#### First Year – Spring Semester

<u>Dept/No.</u>	<u>Title</u>	<u>Credit Hrs.</u>
BS 125	Anatomy and Physiology II	4
NU 132	Drug and Dosage Calculation	2
EN 101 or 101A	English Composition I	3
NU 144	Nursing Concepts of Health and Illness I	<u>9</u>
		18

#### Second Year – Fall Semester

<u>Dept/No.</u>	<u>Title</u>	<u>Credit Hrs.</u>
	General Education Elective*	3
NU 234	Nursing Concepts of Health and Illness II	<u>9</u>
		12

#### Second Year - Spring Semester

<u>Dept/No.</u>	<u>Title</u>	<u>Credit Hrs.</u>
NU 244	Synthesis of Nursing Concepts	9
NU 245	Professional Nursing & Health Systems Concept	<u>3</u>
		12

\*Any college-level course not already specified in the program may be used to fulfill the general education elective requirement. All nursing courses must be completed with an 80% (B) or greater and general education (support) courses must be completed with a "C" or better in order to progress. Courses not designated as "NU" **may be** taken prior to entering the Nursing Program. However, taking such courses **does not guarantee** entry to the Nursing Program.



## 16-Month Accelerated Weekend Option

The Nursing Program is designed to prepare students for professional nursing practice while providing a knowledge base for career mobility and further academic study. The program is committed to providing accessible, high-quality nursing education to meet the diverse and changing health-care needs of the community and beyond. The Nursing Program at Southern WV Community & Technical College is accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the West Virginia RN Board. The full Nursing Program is available on the weekends on the Logan Campus with Brightspace support. The Boone, Lincoln, Williamson, Wyoming, and McDowell campuses offer general education/program support courses only.

### Nursing Curriculum – 60 Credit Hours – 16-Month Accelerated Option

#### First Year – Spring Semester

<u>Dept/No.</u>	<u>Title</u>	<u>Credit Hrs.</u>
BS 124	Anatomy and Physiology, I	4
PY 218	Life Span Developmental Psychology	3
NU 133	Health Assessment and Diagnostics	3
NU 134	Introduction to Nursing Concepts	<u>8</u>
		18

#### First Year – Summer Semester

<u>Dept/No.</u>	<u>Title</u>	<u>Credit Hrs.</u>
BS 125	Anatomy and Physiology II	4
NU 132	Drug and Dosage Calculation	2
EN 101 or 101A	English Composition I	3
NU 144	Nursing Concepts of Health and Illness I	<u>9</u>
		18

#### Second Year – Fall Semester

<u>Dept/No.</u>	<u>Title</u>	<u>Credit Hrs.</u>
	General Education Elective*	3
NU 234	Nursing Concepts of Health and Illness II	<u>9</u>
		12

#### Second Year - Spring Semester

<u>Dept/No.</u>	<u>Title</u>	<u>Credit Hrs.</u>
NU 244	Synthesis of Nursing Concepts	9
NU 245	Professional Nursing & Health Systems Concept	<u>3</u>
		<u>12</u>

\*Any college-level course not already specified in the program may be used to fulfill the general education elective requirement. All nursing courses must be completed with an 80% (B) or greater, and general education (support) courses must be completed with a "C" or better in order to progress. Courses not designated as "NU" **may be** taken prior to entering the Nursing Program. However, taking such courses does not guarantee entry to the Nursing Program. **For more information**, please contact: Maudie Orraca-Tetteh or Beth Deaton.

## ***Course Descriptions***

### **Nursing 133: Health Assessment and Diagnostics**

Lecture: Three (3) credit hours = 150 minutes/week

This course is designed to introduce the nursing student to the knowledge and skills required to perform a health assessment across the lifespan and to document appropriate findings and will include abnormal assessment findings. Modifications of assessment for select populations will be addressed.

The nursing student will be introduced to normal and abnormal lab values and basic diagnostic procedures.

Minimum grade of "B" in all nursing courses.

Minimum grade of "C" in all support courses.

### **Nursing 134: Introduction to Nursing Concepts**

Lecture: Five (5) credit hours = 150 minutes/week and

Lab/Clinical: Three (3) credit hours = 9 hours/week

Total: Eight (8) credit hours

This foundational course is designed to introduce concepts to the beginning nursing student that will focus on maintaining health and promoting wellness throughout the lifespan.

Concepts and core values basic to the foundation of nursing practice are presented.

Classroom and laboratory experiences provide an opportunity for understanding the nursing process, clinical judgment and decision-making.

Successful completion of this course requires passing both components.

Minimum grade of "B" in all nursing courses.

Minimum grade of "C" in all support courses.

### **Nursing 132: Drug and Dose Calculations**

Lecture Two (2) credit hours = 100 minutes/week

This course is designed to enhance the nursing student's ability to read, interpret, and solve dosage calculation problems. Critical thinking skills are applied to medication situations to emphasize the importance of accuracy and the avoidance of medication errors. This course will further expand the nursing student's ability to read, interpret, and solve increasingly complex dosage calculation problems. Critical thinking skills are applied to age and acuity specific variations in select populations.

Minimum grade of "B" is required in all nursing courses.

Minimum grade of "C" is required in all support courses.

**Nursing 144: Nursing Concepts of Health and Illness I**

Lecture: Five (5) credit hours = 250 minutes/week and

Lab/Clinical: Four (4) credit hours = 12 hours/week

Total 9 credit hours

This course builds upon foundational concepts across the lifespan while introducing the concepts of the wellness-illness continuum and the individual and family response.

Classroom and laboratory experiences provide an opportunity for application of the nursing process and development of clinical judgment and decision-making.

Successful completion of this course requires passing both components.

Minimum grade of "B" in all nursing courses.

Minimum grade of "C" in all support courses.

**Nursing 234: Nursing Concepts of Health and Illness II**

Lecture: Five (5) credit hours = 250 minutes/week and

Lab/Clinical: Four (4) credit hours = 12 hours/week

Total: Nine (9) credit hours

This course expands the concepts of the wellness-illness continuum, with emphasis on the expanding family and tertiary care within the community. Classroom and laboratory experiences provide an opportunity for analysis within the nursing process and application of clinical judgment and decision-making.

Successful completion of this course requires passing both components.

Minimum grade of "B" in all nursing courses.

Minimum grade of "C" in all support courses.

**Nursing 244: Synthesis of Nursing Concepts**

Lecture: Four (4) credit hours = 200 minutes/week

Clinical/Lab: Five (5) credit hours = 15 hours/week which includes preceptorship

Total: Nine (9) credit hours

This course focuses on the integration of interrelated concepts across the wellness-illness continuum. Classroom and laboratory experiences provide an opportunity for synthesis of the nursing process and integration of clinical judgment and decision-making.

Successful completion of this course requires passing both components.

Minimum grade of "B" in all nursing courses.

Minimum grade of "C" in all supporting courses.

**Nursing 245: Professional Nursing and Health Systems Concepts**

Lecture: Two (2) credit hours = 100 minutes/week

Clinical: One (1) credit hours = 3 contact hours/week of NCLEX Prep

Total: Three (3) credit hours

This capstone course will focus on current issues in health care and the nursing profession and is designed to facilitate the transition from student to professional registered nurse.

Topics of discussion will include national health policy and politics, ethical and bioethical issues, career development, application for state licensure and preparation for the NCLEX-RN examination.

Successful completion of this course requires passing both components and the ATI Exit Exam.

Minimum grade of "B" in all nursing courses.

Minimum grade of "C" in all support courses.

## Grading Scale

Students enrolled in Southern's Associate Degree Nursing Programs must earn at least 80% of the total points possible for each of the nursing courses to pass the course. Failure to achieve an 80% will result in the student's inability to progress to the next level in the program.

**The Nursing Program grading scale is as follows:**

<b>Grade</b>	<b>Scale</b>
<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80-89.99</b>
<b>C</b>	<b>70-79.99</b>
<b>D</b>	<b>60-69.99</b>
<b>F</b>	<b>&lt;60</b>

<b>Cost Analysis</b>		
<b>All amounts are estimates only</b>	<b>Total</b>	<b>Cost Incurred</b>
Background Check and Drug Screen	\$175.00	prior to entering the program
American Heart Association Health Care Provider CPR Course	\$150.00	prior to entering the program
Random Drug Screen (each test)	\$75.00	**
Uniforms	\$250.00 est.	prior to entering the program
Shoes	\$80.00 est.	prior to entering the program
Stethoscope - DUAL HEAD	\$50.00	prior to entering the program
Student Clinical Skills Packs (1 <sup>st</sup> semester)	\$325.00	prior to entering the program
ATI - Achievement/competency exams and 3-day review	\$2,120.00	1st -\$530.00, 2nd- \$530.00, 3rd - \$530.00, 4th-\$530.00 <b>Does not include fees or tax</b>
Trajecsyst Clinical Tracking	\$150	1 <sup>st</sup> semester-one-time fee
Nursing Stole	\$50.00	4th semester
Department of Nursing Pin (graduation)	\$50.00	4th semester
WV BON NCLEX-RN Licensing Examination, Pearson Vue application fee and federal background check	\$400.00	4th semester
Miscellaneous	\$500.00	Travel etc.
Physical exam, immunizations & titers	\$450.00	prior to entering the program
New Student Launch	\$175.00	Prior to entering the program
Total without tuition, fees, and books	<b>\$4,704.00</b>	
		<b>\$18,846.00</b>
	<b>TOTAL</b>	<b>\$23,816.00</b>

All costs listed above, as well as the Physical exam, immunizations, Hepatitis B vaccine, lab work, X-rays, TB Tine test, travel, meals, motel rooms, conventions, etc., are the responsibility of the student.

\*\*A random drug screen may be required without notice at any time during the program, and the cost after the 1st is the responsibility of the student.

## **Departmental Policies/Procedures**

Grievance Procedure (Student)  
Advising Guidelines  
Name Change  
Change in Schedule of Classes  
Withdrawal from classes  
Refund Schedule  
Technology Availability for Students  
Library  
Communication Policy  
Student Nurses' Association  
Service on Faculty Committees

### **Student Grievance Procedure**

The purpose of the Student Grievance Procedure shall be to provide an equitable and orderly process to resolve any differences or disputes between a student and a staff or faculty member about college policies or learning activities affecting the student. This may include, but is not limited to, grading, instructional procedures, class attendance policies, instructional quality, and other situations where the student believes they are being treated unfairly or arbitrarily. (Refer to the college catalog or Student Handbook for an explanation of the procedure.)

### **Advising Guidelines**

Upon admission to the Nursing Program, an advisor will be assigned to the student. Any student or advisor may request reassignment by contacting the Director of Nursing. Each advisor will provide academic advising concerned with registration, withdrawal, academic standing, and progression in the nursing program.

Advisors will be available to students during posted office hours. Each adviser will also be available by appointment outside office hours, should the student require it. Academic counselors are available to any nursing student on the Logan Campus in the Student Services Unit. Assistance and information concerning substance abuse and its treatment may be obtained from the Counselor or Student Services personnel at each of the College's campuses. Mental Health Counselors are available at the local Mental Health Center for students (refer to the college catalog). The cost of this service is the student's responsibility.

### **Name Change**

A change in name is to be reported promptly to the student's assigned Advisor, the Director of Nursing, and to Student Records.

### **Changes in Schedule of Classes**

Any changes in academic schedules for nursing students must be cleared through the assigned nursing advisor. Advice from anyone other than the assigned advisor may be in error and could cause problems relating to eligibility for the next semester's nursing course or graduation. Students should not drop or add any course or alter the course schedule without the expressed written approval of the assigned advisor.

### **Withdrawal from Classes**

A student can withdraw from a class on or before the completion of 73% of the academic term, which is roughly eleven weeks. The specific date to withdraw is published in the academic calendar that is found on Southern's website <http://southernwv.edu> under the Programs tab. Students withdrawing during this period will receive a grade of "W". The student is responsible for knowing his or her last day to withdraw from classes. After the last day to withdraw, students will not be permitted to withdraw from the class and will receive the final grade they earn.

### **Refund Schedule**

The current refund schedule for the academic year is posted on Southern's website at <http://www.southernwv.edu/tuition>. Exceptions to this policy resulting from extenuating circumstances must be approved by the Chief Finance Officer or their designee before a refund may be processed.

### **Technical Assistance for Students**

Students can go to Southern's Main Web Page → Current Students → Technology Services, to request technical service and assistance 24 hours/7 days a week. The student may also sign up for Southern Alerts and view Tech tips at this location as well.

### **Library**

The **Logan and Williamson campus Library hours are posted each academic term**. Full-service libraries are currently operated on the Logan and Williamson campuses. In Logan, the library is located near the Student Union, and in Williamson, on the first floor. The Boone/Lincoln and Wyoming/McDowell campuses offer electronic and interlibrary loan access to Southern's library services and public libraries or libraries at nearby colleges.

Periodically throughout the nursing program, literature may be placed on closed reserve. Check for reserved materials at the circulation desks. Audiovisual and computer materials are cataloged and readily available to students in the library or the nursing skills labs. Required audiovisual materials for a course will be available in the Logan Library. For Southern students, the student ID card serves as a library card.



**Communication Policy**

Southern will utilize college-issued e-mail accounts to convey college-related, critical, and/or time-sensitive information to faculty, staff, and students. In some instances, e-mail communication may be the only means by which information is conveyed.

Students may configure their campus e-mail account to forward College e-mail to a preferred e-mail address. All messages contained within the College's e-mail system are the property of the institution.

Policy SCP-7000 can be found on Southern's website at:

<https://www.southernwv.edu/administration/policies/#series-7000-technology>

**Student Nurses' Association (SNA)**

All nursing students are eligible for membership in the Student Nurses Association. Class officers are elected as representatives of their class. They are elected by the class to promote class spirit in achieving the goals of the college and the Department of Nursing. Students are encouraged to join and be involved in the Student Nurses Association at the local, state, and national levels. A faculty member serves as a representative/advisor to the SNA.

**Service on Faculty Committees**

Student representative(s) is/are elected or appointed from each year's nursing classes. The student representative(s) will attend meetings as specified by the nursing faculty and the nursing director.



**Southern WV Community & Technical College**  
**Nursing**  
**100 College Drive – Logan Campus**  
**Logan, WV 25601**

### ***Background Checks and Drug Screening Policy***

**Program:** Nursing

**Section:** Students

**Approved by:** Nursing Faculty

**Date last reviewed/revised:** 4/22/2024

Students must satisfactorily complete a background check and drug screen prior to entry into the nursing program and any other time as requested.

#### **Policy Statement:**

Students convicted of a FELONY or MISDEMEANOR or pending charges MAY be excluded from entrance into the nursing program or attending clinical experiences by health care agencies and/or from taking the National Council Licensure Examinations for RN's. The West Virginia RN Board retains the right to all final decisions related to licensure. Any falsification or omission on the nursing program application or other forms may result in disciplinary action, including dismissal from the program.

Felony and misdemeanor charges or convictions that occur during the nursing program must be reported immediately to the Director of Nursing **and** the West Virginia RN Board with documentation. Exclusion from clinical agencies and experiences and/or dismissal from the nursing program may occur after review of charges or convictions.

During the nursing program, the Division of Allied Health and Nursing may request a random drug/chemical screen(s) at any time. Failure to comply immediately with the drug/chemical screen will result in dismissal from the Nursing Program.

#### **Drug/Chemical Dependency**

If a student has completed or is undergoing treatment for drug/chemical dependency, the student will present a copy of the discharge summary or treatment plan, printed on the facility's letterhead, and delivered to the Director of Nursing. The student will also include a detailed letter explaining their recovery efforts. Southern WV Community and Technical College will not discriminate against individuals applying to the nursing program based on race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, or age in admission, employment, or educational programs and activities.

### **Admission Drug Screening and Program Drug Screening Policy**

Southern West Virginia Community and Technical College and the Division of Allied Health and Nursing - Departments of Allied Health and Nursing are committed to safeguarding the health and safety of community members and maintaining a drug-free environment. To uphold the highest standard of care, the **Division of Allied Health and Nursing** will conduct a drug screen test for **all students admitted to Allied Health and Nursing Programs**.

The alcohol and drug screen must occur at a date, time, and by a laboratory approved by the Director of Nursing. The type of specimen is at the discretion of the Division of Allied Health and Nursing and the testing agency. The student is responsible for determining from their physician whether prescribed medications may affect program performance and for disclosing a list of medications before testing. The student must have a current prescription for that medication in the nursing program file. A current prescription means one issued by a licensed provider to the student, within the last twelve (12) months prior to testing. Students must have prescriptions for all medications in the nursing program file with current dates. Many prescription drugs alter mental status and may impair the student's ability to perform in the classroom or clinical setting.

The cost of all expenses associated with the drug screening and/or evaluation is the student's responsibility. Any new prescription, change in medication or health status, or ability to function in the classroom or clinical setting must be reported promptly by the student to the appropriate advisor.

### **Random Drug Screen after Program Enrollment**

Enrollment is defined as a student attending the first day of class in the Nursing Program. A random alcohol or drug screen of any student, any group of students, or an entire class or program may occur at any time and on more than one occasion. Alcohol and drug screening may be by urine sample and/or breathalyzer and/or a hair and/or blood sample at the discretion of the nursing program director. The date, time, and company to conduct the drug screen are selected by the Division of Allied Health and Nursing. The cost of alcohol or drug screening is the responsibility of the student.

Further, a student who demonstrates questionable behavior (classroom, laboratory, or clinical setting) or gives any indication that alcohol or drugs have been consumed will be requested to submit to a drug screen.

Signs and symptoms of alcohol and/or drug use may include, but are not limited to any one or more of the following: euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation,

diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, change in appearance or grooming, hyper-reflexia, lethargy, flushed face, tardiness, absenteeism, dilated/pinpoint pupils, odor of alcohol, mood swings, missed deadlines, careless mistakes, and dozing/sleeping.

Any attempt to do any of the following will result in removal from the nursing program:

- altering the drug screen
- preventing the collection of the specimen for screening
- falsification of the results
- refusing to have the test performed on the date and time requested, or by the approved laboratory

Any positive or diluted screening results not covered by a previously documented prescription in the student's program file will result in dismissal from the nursing program. Any future reapplication to a program in the Division of Allied Health and Nursing will not be considered. Appropriate accreditation agencies or licensing boards will be notified of the results of the test, and disciplinary actions may be taken.

**Disclaimer: The Student has the right to refuse drug screening;** however, refusal to have the drug screen or failure to follow the procedure/directions prescribed by the Division of Allied Health and Nursing will result in withdrawal of the student's selection to the program or will result in dismissal from the program after enrollment.

### **CANNABIS USAGE IN THE NURSING PROFESSION**

Nurses are not prohibited from receiving a cannabis certification from a healthcare practitioner and possession of a valid identification card issued by the Bureau for Public Health within the West Virginia Department of Health and Human Resources under 16A-1-1 simply by virtue of their profession, however a nurse who is considering a cannabis certification may be subject to certain restrictions and prohibitions under the act.

First, a nurse should note that under § 16A-5-10 "Prohibitions":

The following prohibitions shall apply:

(4) A patient (for the purpose of this discussion "patient" means the nurse who has a cannabis certification) may be prohibited by an employer from performing any duty which could result in a public health or safety risk while under the influence of medical cannabis. The prohibition shall not be deemed an adverse employment decision even if the prohibition results in financial harm for the patient.

Also, under §16A-12-9 “Other restrictions”: This act does not permit any person to engage in and does not prevent the imposition of any civil, criminal or other penalty for the following:

- (1) Undertaking any task under the influence of medical cannabis when doing so would constitute negligence, professional malpractice or professional misconduct.
- (2) Possessing or using medical cannabis in a state correctional facility or Regional Jail Authority facility, including a facility owned or operated or under contract with the Bureau of Corrections or the Regional Jail Authority, which houses inmates serving a portion of their sentences on parole or other community correction programs.
- (3) Possessing or using medical cannabis in a youth detention center or other facility which houses children adjudicated delinquent, including the separate, secure state-owned facility or unit utilized for sexually violent delinquent children.

Furthermore, pursuant to WV Code 30-7-1 et seq. and Series 19 of the WV Code of Legislative Rules, registered nurses are responsible and accountable for making decisions that are based upon the individual’s educational preparation and current clinical competence in registered nursing. The scope of practice and delegation booklet for licensed nurses is located under the law/scope tab on the WV RN Board website. The decision-making model to determine any task, skill or activity is located on page 12. Follow written agency policy, procedure and protocols consistent with the definition of registered nursing practice in WV Code 30-7-1 et. seq.

This is not intended to be an all-inclusive list of concerns, nor should this article be construed as legal advice. Any nurse or nursing student who is considering a cannabis certification should read the entire WV Medical Cannabis Act (<https://code.wvlegislature.gov/16A/>) and, if necessary, consult with an attorney.

1/10/2023

WV Board of Nursing link to pdf:

<https://wvrnboard.wv.gov/Documents/Medical%20cannabis%20usage%20in%20the%20Nursing%20Profession.pdf>

**West Virginia RN Board**

5001 MacCorkle Ave., S.W.

South Charleston, West Virginia 25309

Phone: (304) 744-0900

Fax: (304) 744-0600

Email: [rnboard@wv.gov](mailto:rnboard@wv.gov)

Website: [www.wvrnboard.wv.gov](http://www.wvrnboard.wv.gov)

## **A Letter from the West Virginia RN Board**

To Prospective Nursing Applicants:

Individuals who are considering entering the nursing profession and who may have a criminal history often ask about potential barriers to licensure following successful completion of an approved nursing program.

The West Virginia Board of Registered Nurses (Board) makes decisions about licensure based upon several questions on the application, results of the criminal background check and on an individual basis. The application (or the background screening) that indicates a criminal history is considered a nonroutine application and must be reviewed by the Board staff and possibly referred to the Board's Disciplinary Review Committee. Each application is reviewed on its own merits. The Board of Nursing has created guidelines for specific offenses to be approved in the Board office.

However, West Virginia Code §30-1-24 "Use of Criminal Records as Disqualification from Authorization to Practice" states the following:

(4) An individual with a criminal record who has not previously applied for licensure may petition the appropriate board at any time for a determination of whether the individual's criminal record will disqualify the individual from obtaining a license. This petition shall include sufficient details about the individual's criminal record to enable the board to identify the jurisdiction where the conviction occurred, the date of the conviction, and the specific nature of the conviction. The Board shall provide the determination within 60 days of receiving the petition from the applicant. The board may charge a fee to recoup its costs for each petition. You will need to request a paper application and complete the form and include any court documents and narrative to questions on the application as needed. The information provided will be evaluated to determine if your criminal record, available at this time, will disqualify you from licensure as a Registered Nurse upon graduation from a board-approved nursing education program.

Felony convictions, violent crimes, other more serious misdemeanors, and repeat offenders are required to go before the Disciplinary Review Committee. Simple misdemeanors, such as some traffic violations, loitering and disturbing the peace can be approved by the disciplinary section of the Board. Any evidence of rehabilitation is important to the Board members when making a licensure decision.

Board applications require the applicant to provide the Board with an original certified copy of all court documents relative to a conviction. This means the applicant must go to the county or other appropriate authority where the conviction occurred and have the clerk of the court certify with a raised seal that the documents are a complete copy of the record. Applicants cannot pick and choose what documents are provided to the Board. A complete copy of the criminal record must be provided. The Board's applications require the applicant to provide a

letter of explanation as to the events surrounding the conviction. This means the applicant must write in his/her own words what happened to cause the conviction.

Board applications also require an applicant who has substance use and/or mental health disorder to provide to the Board a copy of all treatment records. The applicant must sign a release with the treatment provider and have the documents sent directly from the provider to the Board office. A letter of explanation from the applicant must also be provided with this information. This letter should explain the applicant's history of use/abuse of drugs and/or alcohol and treatment for the condition(s) as well as any maintenance medications prescribed. Also, information as to the progress since treatment was completed.

