BSN NURSING PROGRAM

Prelicensure BSN

Student Manual

University Catalog supersedes this document.
Notice of Non-Discrimination

Midway University Non-discrimination Policy – Updated 7.26.16

Midway University does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national or ethnic origin, disability (physical or mental), genetic information, parental status, sexual orientation, marital status, age, military service, political affiliation or belief or any other protected factor in the administration of its educational policies or in its employment practices.

All statements in this publication are announcements of present policy only and are subject to change at any time without prior notice.
# TABLE OF CONTENTS

Notice of Non-Discrimination ........................................................................................................ i
Accreditation .................................................................................................................................. iv
Midway University Mission Statement ........................................................................................ 5
  Mission Statement ....................................................................................................................... 5
  Vision Statement ........................................................................................................................ 5
  Values .......................................................................................................................................... 5
Overview of Prelicensure BSN Program ......................................................................................... 5
School of Nursing – Prelicensure BSN Program ............................................................................. 6
  Mission Statement ....................................................................................................................... 6
  Vision Statement ........................................................................................................................ 6
  Values .......................................................................................................................................... 6
Fact Sheet ....................................................................................................................................... 6
  Organizing Framework of the BSN Program ................................................................................ 7
  BSN Program Outcomes ............................................................................................................. 9
  BSN Student Learning Outcomes ............................................................................................. 9
General Education Component and Supporting Courses of the Prelicensure BSN Program .......... 10
Nursing Component of the Prelicensure BSN Program ................................................................ 10
Prelicensure BSN Admission Criteria .......................................................................................... 10
Prelicensure BSN Program Requirements .................................................................................... 10
  General University Requirements ............................................................................................. 10
  Prelicensure BSN Program Plan ............................................................................................... 10
  Program Completion ................................................................................................................... 11
  Student Success Center .............................................................................................................. 11
  Use of Social Media .................................................................................................................... 12
  Written Assignments .................................................................................................................. 12
Selected University Policies ............................................................................................................ 12
Baccalaureate Degree Nursing Policy and Information .................................................................. 12
  Assessment Technologies Institute (ATI Policy) ........................................................................ 12
  BSN Progression Policy ............................................................................................................. 14
  Cell Phones: ............................................................................................................................... 14
  Classroom Attendance Policy ..................................................................................................... 14
  Clinical Absence Policy .............................................................................................................. 14
  Clinical Makeup Policy ............................................................................................................. 15
  Skills Lab Absence Policy ......................................................................................................... 16
  Dress Code .................................................................................................................................. 17
  Employment Hours .................................................................................................................... 18
  Evaluations ............................................................................................................................... 18
  Exams ....................................................................................................................................... 18
  Final Grade ............................................................................................................................... 19
  Guests in Class ........................................................................................................................... 19
  Intervention by Conferencing .................................................................................................... 19
  Late Assignments ...................................................................................................................... 20
  Medication Management Policy ............................................................................................... 20
  Midway Email Account ............................................................................................................... 21
  Recording of Classes .................................................................................................................. 21
  Print Information ...................................................................................................................... 21
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Decorum and Behavior</td>
<td>21</td>
</tr>
<tr>
<td>Scholarship</td>
<td>21</td>
</tr>
<tr>
<td>Health Criteria for Clinical Setting</td>
<td>22</td>
</tr>
<tr>
<td>Required Documentation for Clinical/Clinical Agency Placement Requirements</td>
<td>22</td>
</tr>
<tr>
<td>CastleBranch--Immunizations &amp; Health Certifications</td>
<td>22</td>
</tr>
<tr>
<td>Student Injuries During Clinical Experience (Replace with Communicable Diseases &amp; Blood-Borne Pathogen Policy)</td>
<td>24</td>
</tr>
<tr>
<td>Legal and Ethical Responsibilities</td>
<td>24</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>25</td>
</tr>
<tr>
<td>Tuition Fees, Expenses and Student Responsibilities Associated With Program</td>
<td>25</td>
</tr>
<tr>
<td>Students Organizations and Activities</td>
<td>25</td>
</tr>
<tr>
<td>Recognition of Student Achievement</td>
<td>26</td>
</tr>
<tr>
<td>Leadership Portfolio</td>
<td>27</td>
</tr>
<tr>
<td>APPENDIX</td>
<td></td>
</tr>
<tr>
<td>Nursing Leadership Portfolio</td>
<td>29</td>
</tr>
<tr>
<td>Community Leadership</td>
<td>30</td>
</tr>
<tr>
<td>Written Instructor-Student Conference</td>
<td>31</td>
</tr>
<tr>
<td>Hepatitis B Waiver</td>
<td>32</td>
</tr>
<tr>
<td>Student Health Form</td>
<td>33</td>
</tr>
<tr>
<td>Consent to Copy Immunization Section</td>
<td>33</td>
</tr>
<tr>
<td>Honor Code</td>
<td>34</td>
</tr>
<tr>
<td>Manual Acknowledgment Form</td>
<td>35</td>
</tr>
<tr>
<td>Authorization for Release of Information</td>
<td>36</td>
</tr>
<tr>
<td>KBN Policy for Criminal Convictions</td>
<td>37</td>
</tr>
</tbody>
</table>
Accreditation

Midway University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and master’s degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Midway University. (Revised Feb. 2013)   
https://www.midway.edu/academics/accreditation.html

Nursing Program Accreditation:  
Accreditation Commission for Education in Nursing, Inc. (ACEN)  
3390 Peachtree Rd NE  
Suite 1400  
Atlanta, Georgia 30326  
(404) 975-5000  
FAX (404) 975-5020  
www.acenursing.org
CONGRATULATIONS AND WELCOME...We are excited that you have made the decision to pursue a Bachelor of Science Degree in the rewarding discipline of Nursing!

The prelicensure Bachelor of Science in Nursing (BSN) offers the qualified student a 4-year program of study that combines general education courses with professional nursing theory courses and concentrated, supervised clinical experiences in several central Kentucky healthcare agencies. This program prepares students as providers of direct and indirect client care; as designers, coordinators, and managers of client care; and as members of the nursing profession. This role includes advocacy for clients, their families, and the nursing profession. Students who successfully complete the program are eligible to take the National Council Licensure Examination-RN (NCLEX-RN).

This traditional 4-year program is taught in person during the day on the Midway campus.

This manual has been developed with the express intent of keeping you informed as an adult learner at Midway University. Students are responsible to know the information and policies in this manual and in other publications of the University.

Midway University Mission Statement

Mission Statement
Midway University invests in our students, engaging them in personalized learning experiences and preparing them for fulfilling careers (Adopted May 2023).

Vision Statement
Midway University is an innovative, vibrant, and welcoming institution committed to excellence.

Values
• Valuing the dignity of all people
• Acting with integrity and responsibility
• Viewing self as part of the community
• Living life within a global context
• Providing service to others
• Pursuing life-long learning

Overview of Prelicensure BSN Program

The prelicensure Bachelor of Science in Nursing (BSN) offers the qualified student a 4-year, 120-credit program of study that combines general education courses with professional nursing theory courses and concentrated, supervised clinical experiences in several central Kentucky healthcare agencies. This program prepares students as providers of direct and indirect client care; as designers, coordinators, and managers of client care; and as members of the nursing profession. This role includes advocacy for clients, their families, and the nursing profession. Students who successfully complete the program are eligible to take the National Council Licensure Examination-RN (NCLEX-RN).

This traditional 4-year program is taught in person during the day on the Midway campus.
Consistent with the mission and goals of the University, the BSN program prepares nurses as leaders who can provide high quality, safe health care to individuals, families, groups, and populations of diverse cultures in a variety of settings.

The BSN program is designed, in accordance with professional standards and guidelines, to provide both theory and clinical experiences for the generalist BSN degree. Clinical experiences include fundamentals, medical-surgical, mental health, perinatal, pediatric, population health, and high-acuity nursing.

School of Nursing – Prelicensure BSN Program

Mission Statement
Midway University’s nursing programs engage and challenge students to achieve individual, academic, and professional growth. (Aug 2023)

Vision Statement
Midway University’s nursing programs prepare graduates as leaders committed to individual professional growth while providing compassionate, evidence-based health care to diverse populations (Aug 2023).

