



MIDWAY
UNIVERSITY

**ASSOCIATE DEGREE
NURSING PROGRAM
STUDENT HANDBOOK**

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.

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*Contents of this Associate Degree Nursing Handbook are subject to change. Students are responsible for updating their handbook of any changes made each year.

ACCREDITATION

Midway University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) to award associate, baccalaureate, and master degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the status of Midway University.

Nursing Program Accreditation:

Accreditation Commission for Education in Nursing, Inc. (ACEN)
3343 Peachtree Rd., Suite 850
Atlanta, Georgia 30326
(404) 975-5000
FAX (404) 975-5020
www.acennursing.org

ADN Approved by:

Kentucky Board of Nursing (KBN)
312 Whittington Parkway, Suite 300
Louisville, Kentucky 40222
(502) 429-3300 or (800) 305-2042
FAX (502) 429-3311
www.kbn.ky.gov

CONGRATULATIONS! You have made an important decision to begin the study of nursing and to work to complete the degree requirements for your Associate of Science Degree in Nursing. This handbook has been developed with the express intent of keeping you informed while you are a student in the ADN program at Midway University. **Students are responsible for knowing and adhering to the information and policies in this handbook and in other publications of the University.**

OVERVIEW OF HISTORICAL DEVELOPMENT

Midway University was founded in order to meet the changing needs of women in Kentucky in 1847. Dr. Lewis Letig Pinkerton, a physician and pastor of Midway Christian Church, spearheaded the Kentucky Female Orphan School. Dr. Pinkerton's action was a response to the educational needs of a large number of girls orphaned by the frequent epidemics and rugged living conditions that characterized Kentucky life in the 1840's. Aided by James Ware Parrish, William F. Patterson, several church elders, and virtually the entire congregation of his church, Dr. Pinkerton secured a charter for an elementary school. Midway University is proud of its long association with the Christian Church (Disciples of Christ) and is an active participant in the Division of Higher Education of the Christian Church.

When the school opened, it was the first institution of its kind established in the United States to serve orphaned and disadvantaged women. The school was originally established as an elementary school. Later, Pinkerton High School was added, and, in 1942, the institution inaugurated a Junior College. The institution soon developed a reputation for both its academic offerings and its commitment to provide a quality education to all qualified women regardless of their financial condition. Eventually the elementary school was phased out, as was the high school in 1973 when the combination of the consolidated county high schools, federal assistance to disadvantaged students, and busing resulted in diminished need for the elementary and secondary school programs. In 1978, the Board of Trustees authorized the official name of the school to be changed to Midway Junior College to Midway College. Shortly after its establishment, the College received full accreditation from the Southern Association of Colleges and Schools Commission on Colleges.

As the College grew, so did the offerings in its curriculum. During the early years, the primary objectives were to prepare students to be teachers and homemakers. By 1949 the academic offerings included liberal arts, teacher training, business, and home economics, and in 1965 the nursing curriculum was added. In the 1970s, in response to the needs of students and the community, programs in paralegal studies, equine studies, and early childhood education were added. The 1988-89 academic year brought approval of four-year programs, allowing the institution to offer baccalaureate as well as associate degree programs to all students.

The evening and extension site division for working adults was established in 1995 and accelerated programs for non-traditional-age students have been offered in the evenings and on weekends on campus and at the Lexington site since that time.

The online venue for classes was established in 2005 to meet the needs of learners who required more flexible educational access. From general education courses to full degree programs, students find flexibility and convenience in pursuing their education through distance learning.

Graduate programs began in 2008 with the Midway University Master of Business Administration. In 2013, the Master of Education was added and the Master of Science in Nursing in 2016.

In 2015, Midway College achieved University status and now, as Midway University, stands poised to continue its historic mission of providing educational opportunities for all who seek them. By empowering students as leaders, Midway University continues to have a profound impact on the region and nation.

PROFILE OF ASSOCIATE DEGREE PROGRAM

The Associate Degree Nursing (ADN) Program at Midway University was started in 1965. The initial National League for Nursing (NLN) accreditation was granted in 1974 and the program continues to be accredited. In addition, the ADN program is approved by the Kentucky Board of Nursing.

There are two options available to ADN students, a day track and an evening track. The students are admitted once a year in the fall semester. The ADN Program is designed to be completed in four full-time semesters once admitted to Nursing. However, most students choose to take more semesters part-time and work. The ADN day track is a traditional two (2) year program. Student's progress through four (4) semesters with a summer break and graduate in May. The evening track is designed primarily for non-traditional working students. Students complete the evening track in December. The content for day and evening nursing courses is identical and is taught by the same nursing faculty.

Licensed Practical Nurses (LPNs) who graduated within five (5) years, have an active Kentucky LPN License, and meet the admission criteria outlined in the University Catalog may be admitted with permission of Dean into the second semester of the ADN Program.