The Board may issue a license under probationary conditions, which could include, direct supervision, random drug screens, employer reporting, counselor reporting and other necessary monitoring requirements. Further, the Board may deny licensure until certain requirements are met. The law allows the Board to require applicants to submit to a physical or psychological examination and to have the results of the examination provided directly to the Board. Refusal to submit to an examination when required will result in the application being denied.

Applicants who qualify may be referred to the Board's Alternative to Discipline Program. Alternative-to discipline programs can help nurse licensees receive needed treatment and maintain an unencumbered professional nursing license. WV Restore is the WV Registered Nurses Board's Alternative to Discipline Program. Its goal is to protect the public by providing a monitoring and recovery program for registered professional nurses with a substance use disorder or a qualifying mental health condition. WV Restore offers services in many different fashions including but not limited to case management and monitoring, nurse health coaching, peer support and outreach education.

As stated above, the license application requires disclosure of any criminal history and the disposition of all cases prior to Board review. The Board can also aid its nurses through Nurse Health Coaching. The West Virginia Registered Nurses Board has sponsored Nurse Health Coach Training for 80+ Registered Nurses. The coaches have been educated to provide support, resources, advocacy, and accountability for health care professionals experiencing any difficulty that would affect the nurse's ability to practice safely.

Acceptance into a nursing education program is the decision of the school. Entering and staying in the nursing education program is the prospective student's decision based upon the knowledge that he/she may, or may not, be granted a nursing license by West Virginia. However, every state has its own requirements, so an applicant may be licensed in another state even if West Virginia denies licensure.

Each school of nursing makes independent decisions about admissions into their program and

may require criminal background screening and/or other information as part of that process. Clinical facilities may limit or prohibit students with criminal histories from participating in clinical experiences. Other options may not exist for the student to complete required clinical hours to obtain a nursing degree; thus, such a student may not be eligible for licensure in West Virginia.

All the above factors should be taken into consideration prior to deciding about a nursing career.

For more information or request a paper application, please contact the Board office at:

5001 MacCorkle Avenue  
South Charleston, WV 25309  
Phone: 304-744-0900  
Web Address: [www.wvrnboard.wv.gov](http://www.wvrnboard.wv.gov)  
Email: [rnboard@wv.gov](mailto:rnboard@wv.gov)





**Southern WV Community & Technical College**  
**Nursing**  
**100 College Drive – Logan Campus**  
**Logan, WV 25601**

***Impaired Student Policy***

**Program:** Nursing

**Section:** Students

**Approved by:** Nursing Faculty

**Date adopted:** March 2014  
**Reviewed:** 4/28/2025

**Purpose**

This policy outlines the goals and objectives of the Nursing Program at Southern West Virginia Community and Technical College's drug and alcohol screening process. This policy provides guidance concerning the responsibilities of the Division of Allied Health and Nursing and the student.

**Scope**

This policy applies to all students enrolled in the nursing program and all applicants selected for admission into the nursing program.

**Definitions**

***Alcohol*** means any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine, and distilled spirits.

***Illegal drug*** means any drug which is not legally obtained; any drug which is legally obtainable but has not been obtained legally; any prescribed drug not being used for the prescribed purpose; any over the counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer.

Also, drugs being used to replace an addictive substance that is not monitored and tapered by an approved program will be considered a prescribed drug not being used for the intended purpose and therefore, will be considered an illegal substance. Examples include cannabis substances (marijuana), heroin, methamphetamine; phencyclidine (PCP), Suboxone and so-called designer drugs and look-a-like drugs.

***Legal drug*** means any prescribed drug or over the counter drug that has been legally obtained and is being used for the purpose for which it is prescribed or manufactured. This includes drugs to replace an addictive substance that are being monitored and tapered by an approved program.

***Under the influence*** means a condition in which a person is affected by a drug or by alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, not to obvious impairment of physical or mental ability.

### **Rationale**

The Nursing Program at Southern West Virginia and Community and Technical College: Has the right and obligation to maintain a safe, healthy, and efficient learning environment for all students and to protect the clients for whom care is rendered as well as the organization's reputation. Being under the influence of drugs or alcohol poses serious safety and health risks to the user and to all those who encounter the user. The unlawful possession, use, or sale of illegal drugs, prescription drugs, over the counter drugs, and/or alcohol poses an unacceptable risk for unsafe client care.

Southern recognizes its obligations to its Clinical Agencies for the provision of care that is free of the influence of illegal drugs, prescription drugs, and over-the-counter drugs, and/or alcohol, and will endeavor through this policy to provide drug and alcohol-free services.

It further expresses its intent through this policy to comply with the WV Nursing Code and Legislative Rules 19-3-14, 14.1b. Southern requires all students to abide by the terms of this policy and notify the Nursing Director of any use of illegal drugs, prescription drugs, over the counter drugs, and/or alcohol.

### **Prohibited Activities**

The West Virginia Board of Nursing defines impairment as a person exhibiting problems with cognitive functioning and memory, altered motor skills, diminished alertness, difficulty making decisions, impaired judgment, and/or the ability to cope with stressful situations.

Substance abuse and dependence, and some mental disorders, can impair the nurse's ability to practice with reasonable skill and safety.

A student who is currently using medication-assisted treatment (MAT) such as Suboxone or Vivitrol will not be admitted to the nursing program. The nursing program has contracts with clinical sites that do not allow healthcare professionals and students to be on this type of therapy while caring for patients.


### **Discipline, Rehabilitation, and Student Assistance**

Any student disclosing a drug abuse history, with or without treatment, will be referred to enter a treatment relationship with WV Restore and will also be subject to nursing program dismissal as stated in the Admission Drug Screening and Program Drug Screening Policy stated in this handbook.

Any student found to be impaired as evidenced by a positive alcohol or drug screen report without proper documentation or who has not disclosed a medication, will be administratively withdrawn from all nursing courses and reported to the West Virginia Board of Examiners for Professional Nurses for impaired practice. The student may, if he/she chooses, enter a treatment regimen with WV Restore and comply with all the requirements of restoration. The student can reapply to the next available cohort after meeting all criteria of both the West Virginia Restore and Southern West Virginia Community and Technical College Nursing Program.

### **Drug and Alcohol Testing**

The Division of Allied Health and Nursing can and will administer scheduled and/or random alcohol or drug screens to its students within the nursing program. See Background Checks and Drug Screening Policy in the student handbook.

	<b>Southern WV Community &amp; Technical College</b> <b>Nursing</b> <b>100 College Drive – Logan Campus</b> <b>Logan, WV 25601</b>
<b><i>Nursing Student Code of Conduct</i></b>	
<b>Program:</b> Nursing	<b>Section:</b> Students
<b>Approved by:</b> Nursing Faculty	<b>Date last reviewed/revised:</b> 4/28/2025

The Nursing Program at Southern has a code of conduct for the learning environment (class, clinical, and any other site). Students are expected to respect the rights and welfare of all members of the college community and to exercise common sense, good taste, and applied reason in all learning situations.

#### **West Virginia Legislative Code for RNs**

The State of West Virginia has Code and Legislative Rules governing Registered Professional Nurses. Title 19 Series one (1) Policies and Criteria for the Evaluation and Accreditation of Colleges, Departments, or Schools of Nursing. This series states that “Students shall adhere to the standards for professional conduct as stated in the board’s rule, Standards for Professional Nursing Practice, 19CSR10, and are subject to disciplinary action by the board as stated in the board’s rule, Disciplinary Action, 19CSR9.”

Students are to read, become familiar with, and abide by the West Virginia Legislative Code for Registered Professional Nurses. Chapter 30 - Article 7. The code may also be found at the [end of this handbook](http://www.legis.state.wv.us/WVCODE/code.cfm?chap=30&art=7#1) and at <http://www.legis.state.wv.us/WVCODE/code.cfm?chap=30&art=7#1>

#### **Policy Statement**

The instructor has responsibility for course content, grading practices, classroom procedures, and enforcing adherence to the code of conduct. Maintaining order preserves the integrity of the learning environment. If the instructor feels that the behavior of a student is disturbing, interferes with instruction, is offensive, or otherwise inappropriate, the student may be dismissed from the learning environment for that class period. Further action may be taken if indicated by the seriousness of the behavior, including, but not limited to, dismissal from the program.

Therefore, students are expected to adhere to the following guidelines:

- Do not hold conversations in class while the instructor or another person is speaking.

- Do not participate in distractive behavior such as, but not limited to, leaving the room after class has begun, making distracting noise, passing notes, etc.
- Arrive on time, attend regularly, and stay until the class is dismissed. Students may enter during the first break.
- Be punctual in returning from breaks.
- Cell phones and other electronic devices are for educational purposes only. Only the instructor or the nursing Director may give special permission for the appropriate use of electronic devices in the clinical/classroom setting. Inappropriate use of electronic devices is never acceptable.
- Students are not allowed to photograph or record clients, their family members, or hospital visitors.
- Students should not have phones out in the clinical setting, only when doing conference and with the instructor's permission.
- Children or family members may not be taken to class, clinical, or any learning event.
- Sleeping/lack of attention in class or clinical is not permissible.
- Students are to conduct themselves in a professional manner while participating in the learning environments of class, clinical, and campus laboratory.
- Respect for the instructor and fellow students is to be demonstrated at all times through behavior, language, tone, and attitude. Be able to take constructive feedback.
- Offensive or inappropriate language, behavior, tone, or attitude will not be tolerated. Expect disciplinary action that could include, but is not limited to, dismissal from the classroom for that class period. Further action may be taken if indicated by the seriousness of the behavior, including, but not limited to, dismissal from the program.
- If a student is dismissed from any learning environment, the student should expect to sign a form detailing the misconduct, and will be placed in the student's permanent record.

### **Misconduct**

Misconduct is defined as conduct derogatory to the profession of nursing. Students are expected to obey local, state, and federal statutes. The student must review the WV Code for Registered Professional Nurses, College Code of Conduct, and the Nursing Program Code of Conduct described in this student handbook. Misconduct includes (but is not limited to) the following behaviors:

- All forms of dishonesty, including, but not limited to, cheating, plagiarism, knowingly furnishing false information, forgery, alteration of documents, or misidentification with the intent to defraud.
- Providing false or incorrect information on the physical exam form.

- Knowingly falsifying an application.
- Knowingly providing false information regarding completion of educational programs.
- Knowingly making or filing a false report.
- Failing to disclose a felony or misdemeanor.
- Failure to disclose treatment for alcohol/substance abuse.
- Withholding information on any of the above criteria.
- Behavior that is disrespectful or disruptive in the classroom or clinical setting, or at any event.
- Inappropriate use of electronic devices.
- Participating in behavior that jeopardizes client safety or confidentiality.
- Failing to maintain client confidentiality.
- Failure to follow the ethical code of conduct or the nursing program code of conduct as outlined in this handbook.

Any behavioral misconduct that can be proven by a preponderance of evidence will be subject to disciplinary action, which may include, but is not limited to, suspension, probation or dismissal from the Nursing Program and/or college.

### **Ethical Conduct**

Confidentiality is of prime importance. Students revealing or discussing information about any client outside the clinical setting and/or in the presence of person(s) other than the immediate health care team will fail the course and/or be dismissed from the program. The student will not have the ability to reapply for admission to the program. Students must abide by HIPAA requirements at all times.

### **Academic Dishonesty**

Refer to the Academic Integrity Policy.



**Southern WV Community & Technical College**  
**Nursing**  
**100 College Drive – Logan Campus**  
**Logan, WV 25601**

### ***Professional Conduct Policy***

**Program:** Nursing

**Section:** Students

**Approved by:** Nursing Faculty

**Date adopted:** 4/28/2025

**Purpose:** This policy's purpose is to give students appropriate ways to communicate verbally and nonverbally when in a situation requiring professional conduct.

**Policy Statement:** There are many times nurses encounter situations that require professional conduct. These situations can occur with other nurses, physicians, and patients or their families. Professional conduct consists of accountability, confidentiality, integrity, positive attitude and behaviors, adaptability, and communication skills.

Component	Positive Action(s)	Negative Action(s)
Accountability	The student is accountable for their own actions, words, and choices. This means the student understands there are consequences, positive or negative, for their actions or lack of actions, words, and choices.	<ul style="list-style-type: none"> <li>• The student blames others or makes excuses for their actions, words, and choices.</li> <li>• The student does not feel they are responsible and therefore should not have to face any consequences for their actions, words, and choices.</li> </ul>
Confidentiality	The student maintains confidentiality in all situations where not sharing information is indicated.	<p>The student shares information that should not be shared. Examples can include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• patient information,</li> <li>• conversations overheard,</li> <li>• information shared in confidence.</li> </ul>

Integrity	The student is honest, sincere, and respectful in attitude and actions in all learning environments and with all educational technology.	<p>The student is dishonest by lying or omitting the truth, is insincere, or disrespectful. Examples of being disrespectful include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Talking while someone else is talking</li> <li>• Making fun of someone</li> <li>• Asking questions in a rude or challenging manner</li> <li>• Being argumentative</li> <li>• Rolling of the eyes</li> <li>• Facial expressions</li> </ul>
Positive Attitude and Behaviors	The student displays a positive attitude in all learning environments. When the student is struggling or has a problem, the student will address the situation with the person involved first. If this does not resolve the issue, the student may then move up the chain of command until a resolution has been achieved.	<ul style="list-style-type: none"> <li>• The student has a negative disposition, meaning they talk negatively about learning environments, faculty or other students.</li> <li>• When the student has a problem, they do not seek resolution; they just continue to complain about the situation.</li> </ul>
Adaptability	<ul style="list-style-type: none"> <li>• The student is flexible in their ability to work individually or within a team and between learning environments.</li> <li>• Additionally, students will learn from mistakes and use constructive criticism as a way to improve performance.</li> </ul>	<ul style="list-style-type: none"> <li>• The student is inflexible in their ability to work alone or with others.</li> <li>• Students complain about changes and consistently say “I can’t” or “I won’t” to solutions and rarely offer a viable solution.</li> <li>• The student becomes angry due to changes.</li> </ul>



Communication	<p>The student communicates in a professional manner, which consists of:</p> <ul style="list-style-type: none"> <li>• Speaking in a normal tone of voice,</li> <li>• Speaking without cursing,</li> <li>• Speaking calmly,</li> <li>• Being aware of nonverbal body language. Nonverbal body language includes, but is not limited to: <ul style="list-style-type: none"> <li>○ facial expressions</li> <li>○ waving of arms,</li> <li>○ jerking of the head,</li> <li>○ placing hands on the hips,</li> <li>○ being aware of a person's personal space.</li> </ul> </li> </ul>	<p>The student communicates in an unprofessional manner, which consists of:</p> <ul style="list-style-type: none"> <li>• Yelling or screaming</li> <li>• Cursing and being vulgar</li> <li>• Being aggressive towards the person being communicated with.</li> <li>• Displaying unprofessional nonverbal body language: <ul style="list-style-type: none"> <li>○ Eye rolling or smirk</li> <li>○ Waving of the arms or pointing in someone's face</li> <li>○ Jerking of the head</li> <li>○ Placing a hand on the hips</li> <li>○ Invading a person's personal space.</li> </ul> </li> </ul>
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#### **If Unprofessional Behavior Occurs**

In the event, the student displays unprofessional behavior, discipline will be progressive. The first offense will result in a conference with two faculty members and the student. The student may have a peer with them during the conference. During the conference, the unprofessional behavior will be discussed, and an advisory form will be completed by the faculty and signed by all parties.

A second occurrence will result in a second discussion with faculty, a second advisory form with signatures, and a meeting with the program director. The meeting with the program director will also be documented on the advisory form.

A third event results in further disciplinary action to be determined by the program director.

Reference:

The Conference Board of Canada – Employability Skills 2000+,  
[www.conferenceboard.ca/nbcc](http://www.conferenceboard.ca/nbcc) Learning Centered Teaching by Maryellen Weimer, 2002.

## Division of Allied Health and Nursing Policies

### (Supplemental to Policies in Program Handbooks)

SCP 1750 prohibits using tobacco products (cigarettes, pipes, smokeless tobacco), vape products, vape pens, and any or all related products on college property. This includes parking lots. When in uniform identifying you as a Southern student, you represent the college; therefore, SCP 1750 applies to you regardless of location. You should consider any clinical/practicum location as an extension of the college and behave accordingly. Violations of this policy will result in disciplinary actions according to program and facility policies.

**Phones/photography Background-**The college has affiliation agreements with several facilities to ensure our nursing and allied health students receive adequate clinical education. Each of these facilities or hospital systems has its own policies in place above and beyond HIPAA. In the past, there have been instances involving students' disregard for policy about photos in the clinical setting that resulted in many meetings, manhours, consulting with legal teams, etc. If our students do anything our clinical affiliates deem to be compromising, they risk our affiliation agreements.

From now on, to avoid unnecessary work for the college and the clinical affiliates, and to minimize our liability and risk to our clinical affiliation agreements, this division is adopting the following:

- Cell phones are to be used during clinical rotations **ONLY** for the purpose of checking into and out of Trajecsyst (unless the student is expecting an emergency call).
- In the event the student is expecting a call of an emergent nature, the instructor is to be notified and the phone is to be on vibrate.
- **THERE ARE absolutely NO** pictures to be taken inside a clinical facility for any reason or outside a clinical facility that could identify the facility. There are **NO EXCEPTIONS** to this.

Violating this phone/photography policy may result in expulsion from the program and the college. We simply cannot risk our clinical affiliations due to an individual's poor judgment.

Salon Management Background- Salon management students need to use photos to advertise their skills; still, there are policies that need to be followed:

- Cell phones should be off and put away when students are in the salon/practicum classes; students are to practice their skills, not be texting or on social media.
- Photos of nail art and/or hairstyles are to be taken only with the instructor's permission.
- Photos of clients require informed written consent, including what you intend to do with said photos (i.e., post them on social media).
- Photos of clients should not show identifying features; while Salon Management students do not have to observe HIPAA, there are still privacy/liability concerns.
- All photos intended to advertise the program and any that will tag the college **MUST** be submitted to and posted by the Director of Communications.


Violations of this policy will result in disciplinary action according to program policies.



Dean of Allied Health & Nursing Signature

09/27/2023

Date

	<p style="text-align: center;"><b>Southern WV Community &amp; Technical College</b>  <b>Nursing</b>  <b>100 College Drive – Logan Campus</b>  <b>Logan, WV 25601</b></p>	
<p><b><i>Request for Transfer</i></b></p>		
<b>Program:</b> Nursing	<b>Section:</b> Students	
<b>Approved by:</b> Nursing Faculty	<b>Date adopted:</b> /2024 <b>Reviewed:</b>	

### **Purpose**

Students who have coursework completed in an accredited school of nursing and wish to transfer into Southern WV Community & Technical College’s Nursing Program.

### **Scope**

This policy applies to all students requesting to transfer into all options of the nursing program at Southern WV Community & Technical College.

### **Policy Statement**

To be considered for transfer from the applicant’s current nursing program into Southern’s Nursing program, a request must be sent to the Director of Nursing three (3) months before the start of the semester the applicant wants to transfer into. The following criteria must be met:

1. Must complete an application to the Southern Nursing program.
2. Must meet all admission requirements.
  - Must apply for admission to Southern West Virginia Community and Technical College.
  - Must have a minimum cumulative GPA of 2.5 in all previous college-level courses.
  - Must have received a score of 60% or higher on the ATI TEAS pre-entrance exam and attach ATI TEAS results to the application. A TEAS score no older than two (2) years will be accepted.
  - Must submit an official transcript of ALL college work previously attempted.
  - Must have English language proficiency.
  - Must be eligible to enter college-level English and Math. Applicants can use SAT, ACT or Accuplacer to satisfy this requirement.


1. Must submit a copy of the syllabi and course descriptions for each course, from the applicant's current program, to be considered for transfer into the Southern's Nursing program.
2. Must take at Southern and achieve a Level 2 on ATI Proctored Exams to demonstrate proficiency in areas where courses are being transferred and the content has already been covered in the nursing program at Southern.
3. Must submit proof of competencies in the clinical area including skills performance and head-to-toe assessment documentation.
4. Must demonstrate proficiency in the following skills:
  - Vital signs
  - Bed bath and linen change
  - Medication Administration
  - Nasogastric tube insertion and maintenance
  - Tracheostomy Care
  - Ostomy Care
  - Indwelling Catheter insertion and care
  - Head-to-toe assessment
5. Must submit a letter of recommendation from the Director of their current program stating that the applicant is leaving the program in Good Standing.
6. Must pass a certified background check and have a negative drug screen after all other requirements are met and before final acceptance into the Southern Nursing program. The background check and drug screen must be completed at a facility approved by the Director of Nursing.
7. Must have a current physical exam. A physical exam that is no older than two years prior to requesting transfer will be accepted providing the physical has met the requirements of Southern's physical exam form.

All correspondence is to be addressed to the Director of Nursing at Southern. The Director and an appointed committee will review requests after all of the above have been completed and materials received in the nursing office. The committee will partner with Southern's Registrar to determine if transfer is possible and for which courses class credits will be awarded.

Transfer applicants will be notified in writing of the final decision of the committee.

All of the above is dependent on available space and faculty in a nursing course.

The transfer applicant will be rendered ineligible for transfer into the nursing program at Southern WV Community & Technical College if the transfer applicant has failed two (2) nursing courses in their current nursing program or is not permitted to return to their current program.

	<p style="text-align: center;"><b>Southern WV Community &amp; Technical College - Nursing 100 College Drive – Logan Campus Logan, WV 25601</b></p>
<b>Program Progression Policy</b>	
<b>(Progression, Re-Entry, Reapplication, Dismissal)</b>	
<b>Program:</b> Nursing	<b>Section:</b> Curriculum
<b>Approved by:</b> Nursing Faculty	<b>Date adopted:</b> 8/5/2015 <b>Reviewed:</b> 4/28/2025

The following policy describes the student’s progression through the nursing program at Southern West Virginia Community & Technical College. It includes factors that may impact their application, re-entry, and dismissal. This policy has been developed to facilitate the student’s understanding of progression through each semester and the need for re-entry, dismissal, failure, or reapplication to the nursing program.

**Definition:**

**Co-requisite** – an academic course required to be taken in conjunction with another course.

**Progression**- successful completion of support and nursing courses as sequenced in the nursing curriculum.

**Re-Entry**- failure to successfully complete a course, with the option of returning to that course a second time. The exception to re-entry to the nursing program is any failure/withdrawal of the first semester courses.

**Reapplication process** of applying to the nursing program after failing first semester courses or failure/withdrawal from the program after 2 failed courses.

**Policy Statement:**

All nursing courses in the nursing curriculum must be completed with an “80%” (B) or better. Supporting general education courses in the nursing curriculum must be completed with a “C” or better by the semester indicated in the curriculum in order to progress to the next semester. Nursing students must achieve a minimum grade of “80%” on nursing theory material and satisfactorily pass the nursing laboratory/clinical portions of the courses. If a student fails one component of a nursing course (either didactic or laboratory/clinical), it will result in failure of the entire course. Furthermore, if a student withdraws from a course that has a co-requisite, the student must also withdraw from the co-requisite course for that

academic term. Competency exams may also be required in courses/levels in order to progress in the curriculum.

The nursing program must be completed within three (3) years of admission. Failure to successfully complete the program within three (3) years will result in dismissal. If the student is unsuccessful on the second attempt at completing the nursing program, the student must wait for 2 years before reapplying to the nursing program.