Values
- Values the dignity of all people
- Acts with integrity and responsibility
- Views self as part of the community
- Lives life within a global context
- Provides service to others
- Pursues life-long learning (Aug 2023)

Fact Sheet
Prelicensure BSN Program

<table>
<thead>
<tr>
<th>Midway Campus</th>
</tr>
</thead>
</table>
| **Dean, School of Health Sciences** | Dr. Diane Chlebowy  
(859) 846-5822  
diane.chlebowy@midway.edu |
| **BSN Program Coordinator** | Dr. Laura Columbia  
(859) 846-5324  
Laura.columbia@midway.edu |
| **Nursing Administrative Assistant** | Mrs. Phyllis Puckett  
(859) 846-5332  
papuckett@midway.edu |
Organizing Framework of the BSN Program

The Midway University BSN faculty adopted two national nursing best practice documents/standards as the organizing framework for the BSN Curriculum: *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008) and *Quality and Safety Education for Nursing* (2019). The BSN faculty determined that the *Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008) best reflects the future professional nursing role. The University and nursing leaders recognize the myriad of changes taking place in health care. Patient safety, evidence-based practice and informatics are just a few of the areas receiving intense focus. Nurses are uniquely positioned to play a key role in transforming health care delivery and influencing health care policy. In addition, nursing leaders and Midway University Nursing faculty acknowledge the importance of educating nurses to care for the increasing number of older adults.

The Essentials framework was first introduced and adopted by the American Association of Colleges of Nursing in 1998 with a revision in 2008. The Essentials document emphasizes such concepts as patient-centered care, interprofessional teams, evidence-based practice, quality improvement, patient safety, informatics, clinical reasoning/critical thinking, genetics and genomics, cultural sensitivity, professionalism, and practice across the lifespan in an ever-changing and complex healthcare environment. The Essentials document meets the Institute of Medicine’s recommendations for core knowledge needed for all healthcare professionals (AACN, 2008).

The nine Essentials are:

- **Essentials I: Liberal Education for Baccalaureate Generalist Nursing Practice**
  - A solid base in liberal education provides the cornerstone for the practice and education of nurses.

- **Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety**
  - Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.

- **Essential III: Scholarship for Evidence Based Practice**
  - Professional nursing practice is grounded in the translation of current evidence into one’s practice.

- **Essential IV: Information Management and Application of Patient Care Technology**
  - Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.

- **Essential V: Health Care Policy, Finance, and Regulatory Environments**
  - Healthcare policies, including financial and regulatory, directly and indirectly influences the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.

- **Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes**
  - Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.

- **Essential VII: Clinical Prevention and Population Health**
  - Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

- **Essential VIII: Professionalism and Professional Values**
  - Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.
• **Essential IX: Baccalaureate Generalist Nursing Practice**
  - The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, groups, communities and populations across the lifespan and across the continuum of healthcare environments.
  - The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

The prelicensure QSEN competencies are:

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

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

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

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

- **Safety**
  - Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.

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

The curriculum encourages students to think in greater depth, to question preconceived notions and entertain dialogue among their peers and faculty about the complex theoretical and conceptual basis for patient care. Course work in the BSN program is built upon the technical knowledge of the practicing nurse and the liberal arts and sciences. Nursing courses provide the student with theoretical and clinical content for implementation of therapeutic nursing interventions, communication, application of research evidence, and critical thinking.

Further, this program of study is designed to prepare students to address key issues concerning gender, sexual orientations, ethnicity, race, religion, socio-economic status and other special populations as well as to involve students in rigorous intellectual endeavors. Providing a foundation for graduate study, the emphasis of study encompasses the development of critical thinking, independent decision-making, creative problem-solving abilities, refinement of written and verbal communication, self-sufficiency, leadership behaviors, moral and ethical insights, and active professional commitments.

The principle of Adult Learning Theory is utilized throughout the curriculum because learning is a life-long process in which the learner acquires new knowledge, skills, understanding, and attitudes. Learning is an interactive process between the learner and the environment. How the student learns varies in rate of learning and style, requiring a variety of teaching/learning strategies and activities to enhance the process. Learning is not directly observed but can in part be inferred from behavior changes which occur as a result of experience (Knowles, Holton, & Swanson, 2014).

In the learning process, the student assumes the autonomy inherent in the professional role and accepts its attendant accountability. A willingness to be receptive to new experiences in often unfamiliar and unpredictable settings is essential in the socialization to expanded professional roles.
The baccalaureate learner fosters interdisciplinary collaboration in planning and coordinating high quality health care to individuals, families, and communities. Because learning is a life-long process, a foundation must be developed to facilitate continuing self-development. Self-development implies an openness to diversity, a willingness to change, and an ability to incorporate new knowledge and understanding into one's value system. Baccalaureate education lays the foundation for graduate nursing education and continuing life-long learning.


**BSN Program Outcomes**

BSN Program outcomes will be measured just prior to graduation and/or within six (6) to twelve (12) months of graduation. The outcomes are:

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Outcome Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A minimum of 85% of graduates will pass the NCLEX-RN exam on the first take (Prelicensure BSN option only)</td>
<td>NCLEX Pass Rates</td>
</tr>
<tr>
<td>2. A minimum of 75% of students will complete the program within 150% of the length of the curriculum.</td>
<td>Graduation Rates</td>
</tr>
<tr>
<td>a. Prelicensure BSN option: Within 12 semesters</td>
<td></td>
</tr>
<tr>
<td>3. A minimum of 90% of graduates will be employed in positions for which the program prepared them within six (6) to twelve (12) post-graduation.</td>
<td>Job Placement Rates.</td>
</tr>
</tbody>
</table>

**BSN Student Learning Outcomes**

Graduates of the Midway University BSN Program will be able to:

1. Facilitate evidence-based health promotion, quality, safety, and patient-centered nursing care to individuals, families, groups, and diverse populations across the lifespan.
2. Utilize effective interprofessional communication with community leaders to advocate for culturally sensitive care for individuals, families, groups, and diverse populations.
3. Synthesize theoretical and empirical knowledge from nursing, scientific, and humanistic disciplines to incorporate evidence into practice and in development of capstone project.
4. Explore professional attitudes, values, and expectations about aging to design patient-centered care for older adults and their families.
5. Implement the nursing roles of member/advocate of the profession, communicator, educator, utilizer of research, life-long learner, collaborator, manager, and leader to meet current and emerging needs of individuals, families, groups, and populations in diverse, complex health care systems.
6. Integrate professional responsibility, accountability, standards, values, ethics, morals, and legal/political aspects into caring for the health of the public.

Revised January 2019
General Education and Supporting Courses of the Prelicensure BSN Program

Course Descriptions

Students may transfer a maximum of 80 hours of transfer credits from another academic institution towards a baccalaureate degree.

Nursing Component of the Prelicensure BSN Program

Bachelor of Science in Nursing

Prelicensure BSN Admission Criteria

BSN Admission Criteria

Prelicensure BSN Program Requirements

Technology Requirements

*Students will also need the equipment to record themselves giving oral presentations and to post those presentations online.

General University Requirements

These policies apply to nursing students.

A. Once admitted, students must earn a cumulative GPA of 2.0 or higher each semester in order to remain in the Nursing Program.

B. Failure of a general education required course for the second time will be reviewed individually and may preclude the student from being admitted/re-admitted into the nursing program.

C. Students must obtain a letter grade of “C” or higher in all courses required in the nursing curriculum (nursing courses and General Education Courses).

Prelicensure BSN Program Plan

<table>
<thead>
<tr>
<th>Course</th>
<th>Fall Semester Credit</th>
<th>Spring Semester Course</th>
<th>Spring Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 190 Anatomy &amp; Physiology I#</td>
<td>3</td>
<td>BIO 198 Anatomy &amp; Physiology II#</td>
<td>3</td>
</tr>
<tr>
<td>BIO 191 Anatomy &amp; Physiology I Lab#</td>
<td>1</td>
<td>BIO 199 Anatomy &amp; Physiology II Lab#</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101 College Writing I</td>
<td>3</td>
<td>DVS 290 Human Difference</td>
<td>3</td>
</tr>
<tr>
<td>PSY 260 Human Growth &amp; Development**</td>
<td>3</td>
<td>ENG 102 College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>CHM 150 Principles of Chemistry</td>
<td>3</td>
<td>NSG 101 Introduction to Professional Nursing Concepts</td>
<td>3</td>
</tr>
<tr>
<td>MWY 101 Pathways and Perspectives</td>
<td>3</td>
<td>MTH 140 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Apply to program in Year One Spring Semester
## Year Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 225 Microbiology#</td>
<td>3</td>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>BIO 226 Microbiology Lab#</td>
<td>1</td>
<td>NSG 250 Pathopharmacology II</td>
<td>3</td>
</tr>
<tr>
<td>NSG 235 Health Assessment</td>
<td>3</td>
<td>NSG 255 Principles of Teaching and Learning</td>
<td>3</td>
</tr>
<tr>
<td>NSG 240 Pathopharmacology I</td>
<td>3</td>
<td>NSG 260 Mental Health Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NSG 245 Adult Medical-Surgical Nursing I: Fundamentals</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
<td><strong>Total</strong></td>
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## Year Three