In 1989, a collaborative effort between Midway University and Ephraim McDowell Regional Medical Center (EMRMC) in Danville, Kentucky and a financial grant from the Robert Wood Johnson, Jr. Charitable Trust resulted in the development of the ADN Evening Track in Danville, Kentucky. Ephraim McDowell Regional Medical Center provided classroom and faculty office spaces at the hospital and in other hospital-owned buildings.

In fall 2007, the evening track moved to the Midway University Campus, Midway, Kentucky. Nursing courses and most science courses are taught in the state-of-the-art nursing/science complex, the Anne Hart Raymond Center. The Nursing and Science classrooms, laboratories and faculty offices are located in the Anne Hart Raymond Center.

MIDWAY UNIVERSITY

Mission Statement

Midway University engages and challenges students to achieve individual growth, responsible citizenship, and meaningful careers through personalized educational experiences. (Adopted November 8, 2018)

Vision Statement

Midway University is a vibrant and diverse institution committed to academic excellence and individual growth.

Values

Midway University fosters core values shared by the Christian Church (Disciples of Christ) and reflect the beliefs of our founder, Dr. L.L. Pinkerton. These values include:

- 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

ASSOCIATE DEGREE NURSING PROGRAM

Mission Statement

The ADN Program at Midway University engages and challenges students to achieve individual growth that prepares them for meaningful careers as professional and compassionate entry-level registered nurses (January 2019).

Vision Statement

The ADN Program at Midway University will be recognized for academic excellence and preparing entry-level registered nurses who are committed to human flourishing, professional identity, spirit of inquiry, and nursing judgement (January 2019).

Values

The core values are incorporated throughout the curriculum and guide student behaviors.

- Caring
- Diversity
- Ethics
- Excellence
- Holism
- Integrity
- Patient-Centeredness

PHILOSOPHY OF ADN PROGRAM

The philosophy of the ADN Program, developed by the nursing faculty, reflects the values of Midway University and beliefs and values of the nursing faculty. The ADN Curriculum is guided by this philosophy.

We believe that:

1. Professionalism and the inherent values of caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness are fundamental to the discipline of nursing.
2. Knowledge and skills in basic nursing care, patient safety, teamwork and leadership are necessary to promote high quality healthcare.
3. Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.
4. Professional nursing practice is grounded in the translation of current evidence into practice.
5. Nurses care for clients across the lifespan.
6. Health promotion and disease prevention at the individual and population level are necessary to improve population health.
7. Nurses value a lifelong process of personal and professional development.

COMPETENCIES OF THE ADN PROGRAM



Within the framework of the philosophy, mission, and goals of Midway University, the nursing faculty developed specific core competencies. The core competencies are based on those of the National League for Nursing NLN Education Competencies Model outlined in the *Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Programs in Nursing* (2012) for the Associate Degree Nursing Program. The model illustrates the dynamic process of mastering core competencies that are essential to the practice of contemporary and futuristic nursing. The components of the NLN Education Competencies Model including: *core values, integrating concepts, program outcomes and nursing practice* are infused throughout the ADN didactic curriculum, skills lab activities and clinical component. These competencies are reflected in the Student Learning Outcomes.

The NLN Education Competencies Model consists of:

1. **Core Values:** The nursing program and graduate competencies are grounded in the fundamental values that are shown at the root of the model (p. 8).

The seven core values are:

- **Caring-** “promoting health, healing and hope in response to the human condition” (p.11).
- **Diversity-** “recognizing differences among persons, ideas, values, and ethnicities, while affirming the uniqueness of each” (p. 12).
- **Ethics-** “integrates knowledge with human caring and compassion, while respecting the dignity, self determination, and worth of all persons” (p.13).
- **Excellence-** “creating and implementing transformative strategies with daring ingenuity” (p.12).
- **Holism-** “nurses consider every aspect of the human condition when planning, implementing, and managing care for patients” (p.14).

- **Integrity**- “respecting the dignity and moral wholeness of every person without conditions or limitations” (p.13).
- **Patient-Centeredness**- “an orientation to care that incorporates and reflects the uniqueness of an individual patient’s background, personal preferences, culture, values, traditions, and family” (p.14).

2. Integrating Concepts: The six (6) integrating concepts emerge from the seven core values and are:

- **Context and Environment**- “the condition or social system within which the organization’s members act to achieve specific goals” (p.16).
- **Knowledge and Science**- the integration of knowledge from biological sciences....social sciences.... arts and humanities.... and the development of a unique nursing science (p.19).
- **Personal and Professional Development**- “a lifelong process of learning, refining and integrating values and behaviors that: are consistent with the profession’s code of ethics; serve to distinguish the practice of nurses from that of other healthcare providers; and give nurses the courage needed to continually improve the care of patients, families, and communities and to ensure the profession’s ongoing viability” (p.23).
- **Quality and Safety**- “the degree to which healthcare services: are provided in a way consistent with current professional knowledge; minimize the risk of harm to individuals, populations, and providers; increased likelihood of desired health outcomes; and are operationalized from an individual, unit and systems perspective” (p.25).
- **Relationship-Centered Care**- “caring, therapeutic relationships with patients, families, and communities and professional relationships with members of the healthcare team” is the core of nursing practice (p.27).
- **Teamwork**- “to function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care” (p.30).