If a student fails the first semester in the program, the student must reapply for admittance to the nursing program and meet all qualifications for application. Reapplying to the program is considered a second application and must be completed within the next three years from the new admission date. The student will be allowed two (2) admissions only. If the student is unsuccessful on the second attempt at completing the nursing program, the student must wait 2 years before reapplying to the nursing program.

If a student fails the second, third, or fourth semester in the program, the student may request to re-enter when the course is next offered. Their acceptance into the course is based on the availability of faculty and clinical sites. Students must complete the program within 3 years of admission. ***Refer to section Re-entry for Completion of the Nursing Program.***

Refer to pages 36- 37 of the College Catalog for the college-wide **Academic Standing**

**Policy. Re-Entry for Completion of the Nursing Program:**

- Students may repeat a nursing course only **ONE** time regardless of the grade in that course (C, D, F, or W).
- A request to re-enter the nursing program must be submitted at least 3 months prior to the start of the next available offering of the course. All requests and inquiries must be submitted to the Director of Nursing. The student will be responsible for additional tuition and fees.
- Consideration for reentering will be determined after the nursing director receives a letter of intent from the student. The Director will then evaluate the availability of faculty, clinical sites, GPA, and ATI proctored exam retake scores.
- A student requesting re-entry due to personal or academic reasons will adhere to the student handbook for the year in which they are returning.
- In order to re-enter the nursing program, the student must:
  - Submit a letter to the Director of Nursing requesting a return (see above).
  - Once approval has been obtained from the Director of Nursing, the student will submit a certified background check and negative drug screen.
  - Have a cumulative GPA of 2.0.

- Achieve a Level 2 on ATI Proctored Exams to demonstrate proficiency in areas already covered in the program. See table below.

Course level of reentry	ATI Proctored Exams that students must achieve a Level 2 for reentry
2 <sup>nd</sup> semester – NU 144, NU132	Fundamentals
3 <sup>rd</sup> semester – NU 234	Fundamentals and Mental Health
4 <sup>th</sup> semester – NU 244, NU 245	Fundamentals, Mental Health, and Maternal Newborn

### **Dismissal from the Nursing Program:**

Dismissal from the nursing program will automatically occur for any of the following reasons:

- Failure to complete the same nursing course with an average of 80% (B) or better on the second attempt.
- Two withdrawals or failures (C, D or F) in the same or two different nursing courses.
- Failure to progress in the nursing program may include, but not limited to, the following: a Combination of two C, D, or F.
- Two Withdrawals “W”
- Any combination of two or greater (C, D, F, or W) in nursing courses.
- Failure to complete the nursing program within three (3) years of admission.
- If a student has a positive drug or alcohol screen or refuses a drug screen at any time, dismissal will occur, and the student will be ineligible for readmission or re-entry into Southern’s nursing program. Refusal of a drug screen at any time implies a positive screen. The result will be immediate dismissal and ineligibility to reapply.

### **Reapplication to the Nursing Program:**

Any student who has failed or withdrawn from any first-semester nursing course must reapply to the nursing program. If selected for admission on the second attempt, all nursing courses must be repeated regardless of the previous grade.

Regardless of the reason for dismissal from the program, the student who is eligible to reapply must meet the application requirements, reapply to the program, and is subject to admission requirements for that academic year.

If the student is unsuccessful on the second attempt at completing the nursing program, the student must wait for 2 years before reapplying to the nursing program.





**Southern WV Community & Technical College -  
Nursing program**

**100 College Drive – Logan Campus  
Logan, WV 25601**

**Community Service**

**Program:** Nursing

**Section:** Students

**Approved by:** Nursing Faculty

**Date adopted:** 5/2013  
**Reviewed and revised:**  
4/28/2025

**Purpose:**

The goal of the community service requirement is to enable the nursing student to experience a sense of personal fulfillment while being involved in health-related activities and service to the community.

**Definition:**

Community Service- services volunteered by individuals or an organization to benefit a community or its institutions, intended to be for the common good.

**Requirement:**

Students must complete a total of sixteen (16) hours of community service activity as specified in the "Procedure." Completion of this activity is required before grades are posted. Failure to complete this requirement may result in a grade of "Incomplete" ("I").

**Procedure:**

1. Upon entering the nursing program, students will be informed of the required community service hours. The director of nursing will approve all community service hours as appropriate. All completed hours will be turned in to the nursing department secretary.
2. Community service must be completed during the appropriate time frame.

**First year:** A minimum of 8 hours is required by the end of the second semester.

**Second year:** A minimum of 8 hours is required by the end of the fourth semester.

**(For a total of 16 hours.)**

3. Students will be informed of appropriate opportunities for service by the nursing faculty and the Director of Nursing as they become available. However, it is the student's responsibility to seek out appropriate service opportunities themselves. Examples of appropriate activities are listed below, but are not limited to the provided list. ***Community service activities must be related to civic or health care.***

4. If the student wants to do something not mentioned on the approved list, **the activity must be preapproved by the director of nursing before completing the activity.**

5. The Community Service Form (included with this document) should be filled out completely by the student, signed by a representative at the organization where the student volunteered.

6. If the documentation is not complete, the student will not receive credit for community service.

7. Students are not to perform any nursing skills at any community service activity unless accompanied by nursing faculty.

Each community service activity involving physical presence is to be awarded hour for hour. Alternate forms of community service will be awarded as listed below.

**Examples of Approved Community Service Projects/Organizations**

Event	Example
Activities done through organizations with the goals of health and well-being for the community.	Blood donation: 4 hours for one unit, "double" donation will receive 8 hours.
Walks/runs (or assisting with walks/runs) held to support health care-related causes such as Autism, Breast Cancer Awareness, Dignity Hospice, etc.	Health Education/Teaching in organizations/agencies.
Participation in a Health Fair (affiliation with Southern or local healthcare facility).	Volunteer activities for the elderly.

**Complete prior to service**

STUDENT (Please Print)		SEMESTER AND YEAR		DATE TURNED IN	
DATE		TIME START		TIME END	
# OF HOURS SERVED					
EVENT/LOCATION					
Reflection of service (include description of duties how the service will affect your view of serving community in the future) <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>					
SIGNATURES					
STUDENT				EVENT REPRESENTATIVE/PHONE NUMBER	



Southern WV Community & Technical College Nursing  
100 College Drive – Logan Campus  
Logan, WV 25601

### Social Media Policy

**Program:** Nursing

**Section:** Students

**Approved by:** Nursing Faculty

**Date last reviewed/revised:** 4/28/2025

#### Scope/Coverage:

This policy applies to all currently enrolled nursing students and full-time and adjunct faculty members of Southern West Virginia Community and Technical College (Southern).

Social Media platforms are powerful communication tools that have a significant impact on organizational and professional reputations. This policy is inclusive of all types of social media; the absence or lack of explicit reference to a specific social media site does not limit the extent of the application of this policy. Where no policy or guideline exists, all currently enrolled nursing students and full-time and adjunct nursing faculty members of Southern should use their professional judgment and take the most prudent action possible.

#### Definitions:

Social media platforms are defined as media designed to be disseminated through social interaction, creating highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, blogs, Twitter, Facebook, YouTube, and Instagram.

#### Procedure:

**“Due to the unique climate of social media, even simple actions like ‘friending’ can be misinterpreted as violations of professional or personal boundaries. Despite the dangers, social media offers tremendous benefits for recruiting, communication, and education. Implementation of social networking presence must be deliberate, transparent, and optimize potential benefits while minimizing risk.” Ncbi.nlm.nih.gov.**

- Faculty and students should utilize social media for educational purposes only.
- Faculty and students should not be associated on social media on a personal account, unless the faculty person and student have formed a relationship prior to admission into the program.
- Employees, staff, and students are liable for anything they post to social media sites and may be subject to litigation.
- Do not post ANY confidential, disrespectful, or unprofessional information about

Southern, clinical affiliates, clients/patients, faculty, staff, or students.

- You must follow the applicable federal policies on privacy and confidentiality. Any confidentiality violation may result in disciplinary action or dismissal from the nursing program.
- Violations may be subject to discipline from the West Virginia RN Board. Postings may result in litigation.
- Do not post any content that might put Southern, the faculty, staff, students, the program, or clinical agencies in a bad light or incite litigation.
- Respect copyright and fair use.
- Do not use Southernlogos for endorsement.
- Do not utilize or access social media platforms during clinical hours.

### **Best Practices**

- Think twice before posting.
- Once you post, you relinquish control of its proliferation forever.
- Be respectful.
- Remember who the audience is.
- Think about what may be implied or inferred from the post. If you question whether you should post it, then don't.
- All photos intended to advertise the program and any that will tag the college **MUST** be submitted to and posted by the Director of Communications.



**Southern WV Community & Technical College Nursing**  
**100 College Drive – Logan Campus**  
**Logan, WV 25601**

***Attendance Policy***

**Program:** Nursing

**Section:** Students

**Approved by:** Nursing Faculty

**Date last reviewed /revised:** 4/28/2025

**Purpose**

One hundred percent (100%) attendance is expected. It is further expected that every student will be present on time and prepared to participate when scheduled class sessions begin.

**Definitions:**

**Absence:** Arriving more than 15 minutes after the start of a lecture day or not arriving at all.

**Tardiness:** Arriving up to 15 minutes late for a lecture day.

**Policy Statement**

It is expected that all students will attend each classroom session. 100% attendance is expected. Failure to attend class may result in failure of the course. Attendance will be taken at each class session. Absences have been shown to reflect in the student's proficiency.

Students absent from classroom lectures may be required to submit an assignment related to lecture content for the missed day at the discretion of the instructor. **It is the responsibility of the student to contact the instructor within 24 hours for the assignment.** Please refer to individual course syllabi.


If the student is tardy for class, he/she must wait until the first break to enter the classroom or online platform. It has been noted that interruptions can disrupt the teaching/learning process.

If classes are being provided with an online format, students are expected to be logged into the class at the time class is scheduled to start, in appropriate attire and in a sitting position. The course syllabi will describe the outcome of the absence and/or tardiness on the course grade and/or the ability of the student to continue in the course.

There will be no makeup of classroom activities/quizzes.

Absence and tardiness will be handled at the instructor's discretion and as stipulated in this handbook.

**Any student who does not attend the first week of class in any semester may be dismissed from the nursing program.** Classes (didactic portion of the course) are only cancelled by the VP of Academic Affairs.

	<b>Southern WV Community &amp; Technical College</b> <b>Nursing</b> <b>100 College Drive – Logan Campus</b> <b>Logan, WV 25601</b>
<b><i>Classroom Requirements Policy</i></b>	
<b>Program:</b> Nursing	<b>Section:</b> Students
<b>Approved by:</b> Nursing Faculty	<b>Date last reviewed/revised:</b> 8/20/2025

### **Class Etiquette**

Student/Instructor Conferences: It is the responsibility of the student to keep abreast of his/her own progress and initiate student/instructor conferences as he/she deems necessary at any time prior to final evaluation.

It is the **student's responsibility** to maintain awareness of their grade average.

Calendars are subject to change at the discretion of the instructors.

Electronic devices are limited to educational use in designated areas only.

Any recording occurring during the classroom or clinical experience is used for educational purposes only. Recordings may not be shared or uploaded to a social media platform.

Each student will be required to follow the Nursing Program Code of Conduct for the learning environment.

Sleeping in class and talking during class will not be tolerated. This is considered to be a disruption to your fellow classmates, either face-to-face or over the computer. You may be asked to leave the classroom.


Lectures may be recorded by faculty. The recording may not be shared by anyone except faculty. ***Refer to the Academic Integrity Policy.***

### **Technology Requirements**

Southern's nursing program requires nursing students to have access to a laptop/desktop computer with a high-speed internet connection. The devices must have the following applications:

- Microsoft Office or Google Suite
- ATI Access and
- Trajecsyst Access
- Respondus

Students may request an assigned Southern laptop for use each semester. Requests are submitted through the IT Helpdesk and may be renewed each semester. Microsoft 360 is available for free download on Southern's website.

	<p style="text-align: center;"><b>Southern WV Community &amp; Technical College</b>  <b>Nursing</b>  <b>100 College Drive – Logan Campus</b>  <b>Logan, WV 25601</b></p>
<b><i>Academic Integrity Policy</i></b>	
<b>Program:</b> Nursing	<b>Section:</b> Students
<b>Approved by:</b> Nursing Faculty	<b>Date last reviewed / revised:</b> 8/20/2025

Academic integrity (also called academic honesty) means that you, as a Southern nursing student, uphold the college's and nursing program's academic integrity policy- it means that you will be honest and ethical in your own academic work and report any violations by other students.

Any breach of academic integrity will not be tolerated in this program. Students who demonstrate any example of breaching the academic integrity policy will be dismissed from the nursing course and will receive an "F" for the course. The student will also be subject to discipline by the Southern Nursing Program. Any behavioral misconduct that can be proven by a preponderance of evidence will be subject to disciplinary action, which may include dismissal from the Nursing Program and/or college. Furthermore, the actions may be reportable to the West Virginia RN Board.

Academic integrity is breached when the student takes or gives any information or material that will be used to determine academic credit. It gives that student an unfair advantage over his/her peers. Or when the student behaves in any manner that disrupts the learning process for other students.

**Examples of breaching academic integrity include, but are not all inclusive:**

### **ACADEMIC MISCONDUCT**

Academic misconduct is the violation of the nursing program's or college's policies by tampering with grades or by obtaining and/or distributing any part of a test or assignment. For example:

- Obtaining a copy of a test before the test is administered.
- Distributing, either for money or for free, a test before it is administered.
- Encouraging others to obtain a copy of a test before the test is administered.
- Changing grades in a gradebook, on a computer, or on an assignment.
- Continuing to work on a test after the time is called.
- Plagiarism: Copying any information or data that was not created by the student, such as copying from another student's test or homework; copying the works of



other authors and not citing the source; copying a care plan, med cards, drug cards, or any work completed by another student.

- Allowing another student to copy from your test or homework.
- Using materials such as textbooks, notes, or electronic devices during a test without the professor's permission.
- Collaborating on an in-class or take-home test or assignment without the professor's permission.
- Having someone else write or plan a paper for you.
- Purchasing test banks online, in-text, or from other students.
- Incidents occurring in the clinical setting that compromise the well-being and/or nursing care of a client will not be tolerated. Each incident will be reviewed on an individual basis by the director and nursing faculty.

## MISREPRESENTATION

- Misrepresentation is any act or omission that is intended to deceive an instructor for academic advantage. Misrepresentation includes lying to an instructor in an attempt to increase your grade, or lying to an instructor when confronted with allegations of academic dishonesty; **gazing, looking, or glancing at another student's exam and denying the act.**

## Use of Artificial Intelligence (AI) Tools

Southern WV Community and Technical College Nursing Program recognizes that artificial intelligence (AI) is an important part of today's technological society and has the potential to enhance learning, clinical decision-making, and professional development. Students are encouraged to use AI responsibly as a **supplemental tool** to support critical thinking, study, and skill development.

AI tools may be used to:

- Generate study aids, practice questions, or summaries for review.
- Support research by guiding exploration of professional topics.
- Enhance understanding of nursing concepts and evidence-based practice.

However, AI must **not** be used as a replacement for students' own academic work, clinical judgement, or professional accountability. **Plagiarism, misrepresentation of AI-generated work as one's own, or reliance on AI in place of critical thinking is strictly prohibited.** Students must remain responsible for verifying accuracy, applying professional standards, and upholding integrity in all academic and clinical settings.

Failure to use AI per stated guidelines above will be considered a violation of the Nursing Program's Academic Integrity Policy and may result in disciplinary action up to and including dismissal from the program.

## **CONSPIRACY**

- Conspiracy means working together with one or more persons to commit or attempt to commit academic dishonesty.

## **FABRICATION**

- Fabrication is the use of invented or misrepresentative information. Fabrication includes making up false information on a paper, presentation, or about a patient on his/her care plan; Listing a source in your works cited that you did not actually use in your research is also fabrication or misrepresenting why an absence or tardiness has occurred.

## **COLLUSION**

- Collusion is the act of two or more students working together on an individual task assignment without the instructor's permission.

## **DUPLICATE SUBMISSION**

- A duplicate submission means a student submits the same paper for two different classes. If a student submits the same paper for two different classes within the same semester, the student must obtain the permission of both instructors. If a student submits the same paper for two different classes in different semesters, the student must obtain the permission of their current instructor.

## **IMPROPER ELECTRONICS USE**

- Improper electronics computer/calculator/cell phone use includes:
  - Unauthorized use of computer or calculator programs.
  - Selling or giving away information stored on a computer or calculator that will be submitted for a grade.
  - Sharing test or assignment answers on a calculator or computer.
  - Taking screenshots of a computer screen or hard copy for any reason related to exams or evaluations.
  - Using smart watches or cell phones, or any other device during exams.

## **IMPROPER ONLINE USE**

- Improper online use of information includes: Accepting or providing outside help on online assignments or tests. Obtaining test materials or questions before the test is administered from any online source, such as Quizlet, or purchasing online test banks.

**\*DISRUPTIVE BEHAVIOR**

- Disruptive behavior is any behavior that interferes with the teaching/learning process. Disruptive behavior includes:
  - Disrespecting a professor, clinical staff, or another student, in class or online.
  - Talking, texting, or viewing material unrelated to the course during a lecture.
  - Failing to silence your cell phone during class.
  - Posting inappropriate material or material unrelated to the course on discussion boards or online.

\*Students demonstrating disruptive behavior in the classroom will be referred to the Director of Nursing. The instructor shall submit to the Director of Nursing a written report, along with any physical evidence, stating the facts of the case and the action taken by the instructor. Further, the Director of Nursing may dismiss the student from the program after review of the facts.

**References:**

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4843210>  
<https://spcollege.libguides.com/c.php?g=254383&p=1695452#cheating>  
<https://www.chronicle.com/article/Academic-IntegrityStudent/32323>  
<http://schoolcraft.edu/pdfs/cce/15.1.45-61.pdf>



**Southern WV Community & Technical College Nursing**  
**100 College Drive – Logan Campus**  
**Logan, WV 25601**

***Assignment Policy***

**Program:** Nursing

**Section:** Students


**Approved by:** Nursing Faculty

**Date last reviewed/revised:** 8/20/2025

**Assignments**

- Handwritten assignments must be in **blue ink** and must be legible.
- Whiteout is not allowed on any assignment. If you make a mistake, the process is the same as on a legal document.
- All work must be submitted on forms provided in the course syllabi or in designated software.
- Assignments are individual work, unless specifically indicated as “group assignments” by the instructor.
- It is suggested that students keep their work to themselves. Sharing can lead to cheating and result in failure of the course. (Do not give anyone your work or accept work from anyone.)
- All paperwork must be completed. **Blanks or omissions are not allowed.**
- All assignments are to be turned in promptly at the designated time. The student must complete assignments by the date indicated on the course calendar or as stated by the instructor.
- **Clinical Assignments:** If a clinical assignment is late or not turned in at the appropriate time, the student will receive a grade of unsatisfactory “U” for the assignment. However, the assignment must still be turned in to the instructor who assigned the work for evaluation.
- **Classroom Assignments:** If the classroom assignments are assigned points, points will be reduced by 10% for every day the assignment is late.
- **All work, regardless of being “on time” or “late,” must be turned in before the final exam to complete the course, or the student will receive an incomplete “I” for the course.**
- Faculty make every attempt to promptly grade all assignments in a timely manner.

- Assignments may be assigned using Brightspace or may be required to be uploaded into Brightspace for grading.
- Open the assignment. On the *Upload Assignment* page, review the instructions, due date, points possible, and download any files provided by your instructor. If your instructor has added a rubric for grading, you can view it.
- Select *Write Submission* to expand the area where you can type your submission. You can use the options in the editor to format the text. You have creative control over how your content appears and the flexibility to change the order and appearance.
- Select “*add file*” to upload a file from your computer.  
-OR-
- Drag files from your computer to the "hot spot" in the “*Add Files*” area. If your browser allows, you can also drag a folder of files. The files will upload individually. If the browser doesn't allow you to submit your assignment after you upload a folder, select *Do not attach* in the folder's row to remove it. You can drag the files individually and submit again. You can use the file name or provide another name for the file.  
-OR-
- Browse for a file in cloud storage. You can instantly connect to multiple web apps where you store files, such as in OneDrive® and Google Drive™. If your browser allows, media files you add from cloud storage display online.
- Type *Comments* about your submission.
- Select *Submit*. The *Review Submission History* page appears with information about your submitted assignment and a success message with a confirmation number. Copy and save this number as proof of your submission. For assignments with multiple attempts, you receive a different number for each submission.

	<p style="text-align: center;"><b>Southern WV Community &amp; Technical College Nursing</b>  <b>100 College Drive – Logan Campus</b>  <b>Logan, WV 25601</b></p>
<b><i>Student Testing Policy</i></b>	
<b>Program:</b> Nursing	<b>Section:</b> Students
<b>Approved by:</b> Nursing Faculty	<b>Date last reviewed/revised:</b> 4/28/2025

**Purpose:** The purpose of this policy is threefold. The first is to provide students with appropriate testing etiquette. The second is to explain test validation and address how a statistically poor question will be addressed. The final purpose of this policy is to address test remediation with faculty.

### **Testing Etiquette**

- Students are expected to be prepared and ready to begin the test at the designated time. If the test is being given with pencil and paper, students should have their pencils, erasers, and simple calculators ready prior to the test being passed out. Faculty will hand out blank sheets of scratch paper or dry-erase boards, if needed, that must be turned in at the end of the exam.
- If the test is computerized, students need to:
  - ensure all updates have been completed,
  - ensure the computer is charged before the start of the test,
  - ensure Respondus Lockdown is downloaded onto the computer,
  - have access to reliable internet (if students do not have access to reliable internet, they must make arrangements with faculty before the test date)
  - Be prepared to use Microsoft Teams, on mute, on their phone to show the testing computer, if the test is being taken anywhere other than campus.
- While testing, students may not:
  - wear hats, caps, hooded attire, headphones, smart watches, or AI glasses,
  - have cell phones,
  - have food or drink on desks,
  - have paper, pencils, or calculators on desks unless approved by faculty.
  - talk during the exam.

### Test Validation

- After the test has been completed by all students, at least two faculty members will analyze the exam for questions where half the class or more have missed the question.
- Once a question has been identified as a commonly missed question, faculty will read the question to determine if there is a problem with how the question is worded.
- Faculty will then look at the answers and determine if there are any problems with the answer options.
- Faculty have three options once a commonly missed question has been identified:
  - The faculty can determine there are no problems with the question or the answer options and keep the question and results.
  - The faculty can determine if there are problems with either the question or the answer options and accept more than one answer.
  - The faculty can determine there are major problems with either the question or the answer options and choose to accept all student answers.

### Group Review (copied from faculty policy)

1. It is at the faculty's discretion to conduct a group review of an exam.
  - a. If a test booklet is used to administer the test, the students will not be allowed to take any notes; they can only read the exam booklet and discuss questions with other students or the faculty. Review of exams will take place in an area designated and monitored by a faculty member. Failure to comply with this policy will be construed as academic dishonesty. See the college catalog and nursing handbook for policies on Academic Dishonesty.
  - b. If the test is administered via Brightspace and Respondus Lockdown, the review will be provided by paraphrasing the questions and responses and the rationales will be discussed to aid the student in understanding the content

**Remediation:** All students earning less than 80% on an exam will be encouraged to make an appointment with the faculty for an individual review of the exam and/or attend remediation as appropriate. Students who do not attend a group review of an exam will be scheduled for an individual review behind those students who did attend the group review. Students will have 7 days to schedule a meeting with the instructor after the exam. **Remediation cannot occur until all students have taken the exam.**



**Southern WV Community & Technical College Nursing**  
**100 College Drive – Logan Campus**  
**Logan, WV 25601**

***Testing – Blueprint Policy***

**Program:** Nursing

**Section:** Students

**Approved by:** Nursing Faculty

**Date Adopted:** 4/28/2025

**Definition:** Validity and reliability are the standards for measuring the effectiveness of tests.

**Purpose:** Provide the nursing student with consistency in testing across the curriculum.

**Application:** This policy applies to all nursing classes with the exception of **NU 245** and **NU 132**. The **NU 245** class will follow the **NCLEX** blueprint for testing purposes.