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 345 Adult Medical-Surgical Nursing II</td>
<td>6</td>
<td>NSG 355 Population Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NSG 350 Perinatal Nursing</td>
<td>6</td>
<td>NSG 365 Pediatric Nursing</td>
<td>6</td>
</tr>
<tr>
<td>PHIL 301 Ethics**</td>
<td>3</td>
<td>MTH 245 Statistics**</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
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</table>

## Year Four

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 435 Evidence-Based Nursing Research</td>
<td>3</td>
<td>NSG 490 Synthesis/Capstone</td>
<td>5</td>
</tr>
<tr>
<td>NSG 445 Adult Medical-Surgical Nursing III: High Acuity Nursing</td>
<td>6</td>
<td>Contemporary Global Issues (BIO 305, ENV 201, GEO 110, or REL 285)</td>
<td>3</td>
</tr>
<tr>
<td>NSG 470 Nursing Leadership</td>
<td>3</td>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Gender Studies Elective</td>
<td>3</td>
<td>BUS elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

**Total Program Credits = 120**

**#Must be taken in designated semester
#Retake if course is older than five years
*Grade of “C” of higher in all courses required for graduation.

### Program Completion

A. A “C” (2.0) or higher in all BSN nursing courses.

B. A cumulative grade point average of 2.0 or higher with no grade below a “C” in general education component and supporting courses in the liberal studies component.

C. Successful completion of the Leadership Portfolio.

### Student Success Center

The Student Success Center provides peer-tutoring, group study, writing and math assistance, academic coaching, test preparation, help with study skills, and test anxiety. The center is in the Little Memorial Library. Appointments for tutoring can be scheduled on My Midway—Student Success Center.
Use of Social Media
Students are expected to utilize social media professionally, as identified in the NCSBN publication, *A Nurse’s Guide to the Use of Social Media* ([NCSBN_SocialMedia](#)). Students who do not follow these guidelines while in the BSN Program will receive interventions ranging from Intervention by Conferencing to dismissal from the program, depending on the severity of the breach of guidelines. Social media is also addressed in University Student Handbook

Written Assignments
A. Plagiarizing written assignments from another student or other resource is grounds for a course or clinical grade of unsatisfactory and may lead to dismissal from the Nursing Program. (Refer to Midway University Student Handbook and University Catalog, Academic Honesty)
B. The APA format is used for all written assignments.
C. **ALL** assignments must be submitted by the due date. Leaving papers in the dorm rooms, at home, etc., is not an acceptable reason for failure to turn in assignments. This will be reflected in the student evaluation.

Selected University Policies

<table>
<thead>
<tr>
<th>Policy</th>
<th>Source</th>
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<tbody>
<tr>
<td>Academic Advising</td>
<td>Catalog_Academic Information</td>
</tr>
<tr>
<td>Academic Honesty</td>
<td>Academic Honesty</td>
</tr>
<tr>
<td>Acceptable Use Policy for Technology</td>
<td>Student Handbook</td>
</tr>
<tr>
<td>Disability Support Services</td>
<td>Student Handbook</td>
</tr>
<tr>
<td>Policy Against Unlawful Discrimination and Harassment</td>
<td>Student Handbook</td>
</tr>
<tr>
<td>Sexual Misconduct Policy</td>
<td>Student Handbook</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>Student Handbook</td>
</tr>
<tr>
<td>Student Grievance Procedure</td>
<td>Catalog-Student Affairs</td>
</tr>
<tr>
<td>Student Honor Code</td>
<td>Student Handbook</td>
</tr>
<tr>
<td>Tobacco Policy</td>
<td>Student Handbook_Campus Policies</td>
</tr>
<tr>
<td>Withdrawal Policy</td>
<td>University Catalog - Withdrawal Policy</td>
</tr>
<tr>
<td>Student Protocol for Concerns</td>
<td>Grievance and Complaint Procedures</td>
</tr>
</tbody>
</table>

Baccalaureate Degree Nursing Policy and Information

- The nursing department has a **zero-tolerance** policy regarding inappropriate behavior in the classroom, clinical settings, or while representing Midway University.
- Students and faculty are expected to demonstrate mutually respectful behaviors. These behaviors include, but are not limited to, respectful language toward all, being recognized by faculty prior to speaking, listening when others speak, and being on time to class, clinical and skills lab.
- Students who cannot or do not conform to these behaviors may be asked to leave the classroom or clinical setting.
- Professional decorum and behaviors include integrity. Integrity would include the qualities of being honest, having strong moral principles, and moral uprightness. A breach in or lack of integrity is unacceptable. Bullying in any form will not be tolerated.

A breach in professional decorum and behaviors may result in measures up to and including dismissal from the nursing program and/or university.

Assessment Technologies Institute (ATI Policy)
Assessment Technologies Institute (ATI) strives to strengthen the student’s knowledge base systematically
throughout the nursing program and will lead to a more competent, successful practitioner after graduation. The focus of the ATI program is to prepare students to be successful in courses and pass NCLEX. ATI has developed a comprehensive assessment and remediation program that consists of assessments, books, and online resources that work in tandem to aid the student.

A. An orientation to ATI will be conducted in the first semester of the nursing program.
B. ATI provides review modules in all major content areas. These will be assigned during the course and/or as part of active learning/remediation following assessments.
C. To access ATI: ATI Testing | Nursing Education | NCLEX Exam Review | TEAS Testing
Select “I am a nursing student”. Create a user account with your Midway email.
D. Assessments will help the student to identify what they know as well as areas requiring active learning/revision.
   • Practice assessments will be completed in the courses as listed below. Following the practice assessment, the student will complete remediation based on the focused review of items missed. Students will submit remediation before taking the in-class proctored exams. If a student does not submit remediation, they may not be allowed to take the proctored assessment.
   • Proctored assessments: At least one ATI proctored assessment will be given during courses as identified below (more than one for some courses).

<table>
<thead>
<tr>
<th>Course</th>
<th>Assessment(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 245 Adult Med-Surg I: Fundamentals</td>
<td>Fundamentals</td>
</tr>
<tr>
<td>NSG 260 Mental Health Nursing</td>
<td>Mental Health</td>
</tr>
<tr>
<td>NSG 345 Adult Med-Surg II</td>
<td>Adult Medical Surgical</td>
</tr>
<tr>
<td>NSG 350 Perinatal Nursing</td>
<td>Maternal Newborn</td>
</tr>
<tr>
<td>NSG 355 Population Health Nursing</td>
<td>Community Health</td>
</tr>
<tr>
<td>NSG 365 Pediatric Nursing</td>
<td>Nursing Care of Children Nutrition</td>
</tr>
<tr>
<td>NSG 445 Adult Med-Surg III</td>
<td>Adult Medical Surgical Pharmacology</td>
</tr>
<tr>
<td>NSG 470 Nursing Leadership</td>
<td>Leadership</td>
</tr>
<tr>
<td>NSG 490 Synthesis/Capstone</td>
<td>Comprehensive Predictor</td>
</tr>
</tbody>
</table>

• Proctored assessments (excluding the Comprehensive Predictor) will compose a total of **5% of the final course grade**. Each proctored exam will be scored according to the chart below.

<table>
<thead>
<tr>
<th>ATI Achievement Level</th>
<th>Assignment Grade Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>100%</td>
</tr>
<tr>
<td>Level 2</td>
<td>85%</td>
</tr>
<tr>
<td>Level 1</td>
<td>70%</td>
</tr>
<tr>
<td>Below Level 1</td>
<td>60%</td>
</tr>
</tbody>
</table>

• The **Comprehensive Predictor will compose 10% of the final course grade**. Scoring is based on the ATI performance level for each exam.

<table>
<thead>
<tr>
<th>ATI Achievement Score</th>
<th>Assignment Grade Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>94-100%</td>
<td>100%</td>
</tr>
<tr>
<td>87-93%</td>
<td>85%</td>
</tr>
<tr>
<td>80-86%</td>
<td>70%</td>
</tr>
<tr>
<td>Below 80%</td>
<td>60%</td>
</tr>
</tbody>
</table>

• It is desired that students achieve a Level 3 on each exam which demonstrates mastery of the content area. Earning a level 2 demonstrates proficient knowledge of the content area. All students
who score below a Level 2 on any proctored assessment must complete remediation and take the second proctored assessment before their final course grade is posted. Remediation will consist of completing active learning templates and/or three critical points for each topic missed. The highest score earned will be recorded as the exam grade.

- Students who score below the benchmark of 94% on the Comprehensive Predictor Exam will be required to complete remediation and retake the Comprehensive Predictor exam before their final course grade is posted. The highest score earned will be recorded as the exam grade.

BSN Progression Policy
After admission into the Midway University Prelicensure BSN Program, a student who earns a grade below C in any nursing course will fail the course and will be unable to continue in the nursing program. Students are eligible to reapply to the nursing program one time only regardless if due to failure or withdraw, and must meet the current admission requirements of the program except for GPA. Readmission GPA is a Midway GPA of 2.5. Nursing courses must be taken in a sequential order as outlined on the Prelicensure BSN Program Plan. Students cannot progress to the next semester courses until all courses in a given semester are successfully completed. A student who is readmitted and earns below a C in a nursing course will not be eligible for readmission.

Cell Phones:
During clinical, students may not use unit phones or computers for personal use. Cell phones are to be turned off during clinicals, class, skills lab activities, or workshops, except as deemed by instructor to enhance the learning experience.

Classroom Attendance Policy
Students are expected to participate in each course through regular attendance. It is further expected that every student will be present on time and prepared to participate when scheduled class sessions begin. Classroom participation will be 5% of each course grade. Activities included in classroom participation will be determined by course faculty. Students must be actively present in class to earn participation points.

Clinical Absence Policy
The purpose of the attendance policy is to ensure consistency of addressing clinical absences in all courses and to comply with state and national accreditation standards. Therefore, clinical absenteeism is monitored closely by the Midway University Nursing Program. Students are required to make up missed clinical hours within a designated time period as assigned by the program coordinator. Clinical attendance is mandatory and essential in ensuring that students can demonstrate clinical competence and mastery of clinical objectives. Absences or tardiness jeopardize a student’s ability to achieve the clinical objectives of the course and are inconsistent with professional behavior. A student arriving late to clinical may be sent away and required to make up the entire clinical.

Students must meet all required hours listed on the course, clinical and lab syllabus. Clinical objectives must be met to achieve a “pass” for the course. Students must have all required documents uploaded and approved in CastleBranch by 5pm prior to their assigned clinical day. For weekend clinicals, all documents need to be uploaded and approved by 5pm on the Friday prior to their weekend clinical day. Students are responsible for checking their CastleBranch accounts to ensure all documents are up to date. Students who are non-compliant for their assigned clinical date will not be allowed to attend clinical and will receive a clinical absence. Students who attend clinical while non-compliant in CastleBranch will receive a course failure.
Clinical Makeup Policy

PURPOSE: Midway University Nursing is committed to preparing student nurses who are caring, collaborative, and innovative leaders. Clinical experiences are integral to the education of the registered nurse. This policy informs faculty and students of the steps to follow in the event of an absence from clinical.

I. POLICY STATEMENT

The clinical experience is critical to preparing students for professional responsibilities. All clinical attendance is 100% mandatory. Missed clinical experiences represent a missed opportunity to meet course objectives. All course objectives must be met for the successful completion of the course. Failure to complete these hours will require clinical makeup assignments to facilitate meeting the course objectives. Students are required to make up all missed clinical time resulting from an absence, tardiness, or leaving early.

II. PROCEDURE:

A. Faculty, in conjunction with the clinical coordinator, will inform students, at the beginning of the semester, of the process for reporting any tardiness or absence.

B. If a student must be tardy or miss clinical time due to illness or personal emergency, the student must contact the clinical instructor and the clinical coordinator one hour prior to the start of the clinical experience. Sending a message through a classmate will be considered a no-call/no-show.

C. The clinical faculty will also notify the clinical coordinator of all incidences of tardiness and absences within 24 hours.

D. A student arriving one hour or more late to clinical will be sent away and required to make up the entire clinical. A student arriving up to one hour late to clinical is considered tardy and may, at the discretion of the clinical faculty, remain at clinical to complete the assigned shift. The student will have to make up the missed clinical time at the discretion of the clinical coordinator.

E. A no-call/no-show is defined as a student who does not call prior to the missed clinical experience. A no-call/no-show is a Critical Incident and the student will be required to meet with the clinical coordinator before the next scheduled clinical to determine if a makeup clinical assignment will be granted. A second occurrence will result in being dropped from the course.

F. Students who have not have CastleBranch approval for clinical eligibility requirements or specific clinical facility requirements will not be permitted to attend clinical and will be considered absent, requiring the student to complete a Swift River Clinical Day Assignment. This will count toward the allowed absences for the course. Do not wait until the days before a clinical to upload documentation in CastleBranch. Students are advised to allow 2 weeks for approval of CastleBranch documentation.

G. Missing the first clinical day/clinical facility orientation may result in a drop from the class.

H. If a student is not prepared for the clinical day, the clinical faculty may dismiss the student from the clinical area with instruction to remedy the problem (including, but not limited to incomplete
assignments, forgetting needed supplies, or not wearing appropriate uniform/nametag). Such dismissals will be documented as an absence.

I. **Students will be held accountable for making up the clinical hours missed to meet the required clinical course hours.** Students will be permitted to make up one missed clinical day for an 8-week course. Students will be permitted to make up two missed clinical days for a 16-week course. Students who exceed the maximum number of allowed missed days will fail the clinical portion of the course resulting in dismissal from the nursing program.

J. All clinical makeup assignments will be completed through Swift River Virtual Clinicals by ATI. Swift River virtual clinical software is a virtual hospital for immersive learning experiences. **Students will be charged $75 for each clinical makeup assignment regardless of the reason for the absence.** The charge is to access the clinical software and is not intended to be disciplinary. This charge will be placed on the student’s Midway billing account.

K. The clinical makeup assignment is developed to ensure that the course objectives are met. It is the student’s responsibility to contact the clinical coordinator to arrange the plan for the makeup assignment. **Clinical makeup assignments must be completed within 14 days from the date the assignment is emailed to the student.**

L. If clinical makeup assignments are not completed, the student will not meet the course objectives and will fail the clinical portion of the course resulting in dismissal from the nursing program.

M. The following instructions will walk you through the process of creating an account with Swift River Online Learning and accessing your student dashboard. If you run into any problems, please contact Swift River at support@swiftriveronline.com. Do not create an account in Swift River unless you have been given a clinical make-up assignment. **Students who access a Swift River assignment without express permission from faculty will be charged $75.**

- Open a web browser and go to [https://learn.swiftriveronline.com](https://learn.swiftriveronline.com). This will open up a sign-in page.
- Click the “Create an Account” button. Enter the basic information for your account.
- Complete the account form, then click the “Submit” button. You will then see a confirmation page.
- To complete your account registration, open the “Welcome to Swift River” message that was sent to your email address. The email should arrive within a couple of minutes. If you do not receive this email, please check your “Spam” or “Junk” folders.
- Click the “Confirm email” link in the email message. This will take you to a page where you create the password for your account.
- Enter and confirm your password. Note the password requirements listed on the page.
- Click “Submit” on the form to continue, which will open up a confirmation page.
- Click the “Sign into your account” button to return to the sign-in page.
- Enter your email and password, then click the “Sign in” button. This will take you to your student dashboard.
- Enter your assigned course access code into the “Enter course code” form, then click the “Submit” button.

**Skills Lab Absence Policy**

The purpose of the attendance policy is to ensure consistency of addressing Lab absences in all courses and to comply with state and national accreditation standards. Therefore, lab absenteeism is monitored closely by the Midway University Nursing Program. Students are required to make up missed lab hours within a designated time period as assigned by the program coordinator. Lab attendance is mandatory and essential in ensuring that students can demonstrate skill competence and mastery of lab objectives. Absences or tardiness jeopardize a student’s ability to achieve the lab objectives of the course and are inconsistent with professional behavior. A student arriving late to their scheduled lab time will be required make up the missed time. Students must meet all required hours listed on the course, clinical and lab syllabus. Lab objectives must be met to achieve a “pass” for the course.
### Lab Course with 8 Weeks or Less

| Action: | 
| --- | --- |
| 1st Lab Absence | Student makes up lab hours on own |
| 2nd Lab Absence | *Failure of lab component of course |

### Lab Course with 9 Weeks or More

| Student Will: | 
| --- | --- |
| 1st Lab Absence | Student makes up lab hours on own. Student also must notify lab instructors once completed. |
| 2nd Lab Absence | Student receives a warning and makes up lab hours on own. Student also must notify lab instructors once completed. |
| 3rd Lab Absence | *Failure of lab component of course |

*Students with extenuating circumstances will be advised to contact the Dean of Student Services for further advisement.*

### Dress Code

#### A. Classroom:
Please remember that professional dress is expected in class.

a) Students must wear publicly acceptable attire in the classroom setting. Clothing should be clean and in good repair. Skirts, shorts and dresses, when worn, must be knee-length or longer. Clothing that exposes areas of the chest, abdomen, midriff, back or underwear is unacceptable. Non-religious headwear, hats, and dark glasses (unless accompanied by a provider's note) are to be removed in classrooms and in the skills laboratory. No inappropriate graphics on T-shirts.

b) Students are required to wear the Midway uniform and closed-toe shoes (no house shoes/slippers) in the nursing laboratory for skills check offs/simulation. Each student is responsible for maintaining their lab uniform in a clean and professional manner. Failure to adhere to the dress code policy will result in an unexcused absence.