Faculty will include the following protocols for designing effective instruments to measure student knowledge and the ability to think critically.

1. Students may be evaluated based on multiple-choice test items, alternate format questions, essay test items, oral presentations, formal papers, discussion boards, and case studies.
2. Test items will be norm-referenced, based on stated course objectives. Further, faculty may cite literature and other sources for reference purposes as the test items are developed.
3. Course objectives will be in writing and provided to students in advance.
4. This test blueprint is designed to measure four broad elements from the course objectives and evaluate the student's knowledge in a simple to complex format:
  - a. Content knowledge/communications, including cultural considerations (simple)
  - b. Critical thinking – problem-solving (complex)
  - c. Clinical application/judgement (more complex)
  - d. Alternate format/next gen style (higher level questions)



**Faculty guide for exams:**

<b>Level</b>	<b>% of questions</b>	<b>Element of Testing</b>
Level I NU 133 NU 134	25-35%	Content knowledge/communications
	25-35%	Critical thinking
	25-35%	Clinical application/judgement
	5-15%	Next Gen/Alternate Format
Level II NU 144 NU 234	15-20%	Content knowledge/communications
	30-40%	Critical thinking
	30-40%	Clinical application/judgement
	15-20%	Next Gen/Alternate Format
Level III NU 244	5-15%	Content knowledge/communications
	25-35%	Critical thinking
	25-35%	Clinical application/judgement
	25-35%	Next Gen/Alternate Format
NU 245	NCLEX	NCLEX Blueprint

### Test Analysis for Reliability

1. Students will use Brightspace or written exams for testing with approximately 50 to 100-point exams.
2. Faculty will evaluate results of individual scores, class scores, individual item statistics, and test statistics.
3. The question evaluation will be performed if more than 1/2 of the class answers incorrectly. The instructor may also choose to validate any question that requires clarification.
4. To refine tests, faculty will do a test review of facts about item difficulty, discrimination, and reliability levels after each test.

# Test Blueprint Template

Exam \_\_\_\_\_ NU \_\_\_\_\_ Level \_\_\_\_\_

**KN** = Knowledge  
**APP** = Application

**CT** = Critical Thinking  
**NG** = Next Gen/Alt format

Question #	Type	Question #	Type
1		26	
2		27	
3		28	
4		29	
5		30	
6		31	
7		32	
8		33	
9		34	
10		35	
11		36	
12		37	
13		38	
14		39	
15		40	
16		41	
17		42	
18		43	
19		44	
20		45	
21		46	
22		47	
23		48	
24		49	
25		50	

Choose	Level	% of questions	# of Questions	Element of Testing
	Level I	25-35%		Content knowledge/communications
	NU 133	25-35%		Critical thinking
	NU 134	25-35%		Clinical application/judgement
		5-15%		Next Gen/Alternate Format
	Level II	15-20%		Content knowledge/communications
	NU 144	30-40%		Critical thinking
	NU 234	30-40%		Clinical application/judgement
		15-20%		Next Gen/Alternate Format
	Level III	5-15%		Content knowledge/communications
	NU 244	25-35%		Critical thinking
		25-35%		Clinical application/judgement
		25-35%		Next Gen/Alternate Format
	NU 245	NCLEX		

For use when exams are more than 50 questions

<b>KN</b> = Knowledge	<b>CT</b> = Critical Thinking
<b>APP</b> = Application	<b>NG</b> = Next Gen/Alt format

Question #	Type	Question #	Type
51		76	
52		77	
53		78	
54		79	
55		80	
56		81	
57		82	
58		83	
59		84	
60		85	
61		86	
62		87	
63		88	
64		89	
65		90	
66		91	
67		92	
68		93	
69		94	
70		95	
71		96	
72		97	
73		98	
74		99	
75		100	

\*\*\*\* This policy is a guide for faculty. If there are exceptions to the policy, document comments and special circumstances here:

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**Southern WV Community & Technical College Nursing**  
**100 College Drive – Logan Campus**  
**Logan, WV 25601**

***ATI Standardized Assessment  
Testing Policy/Procedure***

**Program:** Nursing

**Section:** Curriculum

**Approved by:** Nursing Faculty

**Date adopted:** 12/01/10

**Reviewed and Revised:** 4/28/2025

The following policy describes the use of the Assessment Technologies Inc. (ATI) Comprehensive Assessment and Review Program (CARP) as a component of progression and graduation from the nursing program at Southern WV Community & Technical College. This policy has been developed to facilitate the assessment of at-risk students and establish a review and remediation process to enhance their success in the program and on the NCLEX-RN after graduation.

### **Definitions**

ATI's Comprehensive Assessment and Review Program (CARP) – a focused remediation resource that is threaded throughout the nursing program. This comprehensive learning solution offers remediation on each test and ties directly back to the NCLEX®. To address diverse learning styles, this program offers multiple remediation tools, including traditional and online reading materials, videos, practice assessments, and internet resources.

The Comprehensive Assessment and Review Program is also an academic measuring tool that identifies potential problems for early student intervention. It also saves time for the student by offering individual remediation only where needed. Program benefits include focused remediation and customized testing.

### **Policy Statement**

ATI Practice Assessments, Proctored Assessments, Learning System tests, and other review materials online will be scheduled throughout the curriculum. See ATI Assessment Placement Plan (attached).

- Practice Assessments may or may not be graded. That decision is up to the faculty of the courses they are assigned (Refer to each course syllabus).

- Proctored Assessments will be graded based on ATI's Proctored Exams' ratings of level 3 to a level below 1.
- The first attempt will be calculated into the student's grade. However, if the student does not earn a level 2 or higher on the first attempt, the student will be required to remediate and attempt a second proctored exam. The second exam score will be taken as the student's final calculated grade.
- The calculation for the first attempt will be the equivalent of a 50-point exam with the level conversions as follows:
  - Level 3 = 100%
  - Level 2 = 90%
  - Level 1= Repeat Exam
  - Below Level 1 = Repeat Exam
- The calculation for the second attempt will be the equivalent of a 50-point exam with the level conversion as follows:
  - Level 3 = 90%
  - Level 2 = 80 %
  - Level 1 = 70%
  - Below Level 1 = 60%
- Any appropriate exclusions will be stated in each course syllabus.
- The student will have 2 chances to obtain a Level 2 on the Proctored Assessments.
- Remediation is required to be completed before the second attempt of the proctored assessment.

### **First Semester NU 134**

Students in NU 134 will take a total of two proctored exams. The Critical Thinking Entrance Exam and the Fundamentals of Nursing Exam. The Critical Thinking Entrance Exam will not be factored into the student's grade. The Fundamentals of Nursing will count as the equivalent of a test grade, 50 points, and will be based on the student's level of achievement.

## **Second Semester**

### **NU 132**

Students in NU 132 will have a total of five (5) proctored exams. Students will take: Fundamentals, Mental Health, Medical Surgical, Critical Care, and Pediatrics.

### **NU 144**

In NU 144, students will take the Mental Health Nursing Exam. This proctored exam will count as the equivalent of a test grade, 50 points, and will be based on the student's level of achievement.

## **Third Semester**

### **NU 234**

Third-semester students have two proctored exams in Nursing 234. The Maternal Newborn Nursing Exam will count as the equivalent of a test grade, which is 50 points, based on the level achieved on the proctored exam.

## **Fourth Semester**

The fourth semester has a total of 6 proctored exams between Nursing 244 and Nursing 245.

### **NU 244**

In Nursing 244, students will take Pediatric, Adult Medical Surgical, Pharmacology, and Nutrition. Each proctored exam will count as the equivalent of a test grade, which is 50 points, based on the level achieved on the proctored exam.

### **NU 245**

In Nursing 245, proctored exams include Leadership and Community. Each proctored exam will count as the equivalent of a test grade, which is 50 points, based on the level achieved on the proctored exam.

### **ATI Exit Exam**

A comprehensive exam will be given at the conclusion of the nursing program as a means of predicting success on the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Students are permitted three (3) opportunities to achieve a 94% predicted probability of passing the NCLEX-RN on the comprehensive predictor. All nursing courses must be successfully completed in order to be eligible to take the ATI Exit Exam and the NCLEX-RN exam.

Proctored ATI Exit Exam, defined as 94% predicted probability of passing the NCLEX-RN, in Nursing 245: Professional Nursing and Health Concepts.

Failure to achieve 94% predicted probability of passing the NCLEX-RN on the first attempt of the proctored ATI Exam will result in remediation before the second attempt.

Prior to a second attempt to achieve a 94% predicted probability of passing the NCLEX-RN, the student will be required to:

- Meet individually with the Director or designee within 24 hours of 1<sup>st</sup> attempt failure.
- Develop a “remediation plan” based on the review of the exam results.

Upon successful completion of the remediation plan, a second proctored exam will be scheduled.

If a 94% predicted probability of passing the NCLEX-RN is not achieved on the second proctored ATI Exit Exam, the grade of “I” for NU 245 will remain. A third attempt must be completed prior to the beginning of the fall semester of the current calendar year.

Before a third attempt to achieve the 94% predicted probability of passing the NCLEX-RN, the student will be required to:

- Meet individually with the Director or designee within 24 hours of the 2<sup>nd</sup> attempt failure.
- Develop a “remediation plan” based on exam results and identified areas of weakness.
- Complete a comprehensive review program that has been approved by the Director.
- Documentation of successful completion of this review must be submitted to the Director before scheduling the third attempt.


Southern does not incorporate high-stakes testing within its program curriculum. Our goal is to provide students with the most effective preparation possible to ensure their success on the NCLEX-RN examination.

**Southern WV Community and Technical College ATI  
Assessment Placement**

<b>ASSESSMENT TESTING</b>	<b>NU 132 Drug Dosage and Calculation I</b>	<b>NU 133 Health Assessment and Diagnostics</b>	<b>NU 134 Introduction to Nursing Concepts</b>	<b>NU 144 Nursing Concepts and Health and Illness I</b>	<b>NU 234 Nursing Concepts and Health and Illness II</b>	<b>NU 244 Synthesis of Nursing Concepts</b>	<b>NU 245 Professional Nursing and Health System Concepts</b>
<b>PRACTICE</b>	<b>Drug Dosage:</b> <ul style="list-style-type: none"> <li>Fundamentals</li> <li>Mental Health</li> <li>Medical Surgical</li> <li>Critical Care</li> <li>Pediatrics</li> </ul>		<b>Self-Assessment Inventory</b>  <b>Fundamentals of Nursing</b>	<b>Mental Health Nursing</b>  <b>Targeted MS Review Modules</b>	<b>Adult Medical Surgical Nursing</b>  <b>Maternal Newborn Nursing</b>  <b>Targeted MS Review Modules</b>	<b>Pharmacology</b>  <b>Nutrition</b>  <b>Pediatrics</b>  <b>Targeted MS Modules Adult MS Nursing</b>	<b>Leadership</b>  <b>Community</b>  <b>Comprehensive Predictor</b>
<b>PROCTORED</b>	<b>Drug Dosage:</b> <ul style="list-style-type: none"> <li>Fundamentals</li> <li>Mental Health</li> <li>Medical Surgical</li> <li>Critical Care</li> <li>Pediatrics</li> </ul>		<b>Critical Thinking Entrance</b>  <b>Fundamentals of Nursing</b>	<b>Mental Health Nursing</b>	<b>Maternal Newborn Nursing</b>	<b>Adult Medical Surgical Nursing</b>  <b>Pharmacology</b>  <b>Nutrition</b>  <b>Pediatrics</b>	<b>Leadership</b>  <b>Community</b>  <b>Critical Thinking Exit</b>  <b>Comprehensive Predictor</b>

**\*\*All courses may utilize custom assessment practice and proctored exams as per the course syllabus.**




	<b>Southern WV Community &amp; Technical College Nursing</b> <b>100 College Drive – Logan Campus</b> <b>Logan, WV 25601</b>	
<b><i>Remote Learning Policy</i></b>		
<b>Program:</b> Nursing	<b>Section:</b> Students	
<b>Approved by:</b> Nursing Faculty	<b>Date last reviewed/revised:</b> 4/28/2025	

In the event class is moved to an online format, such as Microsoft Teams, the nursing faculty at Southern will still hold our students to the same level of professional conduct as in the classroom.

**A Teams meeting for class is equivalent to lecture time in the classroom; therefore, the same policies apply because your classroom should be free of disruptions.** If the class goes online (virtual), the class will be held at the designated class time via the designated format. **The rules for classroom behavior, assignment deadlines, and notifying faculty via email for questions still apply.**

- Student must have a working computer with webcam, a microphone, as well as reliable internet access. Students cannot use Chrome notebooks.
- If the student does not have reliable internet access, they may come to campus and use campus internet. If a student comes to campus and wishes to enter a building, arrangements must be made prior to class.
- All students must be logged into the classroom at the start of class. Attendance will be taken. The student must log into the class using a webcam to be considered “present.” If the student is late logging in, the student may be asked to wait until the first break. Please see the Nursing Handbook Attendance Policy.
- Use the video option. We want to see the student’s face, not a name or picture. At the completion of class, the faculty will once again take attendance. If the student is not present at the end of the class meeting, the student will be considered absent and will have to make up an assignment at the faculty’s discretion. If the student must leave the classroom early, the student must notify the faculty via email.
- Stage the video area. Watch what others see. Make sure the room is clean.
- Dress appropriately for the role the student is undertaking. Don’t wear your pajamas. Adhere to the Nursing Program’s dress code regarding attire, especially low-cut shirts.
- Do not post on social media if your top half is following policy, but your bottom half is not.

- Be seated in a chair-upright position. No lying down. If a student is unable to sit up for class, then the student will be counted absent for the class period.
- In the event the student has to miss class, Teams lectures will be recorded and uploaded into Brightspace after the lecture is complete. The student may watch the lecture and notify the instructor of any questions.
- More light the better. No darkness.
- Try to look into the camera.
- Students should mute their audio upon entrance into the class. Background noise is very distracting.  
We realize that you are home and have outside noises, children, and phones. Stay focused on class as much as possible. You may raise your hand or enter text in the chat. Please make arrangements for your children during class time.
- Students should place their cell phones on silent. Students should not be texting or web surfing during class.
- No eating during meetings- this can be distracting for the instructor.
- Do not do private things while in a meeting, such as personal hygiene care.
- Stay focused and on task. Class will go smoothly.
- Maintain confidentiality and keep meetings private. Do not give the meeting link out for others to visit or use.
- Assignments must be turned in on the designated date. No exceptions. Failure to do so will result in failure of the assignment. **See Assignments Policy.**

	<p><b>Southern WV Community &amp; Technical College</b></p> <p><b>Nursing</b></p> <p><b>100 College Drive– Logan Campus</b></p> <p><b>Logan, WV 25601</b></p>	
<p><b><i>Clinical Readiness Policy</i></b></p>		
<p><b>Program:</b> Nursing</p>	<p><b>Section:</b> Students</p>	
<p><b>Approved by:</b> Nursing Faculty</p>	<p><b>Date last reviewed:</b> 4/28/2025</p>	

### **Purpose**

The purpose of the clinical readiness policy is to describe the conditions under which the student is equipped to safely enter a client care environment. The student must be able to perform physically demanding activities and maintain a safe client care environment.

### **Definition**

Clinical readiness is the term to describe a student who has met all the established requirements to enter clinical facilities without posing a threat to themselves or others. These requirements are outlined on the Application for Admission to the Nursing program and in this policy.

### **Rationale**

Clinical facilities partnering with Southern WV Community and Technical College must maintain and ensure the health of their employees and the protection of the public. All students entering the Nursing program must meet identified health and safety requirements to be in compliance with clinical facilities, Southern’s Nursing program, and the West Virginia Code for Registered Professional Nurses.

### **Admission and Progression Requirement**

Initial background checks and drug screens must be completed by the date assigned by the Director of Nursing. Failure to comply will result in denial of admission to the nursing program. On admission to the nursing program, the student must provide the following to the Director of Nursing by the assigned date.

- A physical examination by a licensed health care provider. The physical exam must deem the student fit for clinical experience.

- Documentation of immunizations, titer results, and negative TB (tuberculin) testing (PPD) or QuantiFERON blood test. (See Immunization Policy)
- A current signed CPR (MUST BE American Heart Association – Basic Life Support (BLS)) card. NO EXCEPTIONS.

If a student fails to submit these documents by the assigned date, he or she will not be allowed to start the Nursing program in the fall semester.

Falsification/omission of any information from the health exam will result in dismissal from the program.

Before entering a clinical facility, the student will complete the necessary HIPAA and Universal Precautions training. The student must also be fit tested for N95 masks.


Students will follow the annual influenza vaccination policy set forth by the clinical facilities. In the event the student is unable to take an annual influenza vaccination, they must be in compliance with the facility policy for rendering care to clients without a vaccination. The inability to attend clinical assignments will result in failure of the course.

If at any time there is a change in a student's health status, i.e., a new diagnosis, pregnancy, injury, a new medication, etc., the student must inform his/her advisor and instructor(s) as soon as possible. A written release from their health care provider stating complete ability to participate in clinical rotations will be required in order for the student to continue in the course.

Any medication changes must be disclosed to the student's advisor as soon as possible. The student will not be allowed to attend clinical rotations until the documentation is provided. Please refer to this nursing handbook for the clinical attendance policy.

Immunization status and CPR certification must be current and valid for the duration of the nursing program. It is the nursing student's responsibility to see that these are up-to-date. Failure to comply by the designated date will result in the student's inability to attend clinical rotations and will result in an unsatisfactory grade for each clinical day missed. The information shall be housed in the Nursing Department in student files and on the shared drive under Nursing Department.

Monthly review of student files for completeness will be the responsibility of the Nursing secretary. Any expired CPR cards, PPDs, or incomplete data will be forwarded to the student's advisor and then to the student. Failure to correct deficiencies will result in the student's inability to attend clinical rotations and will result in an unsatisfactory grade for each clinical day missed.

	<p style="text-align: center;"><b>Southern WV Community &amp; Technical College</b>  <b>Nursing</b>  <b>100 College Drive – Logan Campus</b>  <b>Logan, WV 25601</b></p>
<b>Immunization Policy</b>	
<b>Program:</b> Nursing	<b>Section:</b> Students
<b>Approved by:</b> Nursing Faculty	<b>Date last reviewed:</b> 4/28/2025

**Purpose:**

The purpose of the Nursing Immunization Policy is to ensure students are physically free of and relatively safe from common communicable diseases.

**Scope:**

Students enrolled in nursing courses

**Responsibility:**

Review of student files for completeness will be the responsibility of the Director of Nursing, the nursing secretary, and the nursing faculty. Inadequate or incomplete data will be forwarded to the student's advisor and then to the student. Failure to correct deficiencies will result in the student's inability to attend clinical rotations and will result in an unsatisfactory grade for each clinical day missed. Clinical competence must be completed before starting nursing classes.

**Measles (Rubeola), Mumps, Rubella.**

**ONE** of the following is required:

All students born after December 31, 1956, are required to have medically signed proof of TWO properly administered immunizations.

**OR**

Immune titers for measles (rubeola), mumps, and rubella.

For women of childbearing age, rubella immunity should be determined. If there is no evidence of immunity, vaccinations are recommended. Pregnant women who do not have evidence of immunity should receive the MMR vaccine upon completion or termination of pregnancy.

### **Varicella/Chicken Pox Immunity**

**ONE** of the following is required:

Varicella titer that indicates immunity, if the student has a history of varicella (chicken pox) infection.

**OR**

Two doses of varicella immunization are indicated if there is no history of the disease or if the varicella titer is negative. Recommended interval is per CDC guidelines (usually 4-8 weeks between doses).

For women of childbearing age, varicella immunity should be determined. If there is no evidence of immunity or current pregnancy, vaccination is required by the nursing program. Pregnant women who do not have evidence of immunity should receive the varicella vaccine upon completion or termination of pregnancy per CDC guidelines and health care provider recommendation.

### **Hepatitis B Immunization**

**ALL** students are required to provide documentation from their health care provider of HBV vaccination (3 doses per CDC guidelines).

The first two doses of the three-dose series are required before the start of classes.

Completion of the series with a 3<sup>rd</sup> dose and documentation of immunity by titer must be provided to continue in clinical agencies.

A positive Hepatitis B titer without proof of vaccine dates is accepted.

**AND**

The Hepatitis B titer should test for anti-HBs or HBSAB (HBV surface antibodies). Recommend 1-2 months after completion of the vaccination series.

A copy of the titer report must be submitted to the nursing department.

Those who do not seroconvert should be revaccinated per CDC guidelines for Healthcare Workers, with the titer repeated 1-2 months after the last immunization. If, after a second series/immunizations, the titer remains less than immune, documentation from a health care provider that states the student did not seroconvert (is a non-responder) is required to continue with clinical courses.

**Tdap**

Students must submit a valid Tdap that has been received as an adolescent (age 11-12) or adult.

**Influenza Vaccination**

Annual vaccination against influenza is required in health care facilities. If a student does not receive proper flu vaccination, some facilities may not allow the student to attend clinical or may require the student to adhere to agency policies regarding non-immunization while inside the facility. Inability to complete assigned clinicals will result in failure of the course.

**OTHER****TB Skin Tests**


Students are to have an annual TB skin test (PPD).

Students with a known history of a positive TB skin test or who are unable to take a TB skin test must provide documentation of the results of a recent chest x-ray. The chest x-ray must be done within a 2-year period and updated as necessary.

A QuantiFERON blood test will be accepted.

**COVID-19**

The COVID-19 and Influenza vaccinations have specific requirements from individual health care facilities. If a student is unable to meet the vaccination requirements of the health care facility, it is the student's responsibility to contact each facility to submit a request for medical or religious exemption if required by the facility. Students will be required to follow each health care facility's policy for vaccination exemptions if approved. Once an exemption has been approved, the student will forward a copy to the administrative assistant for their program to be placed in their clinical readiness packet before attending their first clinical in the health care facility.

	<p align="center"><b>Southern WV Community &amp; Technical College - Nursing program</b></p> <p align="center"><b>100 College Drive – Logan Campus Logan, WV 25601</b></p>
<p align="center"><b><i>Latex Sensitive/Allergy Policy</i></b></p>	
<p><b>Program:</b> Nursing</p>	<p><b>Section:</b> Students</p>
<p><b>Approved by:</b> Nursing Faculty</p>	<p><b>Date last reviewed:</b> 4/28/2025</p>

**Purpose**

To provide safety and prevent injury for those individuals with latex sensitivity.

**Scope**

Pertains to all students and faculty.

**Responsibility**


Students are responsible for:

- providing accurate allergy history to staff and faculty
- preventing and/or limiting their exposure to latex in laboratory/clinical situations
- understand that 100% prevention of exposure to latex in any laboratory/clinical situation may not be possible and that they may experience a life-threatening allergic reaction
- discuss prevention and treatment for life-threatening allergic reactions and decide with their health care provider if an allied health career is possible.

Staff and faculty are responsible for:

- providing non-latex gloves or supplies upon request in the laboratory setting
- responding to life-threatening events by notifying first responders in a timely manner
- maintaining the safety of other students, staff, or faculty.