#### B. Clinical/Lab:
There is a specific Midway University Nursing uniform for students. **ANYTIME** the uniform is worn, strict adherence to the dress code and professional behavior is expected. The uniform must be clean and wrinkle-free and is to be worn during skills/simulation lab, clinicals, and other functions when student is representing Midway University. Scrub tops, pants, and jackets must be purchased from Uniform Advantage (UA) and only the UA style numbers distributed by faculty will be acceptable.

a. The uniform is a royal blue scrub top and pants. A Midway University patch should be sewn to the left chest area of the scrub top.

b. If a student wishes to wear a scrub jacket, it must be royal blue and no longer than hip length. It must have “Midway BSN Student” embroidered in yellow on the right chest area.

c. Footwear: Closed toe, white leather shoes (no sports emblems) should be clean and in good repair with white shoestrings. (NO Crocs or other non-leather shoes.)

d. Hair is to be up, off the shoulders while in uniform (male and female students). Male students – facial hair must be kept clean and trimmed to no longer than one inch. No artificial color highlights added to hair, including but not limited to blue, purple, green dyes.

e. Jewelry: only **one pair** of small, post style earrings may be worn. **NO** necklaces, bracelets, gauges, or dangling and/or loop earrings. **NO** facial or mouth jewelry.

f. **Only** wedding bands and/or engagement rings are acceptable.

g. **NO** ribbons or colored barrettes; hair accessories must be similar in color to hair.

h. **NO artificial/acrylic nails. Students with artificial nails will be dismissed from lab/clinical and may not return until the nails are removed. Failure to do so can result in failure of the course. This is an infection control and safety issue for patients and students.**

i. **NO** colored fingernail polish. Fingernails must be cut short. And not extend past the fingertips.

j. **NO** chewing gum!

k. **NO** perfume or aftershave.

l. All tattoos must be covered.

A student who is not in compliance with the uniform dress code will be asked to leave the lab and clinical area and this will count as an unexcused absence.
Employment Hours
A nursing student is **NOT** permitted to work 11:00 p.m. – 7:00 a.m. prior to a day (7:00 a.m.) clinical. It is strongly recommended that students not work prior to classes. Students will be counseled on an individual basis if work is interfering with clinical or class performance.

Evaluations
A. **Skills Lab Component:**
1. Explanation of skill “check-off”: Performance of a required skill in the presence of a Skills Lab Evaluator.
2. Skill performance is evaluated as “satisfactory” or “unsatisfactory”.
   a) **Satisfactory:** The student performs satisfactorily to a lab evaluator when:
      ➢ demonstrating skill techniques in a competent, safe manner and providing appropriate rationale
      ➢ completing the scheduled check-off within 20 minutes
      ➢ Satisfactory completion of any Quiz which accompanies the Skill Check-off.
      ➢ completing scenarios or simulations within one hour (45 minutes for performance of skills and 15 minutes for documentation/debriefing)

The student will receive a signed check-off slip from the Skills Lab evaluator, which must be submitted to the clinical instructor.

b) **Unsatisfactory:** The student performs unsatisfactorily to a lab evaluator when:
   ➢ demonstrating skill techniques in an incompetent, unsafe manner and/or unable to provide appropriate rationale
   ➢ completing the scheduled check-off in more than 20 minutes
   ➢ Unable to satisfactorily complete any Quiz accompanying the Skills Check-off
   ➢ completing scenarios or simulations in greater than one hour (45 minutes for performance of skills and 15 minutes for documentation/debriefing)

If the student is unsuccessful in completing a satisfactory check-off (Skills Check Off or Quiz), another check-off must be scheduled at a time convenient for the evaluator. The student will not be allowed to perform the skill in the clinical setting until a satisfactory check-off is achieved. Repetitive unsatisfactory performances may prohibit the student from attending clinical which would impact a satisfactory clinical evaluation and result in failure of the course as deemed by the Chair of the Nursing Program.

B. **Clinical Component:**
1. See Clinical Evaluation Forms in each course syllabus.

C. **Formative and Summative Clinical and Lab Evaluation:**
Consideration will be made differentiating "formative" v. "summative" evaluation. For example, the first time a student performs a skill, it will be under "formative" evaluation which denotes a teaching/guiding situation. Future performance of that same skill will be considered "summative" evaluation in which independent performance is expected.

Exams
Students should bring a pencil(s) and standard calculator into the test facility. Any scantrons or scrap paper needed will be supplied by the instructor. All personal items should be placed away from the student in an area designated by the instructor.

A. The University policy on academic honesty will be followed for any alleged cheating situations. Any student found guilty of cheating may receive such penalties as a zero for the academic work involved, suspension, or expulsion from the University. **No cell phones, headphones, or smart watches should be worn or utilized by the student during an exam session. Students who do not follow this policy will be dismissed from the exam session.**

B. Exam review may be offered prior to unit exams at the discretion of individual instructor. Students are asked to bring questions to these sessions.
C. If a Scantron is utilized, only the answers marked on the Scantron will be scored.

D. Faculty urges students to not miss exams. However, if a student is unable due to extenuating circumstances to take an exam during the scheduled time, he/she may petition faculty for permission to take an alternative exam within 24 hours of the original exam date/time. Faculty will determine validity of student’s request and may request supporting documents. The alternative exam may be in any format and be of different length and content than the scheduled exam. **If the student does not take the exam within 24 hours of the original exam date/time or does not obtain faculty approval, the student may earn a zero.**

E. A student may request faculty for permission to take an exam prior to the scheduled time and date. The faculty will determine the validity of the student’s request and may allow the student to take the exam up to 24 hours before scheduled time.

F. Exam rationale will be provided after each exam. No pens, pencils, cellular phones or recording is permitted while viewing rational. Students with concerns about questions must submit evidence-based research in writing to support the rationale they choose. **The evidence must be emailed to the faculty within 1 week of the exam. The reference, including page number, must be cited and written in APA format.** No test grades will be provided by telephone, via email or posted outside of the Canvas gradebook.

**Final Grade**

**Final course grades will be determined based on the following:**

A. Theory grade: The theory grade in any Nursing course will be composed of a variety of evaluation methods outlined in the course syllabus. Students must earn a passing grade of 77% on the average of exams (unit exams and final exam) to pass the course. Once a passing average on exams has been reached, the grades for remaining assignments will be added to calculate the final course grade.
   1. If the student does not earn a grade of “C” (77%) or better in theory, the student receives a failing grade and is not eligible to continue in the nursing Program.
   2. Final course scores will not be rounded up to the next higher score. **Therefore, a final grade below 77% will result in the student failing the course.**

B. Clinical and Skills Lab/Simulation Evaluation: Will include the nursing care plan, medication assignments, drug classifications, arriving on time and prepared, actively participating throughout the skills lab and clinical time, attending and participating in pre- and post-conferences, satisfactory and safe administration of nursing care, and other assignments as related to the clinical laboratory experience. Clinical performance is evaluated as “Satisfactory” or “Unsatisfactory”. Satisfactory evaluation will not be reflected in the letter grade of the course. Unsatisfactory evaluation will mean a failure (F) in the course, regardless of what the student’s theory grade.

C. **THEORY GRADE: Grading Scale for Nursing Courses (excluding NSG 101)**

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>91-100</td>
<td>A</td>
</tr>
<tr>
<td>83-90</td>
<td>B</td>
</tr>
<tr>
<td>77-82</td>
<td>C</td>
</tr>
<tr>
<td>70-76</td>
<td>D (not acceptable in nursing)</td>
</tr>
<tr>
<td>69 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

**Guests in Class**

Per University policy, children may not attend classes, skills lab, workshops, or clinicals. Guests may not attend classes without express permission from the faculty and/or dean.