	<p style="text-align: center;"><b>Southern WV Community &amp; Technical College</b> <b>Nursing</b> <b>100 College Drive – Logan Campus</b> <b>Logan, WV 25601</b></p>		
<p style="text-align: center;"><b><i>Laboratory/Clinical Policy</i></b></p>			
<b>Program:</b> Nursing		<b>Section:</b> Students	
<b>Approved by:</b> Nursing Faculty		<b>Date last reviewed/revised:</b> 4/28/2025	

### **Purpose**

The purpose of the Laboratory/Clinical Policy is to describe the clinical environment and to delineate and clarify goals, outcomes, and responsibilities in the laboratory/clinical setting.

### **Scope**

Faculty, students, and staff

### **Clinical Rotation Assignments**

Students admitted to the nursing program are assigned to clinical sites. To fulfill course objectives and meet student learning outcomes, clinical sites are located throughout West Virginia and Kentucky. The availability of sites is based on a contractual agreement between the facility providing the clinical experience and Southern West Virginia Community and Technical College.

Assignments to clinical sites will be publicized in advance. Students are responsible for all financial obligations, including travel to the assigned site.

Each clinical site has the right to terminate its affiliation with the College or refuse clinical access to a student. Reasonable effort will be made to provide an alternative assignment. Such a clinical assignment is not guaranteed, and the student's completion of the curriculum may be delayed or may not be possible.

**Adequate rest is required before beginning a laboratory/clinical day. Working 8 hours prior to the beginning of any clinical day is considered unsafe and is not permitted. Sleeping or any**

**impairment during the laboratory/clinical day will not be tolerated. If such occurs, the instructor reserves the right to dismiss the student from the laboratory/clinical, and a grade of unsatisfactory will be given for the clinical day. If client safety is compromised, the student may be dismissed from the program.**

### **Medical Insurance**

Students are required to provide proof of medical insurance to the Nursing Program prior to attending clinicals.

### **Liability Insurance**

Students are currently provided liability insurance coverage under the State of West Virginia's professional liability insurance program. However, if a student is employed outside the college setting, the student is not covered by the State of WV liability insurance and is encouraged to purchase their own liability insurance.

### **Clinical Performance Evaluation Tool {CPET}**

Clinical performance evaluation is a continuous, ongoing process designed to assist the student with the identification of strengths and areas of needed improvement. Clinical performance evaluation includes an assessment of the student's performance both in the Nursing Laboratory and in the Clinical setting. The clinical performance evaluation is built on and integrates all the student course learning outcomes into clinical behaviors as outlined in the course description. The primary goal of evaluation is to foster change in the direction of continuous progress for the learner. The student is encouraged to discuss his/her performance with the instructor and to seek out the instructor's help and support.

A clinical evaluation occurs with each clinical experience as well as all assigned clinical paperwork. The student is expected to progress with each clinical experience and from one nursing course to another. Failure to progress clinically may result in clinical failure prior to the end of the semester. Performance will be rated as either Satisfactory or Unsatisfactory. Evaluation tools are individual for each course. See course syllabi. The following Key will be utilized:

**S: Satisfactory:** The clinical objectives or Course Student Learning Objectives (CLSO) were met by the student. Clinical performance is safe, and the student meets all critical behaviors. (Each critical behavior must be met at all times and is designated by \* on the Clinical Performance Tool)

**U: Unsatisfactory:** The clinical objectives or Course Student Learning Objectives (CLSO) were not met by the student, **OR** the student was absent from the clinical or lab assignment, **OR** one or more critical objectives were not met.

**NA: Not applicable:** This clinical objective or Course Student Learning Objectives (CLSO) is not applicable to the student during the clinical experience being evaluated.

In order to obtain a satisfactory grade for Laboratory/Clinical Performance, the student must meet the following criteria:

**Pass:**

2 or less unsatisfactory clinical performances

2 or less unsatisfactory clinical paperwork/documentation

3 or less unsatisfactory combination of clinical performance and clinical paperwork/documentation.

**Fail:**

3 unsatisfactory clinical performances

3 unsatisfactory clinical paperwork/documentation

4 unsatisfactory in a combination of clinical performance and clinical paperwork/documentation.

**The student will be clinically evaluated utilizing the list of Course Student Learning Outcomes (CSLO) and objectives pertinent to the course (see Syllabi for specific CSLOs)**

- **Formative Evaluation**
- **Summative Evaluation**

**Definition of Unsafe Clinical Practice**

Unsafe clinical practice shall be deemed to be behaviors demonstrated by the student that threaten or violate the physical, biological, or emotional safety of the patient(s) assigned to his/her care. The following examples serve as guides to these unsafe behaviors, but are **NOT TO BE CONSIDERED ALL INCLUSIVE.**

**Physical Safety**

Unsafe behaviors: inappropriate use of side-rails, wheelchairs, and other mechanical equipment; lack of proper protection of the patient, which potentiates falls, lacerations, burns, etc.; performs nursing actions not yet authorized; lack of preparation for clinical day; fails to seek help when needed.

**Biological Safety**

Unsafe behaviors: fails to recognize violations in aseptic technique, violates "10 rights" in medication administration, comes to clinical unwell, performs nursing actions without appropriate supervision, fails to seek help when needed.

**Emotional Safety**

Unsafe behaviors: threatening or making others fearful; providing patients with inappropriate or incorrect information, performing nursing actions without appropriate supervision, failing to seek help when needed, demonstrating unstable emotional behaviors.

### **Unprofessional Practice**

Unprofessional practice (include but are not limited to): Verbal and non-verbal language, actions, or voice inflections which compromise rapport or working relations with patients, family members, staff, physicians, fellow students, or faculty that may potentially compromise contracted agreements and/or working relations with clinical affiliates, or constitute violations of ethical/legal standards.

The clinical component for this course must be passed for progression to the next nursing course. If a passing grade is not achieved on the "Student Clinical Performance Evaluation" tool, a grade of "F" will be received for the entire course

If a client is harmed directly by the student's action or inaction, the student will be dismissed from the program at that time.

All clinical grade decisions relating to students' written work, knowledge regarding client condition, accountability and responsibility, etc., are made at the discretion of the clinical instructor and the nursing faculty.

**If a student presents for clinical unprepared to give the patient care, the instructor will require the student to leave the clinical area, and this will count as an unsatisfactory clinical day and will result in a grade of "U" for the day.**

**Failure to notify the clinical area and/or the instructor prior to the clinical time for an absence will result in an unsatisfactory grade (U) for the clinical day.**

An unsatisfactory clinical grade (U) will be given for any action (or lack of action) that creates an unsafe environment for, or endangers, the patient.

### **CLINICAL PERFORMANCE EVALUATION TOOL (CPET) COMPONENTS**

**Professional Behaviors:** Actions expected of all nurses and nursing students, which reflect the values, rules, and practices of nursing. These must be demonstrated throughout each course and throughout the program.

**Skills Performance Examination:** The student's demonstration of the ability to meet the critical elements of selected skills under the observation of an examiner.

**Required Course Assignments:** These are additional learning activities assigned by the course faculty. Submission of completed materials by the assigned date is considered a Professional Behavior.

**Clinical paperwork:** A written document in which the student assesses the patient's needs, develops a plan of nursing care, implements the plan, evaluates, and modifies the plan based on the patient's response to the care given. The ability to write the nursing plan of care will be demonstrated per course requirements.

## **CRITICAL BEHAVIORS**

The following behaviors have been determined to be Critical Behaviors. Students receiving a “U” in any of these areas will receive a “U” for the entire clinical day. Students are expected to be able to perform these critical behaviors at all times and without exception.

**Confidentiality:** Students are expected to maintain the privacy and confidentiality of patient information following HIPAA guidelines at all times.

**Preparedness:** Students are expected to arrive at clinical experiences prepared to perform assigned duties or skills. If a student presents for clinical unprepared to give the patient care, the instructor will require the student to leave the clinical area, and this will count as an unsatisfactory clinical day and will result in a grade of “U” for the day.

**Professionalism:** Students are expected to demonstrate respect for peers, instructors, and other health care providers at all times. Students must be able to accept constructive criticism and maintain self-control in all situations. Students should practice within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice. Please also refer to the previous section titled “Unprofessional Practice.”

**Timeliness:** Students are expected to arrive on time for all clinical and laboratory experiences. Clinical attendance is required in order to meet clinical objectives each day. To report laboratory/clinical absence, you must call the area where the clinical is being held prior to the start of the clinical day and notify the instructor before the end of the clinical day. If in a hospital setting, failure to call may be considered abandonment of the client and may result in dismissal from the program. Tardiness will not be tolerated and will be dealt with using the following criteria.

One tardy is arriving up to fifteen 15 minutes late for the laboratory/clinical experience. Three (3) Tardy days equal one (1) unsatisfactory day.

Each subsequent tardiness after the third one constitutes a “U” (unsatisfactory).

Arriving more than 15 minutes late for the laboratory/clinical experience constitutes an unsatisfactory for the lab/clinical day.

## **Skills Sign Off List**

The skills checklist must be updated after each clinical/lab. The instructor will update the list as skills are successfully performed in the lab and clinical setting. The student is responsible for maintaining the list for the duration of the program. At the completion of the program, the student is to submit the skills checklist to their faculty advisor. Failure to do so may result in an Incomplete (I) for the course.

**Demonstration of a Skill**

The student must demonstrate satisfactory performance of laboratory skills prior to performing the skill in a clinical setting.

The student should make every attempt to successfully perform the skill the first time. Should the student be unable to successfully complete the skill, the student will be given the chance to remediate 2 additional times with a second instructor.

If the student is unsuccessful the second time, the student will receive a "U."

If the student is unsuccessful the third time, the student will not be able to attend clinicals.

Clinical skills must still be mastered prior to performance in a clinical setting. Therefore, repeated inability to perform clinical skills in the lab setting will result in failure of the course.

**If a student fails either the didactic or laboratory/clinical portion of the course, the student fails the entire course.**

The student should refer to each course syllabus for specific guidelines on the clinical evaluation grading scale, as it refers to categories, CSLOs, laboratory/clinical days, and pass/fail of the course.

**Cancelled Clinical**

In the event that clinical / laboratory (this includes simulation experiences) are cancelled, students will complete assignments as determined by the faculty. Examples of potential assignments would be additional ATI assignments, Swift River online learning, research papers, or projects. This is not an all-inclusive list of possible make-up assignments. Assignments given for clinical time will be pass/fail. A failed assignment will be the equivalent of a failed clinical day.

**ALL MISSED CLINICALS HAVE TO BE MADE UP.**

**CLINICAL PERFORMANCE**

**The student must also achieve satisfactory clinical performance on the laboratory/clinical portions of this course (criteria per Clinical Performance Evaluation Tool).**

Refer to the **Clinical Performance Evaluation Tool (CPET) (See Clinical Manual and Nursing Student Handbook).**

- Students who receive a clinical failure will receive a failing grade for the corresponding nursing course.
- Clinical attendance is required, and clinical objectives **MUST** be met. All clinical hours must be made up. Alternate assignments may be given for missed class time at the discretion of the instructor.

- To report laboratory/clinical absence, you must call the area where clinicals are being held before the start of clinical day and notify the instructor before the end of the Clinical day. If in a hospital setting, failure to call may be considered abandonment of the client and may result in dismissal from the program.
- A clinical evaluation occurs with each clinical experience as well as each assigned assignment.
- The student is expected to progress with each clinical experience and from one nursing course to another.
- Failure to progress clinically may result in clinical failure prior to the end of the semester.
- Refer to the student handbook and clinical evaluation tool for specific grading guidelines.
- If the student fails the lecture or laboratory/clinical portion of the course, the student fails the entire course.

Cell phones need to be in a secure location during lab and clinical experiences.

**SOUTHERN WV COMMUNITY & TECHNICAL COLLEGE  
NURSING PROGRAM  
SKILLS SIGN-OFF LIST**

	NURSING LAB SIGN OFF			CLINICAL AREA SIGN OFF		
NU 134	DATE	INSTRUCTOR	STUDENT	DATE	INSTRUCTOR	STUDENT
<b>LAB 1</b>						
Electronic Health Record						
HIPAA						
<b>LAB 2 (Developing a Concept Map)</b>						
Nursing Diagnosis						
Client Centered Goal						
Interventions						
Rationale with EBP						
Evaluation						
<b>LAB 3</b>						
Hand Hygiene						
PPE						
Standard Precautions						
Don/Remove Gloves						
Don/Remove Mask/Gown						
Care of Isolation Patient						
Removal of items from Isolation Room						
Sterile Gloves						
Sterile Field						
<b>LAB 4</b>						
Complete Bed Bath						
Assist with Bedpan/Urinal						
Back Rub						
Oral Care						
Peri-Care (M&F)						
Occupied Bed						
Serve/Feed a Meal						
Gown over IV						
<b>LAB 5</b>						
Temperature: Oral, Rectal, Axillary, Tympanic, and Skin						
Pulse						



Respirations						
Blood Pressures						
Orthostatic Vitals						
Warming measures						
Cooling Measures						
Teds/SCD						
	<b>NURSING LAB SIGN OFF</b>			<b>CLINICAL AREA SIGN OFF</b>		
	<b>DATE</b>	<b>INSTRUCTOR</b>	<b>STUDENT</b>	<b>DATE</b>	<b>INSTRUCTOR</b>	<b>STUDENT</b>
<b>LAB 6</b>						
TCDB/Splinting						
Incentive Spirometer						
Pulse Oximeter (apply, care, interpret)						
Apply O2 (mask/cannula/tent/hood)						
Chest PT						
Postural Drainage						
Insert Airways						
Ambu-Bag						
Mucus specimen trap						
Sputum Culture						
IV Site Assessment						
Identify types of IV fluids and rate of fluids						
D/C IV						
<b>LAB 7</b>						
Transfer Bed/Chair						
Transfer Equipment						
Mechanical Lift						
Positioning: up in bed, side-lying, log rolling						
Assist with Ambulation						
Crutch Walking						
Passive/Active ROM						
Restraints						
Edema						
Apply Ace Bandages						
<b>LAB 8</b>						
Insert Foley						
Remove Foley						
Catheter Care						

Bladder Irrigation (Cont. & Intermittent)						
Rectal Tube Insertion						
Fleets Enema						
Cleansing Enema						
Types of Ostomy						
Colostomy Irrigation						
Applying Ostomy Bag						
Routine Urine Specimen						
Midstream Urine Spec.						
Sterile Catheter Spec.						
24-hour Urine Collection						
U-Bag Application						
PureWick External Catheter						
Intake & Output						

<b>LAB 9</b>						
Obtaining baseline Peri-op Data						
Pre-op Teaching						
Surgical Pain Medication						
Preparing Client for Surgery						
Time Out						
Pre-op Med						
OR Checklist						
Hands off Communication						
Abdominal Binder						
Wet/Wet Drsg						
Drain Care (JP, Penrose, Hemovac)						
Decubitus Ulcer						
Wound Vac						
Duoderm Dressing						
Wound Culture						
Throat Culture						
Sitz Bath						
Suture/Staple Removal						
<b>LAB 10</b>						
Oral Medication Types						

Withdrawal from vial						
Withdrawal from Amp						
Draw 2 Meds in Syringe						
Subcutaneous Injection						
Intramuscular						
Z-Track Method						
Nose Instillation						
Optic Meds						
Inhalant Meds						
NGT/GT Meds						
Suppositories						
Topical Meds						
Irrigating the Eye						
Irrigating the Ear						
Dosage Calculation						

NU 144						
HIPAA						
Bedside glucose monitor						
How to interpret sliding scale insulin orders						
Administer Primary IV fluids						
Change IV dressing						
Change IV tubing						
Change and Spike IV bag						
Care of Saline Lock						
Program IV Controller/Pump						
Administer Medications by secondary line/IVPB (IVPB med adapter for needleless systems)						
Tracheostomy Care						
Tracheobronchial Suctioning						
Suctioning/Specimen from Tracheostomy						
Insertion of NG Tube						
Irrigation of NGT						
Collection of Specimen from NGT						
Feeding via NGT						
Removal of NGT						
Care of & Dressing change of Gastrostomy/ Peg/PEJ Tube						
Feeding via Gastrostomy Tube						
Identification of TPN						
Cardiac Monitoring						

<b>NU 234 - OB</b>						
<b>HIPAA</b>						
<b>Prenatal:</b> Assessment						
Leopold's Maneuver						
Fetal Heart Rate						
Bedside glucose monitoring						
<b>Labor &amp; Delivery:</b> Assessment						
Nitrazine Testing						
<b>Postpartum:</b> Assessment						
Lochia Assessment						
Episiotomy Assessment						
Perineal Care						
Breast Assessment						
Fundus Height Assessment						
Fundus Massage						
<b>Newborn:</b> Assessment						
Holding & Swaddling						
Bathing						
Bottle Feeding						
Breast Feeding						
Diapering						
Cord Care						
Eye Prophylaxis						
Bulb Suctioning						
Surgical Hand Scrub						
Assess Reflexes:						
Plantar/Babinski						
Grasping						
Stepping						

<b>NU 234 - OB</b>						
Moro						
Startle						
Ballard's Scale						
Head/Trunk/Length Measurement						
Apgar Score						
WV Birth Score						
Circumcision Care						
NAS Scoring						
<b>NU 234</b>						
Start & Maintain IV Line						
Maintain CVP/Dressing Change						
Maintain PICC Line/Dressing Change						
Technique for administration of blood products (including obtaining blood products from the lab, S/S of reactions, vital signs during administration, reaction interventions)						
Mixing IV medication from a vial.						
<b>Pediatrics</b>						
Pediatric Dosage Calculation						
Weighing the Peds patient						
Pediatric I&O						
Pediatric Medication Administration						
Central Line Medication Administration						
IV Push Medication Administration						

Access Mediport						
Chest Tubes						
<b>NU 244</b>						
<b>HIPAA</b>						

Instructor Initials \_\_\_\_\_ Signature \_\_\_\_\_

Instructor Initials \_\_\_\_\_ Signature \_\_\_\_\_

Instructor Initials \_\_\_\_\_ Signature \_\_\_\_\_

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Instructor Initials \_\_\_\_\_ Signature \_\_\_\_\_



	<p style="text-align: center;"><b>Southern WV Community &amp; Technical College - Nursing 100 College Drive – Logan Campus Logan, WV 25601</b></p>
<b><i>Clinical Dress Code</i></b>	
<b>Program:</b> Nursing	<b>Section:</b> Students

The Southern West Virginia Community and Technical College (Southern) Nursing Program expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. While in uniform, each student must be clean, neat, pleasant, and reflect good health. Clinical faculty has final judgment on the appropriateness of student attire and corrective action for dress code infractions. Students not complying with this policy will not be allowed to participate in clinical and receive an unsatisfactory clinical day for each incident.

**Procedure:**

***The Southern student nurse uniform may only be worn while participating in scheduled clinical, campus laboratory, or school activities.***

- 1) Students are expected to come to the clinical area in full uniform, unless otherwise instructed by faculty. Full uniform includes:
  - A pressed and freshly cleaned uniform
  - Hems of uniform bottoms must to the floor (no joggers)
  - Neutral colored undergarments, including a t-shirt, tank-top, or undershirt, are to be worn underneath the white scrub tops
  - White or black socks to correspond with the shoe color. (Full-length white hose will be worn with a dress or skirt uniform)
  - Clean white or black shoes with matching shoelaces
  - 5 ½ inch bandage scissors
  - A plain stethoscope (fabric stethoscope covers are not permitted)
  - Watch with a second hand (digital watches are not permitted)

- 2) Appropriate writing utensils to be used for documentation
- 3) Student name tag on tunic shirt at a level above the waist
- 4) Solid black or coordinating gray long-sleeve undershirts may be worn.
- 5) The full uniform for the female consists of:
- 6) Two (2) sets of uniforms, which include: 2 white scrub tops and 2 pewter scrub pants or skirts
- 7) Two (2) blue polo shirts with school logo to be worn with pewter scrub pants or skirt. White hose/socks or black socks if wearing black shoes
- 8) White clinical shoes (Solid white leather or vinyl tennis shoes with white shoe laces qualify as clinical shoes) or black leather shoes with black shoelaces. No clogs or slides are permitted.
- 9) Southern student ID Name Badge
- 10) One (1) warm-up jacket with school emblem
- 11) One (1) Iron Gray fleece jacket with school emblem
- 12) The full uniform for the male consists of:
- 13) 2 sets of uniforms (2 white scrub tops and 2 pewter scrub pants)
- 14) Two (2) blue polo shirts with the school logo to be worn with pewter scrub pants
- 15) White socks if wearing white shoes or black socks if wearing black shoes
- 16) White clinical shoes (Solid white leather or vinyl tennis shoes with white shoelaces qualify as clinical shoes) or black leather shoes with black shoelaces.
- 17) Southern Student ID Name Badge
- 18) One (1) warm-up jacket with school emblem
- 19) One (1) Iron Gray fleece jacket with school emblem
- The blue polo shirt embroidered with the Southern logo and pewter scrub pants are
- 20) The student's blue polo shirt, warm-up jacket, and name badge are to be worn with pewter scrub pants/skirt when researching assignments in the hospital. No fleece jacket is to be worn in the hospital setting. Fleece jackets can be worn in the lab and classroom only. Warm-up jackets are to be worn in the hospital setting only and are for warmth while in the hospital setting.
- 21) The female dress uniform may not be shorter than the knee. The female tunic length for pant uniforms should be level with the pants' inseam. The male tunic length should cover the back pockets of the pants.

- 22) Uniform shoes must be worn during the clinical experience. Shoes must be white or black, low-heeled, and clean. They must have a leather or vinyl, closed-toe, closed heel, and have a soft-sole. Canvas or mesh shoes, sandals, clogs, slides, and flip flops are unacceptable.
- 23) All students are required to maintain high standards of personal cleanliness. The student must report to clinical well-groomed with clean hair, clean teeth free of noticeable decay, and fresh breath and free of bodily odors. Deodorant/antiperspirant is a must. Students **are not** permitted to wear perfume, aftershave, colognes, body sprays, or heavily scented soaps and lotions in the clinical area. Tobacco odors on uniforms are not permitted. Makeup should conform to general body tones, avoiding extreme colors. Severe skin problems must receive medical treatment.
- 24) Hair must be confined neatly out of your face. Hair color and style must be appropriate for the professional healthcare environment. If below collar length, it must be PINNED UP and SECURED (this also includes males). Plain, inconspicuous neutral colored hair restraints may be worn. Bows, ribbons, or bandanas are not permitted. Facial hair must be neatly groomed and relatively close to the face to avoid contaminating the work environment.
- 25) Fingernails must be kept short and smoothly filed so they do not extend beyond the ends of the fingers. Nail polish is not allowed. No artificial or acrylic nails are permitted in any clinical facility.
- 26) Offensive tattoos must be covered at all times during the clinical experience. If the tattoo is in an area that cannot be covered with clothing, it must be covered by a bandage unless it would impact infection control (handwashing).
- 27) Jewelry is limited to plain wedding bands. Rings with stones are not permitted and are an infectious risk to the patients and to you and your family members.
- 28) Students may wear two single small stud earrings in their ears. Piercings of any other area must be removed prior to the clinical experiences, and/or not be visible to the public. Ear piercing stretching devices (gauges) are not permitted.
- 29) If goggles are required PPE by a facility, the student must provide their own goggles. The goggles must meet the requirements of the facility.
- 30) No tobacco use is permitted at clinical facilities. Any violation of any clinical facility policies will warrant disciplinary action and/or possible dismissal from the nursing program.
- 31) While in any Southern nursing clinical attire, no alcohol consumption/tobacco use will be permitted. Any violation will be grounds for immediate dismissal from the program.