**Intervention by Conferencing**

During any semester, a student may be **conferenced** (counseled) for concerns identified by faculty, clinical instructors, or skills lab instructors/evaluators.
These concerns may arise following a **critical incident** or may originate due to a **pattern** of behaviors perceived to be a problem.

A meeting will be arranged during which the situation is discussed, and the student will receive a **written** summary of the instructor's concerns and an opportunity to respond in writing.

**Critical Incidents/Behaviors** which may be conferenced (not limited to those listed below).

1. Absences
2. Two (2) or more tardies of any nature (i.e. late assignments, attendance)
3. Failure to follow policies (i.e., absences, dress code) as defined in BSN Student Manual, course syllabus, and Skills Lab Syllabus.
4. Coming unprepared to classroom, clinicals, or skills lab (i.e., no worksheet or study guide; not looking up normal v/s for child client, not completing ATI Skills Modules)
5. Unprofessional or incomplete paperwork (i.e. critical thinking papers, concept maps, data base, worksheet, etc.)
6. Failure to follow safety principles during skills lab and clinicals (i.e., has not consulted text, unable to calculate, unaware of safe range, does not check patient ID, wrong dosage, etc.)
7. Lack of awareness of safety principles within the skills lab and clinical environment (i.e., side rails left down, patient not assessed accurately, poor asepsis, capping needles, omitting gloves)
8. Unsatisfactory performance of a clinical skill previously practiced (i.e., unsafe, disorganized, lack of preparation, over-looking critical steps, etc.)
9. Failure to demonstrate respect for others: faculty, staff, and classmates.
10. Breach in integrity/academic honesty.
11. Unprofessional behavior in the classroom, skills lab, clinical, or anytime the student is representing Midway University or the BSN program (See Professional Decorum and Behavior)

The first classroom or lab occurrence will result in the completion of the Written Instructor-Student Conference form between the instructor and student in which a plan of action is developed. The second occurrence will result in the completion of the Intervention by Conferencing form with the instructor, student, and Program Coordinator or Dean and may result in failure of the course or dismissal from the nursing program.

**Late Assignments**
All classroom, clinical, and skills/simulation lab assignments are to be submitted by the due date/time, established by the faculty member or clinical instructor. Failure to demonstrate professional responsibility for completion of assignments may result in failure of the course.

**Medication Management Policy**
To meet the student learning objectives and demonstrate competence to perform medication administration in the clinical setting, each student will be required to successfully pass the Medication Management Exam in each clinical course and Medication Administration Skills Check-Off (evaluation) in the Nursing Skills/Simulation Lab. In addition, course exams will include dosage calculation or problem solving/critical thinking questions requiring calculations. A passing grade on the medication management exam is 90%. The medication management exam will be taken in class within the first 2 weeks of class, with the exception of NSG 245. Students in NSG 245 will complete the medication management exam within the first 4 weeks of class. A medication practice packet will be provided before all medication management exams.

The use of a standard calculator is allowed, but cell phones or calculators with storage capabilities are not permissible. Students will be expected to submit their calculations for each question on the exam.

- The Medication Management Exam will be 5% of the course grade for the first take only.
• The Medication Management Exam consists of 10 fill-in-the-blank questions.
• Medication management calculations will increase in complexity throughout the program and the
time limit for each exam will reflect the complexity.
• The Medication Administration Skills Check-off will be Pass/Fail as with other skills, and in some
cases, will include the use of a drug book.
• Medication management will continue to be stressed and evaluated in all courses as part of
simulations and Exit Skills Check-off evaluations.
• Students must successfully complete the Medication Management Exam in each clinical course and
the Medication Administration check-off before administering medications in clinical settings
• Students not successful on the Medication Management Exam will meet with the course faculty to
remediate before retaking the exam. There will be no additional credit for repeat exams.
• Students will have three opportunities to be successful on the Medication Management exam and the
Medication Administration Skills Check-off.
• Students who do not pass the Medication Management Exam or Medication Administration Skills
Check-Off may not administer medications in the clinical setting, and therefore, cannot successfully
pass the clinical portion of the course.

<table>
<thead>
<tr>
<th>Clinical Courses</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Year 1: NSG 245, NSG 260</td>
<td>25 minutes</td>
</tr>
<tr>
<td>Program Year 2: NSG 345, NSG 350, NSG 355, NSG 365</td>
<td>35 minutes</td>
</tr>
<tr>
<td>Program Year 3: NSG 445</td>
<td>45 minutes</td>
</tr>
</tbody>
</table>

Midway Email Account
All Midway University currently enrolled students are provided an email account. Each student is notified
via their personal email account with confirmation when their Midway University email is active and
instructions are provided how to access their email.

If you experience problems accessing Midway University email, please send your concern to
Help@midway.edu – provide full name and Midway University Student ID number (do not provide any
part of your SSN).

E-mail should be checked daily when school is in session and every other day when school is not in
session. Communication to students will be sent via Midway University
e-mail account. Course specific information will be sent via Canvas course announcements.

Recording of Classes
A. Recording classes is not prohibited by Midway University; however, individual faculty retain the right to
determine whether students may record a specific course. A student must request permission from the
faculty of the course before recording.
B. Test review may not be recorded.
C. Client interviews may not be recorded.

Print Information
Students may copy/print in the Little Memorial Library (Lower Level, Main Floor, & Second Floor), the
Anne Hart Raymond Center (First Floor) and Starks Center (001 corridor area, rooms 106, 207 & 208).

Professional Decorum and Behavior
A. Student Honor Code  


B. Student Conduct  


Scholarship
Catalog_Scholarship, Grants, and Loans
Health Criteria for Clinical Setting

Student Affairs_Student Health Services

Guidelines for entering the clinical setting:
1. Proof of immunizations on file in the nursing office and in CastleBranch prior to first clinical day.
2. Proof of current CPR.
3. Negative TB skin test or T-Spot test that is not older than one (1) year.
4. It is highly recommended that students obtain the Hepatitis B vaccination series, followed by a titer. Sign a waiver form if Hepatitis B series is declined.
5. Review techniques for hand washing and standard precautions and perform these faithfully.
6. No fever (above 100.4 orally).
7. No infected external skin lesions. Consult a physician if shingles, boils, fever blisters, or similar lesions are present.
8. No vomiting or diarrhea.
9. Have all throat infections cultured for Strep if they are accompanied by fever, pus on tonsils, petechiae on palate or posterior pharynx, or enlarged lymph nodes.
10. Receive prompt medical treatment for all infections.
11. Be aware of the implications of taking any medications prior to clinical practice. MANY MEDS ALTER AWARENESS LEVEL. Evaluate this carefully.
12. The drug or alcohol impaired student will be promptly dismissed from clinical and from the nursing program.
13. A student may not schedule elective surgery for self during a clinical day. A procedure or surgery, other than emergency situations, that involve missing a clinical day, will count as an unexcused absence. A surgery or procedure performed during the clinical rotation will require a doctor’s permission stating the student has no limitations to participate in clinicals before he/she returns to clinicals.

Required Documentation for Clinical/Clinical Agency Placement Requirements
All students must submit evidence of compliance with immunization requirements, screenings, CPR training, background check, drug screening, and health insurance certificate/letter of coverage for admission to the clinical nursing sequence. All records must remain current and cannot lapse anytime during the semester in which the student is enrolled in a clinical nursing course. It is the student’s responsibility to submit renewal documentation prior to expiration. Failure to do so will result in the student not being eligible to continue in the nursing program. Students progressing in the program who do not meet these requirements are subject to disenrollment from their clinical nursing courses. Clinical documents verifying compliance with immunizations, tuberculosis screening, CPR, medical insurance coverage, urine drug screening, background check, and other requirements must be submitted to CastleBranch before admission to clinical. It is the student’s responsibility to provide updates as indicated. The following is a list of specific requirements:

CastleBranch--Immunizations & Health Certifications
All required immunizations, certifications, and other items listed below are to be submitted to the Nursing Office and uploaded to CastleBranch. No student will be allowed to attend clinical rotations until these requirements are met and appropriate documentation is on file. This is an unexcused clinical absence, and the Clinical Absence Policy will be followed. Clinical paperwork must be uploaded to CastleBranch and approved by 5pm the day before clinicals or the student cannot attend. For clinicals on Saturday or Sunday, paperwork must be uploaded to Castle Branch and approved by 5pm on Friday. This allows the clinical coordinator time to verify information and to communicate with the clinical instructors before the clinical day. The clinical absence policy is in the Prelicense BSN Student Manual, which each student receives when they enter the nursing program. It is also located on the Midway nursing webpage.
MMR (Measles (Rubeola), Mumps, and Rubella)
1. Official immunization record containing 2 documented MMR vaccination dates or.
2. Titer results showing positive immunity for each component of MMR

Varicella (Chicken Pox)
1. Official immunization record containing 2 documented varicella vaccination dates or;
2. Titer results showing positive immunity for varicella
   ➢ Students may be required to provide titer results showing immunity to varicella before attending clinical rotations at particular facilities. These students will be notified at the time of clinical assignment if documentation of a titer is not already on file.
*Note: A history of an active case of chicken pox is not acceptable as documentation.