**Southern WV Community & Technical College**  
**Nursing**  
**100 College Drive – Logan Campus**  
**Logan, WV 25601**

### ***Blood and Body Fluid Exposure Policy***

**Program:** Nursing

**Section:** Students

**Approved by:** Nursing Faculty

**Date last reviewed:** 4/28/2025

#### **Purpose**

The purpose of this policy is to safeguard the student, staff, and faculty from exposure to contaminated blood or body fluids.

#### **Scope**


Pertains to all students, staff, and faculty.

#### **Responsibility**

Students, staff, and faculty will follow OSHA Universal Precautions guidelines related to blood and body fluid exposure.

#### **If exposure to blood or body fluids occurs, the student, staff, or faculty must:**

- a. Report the blood and body fluid exposure to the instructor or laboratory manager immediately.
- b. Seek appropriate medical attention per OSHA guidelines.
- c. Document the incident and submit documentation to faculty, staff, and/or clinical agency.
- d. Inform the nursing program director as soon as possible.
- e. The Director will discuss the incident with the student and other appropriate persons and document the incident and findings.
- f. The cost of any treatment is the responsibility of the student.

	<b>Southern WV Community &amp; Technical College Nursing</b> <b>100 College Drive– Logan Campus</b> <b>Logan, WV 25601</b>
<b>Needle Stick Policy</b>	
<b>Program:</b> Nursing	<b>Section:</b> Students
<b>Approved by:</b> Nursing Faculty	<b>Date last reviewed:</b> 4/28/2025

### **Needle Stick Policy**

All persons participating in teaching and learning in the laboratory settings could acquire a needle stick and must comply with the stated guidelines.

### **Purpose**

To prevent trauma and infection with a break in the skin barrier, follow the appropriate protocol for needle sticks.

### **Scope**

All students, staff, and faculty

### **Responsibility**

Needles used in the laboratory settings are sterile and pre-packaged. Students are instructed that any practice done using needles is to be done using teaching aides/models as provided.

### **Disposal of needles/sharps:**

- Do not reuse needles/sharps.
- Dispose of only in a sharp's container.
- Never leave unsheathed (unprotected) needles lying about.
- Never recap a needle unless using the scooping method.

### **If a needlestick occurs, the student will:**

- Immediately wash the wound/exposed area (except mucous membranes and eyes) with soap and water.
- Apply a bandage.
- Mucous membrane or eye exposure, the area should be flushed **immediately** with a large amount of water or normal saline.
- Report the needle stick or sharp injury to the instructor, clinical instructor, or laboratory manager, and the Chief Facilities Officer immediately.
- Notify the director of nursing as soon as possible to discuss and document the incident.

- Seek health care from their physician/clinical, or emergency room.
- Cost of any treatment is the responsibility of the student

### **Required Forms**

- Student Information Sheet
- Confidentiality Statement, Professional Code, WV Code & Standards Acknowledgement
- Clinical Affiliate Release
- BON Release
- LRMC Release
- Training Video Verification Sheet (Universal Precautions & HIPAA)
- HIPAA General Awareness Acknowledgement
- Statement of Understanding
- Consent to Photograph or Record Electronically
- Background Check and Drug Screen Acknowledgement
- Professional Conduct of Nursing Students
- Standards for Professional Nursing Practice



**Division of Allied Health and Nursing**  
**100 College Drive – Logan Campus**  
**Logan, WV 25601**

## Student Information

Please take a moment to fill out this form. Allied Health and Nursing welcomes you to the program and we want you to know that your information will be kept confidential. Thank you.

Name of Student		
Name: (Please print clearly – LAST, FIRST, MI)		
Date of birth:	Student Number:	County of Residence:
Current address:		
City:	State:	ZIP Code:
Ethnicity: Asian <input type="checkbox"/> Caucasian <input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Other <input type="checkbox"/>		
Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Home Phone:	Cell Phone:
Age Group: 17-20 <input type="checkbox"/> 21-25 <input type="checkbox"/> 26-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 51-60 <input type="checkbox"/> 61 and older		
Work Phone:	Pager Number:	Other:
Part-time student (Less than 12 hours) <input type="checkbox"/> Full-time student (12 or more hours) <input type="checkbox"/>		
Emergency Contact		
Notify in case of emergency:		
Phone(s):		
Relationship to student:		



**Division of Allied Health and Nursing  
100 College Drive – Logan Campus  
Logan, WV 25601**

**Confidentiality Statement, Professional Conduct, and WV Code and Standard of Professional Nursing Practice Statement**

Please **initial each statement** and **sign and date** at the bottom.

Confidentiality Statement

\_\_\_\_\_ It is the obligation of Southern WV Community and Technical College's Department of Nursing to maintain the confidentiality of all clients' medical record information and to protect the clients' right to privacy. As a student of the Department of Nursing, I understand that I am never to discuss or review, for personal purposes, any information from a client's medical record or information relating to the care and treatment of any and all clients in the clinical setting.

\_\_\_\_\_ I understand that any violation of any portion of the policies and procedures of the Department of Nursing or the state and federal regulations governing the client's right to privacy will result in cause for immediate termination as a student in the program of Nursing.

WV Code and Standard of Professional Nursing Practice Statement

\_\_\_\_\_ I have read and received a copy of the West Virginia Legislative Code for Registered Professional Nurses (19CSR9), Disciplinary Action, and Standards of Professional Nursing Practice (19CSR10). I have had an opportunity to discuss and ask questions. I understand the Code and will abide by the rules.

Professional Conduct

\_\_\_\_\_ The Southern West Virginia Community and Technical College Associate of Allied Health and Nursing programs strongly support the standards of the healthcare profession regarding the need for healthcare students to be persons of good moral character who demonstrate responsible behaviors. Applicants are advised that their conduct before and after submitting their application to an Allied Health or Nursing program will be considered in the admission process. Conduct derogatory to the morals or standing of the Department of Allied Health and Nursing may be a reason for denial of admission or dismissal from the program. Irresponsible behavior or conduct denoting questionable moral character will include, but not necessarily be limited to, the following:

Criminal activities – e.g., DUI, misdemeanors, felonies

Substance abuse – e.g., manufacture, use, distribution, positive results on drug screen

Cheating/dishonesty

Harassment

Domestic violence

Discrimination

Breach of patient confidentiality

Social networking

Students are advised that their conduct while students both on and off campus could result in dismissal from the program.

**NOTE:** Disclosure of a criminal record does not automatically disqualify you from admission consideration.

**IMPORTANT NOTICE:** The State licensing/certification boards may deny eligibility to take licensing/certification examination to individuals who have been convicted of a felony/misdemeanor, and persons with drug/chemical dependency.

\_\_\_\_\_  
Student Name – PLEASE PRINT  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Faculty Witness





**Division of Allied Health and Nursing  
100 College Drive – Logan Campus  
Logan, WV 25601**

## **Authorization to Release Information – Clinical Affiliates**

I, \_\_\_\_\_, hereby authorize SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE to release my comprehensive health examination, any felony/misdemeanor conviction, (or background check), drug screen results (if any) to any of their clinical affiliates upon request. I understand that this information will be utilized to determine if I meet the requirements set forth by these institutions in relation to being eligible to participate in clinical training activities in these clinical affiliates. **I understand I may consult an attorney at my own expense prior to signing this document.** A photocopy of this authorization shall have the same force and effect as the original.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (Must sign in the presence of faculty witness)

Name: (Please print clearly – LAST, FIRST, MI)		
Date of birth:	SSN:	County of Residence:
Current address:		
City:	State:	ZIP Code:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Witness:



**Division of Allied Health and Nursing**  
**100 College Drive – Logan Campus**  
**Logan, WV 25601**

### **Authorization to Release Information – WV RN Board**

I, \_\_\_\_\_, hereby authorize SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE to release to the West Virginia RN Board any and all information concerning me. This authorization includes but is not limited to any felony and/or misdemeanor records, medical reports or records relating to my physical, mental, or emotional condition and any treatment rendered to me; any medical or hospital bills relating to my treatment; school transcripts or other records relating to my attendance at any school; employment information, including personnel and wage information; military or government service records; and any records of the West Virginia Workers' Compensation Fund, Social Security Administration, Veteran's Administration, West Virginia Department of Human Services, Department of Labor, or any other agency.

You are requested to cooperate fully with the above party. I hereby waive any privilege I have regarding such information with respect to my attorneys. A photocopy of this authorization shall have the same force and effect as the original.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Must sign in the presence of a faculty witness)

Name: (Please print clearly – LAST, FIRST, MI)		
Date of birth:	S#:	County of Residence:
Current address:		
City:	State:	ZIP Code:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Witness:



**Division of Allied Health and Nursing  
100 College Drive – Logan Campus  
Logan, WV 25601**

**Authorization to Release Information – Logan Regional Medical Center**

I, \_\_\_\_\_, give Southern West Virginia Community &  
(Please print name here)

Technical College's Nursing Program has permission to release my name to Logan Regional Medical Center in order that I may receive immunizations and/or a titer at their specified cost.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



**Division of Allied Health and Nursing  
100 College Drive – Logan Campus  
Logan, WV 25601**

**Training Videos for Universal Precautions and HIPAA Basic Overview  
(TO BE SIGNED ONLY AFTER VIEWING THE TRAINING VIDEOS)**

I, \_\_\_\_\_, hereby certify that I have viewed the  
(Please print name here)

“Universal Precautions” video, and the HIPAA education video, “HIPAA, A Basic Overview”,  
had a discussion on the content of the videos, and an opportunity to ask questions. I  
understand Universal Precautions and basic HIPAA rules and will abide by the guidelines.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature



**Division of Allied Health and Nursing**  
**100 College Drive – Logan Campus**  
**Logan, WV 25601**

## HIPAA GENERAL AWARENESS

Name: (Please print clearly – LAST, FIRST, MI)

Date of birth:

Student Number:

As an associate and/or student of healthcare, I understand that I may have access to confidential information, including patient, financial, or business information obtained through my association with the company. I understand that one purpose of this agreement is to help me understand my personal obligation regarding confidential information.

Confidential information, regardless of media, is valuable and sensitive and is protected by law and by strict company policies. The Health Insurance Portability and Accountability Act of 1996 (HIPAA), WV State law, and other Federal Regulatory laws require the protection of confidential information contained within a healthcare information system. Inappropriate disclosure of patient data may result in the imposition of fines up to \$250,000 and ten years imprisonment per incident.

Accordingly, as a condition of and in consideration of my access to confidential information, I promise the following:

1. I will not access confidential information for which I have no legitimate need to know to perform my job/function and for which I am not an authorized user.
2. I will not in any way divulge, copy, release, sell, loan, review, gossip or speak in idle talk, alter or destroy any confidential information unless expressly permitted by existing policy except as properly approved in writing by an authorized officer of the company within the scope of my association with the company.
3. I will not utilize another user's password in order to access any system. I will not reveal my computer access code to anyone else unless a confirmed request for access to my password has been made by Information Services and I am able to confirm the legitimacy of the request and the requester.
4. If I observe or have knowledge of unauthorized access or divulgence of confidential information, I will report it immediately either to my supervisor, the Privacy Officer, or the Compliance Hotline.
5. I will not seek personal benefit or permit others to benefit personally by any confidential information that I may access.
6. I will not discuss any information regarding patients in common areas such as elevators and cafeterias, snack bars or smoking areas.
7. I will respect the ownership of proprietary software and not operate any non-licensed software on any company computer.
8. I understand that all electronic communication may be subject to internal or external audits.
9. I agree to abide by all company rules and regulations applicable to confidential patient information.
10. I understand that my failure to comply with this agreement may result in disciplinary action, which might include, but is not limited to, termination of employment with the company, and/or loss of my privileges to provide services in the company facilities.

By signing this agreement, I acknowledge that I have read or have had read to me and understand that the company has an active ongoing program to review records and transactions for inappropriate access, and I understand that inappropriate access or disclosure of information can result in penalties up to and including termination of employment and/or legal action.

-----  
Student Name – PLEASE PRINT

-----  
Student signature

-----  
Date



**Division of Allied Health and Nursing  
100 College Drive – Logan Campus  
Logan, WV 25601**

**Statement of Understanding – (Handbook Policies and Procedures, Withdrawal/Failure  
Readmission Statement, Background Check and Drug Screen Procedures**

Please initial each statement and sign and date at the bottom:

\_\_\_\_\_ I understand that a conviction of a felony or misdemeanor requires documentation with a letter of explanation to the Nursing Department of Southern West Virginia Community and Technical College prior to entering the Nursing Program.

\_\_\_\_\_ I understand such disclosure does not guarantee that I will be allowed to enter and complete the Nursing Program, and any admittance will be provisional.

\_\_\_\_\_ If I am allowed to enter the Nursing Program, I understand I must also send a copy of the documentation of the felony or misdemeanor (other than a parking ticket) with the letter of explanation to the West Virginia RN Board at: West Virginia RN Board, 5001 MacCorkle Ave. SW, South Charleston, WV 25309.

\_\_\_\_\_ I also understand that a copy of the documentation of the felony or misdemeanor (other than a parking ticket) with the letter of explanation to the West Virginia RN Board must be provided to the Nursing Department of Southern WV Community and Technical College no later than the first day of class in the Nursing Program.

\_\_\_\_\_ I understand that even if I complete the Nursing Program, the West Virginia RN Board or any other state Board of Nursing may or may not allow examination for licensure as a Registered Professional Nurse.

\_\_\_\_\_ I have received a current copy of the Nursing Student Handbook and realize that I am responsible for its content. I have read the handbook and have been given an opportunity to discuss its content. I understand that policies and procedures are subject to changes upon notification. I understand if I reapply to the program or repeat a nursing course, I will utilize the most current handbook indicated for the course.

\_\_\_\_\_ I understand that if I withdraw or fail any nursing class (with the exception of the first semester) and plan to return, a letter must be submitted to the Director of Nursing prior to returning stating my intent to return. If I wish to return, the letter or email needs to be submitted at least 3 months prior to the start of the next available offering of the course

\_\_\_\_\_ I acknowledge that I have received a copy of the Background Check and Drug Screening procedures required by the Division of Allied Health and Nursing. Failure to comply with one or all of the items outlined in the document may result in immediate dismissal from an allied health/nursing program.

\_\_\_\_\_  
Student Name – PLEASE PRINT

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Witness

\_\_\_\_\_  
Date



**Division of Allied Health and Nursing  
100 College Drive – Logan Campus  
Logan, WV 25601**

## **CONSENT TO PHOTOGRAPH OR RECORD ELECTRONICALLY**

I \_\_\_\_\_ permit Southern WV Community and Technical College to record a photographic image and/or audio, and videos of me, including the Zoom classroom, for educational, academic, publicity, or advertising purposes throughout the time I attend the nursing program.

I understand that the pictures and recordings belong to the college, and I will not receive payment or any other compensation in connection with the pictures and recordings.

I release Southern WV Community and Technical College from any and all liability that may or could arise from the taking or use of the pictures.

Signed: \_\_\_\_\_

Name (Please print clearly): \_\_\_\_\_

Date: \_\_\_\_\_

I refuse to give permission for the above.

Signed: \_\_\_\_\_

Name (Please print clearly) \_\_\_\_\_

Date: \_\_\_\_\_

**Division of Allied Health and Nursing**  
**Background Check and Drug Screen Procedure Verification**  
**2023**

I acknowledge that I have received a copy of the **Background Check and Drug Screening Procedures 2023-2025** required by the **Division of Allied Health and Nursing**. Failure to comply with one or all of the items outlined in the document may result in immediate dismissal from an allied health/nursing program.

Student Name: (Please Print) \_\_\_\_\_  
Last Name First Name MI

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Program Director or Program Faculty



## ***Professional Conduct of Nursing Students***

The State of West Virginia has Code and Legislative Rules governing Registered Professional Nurses. Title 19 Series one is Policies and Criteria for the Evaluation and Accreditation of Colleges, Departments, or Schools of Nursing. This series states that “Students shall adhere to the standards for professional conduct as stated in the board’s rule, Standards for Professional Nursing Practice, 19CSR10, and are subject to disciplinary action by the board as stated in the board’s rule, Disciplinary Action, 19CSR9.” <http://www.wvrnboard.com/>

### **WV Code**

#### ARTICLE 7. REGISTERED PROFESSIONAL NURSES.

##### §30-7-1. Definitions.

As used in this article:

“Advanced practice registered nurse” means a registered nurse who has acquired advanced clinical knowledge and skills preparing him or her to provide direct and indirect care to patients as a certified nurse practitioner, certified nurse-midwife, certified registered nurse anesthetist, or clinical nurse specialist, who has completed a board-approved graduate-level education program and who has passed a board-approved national certification examination;

“Board” means the West Virginia Board of Examiners for Registered Professional Nurses;

“Collaborative relationship” means a working relationship, structured through a written agreement, in which an advanced practice registered nurse may prescribe drugs in collaboration with a qualified physician;

“Direct patient care” means the provision of services to a sick, injured, mentally or physically disabled, elderly or fragile patient that requires some degree of interaction with that patient. Direct patient care may include assessment, treatment, counseling, procedures, self-care, patient education, administration of medication, and implementation of a care plan;

“Practice of registered professional nursing” or “registered professional nursing” means the performance for compensation of any service requiring substantial specialized judgment and skill based on knowledge and application of principles of nursing derived from the biological, physical and social sciences, such as responsible supervision of a patient requiring skill in observation of symptoms and reactions and the accurate recording of the facts, or the supervision and teaching of other persons with respect to such principles of nursing, or in the administration of medications and treatments as prescribed by a licensed physician, a licensed dentist or a licensed advanced practice registered nurse, or the application of such nursing procedures as involve understanding of cause and effect in order to safeguard life and health of a patient and others; and

“Temporary permit” means a permit authorizing the holder to practice registered professional nursing in this state until such permit is no longer effective or the holder is granted a license by the West Virginia State Board of Examiners for Registered Professional Nurses.

§30-7-1a. Eligibility for licensure by meeting requirements which existed prior to the legislative enactments during the 2012 legislative session.

An applicant for licensure as an advanced practice registered nurse as set forth in section one of this article who completed an advanced nursing education program and was recognized, licensed or certified in an advanced practice or a certified nurse midwife by West Virginia or another state before December 31, 2012, may apply for and receive an advanced practice registered nurse license if that applicant meets the requirements that were in place in West Virginia at the time the applicant qualified for initial advanced practice licensure.

§30-7-2. License required to practice.

(a) It is unlawful for any person not licensed under the provisions of this article to practice or to offer to practice registered professional nursing in this state, or to use any title, sign, card or device to indicate that such person is a registered professional nurse: Provided, That any professional nurse holding an active, unencumbered license to practice in another state, who accompanies a patient to whom he or she administers nursing care while such patient is in transit or being transported into, out of, or through this state, may practice without a license issued under this article with the following limitations: (1) Such nurse may only administer nursing care to the patient whom they are accompanying in this state; and (2) under no circumstances is any such nurse authorized to practice nursing in this state for longer than forty-eight hours within any three-month period; and (3) under no circumstances shall any such nurse hold him or herself out as a registered professional nurse licensed in this state. Such forty-eight-hour period shall commence and run from the time such nurse first enters the borders of this state in the company of his or her patient and therefrom run continuously, whether or not such nurse dispenses nursing care, until such forty-eight-hour period has elapsed.

(b) To practice as an advanced practice registered nurse in this state, a person must have a valid advanced practice registered nurse license issued by the board. It is unlawful for any person to practice or offer to practice as an advanced practice registered nurse, to use any title, sign, card or device to indicate or give the impression that such person is an advanced practice registered nurse or to practice as, perform the role of, or use any title, sign, card or device to indicate that the person is a certified registered nurse anesthetist, certified nurse-midwife, clinical nurse specialist or certified nurse practitioner, unless that person is currently licensed by the board as an advanced practice registered nurse.

§30-7-3. Board of examiners for registered professional nurses.

The Governor shall appoint, by and with the advice and consent of the Senate, a board consisting of five members who shall constitute and be known as the West Virginia board of examiners for registered professional nurses.

Appointments hereunder shall be made by the Governor, by and with the advice and consent of the Senate, from lists submitted to the Governor by the West Virginia nurses' association. Such lists shall contain the names of at least three persons eligible for membership for each membership or vacancy to be filled and shall be submitted to the Governor on or before June 1 of each year and at such other time or times as a vacancy

on the board shall exist. Appointments under the provisions of this article shall be for a term of five years each or for the unexpired term, if any, of the present members. Any member may be eligible for reappointment, but no member shall serve longer than two successive terms. Vacancies shall be filled in the same manner as is provided for appointment in the first instance. The Governor may remove any member for neglect of duty, for incompetence, or for unprofessional or dishonorable conduct.

Each member of the board hereafter appointed shall (a) be a citizen of the United States and a resident of this state, (b) be a graduate from an accredited educational program in this or any other state for the preparation of practitioners of registered professional nursing, or be a graduate from an accredited college or university with a major in the field of nursing, (c) be a graduate from an accredited college or university, (d) be a registered professional nurse licensed in this state or eligible for licensure as such, (e) have had at least five years of experience in teaching in an educational program for the preparation of practitioners of registered professional nursing, or in a combination of such teaching and either nursing service administration or nursing education administration, and (f) have been actually engaged in registered professional nursing for at least three within the past five years preceding his or her appointment or reappointment.

Each member of the board shall receive \$50 for each day actually spent in attending meetings of the board, or of its committees, and shall also be reimbursed for actual and necessary expenses: Provided, That the per diem increased by this amendment shall be effective upon passage of this article.

§30-7-4. Organization and meetings of board; quorum; powers and duties generally; executive secretary; funds.

The board shall meet at least once each year and shall elect from its members a president and a secretary. The secretary shall also act as treasurer of the board. The board may hold other meetings during the year as it may deem necessary to transact its business. A majority, including one officer of the board, shall constitute a quorum at any meeting. The board is hereby authorized and empowered to:

- (a) Adopt and, from time to time, amend such rules and regulations, not inconsistent with this article, as may be necessary to enable it to carry into effect the provisions of this article;
- (b) Prescribe standards for educational programs preparing persons for licensure to practice registered professional nursing under this article;
- (c) Provide for surveys of such educational programs at such time as it may deem necessary;
- (d) Accredite such educational programs for the preparation of practitioners of registered professional nursing as shall meet the requirements of this article and of the board;
- (e) Deny or withdraw accreditation of educational programs for failure to meet or maintain prescribed standards required by this article and by the board;
- (f) Examine, license and renew the licenses of duly qualified applicants;
- (g) Conduct hearings upon charges calling for discipline of a licensee or revocation or suspension of a license;
- (h) Keep a record of all proceedings of the board;
- (i) Make a biennial report to the Governor and the Legislative Oversight Commission for Health and Human Resources Accountability;
- (j) Appoint and employ a qualified person, who shall not be a member of the board, to serve as executive secretary to the board;

- (k) Define the duties and fix the compensation for the executive secretary; and
- (l) Employ such other persons as may be necessary to carry on the work of the board.

All fees and other moneys collected by the board pursuant to the provisions of this article shall be kept in a separate fund and expended solely for the purpose of this article. No part of this special fund shall revert to the General Funds of this state. The compensation provided by this article and all expenses incurred under this article shall be paid from this special fund. No compensation or expense incurred under this article shall be a charge against the General Funds of this state.

#### §30-7-5. Schools of nursing.

- (a) A nursing program is determined to be board approved if the program is accredited by a national nursing accrediting agency recognized by the United States Department of Education. The accreditation is considered board approved and is exempt from board rules that require ongoing approval if the school or program maintains this accreditation.
- (b) By July 1, 2022, all nursing programs shall be accredited by a national accrediting agency recognized by the United States Department of Education. A program created after July 1, 2018, shall have 5 years to obtain accreditation by an accrediting agency recognized by the United States Department of Education.
- (c) The board may require information concerning the nursing program to be reported to the board by legislative rule. The requested information shall be consistent with information already being collected by the schools which is required to maintain the program's accreditation.
- (d) The board shall approve a new nursing program until the program is accredited by a national nursing accrediting agency recognized by the United States Department of Education.

#### §30-7-5a. Schools of nursing faculty requirements.

##### **(a) Full-time nursing faculty members shall:**

- (1) Have a graduate degree with a major in nursing; have a bachelor's degree with a major in nursing and be enrolled in a graduate degree program with a major in nursing within one year of employment as a faculty member; or have a

bachelor's degree with a major in nursing and at least 10 years of direct patient care experience in nursing;

(2) Have evidence of current experience in nursing practice and education sufficient to demonstrate professional competence. For faculty with less than two years' experience in education, the nursing program administrator will submit to the board mentoring and orientation plans as defined by board guidelines and function under the guidance of a faculty member fully qualified in the specific teaching area and professional competence; and

(3) Have credentials which verify status as a registered professional nurse in West Virginia.

**(b) Part-time nursing faculty members shall:**

(1) Have a graduate degree with a major in nursing; have a bachelor's degree with a major in nursing and be enrolled in a graduate degree program with a major in nursing within one year of employment as a faculty member; or have a bachelor's degree with a major in nursing and at least two years of direct patient care experience in nursing;

(2) Have evidence of current experience in nursing practice and education sufficient to demonstrate professional competence. For faculty with less than two years' experience in education, the nursing program administrator will submit to the board mentoring and orientation plans as defined by board guidelines and function under the guidance of a faculty member fully qualified in the specific teaching area and professional competence; and

(3) Have credentials which verify status as a registered professional nurse in West Virginia.

**(c)** The board may grant an exception to the requirements in §30-7-5a(a) and §30-7-5a(b) of this code for faculty members who have qualifications other than those set forth in these subsections which are acceptable to the board.

**§30-7-6. Qualifications; licensure; fees; temporary permits.**

(a) To obtain a license to practice registered professional nursing, an applicant for such license shall submit to the board written evidence, verified by oath, that he or she: (1) Is of good moral character; (2) has completed an approved four-year high school course of study or the equivalent thereof, as determined by the appropriate educational agency; and (3) has completed an accredited program

of registered professional nursing education and holds a diploma of a school accredited by the board.

(b) The applicant shall also be required to pass a written examination in such subjects as the board may determine. Each written examination may be supplemented by an oral examination. Upon successfully passing such examination or examinations, the board shall issue to the applicant a license to practice registered professional nursing. The board shall determine the times and places for examinations. In the event an applicant shall have failed to pass examinations on two occasions, the applicant shall, in addition to the other requirements of this section, present to the board such other evidence of his or her qualifications as the board may prescribe.

(c) The board may, upon application, issue a license to practice registered professional nursing by endorsement to an applicant who has been duly licensed as a registered professional nurse under the laws of another state, territory or foreign country if in the opinion of the board the applicant meets the qualifications required of registered professional nurses at the time of graduation.

(d) The board may, upon application and proper identification determined by the board, issue a temporary permit to practice registered professional nursing by endorsement to an applicant who has been duly licensed as a registered professional nurse under the laws of another state, territory or foreign country. Such a temporary permit authorizes the holder to practice registered professional nursing in this state while the temporary permit is effective. A temporary permit shall be effective for ninety days, unless the board revokes such permit prior to its expiration, and such permit may not be renewed. Any person applying for a temporary license under the provisions of this paragraph shall, with his or her application, pay to the board a nonrefundable fee of \$10.

(e) Any person holding a valid license designated as a "waiver license" may submit an application to the board for a license containing no reference to the fact that such person has theretofore been issued such "waiver license." The provisions of this section relating to examination and fees and the provisions of all other sections of this article shall apply to any application submitted to the board pursuant to the provisions of this paragraph.

(f) Any person applying for a license to practice registered professional nursing under the provisions of this article shall, with his or her application, pay to the board a fee of \$40: Provided, That the fee to be paid for the year commencing



July 1, 1982, shall be \$70: Provided, however, That the board in its discretion may, by rule or regulation, decrease either or both said license fees. In the event it shall be necessary for the board to reexamine any applicant for a license, an additional fee shall be paid to the board by the applicant for reexamination: Provided further, that the total of such additional fees shall in no case exceed \$100 for any one examination.

(g) Any person holding a license heretofore issued by the West Virginia state Board of Examiners for Registered Nurses and which license is valid on the date this article becomes effective shall be deemed to be duly licensed under the provisions of this article for the remainder of the period of any such license heretofore issued. Any such license heretofore issued shall also, for all purposes, be deemed to be a license issued under this article and to be subject to the provisions hereof.

(h) The board shall, upon receipt of a duly executed application for licensure and of the accompanying fee of \$70, issue a temporary permit to practice registered professional nursing to any applicant who has received a diploma from a school of nursing approved by the board pursuant to this article after the date the board last scheduled a written examination for persons eligible for licensure: Provided, That no such temporary permit shall be renewable nor shall any such permit be valid for any purpose subsequent to the date the board has announced the results of the first written examination given by the board following the issuance of such permit.

(i) To obtain a license to practice as an advanced practice registered nurse, an applicant must submit a written application, verified by oath, to the board together with an application fee established by the board through an authorized legislative rule. The requirements for a license to practice as an advanced practice registered nurse in this state are listed below and must be demonstrated to the board through satisfactory evidence submitted with the application for a license:

(1) The applicant must be licensed in good standing with the board as a registered professional nurse;

(2) The applicant must have satisfactorily completed a graduate-level program accredited by a national accreditation body that is acceptable to the board; and

(3) The applicant must be currently certified by a national certification organization, approved by the board, in one or more of the following nationally recognized advance practice registered nursing roles: certified registered nurse anesthetist, certified nurse-midwife, clinical nurse specialist or certified nurse practitioner.

§30-7-6a. Special volunteer registered professional nurse license; civil immunity for voluntary services rendered to indigents.

(a) There is established a special volunteer license for registered professional nurses retired or retiring from the active practice of nursing who wish to donate their expertise for the care and treatment of indigent and needy patients in the clinical setting of clinics organized, in whole or in part, for the delivery of health care services without charge. The special volunteer registered professional nurse license shall be issued by the West Virginia Board of Examiners for registered professional nurses to registered professional nurses licensed or otherwise eligible for licensure under this article and the legislative rules promulgated hereunder without the payment of an application fee, license fee or renewal fee, shall be issued for the remainder of the licensing period, and renewed consistent with the boards other licensing requirements. The board shall develop application forms for the special license provided in this subsection which shall contain the registered professional nurse's acknowledgment that:

(1) The registered professional nurse's practice under the special volunteer registered professional nurse license will be exclusively devoted to providing nursing care to needy and indigent persons in West Virginia;

(2) The registered professional nurse will not receive any payment or compensation, either direct or indirect, or have the expectation of any payment or compensation but may donate to the clinic the proceeds of any reimbursement, for any nursing services rendered under the special volunteer registered professional nurse license;

(3) The registered professional nurse will supply any supporting documentation that the board may reasonably require; and

(4) The registered professional nurse agrees to continue to participate in continuing education as required by the board for the special volunteer registered professional nurse license.

(b) Any person engaged in the active practice of nursing in this state whose license is in good standing may donate their expertise for the care and treatment of indigent and needy patients pursuant to an arrangement with a clinic organized, in whole or in part, for the delivery of health care services without charge to the patient. Services rendered pursuant to an arrangement may be performed in either the office of the registered professional nurse or the clinical setting.

(c) Any registered professional nurse who renders nursing service to indigent and needy patients of a clinic organized, in whole or in part, for the delivery of health care services without charge under a special volunteer registered professional nurse license authorized under subsection (a) of this section or pursuant to an arrangement with a clinic as authorized pursuant to subsection (b) of this section without payment or compensation or the expectation or promise of payment or compensation is immune from liability for any civil action arising out of any act or omission resulting from the rendering of the nursing service at the clinic unless the act or omission was the result of the registered professional nurse's gross negligence or willful misconduct. In order for the immunity under this subsection to apply, there must be a written agreement between the registered professional nurse and the clinic pursuant to which the registered professional nurse will provide voluntary uncompensated nursing services under the control of the clinic to patients of the clinic before the rendering of any services by the registered professional nurse at the clinic: Provided, That any clinic entering into such written agreement is required to maintain liability coverage of not less than \$1 million per occurrence.

(d) Notwithstanding the provisions of subsection (b) of this section, a clinic organized, in whole or in part, for the delivery of health care services without charge is not relieved from imputed liability for the negligent acts of a registered professional nurse rendering voluntary nursing services at or for the clinic under a special volunteer registered professional nurse license authorized under subsection (a) of this section or who renders such care and treatment pursuant to an arrangement with a clinic as authorized pursuant to subsection (b) of this section.

(e) For purposes of this section, "otherwise eligible for licensure" means the satisfaction of all the requirements for licensure as listed in section six of this article and in the legislative rules promulgated thereunder, except the fee requirements of that section and of the legislative rules promulgated by the board relating to fees.

(f) Nothing in this section may be construed as requiring the board to issue a special volunteer registered professional nurse license to any registered professional nurse whose license is or has been subject to any disciplinary action or to any registered professional nurse who has surrendered his or her license or caused such license to lapse, expire and become invalid in lieu of having a complaint initiated or other action taken against his or her license, or who has elected to place a registered professional nurse license in inactive status in lieu of having a complaint initiated or other action taken against his or her license, or who has been denied a registered professional nurse license.

(g) Any policy or contract of liability insurance providing coverage for liability sold, issued or delivered in this state to any registered professional nurse covered under the provisions of this article shall be read so as to contain a provision or endorsement whereby the company issuing such policy waives or agrees not to assert as a defense on behalf of the policyholder or any beneficiary thereof, to any claim covered by the terms of such policy within the policy limits, the immunity from liability of the insured by reason of the care and treatment of needy and indigent patients by a registered professional nurse who holds a special volunteer registered professional nurse license or who renders such care and treatment pursuant to an arrangement with a clinic as authorized pursuant to subsection (b) of this section.

§30-7-6b. Special volunteer license; civil immunity for voluntary services rendered to indigents.

(a) There is established a special volunteer license for advanced practice registered nurses retired or retiring from the active practice of nursing who wish to donate their expertise for the care and treatment of indigent and needy patients in the clinical setting of clinics organized, in whole or in part, for the delivery of health care services without charge. The special volunteer advanced practice registered nurse license shall be issued by the West Virginia Board of Examiners for Registered professional nurses to advanced practice registered nurses licensed or otherwise eligible for licensure pursuant to this article and the rules promulgated hereunder without the payment of an application fee, license fee or renewal fee, shall be issued for the remainder of the licensing period, and renewed consistent with the board's other licensing requirements. The board shall develop application forms for the special license provided in this subsection which shall contain the advanced practice registered nurse's acknowledgment that:

(1) The advanced practice registered nurse's practice pursuant to the special volunteer advanced practice registered nurses license will be exclusively devoted to providing nursing care to needy and indigent persons in West Virginia;

(2) The advanced practice registered nurse will not receive any payment or compensation, either direct or indirect, or have the expectation of any payment or compensation but may donate to the clinic the proceeds of any reimbursement, for any nursing services rendered pursuant to the special volunteer advanced practice registered nurse license;

(3) The advanced practice registered nurse will supply any supporting documentation that the board may reasonably require; and

(4) The advanced practice registered nurse agrees to continue to participate in continuing education as required by the board for the special volunteer advanced practice registered nurse license.

(b) Any person licensed as an advanced practice registered nurse in this state whose license is in good standing may donate their expertise for the care and treatment of indigent and needy patients pursuant to an arrangement with a clinic organized, in whole or in part, for the delivery of health care services without charge to the patient. Services rendered pursuant to an arrangement may be performed in either the office of the advanced practice registered nurses or the clinical setting.

(c) A advanced practice registered nurse and his or her collaborating physician who render nursing service to indigent and needy patients of a clinic organized, in whole or in part, for the delivery of health care services without charge pursuant to a special volunteer advanced practice registered nurse license authorized pursuant to subsection (a) of this section or pursuant to an arrangement with a clinic as authorized pursuant to subsection (b) of this section without payment or compensation or the expectation or promise of payment or compensation is immune from liability for any civil action arising out of any act or omission resulting from the rendering of the nursing service at the clinic unless the act or omission was the result of the advanced practice registered nurses and his or her collaborating physician's gross negligence or willful misconduct. For the immunity pursuant to this subsection to apply, there must be a written agreement between the licensed practical nurse and the clinic pursuant to which the advanced practice registered nurse will provide voluntary uncompensated nursing services under the control of the clinic to patients of the

clinic before the rendering of any services by the advanced practice registered nurse at the clinic: Provided, that any clinic entering into such written agreement is required to maintain liability coverage of not less than \$1 million per occurrence.

(d) Notwithstanding the provisions of subsection (b) of this section, a clinic organized, in whole or in part, for the delivery of health care services without charge is not relieved from imputed liability for the negligent acts of an advanced practice registered nurse rendering voluntary nursing services at or for the clinic pursuant to a special volunteer advanced practice registered nurse license authorized pursuant to subsection (a) of this section or who renders such care and treatment pursuant to an arrangement with a clinic as authorized pursuant to subsection (b) of this section.

(e) For purposes of this section, “otherwise eligible for licensure” means the satisfaction of all the requirements for licensure as listed in section six of this article and in the rules promulgated thereunder, except the fee requirements of that section and of the legislative rules promulgated by the board relating to fees.

(f) Nothing in this section may be construed as requiring the board to issue a special volunteer advanced practice registered nurse license to any advanced practice registered nurse whose license is or has been subject to any disciplinary action or to any advanced practice registered nurse who has surrendered his or her license or caused such license to lapse, expire and become invalid in lieu of having a complaint initiated or other action taken against his or her license, or who has elected to place an advanced practice registered nurse license in inactive status in lieu of having a complaint initiated or other action taken against his or her license, or who has been denied an advanced practice registered nurse license.

(g) Any policy or contract of liability insurance providing coverage for liability sold, issued or delivered in this state to any advanced practice registered nurse covered pursuant to the provisions of this article shall be read so as to contain a provision or endorsement whereby the company issuing such policy waives or agrees not to assert as a defense on behalf of the policyholder or any beneficiary thereof, to any claim covered by the terms of such policy within the policy limits, the immunity from liability of the insured by reason of the care and treatment of needy and indigent patients by an advanced practice registered nurse who holds a special volunteer advanced practice registered nurse license or who renders

such care and treatment pursuant to an arrangement with a clinic as authorized pursuant to subsection (b) of this section.

§30-7-7. Qualifications and licensure of persons not citizens of United States.

(a) The board may, upon application, issue a license to practice registered professional nursing by endorsement to any person who is not a citizen of the United States of America if such person: (1) Has been duly licensed as a registered professional nurse under the laws of another state, territory or foreign country; and (2) shall, in any such state, territory or foreign country, have passed a written examination in the English language which, in the opinion of the board, is comparable in content and scope to the type of written examination that is required in subsection

(b) of section six of this article.

(b) All other provisions of this article shall be applicable to any application for or license issued pursuant to this section.

§30-7-8. Renewal of licenses; reinstatement; fees; penalties; inactive list.

The license of every person licensed and registered under the provisions of this article shall be annually renewed except as hereinafter provided. At such time or times as the board in its discretion may determine, the board shall mail a renewal application to every person whose license was renewed during the previous year and every such person shall fill in such application blank and return it to the board with a renewal fee of \$25 within thirty days after receipt of said renewal application: Provided, That the board in its discretion by rule may increase or decrease the renewal fee. Upon receipt of the application and fee, the board shall verify the accuracy of the application and, if the same is accurate, issue the applicant a certificate of renewal for the current year. Such certificate of renewal shall entitle the holder thereof to practice registered professional nursing for the period stated on the certificate of renewal. Any licensee who allows his or her license to lapse by failing to renew the license as provided above may be reinstated by the board on satisfactory explanation for such failure to renew his or her license and on payment to the board of the renewal fee hereinabove provided and a reinstatement fee of \$50. Any person practicing registered professional nursing during the time his or her license has lapsed shall be considered an illegal practitioner and shall be subject to the penalties provided for violation of this article. A person licensed under the provisions of this article desiring to retire from practice temporarily shall send a

written notice of such desire to the board. Upon receipt of such notice the board shall place the name of such person upon the inactive list. While remaining on this list the person shall not be subject to the payment of any renewal fees and shall not practice registered professional nursing in this state. When the person desires to resume active practice, application for renewal of license and payment of the renewal fee for the current year shall be made to the board.

§30-7-8a. Supplemental fees to fund center for nursing; emergency rules.

(a) The board is authorized to assess a supplemental licensure fee not to exceed \$10 per license per year. The supplemental licensure fee is to be used to fund the center for nursing and to carry out its purposes as set forth in article seven-b of this chapter.

(b) The board shall propose rules for legislative approval in accordance with the provisions of article three, chapter twenty-nine-a of this code to establish the supplemental licensure fee.

(c) The board may promulgate emergency rules pursuant to the provisions of section fifteen, article three, chapter twenty-nine-a of this code for the initial fee assessment.

§30-7-9. Contents of license or certificate.

Each license or certificate issued by the board shall bear a serial number, the full name of the applicant, the date of expiration of any such license and the date of issuance of any such certificate, the seal of the board, and shall be signed by the executive secretary of the board.

§30-7-10. Use of titles.

Any person licensed pursuant to this article may use the title "registered nurse" and the abbreviation "R.N." or the term "nurse". Except as otherwise provided in article seven-a of this chapter, no other person may assume a title or use abbreviations or any other words, letters, figures, signs, or devices to indicate that the person using the same is a registered professional nurse.

§30-7-11. Denial, revocation, or suspension of license; grounds for discipline.

(a) The board shall have the power to deny, revoke, or suspend any license to practice registered professional nursing issued or applied for in accordance with the provisions of this article, or to otherwise discipline a licensee or applicant



upon proof that he or she:

- (1) Is or was guilty of fraud or deceit in procuring or attempting to procure a license to practice registered professional nursing; or
- (2) Has been convicted of a felony; or
- (3) Is unfit or incompetent by reason of negligence, habits, or other causes; or
- (4) Is habitually intemperate or is addicted to the use of habit-forming drugs; or
- (5) Is mentally incompetent; or
- (6) Is guilty of conduct derogatory to the morals or standing of the profession of registered nursing; or
- (7) Is practicing or attempting to practice registered professional nursing without a license or reregistration; or
- (8) Has demonstrated abnormal prescribing or dispensing practices pursuant to §30-3A-4 of this code; or
- (9) Has willfully or repeatedly violated any of the provisions of this article.

(b) An advanced practice registered nurse licensed under this article may not be disciplined for providing expedited partner therapy in accordance with §16-4F-1 et seq. of this code.

§30-7-11a. Voluntary agreements relating to alcohol or chemical dependency; confidentiality.

(a) In order to encourage voluntary participation in monitored alcohol, chemical dependency or major mental illness programs and in recognition of the fact that major mental illness, alcoholism and chemical dependency are illnesses, any person who holds a license to practice registered nursing in this state or who is applying for a license to practice registered nursing in this state may enter into a voluntary agreement with a nurse health program as defined in section one, article seven-e of this chapter. The agreement between the licensee or applicant and the nurse health program shall include a jointly agreed upon treatment

program and mandatory conditions and procedures to monitor compliance with the program of recovery.

(b) Any voluntary agreement entered into pursuant to this section shall not be considered a disciplinary action or order by the board, shall not be disclosed to the board and shall not be public information if:

(1) Such voluntary agreement is the result of the licensee or applicant self-enrolling or voluntarily participating in the board- designated nurse health program;

(2) The board has not received nor filed any written complaints regarding said licensee or applicant relating to an alcohol, chemical dependency or major mental illness affecting the care and treatment of patients; and

(3) The licensee or applicant is in compliance with the voluntary treatment program and the conditions and procedures to monitor compliance.

(c) Pursuant to this section, if any licensee or applicant enters into a voluntary agreement with a nurse health program as defined in section one, article seven-e of this chapter, and then fails to comply with or fulfill the terms of said agreement, the nurse health program shall report the noncompliance to the board within twenty-four hours. The board may initiate disciplinary proceedings pursuant to section eleven of this article or may permit continued participation in the nurse health program or both.

(d) If the board has not instituted any disciplinary proceeding as provided for in this article, any information received, maintained or developed by the board relating to the alcohol or chemical dependency impairment of any licensee or applicant and any voluntary agreement made pursuant to this section shall be confidential and not available for public information, discovery or court subpoena, nor for introduction into evidence in any medical professional liability action or other action for damages arising out of the provision of or failure to provide health care services.

(e) Notwithstanding any of the foregoing provisions, the board may cooperate with and provide documentation of any voluntary agreement entered into pursuant to this section to licensing boards in other jurisdictions of which the board has become aware and may be appropriate.

§30-7-12. Exceptions.

This article shall not be construed to prohibit:

- (a) The furnishing of nursing assistance in an emergency; or
- (b) The practice of nursing incidental to a program of study by students enrolled in a nursing education program accredited by the board; or
- (c) The practice of any legally qualified nurse of another state who is employed by the United States or any bureau, division or agency thereof, while in the discharge of his or her official duties.

§30-7-13. Prohibitions and penalties.

It shall be a misdemeanor for any person, including any corporation or association, to:

- (a) Sell or fraudulently obtain or furnish any nursing diploma, license or record or aid or abet therein; or
- (b) Practice registered professional nursing under cover of any diploma, license or record illegally or fraudulently obtained or signed or issued or under fraudulent representation; or
- (c) Practice registered professional nursing unless duly licensed to do so under the provisions of this article; or
- (d) Use in connection with his or her name any designation tending to imply that he or she is licensed to practice registered professional nursing unless duly licensed so to practice under the provisions of this article; or
- (e) Practice registered professional nursing during the time his or her license issued under the provisions of this article shall be suspended or revoked; or
- (f) Conduct a nursing education program for the preparation of registered professional nursing practitioners unless such program has been accredited by the board; or
- (g) Otherwise violate any provisions of this article.

Upon conviction, each such misdemeanor shall be punishable by a fine of not less than twenty-five nor more than \$250.

§30-7-14. Injunction or other relief against unlawful acts.

The practice of registered professional nursing by any person who has not been licensed under the provisions of this article, or whose license has expired or has been suspended or revoked, is hereby declared to be inimical to the public health and welfare and to be a public nuisance. Whenever in the judgment of the board any person has engaged in, is engaging in or is about to engage in the practice of registered professional nursing without holding a valid license hereunder, or has engaged, is engaging or is about to engage in any act which constitutes, or will constitute, a violation of this article, the board may make application to the appropriate court having equity jurisdiction for an order enjoining such practices or acts, and upon a showing that such person has engaged, is engaging or is about to engage, in any such practices or acts, an injunction, restraining order, or such other order as the court may deem appropriate shall be entered by the court.

The remedy provided in this section shall be in addition to, and not in lieu of, all other penalties and remedies provided in this article.

#### §30-7-15. Administration of anesthetics.

In any case where it is lawful for a duly licensed physician or dentist practicing medicine or dentistry under the laws of this state to administer anesthetics, such anesthetics may lawfully be given and administered by any person (a) who has been licensed to practice registered professional nursing under this article, and (b) who holds a diploma or certificate evidencing his or her successful completion of the educational program of a school of anesthesia duly accredited by the American association of nurse anesthetists: Provided, that such anesthesia is administered by such person in the presence and under the supervision of such physician or dentist.

#### §30-7-15a. Prescriptive authority for prescription drugs; coordination with Board of Pharmacy; rule-making authority.