Hepatitis B
1. Official immunization record containing dates of all vaccinations or;
2. Titer results showing positive immunity for Hepatitis B Surface Antibody or;
3. If a student does not wish to obtain the Hepatitis B vaccine or is not complete with the series, the Hepatitis B Waiver form should be signed and placed in the student’s file. The form is available in the Nursing Office. Should the student complete the vaccine series or obtain a titer, it is the student’s responsibility to submit documentation to the Nursing Office.

TB skin test or T-Spot test
1. Students must receive and submit results of a two-step TB skin test or T-Spot test at the beginning of NSG 245.
2. Students testing positive for TB the first time should be re-evaluated by chest x-ray and submit results.
3. Documentation of symptom screening for TB performed by a primary healthcare provider must be submitted annually with the above documentation.

CPR
1. Infant, Child, and Adult Resuscitation are required for certification.
2. Acceptable certifications:
   American Heart Association = Basic Life Support for the Healthcare Provider. Please call the Nursing Office with questions.
3. It is the student’s responsibility to recertify and submit documentation prior to the expiration date provided on the front of the CPR card.

COVID-19 vaccination
Students must be fully vaccinated for COVID-19. Documentation must include vaccine manufacturer, lot number, and date vaccination was received. If two dose vaccine, must include both dates vaccines were received. Booster vaccinations should also be documented.

Influenza Vaccination
An influenza vaccine must be obtained annually for each upcoming “flu season” and documentation submitted. The due date for annual vaccine for the upcoming season is October 31. The only exemption will be a written medical deferment. Students with such deferment will be required to wear a mask at all times in the clinical setting. Any exceptions to the flu vaccine would be determined by the clinical site and may prevent a student from participating in clinicals.

Most clinical sites, contracted with Midway University’s Prelicensure BSN program, require employees and students to provide documentation of influenza vaccination during the flu season. Any deferments would need to be approved by the contracted site. Those who are not vaccinated will be
required to wear a mask while on the unit during flu season. A copy of the vaccination should be provided to the Nursing Office.

**Student Health Insurance**
Midway University requires students registering for internships, practicums, clinical and student teaching to purchase their own health insurance and provide evidence of coverage. Proof of Insurance (letter) from the insurance company must be submitted to the Nursing Office prior to attending clinical rotation. The letter must include the student's name, group number and effective date. See [University Catalog - Student Health Services](#) for more information.

**HIPAA (Health Insurance Portability Accountability Act)**
All incoming BSN students must complete the Prelicensure BSN Program level one HIPAA training through an online program with Assessment Technologies Institute (ATI). A pass rate of 100% must be achieved on the post test and a printed certificate or transcript sheet must be submitted to the Nursing Office prior to attending clinical rotations. Additional HIPAA policies for the BSN program or clinical sites may be required.

**Student Injuries During Clinical Experience (Replace with Communicable Diseases & Blood-Borne Pathogen Policy)**
The student or their medical insurance provider is responsible for medical expenses incurred, whether they are through the emergency department or private physician. Students always need to fill out the appropriate agency form when an injury or unexpected event occurs.

**Communicable Diseases & Blood-Borne Pathogen Policy**
Midway Nursing recognizes the importance of minimizing the exposure of students, faculty, and patients in a clinical setting to communicable diseases and blood-borne pathogens, as defined by the Centers for Disease Control (CDC). Midway Nursing emphasizes this through education regarding Universal Precautions, proper hand hygiene, and disinfection/decontamination procedures, and collection of student immunization and health screening records. Students must adhere to the Exposure Control Plan of the assigned clinical agency.

In case of an exposure to a blood-borne pathogen, students are expected to report to their clinical instructor immediately and follow the Exposure Control Plan that is established at the clinical site in which the exposure occurred. Students may follow-up at Midway’s Campus Health Clinic as needed. All exposure incidents should be reported immediately to the clinical instructor and the clinical coordinator and following care, appropriate Midway Nursing Program and clinical agency forms should be completed.

**Legal and Ethical Responsibilities**
Students are expected to conform to the legal and ethical standards of the nursing profession. All persons, whether registered nurses, students, aids, or laymen, are at all times legally liable for their actions. Student status does not make one exempt.

Under the Kentucky mandatory Nurse Practice Act, students, while functioning under the direct supervision of a clinical nursing instructor, are exempt from the requirements to hold a current Kentucky nursing license to practice nursing (as defined by the State Nurse Practice Act). The student, while carrying out responsibilities in patient care, must act as a reasonably prudent person. The amount of experience and education along with past performance and academic record are some of the criteria that are considered in determining the expectations for “reasonably prudent”. Responsibility increases as the student progresses in knowledge and experience.

It is the responsibility of the student to inform the clinical instructor when the patient’s need for a treatment or task is one in which the student has not been taught or is contrary to the student’s knowledge. It is important to note that anyone who undertakes to act as a nurse has a responsibility to meet the needs of the
patient. Treatments or tasks incorrectly performed and/or a failure to perform treatment or tasks needed by the patient constitutes negligence. Failure to act as a reasonably prudent student is unsafe practice.

Financial Aid

Financial Aid
Both full-time and part-time returning students may be eligible for financial aid at various levels.

Tuition Fees, Expenses and Student Responsibilities Associated With Program

Tuition and Fees

1. Name tag: Students are required to wear an official Midway University nursing student name tag in the clinical setting or at any time the student is representing Midway University. If lost or student has a name change, a new order can be placed with the Nursing Administrative Assistant at an additional cost of $20.00 payable in advance.

2. Transportation: All Midway University students are required to register their vehicle and obtain a parking permit each semester. The permit must be prominently displayed in the registered vehicle. Student permits are obtained by completing and submitting the vehicle registration form to the Business Office. The Vehicle Registration is located on the Midway University Portal. Multiple vehicles require separate registrations and parking permits. Permits cannot be transferred to another individual. If you have any questions, contact Security at 859.846.5499. For clinical sites, each clinical instructor will provide information about parking for each facility and possible parking fees. All students are responsible for their own transportation to clinical sites.

Student Organizations and Activities

Student Activities and Organizations

Midway Association of Nursing Students (MANS)
Midway Association of Nursing Students is a constituent of the National Association of Nursing Students (NSNA). The mission of NSNA is to facilitate the development of future nurse leaders who will advocate for high quality, affordable, evidenced based healthcare and will contribute to advancement in nursing education.

Pre-nursing and nursing students are encouraged to join MANS. Members pay annual dues and are encouraged to actively participate.

Student Representatives
Each semester students within each nursing course nominate one classmate to serve as the course Student Representative. The nominees are voted on by all members of the course. The Student Representative attends Nursing Faculty Meetings held monthly to discuss course concerns and recommendations. The student representative communicates course and program information obtained from the meeting to their classmates.
Recognition of Student Achievement

**Pinning Ceremony:** Graduating Nursing students are honored and receive their Midway University Nursing Pins at a Pinning Ceremony in May of their graduation year. Attendance at this event is expected. Students are provided information about ordering a nursing pin or may provide a pin of their choosing.

**Honors Program:** Outstanding academic students are recognized by the University community.

**Dean’s List:** Recognition of outstanding academic achievement based on GPA for the current semester.

**Student Awards:** The following student awards are decided on by BSN faculty and given at the May Pinning Ceremony.

1. **Outstanding First Year Award:** The recipient of the Outstanding Freshman Award:
   a. Is academically sound with a minimum 3.0 GPA.
   b. Exhibits high level of integrity.
   c. Demonstrates spirit of inquiry.
   d. Is a compassionate, therapeutic communicator.
   e. Is professional in attitude, behavior and appearance.

2. **Clinical Award:** The recipient of the Clinical Award:
   a. Is academically sound with a minimum 3.0 GPA.
   b. Exhibits high level of integrity.
   c. Demonstrates excellence in clinical practice.
   d. Provides Relationship-Centered Care.
   e. Utilizes critical thinking, clinical judgment and integrates best evidence into practice.

3. **Leadership Award:** The recipient of the Leadership Award:
   a. Is academically sound with a minimum 3.0 GPA.
   b. Exhibits high level of integrity.
   c. Demonstrates leadership skills in the program, classroom and clinical setting.
   d. Internalizes the core values and perspectives recognized as integral to the art and science of nursing.
   e. Promotes teamwork among peers and other professionals.

4. **Florence Nightingale Award:** The recipient of the Florence Nightingale Award:
   a. Is academically sound with a minimum 3.0 GPA.
   b. Exhibits high level of integrity.
   c. Promotes health, healing and hope in response to the human condition.
   d. Provides nursing care that is consistent with current professional knowledge and minimizes the risk of harm.
   e. Recognizes differences among all persons, affirms their uniqueness, and values their worth.
Leadership Portfolio

A leadership portfolio is required for all Midway Nursing Students. The purpose of the portfolio is to demonstrate the student’s development of leadership skills and potential. The Nursing Leadership Portfolio at Midway University is very similar to the clinical ladder that is utilized at many of the area hospitals to demonstrate a nurse’s leadership abilities. Therefore, students are encouraged to take their portfolio on job interviews. More details are on the Leadership Portfolio Template. *Nursing Leadership Portfolio.*

The portfolio will be submitted during the student’s final semester before graduation. It is *strongly* recommended that students begin to establish the portfolio early in the first semester of study and add to the portfolio throughout their academic careers. Assistance with the portfolio should be sought through the student’s academic advisor.
Nursing Leadership Portfolio

A leadership portfolio is required for all Midway University Nursing Students. The purpose of the portfolio is to demonstrate the student’s development of leadership skills and potential. The Nursing Leadership Portfolio at Midway University is very similar to the clinical ladder that is utilized at many of the area hospitals to demonstrate a nurse’s leadership ability. Therefore, students are encouraged to take their portfolio on job interviews.

A successful Leadership Portfolio is a graduation requirement of all Midway University Nursing graduates. The portfolio will be submitted during the student’s final semester before graduation as part of NSG 490. Students begin to establish the portfolio early in the first semester of study and add to the portfolio throughout their academic careers. Assistance with the portfolio should be sought through the student’s academic advisor. Portfolios will be submitted electronically on Canvas but it is recommended students maintain a hard copy as well.

Portfolios are graded based on the following rubric for a pass/fail grade. The required documentation is listed under each item. Students are to complete and include a self-assessment of their portfolio using this evaluation rubric (form) when submitting for final grading. Required items are indicated by an asterisk*; these are required to receive a passing grade.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Resumé with Cover Letter: Documentation: Typed resumé with cover letter. Must be in a professional format.</td>
<td></td>
</tr>
</tbody>
</table>
| *Clinical Compliance: Documentation of Compliance:  
  • Vaccines/Immunizations  
  • BLS certification |           |
| *Clinical Skills Competency: Documentation: Copy of signed exit skills checklist from NSG 490 |           |
| *Clinical Commendations: Documentation: Clinical Evaluations from NSG 245, 260, 350, 355, 365, 445 and 490 |           |
| *Continuing Education: Documentation: Copy of certificate, that includes CEU/CME title, provider and number of hours received. Ex. Think Cultural Health from NSG 490 |           |
| *ATI: Documentation: Transcript with activities listed, dates completed, and your name |           |
| Scholarly Works: Documentation:  
  • *Clinical care plans (1 care plan from each: NSG 245, 260, 350, 355, 365, 445 and 490)  
  • Presentations: (Copy of presentation, signed statement from the instructor or faculty including the topic presented)  
    o Clinical Group  
    o Classroom Group  
    o Classroom Group Outside of Current Level  
    o Presentation to Faculty Ex. *NSG 490 Capstone Presentation |           |
| Awards and Recognitions: Documentation: Copy of any award or recognition certificate received while in the program. Ex. Dean’s list, Scholarships |           |

Advisor Comments:

Advisor Signature ___________________________ Date ________________
Community Leadership

Nursing students are required to participate in six (6) hours of health care related community service activities in the prelicensure BSN program.

Student’s Name: ________________________________________________________________

Nursing Course: ________________________________________________________________

Place of Service: ________________________________________________________________

Date/Time: ________________________________________________________________

The section below is to be completed by the supervisory person:

1). Brief description of service performed:

2). Comments on performance:

__________________________________________
Supervisor’s signature

*Submit copy to Community Service coordinator and keep a copy for leadership portfolio.
Written Instructor-Student Conference

Clinical: ____ Classroom: ____ Lab: ____ Other: _________

Location: ____________________________________________

Student Name: ____________________________ Date: ____________

Instructor Name: ____________________________ Date: ____________

Critical Incident/Behavior Identified:

☐ Professional Decorum and Behavior: _______________________
☐ Integrity: ____________________________________________
☐ Attendance/Punctuality: _________________________________
☐ Paperwork: __________________________________________
☐ Dress Code/Attire: ____________________________________
☐ Other: ______________________________________________

Expected Outcome(s): ____________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

Student Response: _____________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

I understand that my failure to correct this action will result in a formal Intervention by Conference.

Student Signature: ____________________________ Date: ____________

Instructor Signature: ____________________________ Date: ____________

Received and Reviewed by Course/Clinical Coordinator

Date: ____________ Signature: ____________________________
Hepatitis B Waiver

All nursing students and faculty should make arrangements to begin this series. However, if you choose not to have this series done, a waiver must be signed and kept on file in the nursing office. **You cannot attend a clinical at Baptist Health with a hepatitis waiver.**

I, ____________________________, have read the above statement and I have chosen **not** to obtain the HBV vaccine. I hereby release Midway University and the health care clinical agencies of any liability should I contract the disease.

Date of waiver: ____________________________

Student Signature: ____________________________
Student Health Form
Consent to Copy Immunization Section

Please read carefully before signing.

Traditional Day students are required to submit a completed Midway University Student Health Form to the Office of Student Affairs prior to their enrollment. Part II, Section B of the health form includes required immunization records. This release form must be signed by the student and submitted to the Office of Student Affairs in order for immunization records to be shared with the Prelicensure BSN Nursing Program.

These records will be used by the Midway University Prelicensure BSN program to verify immunizations required for clinical or practicum attendance.

TO BE COMPLETED BY STUDENT:

This is to certify that I, ____________________________, authorize the Office of Student Affairs to release my immunization records to the Prelicensure BSN program so that I may be approved to enter the clinical and practicum setting.

Date: ______________

Student Signature: ____________________________
Honor Code

Midway University is a community of learners that expects integrity and honor from its members. I,

______________________________________________________________________________________

(STUDENT’S NAME—PLEASE PRINT)

will show respect for my community by behaving with honesty, integrity and civility.

As a responsibility to my Midway University community, I will show respect for:

- My classmates and faculty by maintaining honesty in my academic work and refraining from cheating.
- My community and peers by maintaining integrity and honesty in my daily life.
- Faculty, staff and members of the administration by maintaining civility and refraining from disruptive and abusive language and behavior.

I will acknowledge responsibility and accept the consequences of my actions. In choosing Midway University, I pledge to uphold the principles of the Honor Code and will cherish and guard its tradition.

Student Signature ___________________________ Date ___________________
Manual Acknowledgment Form

PRELICENSURE BSN PROGRAM

As a Midway University Prelicensure BSN Nursing Student, I, ____________________________,
(print name)

have received and I agree to read the Prelicensure BSN Nursing Student Manual and Midway University
Catalog (Midway University Catalog). I understand that it is my responsibility to adhere to all policies and
procedures therein while a student in the program, effective upon admission to the nursing program.

Date: _______________________

Student Signature: ____________________________
Authorization for Release of Information

PRELICENSURE BSN PROGRAM

The regulatory and accrediting bodies of the Accreditation Commission for Education in Nursing, INC. (ACEN), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and the Kentucky Board of Nursing (KBN) periodically review the Associate Degree Nursing Program. A component of this review process includes the inspection and review of nursing students’ educational work such as papers, projects, and tests. Written consent of the student is required for such review. No information shall be released from a student’s record without written permission of the student.

I, ________________________________, give my consent for site visitors from ______________________ (print name) regulatory and accrediting bodies to inspect and review my educational works.

______________________________  __________________________
Signature of Student            Date
KBN Policy for Criminal Convictions

KBN Criminal Conviction Policy