(a) The board may, in its discretion, authorize an advanced practice registered nurse to prescribe prescription drugs in accordance with this article and all other applicable state and federal laws. An authorized advanced practice registered nurse may write or sign prescriptions or transmit prescriptions verbally or by other means of communication.

(b) The board shall promulgate legislative rules in accordance with chapter twenty-nine-a of this code governing the eligibility and extent to which an advanced practice registered nurse may prescribe drugs. Such rules shall

provide, at a minimum, a state formulary classifying those categories of drugs which shall not be prescribed by advanced practice registered nurse including, but not limited to, Schedules I and II of the Uniform Controlled Substances Act, antineoplastics, radiopharmaceuticals and general anesthetics. Drugs listed under Schedule III shall be limited to a thirty-day supply without refill. In addition to the above referenced provisions and restrictions and pursuant to a collaborative agreement as set forth in section fifteen-b of this article, the rules shall permit the prescribing of an annual supply of any drug, with the exception of controlled substances, which is prescribed for the treatment of a chronic condition, other than chronic pain management. For the purposes of this section, a "chronic condition" is a condition which lasts three months or more, generally cannot be prevented by vaccines, can be controlled but not cured by medication and does not generally disappear. These conditions, with the exception of chronic pain, include, but are not limited to, arthritis, asthma, cardiovascular disease, cancer, diabetes, epilepsy and seizures, and obesity. The prescriber authorized in this section shall note on the prescription the chronic disease being treated.

(c) The board may promulgate emergency rules to implement the provisions of this article pursuant to section fifteen, article three, chapter twenty-nine-a of this code.

(d) The board shall transmit to the Board of Pharmacy a list of all advanced practice registered nurses with prescriptive authority. The list shall include:

- (1) The name of the authorized advanced practice registered nurse;
- (2) The prescriber's identification number assigned by the board; and
- (3) The effective date of prescriptive authority.

§30-7-15b. Eligibility for prescriptive authority; application; fee; collaborative relationships and agreements.

(a) An advanced practice registered nurse shall be eligible to apply for authorization to prescribe drugs pursuant to section fifteen-a of this article after satisfying the following requirements:

- (1) Be licensed and certified in West Virginia as an advanced practice registered nurse;
- (2) Be at least eighteen years of age;

(3) Have completed forty-five contact hours of education in pharmacology and clinical management of drug therapy under a program approved by the board, fifteen hours of which shall have been completed within the two-year period immediately prior to entering into a prerequisite collaborative relationship;

(4) Provide the board with evidence that he or she is a person of good moral character and not addicted to alcohol or the use of controlled substances;

(5) Does not have his or her advanced practice registered nursing license, certification or registration in any jurisdiction suspended, limited or revoked; and

(6) Submit a completed, notarized application to the board, accompanied by a fee as established by the board by rule.

(b) The board shall authorize an applicant to prescribe prescription drugs under the terms of a collaborative agreement and in accordance with section fifteen-a of this article and applicable legislative rules if the applicant has met the prerequisites of subsection (a) of this section and the following additional prerequisites are satisfied:

(1) The board is satisfied that the collaborating physician is licensed in good standing;

(2) The collaborative agreement is sufficient in form;

(3) The applicant has completed the education requirements; and

(4) The applicant has submitted a completed application on forms developed by the board and paid an application fee established by the board in legislative rule.

(c) A collaborative agreement for a collaborative relationship for prescriptive practice between a physician and an advanced practice registered nurse shall be set forth in writing and include, but not be limited to, the following:

(1) Mutually agreed upon written guidelines or protocols for prescriptive authority as it applies to the advanced practice registered nurse's clinical practice;

(2) Statements describing the individual and shared responsibilities of the advanced practice registered nurse and the collaborating physician;

(3) Periodic and joint evaluation of prescriptive practice; and

(4) Periodic joint review and updating of the written guidelines or protocols.

(d) Verification of a collaborative agreement shall be filed with the board by the advanced practice registered nurse with documentation of completion of the education requirements described in subsection (a) of this section. The board shall forward a copy of the verified agreement to the board through which the collaborative physician is licensed.

(e) The board shall, upon application, authorize an advanced practice registered nurse to prescribe prescription drugs in accordance with section fifteen-a of this article without the further requirement of a collaborative agreement if the applicant has satisfied the following prerequisites:

(1) Has practiced at least three years in a duly-documented collaborative relationship with granted prescriptive authority;

(2) Licensed in good standing with the board; and

(3) Has submitted a completed application on forms developed by the board and paid an application fee established by the board in legislative rule.

(f) Notwithstanding the provisions of subsection (e) of this section, the board may require an advanced practice registered nurse to practice in a collaborative agreement if the board determines, by order arising out of the board's complaint process, that a collaborative relationship is necessary for the rehabilitation of a licensee or for protection of the public.

§30-7-15c. Form of prescriptions; termination of authority; renewal; notification of termination of authority.

(a) Prescriptions authorized by an advanced practice registered nurse must comply with all applicable state and federal laws; must be signed by the prescriber with the initials "A.P.R.N." or the designated certification title of the prescriber; and must include the prescriber's identification number assigned by the board or the prescriber's national provider identifier assigned by the National Provider System pursuant to 45 C. F. R. §162.408.

(b) Prescriptive authorization shall be terminated if the advanced practice registered nurse has:

- (1) Not maintained current authorization as an advanced practice registered nurse; or
- (2) Prescribed outside the advanced practice registered nurse's scope of practice or has prescribed drugs for other than therapeutic purposes; or
- (3) Has not filed verification of a collaborative agreement with the board if such an agreement is required.

(c) Prescriptive authority for an advanced practice registered nurse must be renewed biennially. Documentation of eight contact hours of pharmacology during the previous two years must be submitted at the time of renewal.

(d) The board shall notify the Board of Pharmacy within twenty-four hours after termination of, or change in, an advanced practice registered nurse's prescriptive authority.

§30-7-15d. Advanced practice registered nurse signatory authority.

(a) An advanced practice registered nurse may provide an authorized signature, certification, stamp, verification, affidavit or endorsement on documents within the scope of their practice, including, but not limited to, the following documents:

- (1) Death certificates: Provided, that the advanced practice registered nurse has received training from the board on the completion of death certificates;
- (2) "Physician orders for life sustaining treatment," "physician orders for scope of treatment" and "do not resuscitate" forms;
- (3) Handicap hunting certificates; and
- (4) Utility company forms requiring maintenance of utilities regardless of ability to pay.

(b) An advanced practice registered nurse may not sign a certificate of merit for a medical malpractice claim against a physician.

§30-7-15e. Joint Advisory Council on Limited Prescriptive Authority.



(a) On July 1, 2016, the Joint Advisory Council on Limited Prescriptive Authority was created. The purpose of the Council is to advise the board regarding collaborative agreements and prescriptive authority for advanced practice registered nurses.

(b) The Governor shall appoint:

(1) Two allopathic physicians as recommended by the Board of Medicine who are in a collaborative relationship with advanced practice registered nurses;

(2) Two osteopathic physicians who are in active collaborative relationships as recommended by the Board of Osteopathic Medicine who are in a collaborative relationship with advanced practice registered nurses;

(3) Six advanced practice registered nurses as recommended by the Board of Examiners for Registered Professional Nurses who have at least three years full-time practice experience, and shall include at least one certified nurse practitioner, one certified nurse-midwife, and one certified registered nurse anesthetist, all of whom actively prescribe prescription drugs;

(4) One licensed pharmacist as recommended by the Board of Pharmacy;

(5) One consumer representative; and

(6) One representative from a school of public health of an institution of higher education.

(c) All members of the Council who are healthcare providers shall have at least three years fulltime practice experience and hold active state licenses.

(d) Each member shall serve for a term of three years. The Governor shall stagger the terms so that no more than five appointments shall expire annually. Prior to the election of a chairman, the board shall be called together by the representative from a school of public health of an institution of higher education.

(e) A majority of members appointed to the Council shall constitute a quorum to conduct official business.

(f) The Council shall choose its own chairman and shall meet at the call of the chairman at least biannually.

(g) The Council may perform the following duties:

(1) Review and evaluate applications for advanced practice registered nurses to prescribe without a collaborative agreement;

(2) Assist advanced practice registered nurses with entering into collaborative agreements in non-emergency situations, including providing the contact information for physicians with whom the advanced practice registered nurses may collaborate;

(3) Advise the board in emergency situations of a rescinded collaborative agreement, giving a sixty-day grace period;

(4) Assist the board in developing and proposing emergency rules;

(5) Review and advise on complaints against advanced practice registered nurses;

(6) Develop pilot project allowing independent prescribing of controlled substances by advanced practice registered nurses and study results to assure patient/public safety;

(7) Develop other studies and/or pilot projects, including but not limited to:

(A) Issues of access, outcomes and cost effectiveness of services;

(B) The development of recommendations for reciprocity;

(C) The optimal length of time for transition into independent prescribing; and

(D) Methods to foster effective interprofessional communication.

§30-7-16. General law applicable.

Except to the extent that the provisions of this article may be inconsistent therewith, the board shall conform to the requirements prescribed in article one of this chapter.

§30-7-17.

Repealed.

Acts, 2010 Reg. Sess., Ch. 32.

§30-7-18. Nursing shortage study commission; legislative findings; members, appointment and expenses; duties.

(a) The Legislature finds the following:

- (1) Health care services are becoming complex and it is increasingly difficult for patients to access integrated services;
- (2) Quality of patient care is jeopardized because of insufficient nursing staff;
- (3) To ensure the adequate protection of patients in acute care settings, it is essential that qualified registered nurses and other licensed nurses be accessible and available to meet the needs of patients;
- (4) In West Virginia, and across the country, concerns about an increasing nursing shortage continue to grow;
- (5) A number of factors contribute to the growing shortages in qualified nursing personnel;
- (6) The way care is delivered has changed dramatically over the last decade with more people being treated in outpatient settings, shorter and more intense lengths of stay in acute and long-term care settings, and the development of alternatives to nursing home care;
- (7) These changes have led to a number of employment options becoming available to nurses that did not exist previously, making it difficult for employers of nurses to recruit and retain qualified nursing personnel;
- (8) Severe cutbacks in the federal Medicare program, state budgetary pressures related to the Medicaid program and continued pressure from insurers to reduce their costs and to retrospectively deny payment for services rendered, have: (A) Made it extremely difficult for many providers to keep up with other employers in salaries and benefits and to recruit and retain qualified nursing personnel; and (B) increased stresses in the work environment;
- (9) The increasing reliance on temporary employment agencies to meet nursing personnel needs further complicates the situation as continuity

of care is disrupted, quality of patient care is jeopardized, and costs pressures are further increased; and

(10) Because of the multifaceted nature of these problems, it is critical that all of the interested and affected parties cooperate and collaborate in the development of solutions.

(b) A nursing shortage study commission shall be created by the West Virginia board of examiners for registered professional nurses. The board shall appoint eleven members to the commission. The board shall appoint:

(1) Two individuals who are on the board of examiners for registered professional nurses, one of which is employed in a school of nursing;

(2) Two individuals that are employed as registered professional nurses in a hospital and who work primarily providing direct patient care;

(3) Two registered professional nurses who work as long-term care nurses, one of whom works in a nursing home and one of whom works for a home health agency, both of whom work primarily providing direct patient care;

(4) One administrator of a hospital in this state;

(5) One doctoral prepared nurse researcher;

(6) One nursing home administrator; and

(7) Two representatives of the public not currently or previously employed in hospital, nursing home or for a related entity.

(c) Members of the commission are not entitled to compensation for services performed as members, but are entitled to reimbursement for all reasonable and necessary expenses actually incurred in the performance of their duties. Six of the appointed members is a quorum for the purpose of conducting business. The board shall designate a chair, who is not a public official. The commission shall conduct all meetings in accordance with the open meeting law pursuant to article nine-a, chapter six of this code.

(d) The commission shall:

(1) Study the nursing shortage in West Virginia and ways to alleviate it, including, but not limited to:

(A) Evaluating mechanisms currently available in the state and elsewhere intended to enhance education, recruitment, and retention of nurses in the workforce and to improve quality of care;

(B) Assessing the impact of shortages in nursing personnel on access to, and the delivery of, quality patient care;

(C) Developing recommendations on strategies to reverse the growing shortage of qualified nursing personnel in the state, including:

(i) Determining what changes are needed to existing programs, current scholarship programs and funding mechanisms to better reflect and accommodate the changing health care delivery environment and to improve quality of care to meet the needs of patients;

(ii) Facilitating career advancement within nursing;

(iii) Identifying more accurately specific shortage areas in a more timely manner;

(iv) Attracting middle and high school students into nursing as a career; and

(v) Projecting a more positive and professional image of nursing.

(2) Report to the Legislature by February 1, 2002, its findings and recommendations on or before February 1 each year thereafter.

#### §30-7-19. Circulating registered nurses.

A registered nurse as defined in this article, qualified by education, licensed, and experienced in operating room nursing, shall be present as a circulating nurse in each operating room in a hospital, or ambulatory surgical center as defined by section one, article five-b, chapter sixteen of this code, during operative procedures.

§30-7-20. Pilot program.

The board shall develop a pilot program for unlicensed personnel to administer medication in a nursing home including the development of a training program in cooperation with the West Virginia Board of Practical Nurses and the West Virginia Health Care Association. Prior to implementation of the pilot program, the board shall submit its plans for approval to the Legislative Oversight Commission for Health and Human Resources Accountability for its consideration prior to the 2011 Legislative session. The Board of Nursing shall propose rules for legislative approval in accordance with the provisions of article three, chapter twenty-nine-a of this code effectuate the provisions of this section.

**TITLE 19  
PROCEDURAL RULE  
WEST VIRGINIA BOARD OF EXAMINERS FOR  
REGISTERED PROFESSIONAL NURSES**

**SERIES 9  
COMPLAINT PROCEDURE**

**§19-9-1. General.**

1.1. Scope. -- This rule defines the role and authority of the board in investigation and resolution of disciplinary matters.

1.2. Authority. -- W. Va. Code §§30-1-4 and 30-7-4.

1.3. Filing Date. – July 25, 2018.

1.4. Effective Date.- September 1, 2018.

**§19-9-2. Definitions.**

2.1. The following words and phrases as used in this rule have the following meanings, unless the context otherwise requires:

2.1.a. "Board" means the West Virginia Board of Examiners for Registered Professional Nurses.

2.1.b. "Complaint" means any written, verbal, or other communication with the board or its representatives which indicates or tends to indicate that a licensee is acting or has acted in violation of W. Va. Code §§30-7-1 et seq. or 30-15-1 et seq., or rules governing the practice of registered professional nursing.

2.1.c. "Proof" means all types of evidence except testimony, including but not limited to records, documents, exhibits, concrete objects, laboratory or other tests, and the reports of results of examinations or laboratory or other tests.

2.1.d. "Testimony" means evidence given by a witness under oath or affirmation, including but not limited to oral statements, affidavits, or depositions.

**§19-9-3. Complaint Procedures.**

3.1. The Board will accept a complaint from any individual against one or more licensees.

3.2. The complaint may be written or verbal. The Board may accept anonymous complaints if the complaint provides enough information to begin an investigation. The Board may provide a form for the purpose of completing a complaint. Complaints shall include the following:

3.2.a. name and address of the licensee against whom the complaint is being filed;

3.2.b. the alleged violation which prompted the complaint;

- 3.2.c. the date or dates of the incident prompting the complaint;
  - 3.2.d. any supporting documents related to the alleged violation; and
  - 3.2.e. the name, address and telephone numbers of any and all witnesses to the incident.
- 3.3. The Board shall maintain a log of all complaints, indicating date of receipt, license number of nurse against whom the complaint is filed and the name of the individual filing the complaint.
- 3.4. A registered professional nurse required to file a complaint with the Board in accordance with this rule or any other applicable state law or rule shall do so within thirty (30) days after their knowledge of the alleged violation.
- 3.5. Complainants are immune from liability for the allegations contained in their complaints filed with the Board unless the complaint is filed in bad faith or for a malicious purpose.
- 3.6. The Board or its representatives shall gather information necessary to determine the validity of the complaint. All necessary investigative techniques, including but not limited to, subpoenas and interviewing potential witnesses, may be utilized.
- 3.7. The complainant shall be sent an acknowledgment stating one or more of the following:
- 3.7.a. The allegations are being reviewed by the Board; or
  - 3.7.b. The allegations are beyond the jurisdiction of the Board; or
  - 3.7.c. More information is required in order to fully investigate the complaint.
- 3.8. The licensee shall be sent a Notice of Complaint containing the allegations. The licensee has fourteen (14) days to respond to the allegations. The licensee shall also be sent a copy of the complaint filed against his/her license and any supporting documents filed with the complaint.
- 3.9. Board staff shall review all information received, including subpoenaed information, and determine if further investigation is necessary, if disciplinary action is warranted or if the case needs to be referred to the Disciplinary Review Committee (DRC) for review and/or dismissal.
- 3.9.a. The DRC may dismiss a case, direct staff to further investigate the allegations or determine the disciplinary action that should be taken against the license.
- 3.10. Board staff may negotiate terms of consent agreements if probable cause for disciplinary action is warranted.
- 3.10.a. The DRC shall review all consent agreements for approval and signature; it can reject the consent agreement or request modifications to the consent agreement.



3.11. If the DRC rejects the consent agreement and the licensee rejects the DRC's modifications, if any, staff shall set the case for hearing.

3.12. If the licensee contests the allegations and refuses to enter into a consent agreement, Board staff shall set the case for hearing.

3.13. A licensee may request complaints that are dismissed by the DRC to be expunged from the licensee's file after three (3) years if no other complaint is received against the same licensee within the three (3) year period.

#### **§19-9-4. Investigation.**

4.1. Upon complaint or on its own initiative, the Board or its employees or designees may investigate conduct which is occurring or has occurred which would violate W. Va. Code §§30-7-1 et seq., 30-15-1 et seq., or rules governing the practice of registered professional nursing.

4.2. For the purposes of an investigation by the Board:

4.2.a. The executive secretary or assistant executive secretary may subpoena witnesses and documents and administer oaths;

4.2.b. The Board or its authorized agents may depose witnesses, take sworn statements and collect other evidence;

4.2.c. The Board may institute proceedings in the courts of this state to enforce its subpoenas for the production of witnesses and documents and its orders and to restrain and enjoin violations of W. Va. Code §§30-7-1 et seq., 30-15-1 et seq., or rules governing the practice of registered professional nursing;

4.2.d. The Board may review pertinent medical records during the course of its investigation, and shall remove patient identifying information from records which are introduced as evidence at any disciplinary hearing;

4.2.e. The Board, or its employees or designees within the limits of authority granted by the Board, may employ investigators, consultants and other employees as may be necessary to assist in an investigation;

4.2.f. All powers of the Board and its employees or designees may be exercised to investigate a matter, even if a hearing or disciplinary action does not result from the investigative findings.

#### **§19-9-5. Disciplinary Action.**

5.1. The Board has the authority to deny, revoke, suspend, or otherwise discipline a licensee or applicant for licensure upon proof that the licensee or applicant for licensure has violated the provisions of W. Va. Code §§30-7-1 et seq.

5.1.a. The Board shall afford every person subject to disciplinary proceedings an opportunity for a hearing, as set forth in the Board's rule regarding Contested Case Hearing Procedure, 19 CSR 5;

5.1.b. If an applicant for licensure or a licensee fails to appear at a scheduled hearing or fails to reply to the notification of hearing, the charges specified may be taken as true and the Board may proceed with the disciplinary action;

5.1.c. Following a hearing before the Board or its hearing examiner, the Board will issue its decision on any disciplinary matter;

5.1.d. The Board may establish a committee that has the authority to resolve disciplinary matters through a formal consent agreement with a licensee, permitting the licensee to voluntarily agree to disciplinary action in lieu of a formal evidentiary hearing.

5.1.e. The Board or its authorized committee may take disciplinary action which includes, but is not limited to, the denial, suspension, or revocation of a license to practice as a registered professional nurse, or probation of a registered professional nursing license with terms to be met for continued practice, or the assessment of additional renewal, reinstatement, or administrative costs or fines against a licensee, or a combination of these or other actions. A licensee who fails to pay a fine or administrative cost assessed as part of disciplinary action or non-disciplinary action within the time period agreed upon between the parties, may be disciplined or may remain under the disciplinary terms until the fine and administrative costs are paid in full.

**TITLE 19  
LEGISLATIVE RULE  
BOARD OF EXAMINERS FOR REGISTERED  
PROFESSIONAL NURSE  
SERIES 10  
SCOPE OF PROFESSIONAL NURSING PRACTICE**

**19-10-1. General.**

11. 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.
12. Authority. -- W. Va. Code § 30-7-4
13. Filing Date. -- April 10, 2019.
14. Effective Date. -- April 10, 2019.
15. Sunset Date. BThis 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:

- 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 Demonstrates honesty and integrity in nursing practice.
- 3 Bases nursing decision on nursing knowledge and skills, the needs of patients and registered professional nursing standards.
- 4 Accepts responsibility for judgements, individual nursing actions, competence, decisions and behavior in the course of nursing practice.
- 5 Maintains competence through ongoing learning and application of knowledge in registered professional nursing practice.
- 6 Reports violations of the acts or rules by self or other licensees.

2.2. Standards related to Scope of Practice.

- 1 Conducts a comprehensive nursing assessment.

**2** Applies nursing knowledge based upon the biological, psychological and social aspects of the patient's condition.

**2** Detects faulty or missing patient information.

**2** Plans nursing care and nursing interventions consistent with the patient's overall health care plan.

**2** Utilizes decision-making, critical thinking and clinical judgement to make independent decision and nursing diagnoses.

**2** Seeks clarification of orders when needed.

**2** Implements treatment and therapy, including medication administration and delegated medical and independent nursing functions.

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

**2** Demonstrates attentiveness and provides patient surveillance and monitoring.

**2** 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** 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.

- 1** Respects the patient=s rights, concerns, decisions and dignity.
- 2** Identifies patient needs.
- 3** Attends to patient concerns or requests.
- 4** Promotes safe patient environment.
- 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.
- 6** Maintains appropriate professional boundaries.
- 7** Assumes responsibility for nurse=s own decision and actions.

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

**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** 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:

2421. Unlicensed assistive personnel (UAP) has the education, legal authority, and demonstrated competency to perform the delegated task.

2422. Tasks delegated are consistent with the UAP=s job description and can be safely performed according to clear, exact and unchanging directions.

2423. Results of the task are reasonably predictable.

2424. Task does not require assessment, interpretation or independent decision making during its performance or at completion.

2425. 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-threatening.

2426. Provides clear directions and guidelines regarding the delegated task or, for routine tasks on stable patients, verifies that the UAP follows each written facility policy or procedure when performing the delegated task.

2427. Provides supervision and feedback to the UAP.

2428. Observes and communicates the outcome of the delegated task.

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

**A** Communicates directions and expectation for completion of the delegated task.

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

**B** Provides follow-up on problems and intervenes when needed.

**Z** Evaluates the effectiveness of the delegation or assignment.

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

**D** Retains professional accountability for nursing care provided.

**D** 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.

**A** Teaches and counsels patients 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.

## **Handbook Acknowledgement and Receipt Statement**

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**

**NURSING**

**HANDBOOK POLICIES AND PROCEDURES**

**CLASS OF 2026 - 2027**

I have received a current copy of the Nursing Student Handbook and realize that I am responsible for its content. I have read the handbook and have been given an opportunity to discuss its content.

I understand that policies and procedures are subject to changes upon notification. I understand if I reapply to the program or repeat a nursing course I will utilize the most current handbook indicated for the course.

Student's Name – Please Print \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_