These concepts are shown as bands around the program. These bands illustrate the progressive and multidimensional development of students during their learning experiences (p. 8).

3. Nursing Practice: Classroom lectures, workshops, seminars, skills/simulation laboratory and clinical experiences are planned with increasing levels of difficulty and complexity to provide the student with those components of client care necessary to satisfy these program outcomes. Upon satisfactory completion of the nursing education program at Midway University, the student is awarded an Associate of Science Degree in Nursing and is eligible to take the National Council for Licensure Examination (NCLEX-RN).

The nursing process is used to organize the ADN curriculum, combining general education studies with basic nursing education to enable students to accomplish the competencies/outcomes. The curriculum including the Clinical Evaluation Forms for each course are leveled in increasing difficulty and complexity.

CORE COMPETENCIES AT GRADUATION

1. **Human Flourishing**- Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
2. **Nursing Judgment**- Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.
3. **Professional Identity**- Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
4. **Spirit of Inquiry**- Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities.

National League for Nursing (NLN). (2012). *Outcomes and competencies for graduates of practical/vocational, diploma, associate degree, master's, practice doctorate and research doctorate programs in nursing*. New York.

PROGRAM AND STUDENT LEARNING OUTCOMES

Program Outcomes

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

| Outcomes | Outcome Measures |
|---|-----------------------------|
| 1 a. NCLEX-RN pass rate will be at least 85% (Kentucky Standard) for all first-time test-takers for the same 12-month period. b. NCLEX-RN 3-year mean pass rates will be greater than or equal to 85% (Kentucky Standard), and at/or above the national 3-year mean. | 1. Annual NCLEX Pass Rates. |
| 2. A minimum of 60% of students will complete the program within six (6) semesters. | 2. Graduation Rates. |
| 3. A minimum of 85% of graduates will be employed in positions for which the program prepared them within six to twelve months post-graduation. | 3. Job Placement Rates. |

Revised: 2017

Student Learning Outcomes

1. Demonstrate competency in knowledge of nursing and clinical skills necessary to provide safe, competent nursing care.
2. Establish effective communication, both in speaking and writing.
3. Demonstrate professional behavior at all times.
4. Develop leadership skills that include caring, compassion and responsibility.
5. Utilize current research evidence in the provision of nursing care.
6. Demonstrate interprofessional collaboration in delivering care to diverse and complex clients and families.
7. Provide teaching about medications, and health promotion and illness prevention to diverse and complex clients and families.
8. Develop and present a capstone project (poster presentation) utilizing specific healthcare models for a complex situation.

Revised 2016, 2019

COURSE DESCRIPTION COMPONENT OF THE ADN PROGRAM

General Education

The general education component courses were selected because of their relevance to the development of the students in the liberal arts and science field, as well as their chosen career. Many of these courses are University-wide requirements or accrediting agencies such as the ACEN and SACSCOC. The nursing faculty strongly believes these courses provide content in the areas of humanistic care, understanding behaviors, structure and function of the human body, critical thinking, and communication.

BIO 190 Anatomy and Physiology I: This course is a detailed study of the structure and function of the systems of the human body. Emphasis will be placed on cell biology, histology, and the integumentary, skeletal, muscular, and nervous systems. Designated critical thinking course.

BIO 191 Anatomy and Physiology I Lab: This course is a hands-on detailed study of anatomical terminology, microscopic examination of tissues, detailed study of the skeletal, muscular and nervous systems and the senses. Animal dissection required. Requires two laboratory hours per week. Prerequisite or Corequisite: BIO 190. Designated critical thinking. Completion with a "C" or higher required. Prerequisite or co-requisite: BIO 190 Anatomy and Physiology I (lecture), 3 hours.

BIO 198 Anatomy and Physiology II: This course is a continuation of BIO 190 Anatomy and Physiology I, offering a detailed study of the structure and function of the systems of the human body. Emphasis will be on endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems, with consideration of metabolism, development, and inheritance. Prerequisite: BIO 190 and BIO 191. Prerequisite or Corequisite: BIO 199. BIO 199 Anatomy and Physiology II Laboratory, 1 hour.

BIO 199 Anatomy and Physiology II Lab: This course is a continuation of BIO 191 Anatomy and Physiology I Laboratory. Emphasis will be on endocrine, cardio-vascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Exploration of the mechanisms of inheritance is included. Animal dissection is required. Requires two laboratory hours per week. Prerequisite: BIO 190, BIO 191. Prerequisite or Corequisite: BIO 198.

BIO 225 Microbiology: This course introduces basic microbiological principles and techniques. The course focuses on the fundamental nature of bacteria and other microorganisms; their morphology, physiology, and relationship to disease. Course consists of three lecture hours per week. Prerequisite: One University level biology course with laboratory.

BIO 226 Microbiology Lab: This course introduces basic microbiological principles and laboratory techniques for manipulation, growth, and identification of microorganisms, especially bacteria. Course consists of two laboratory hour each week. Prerequisite: One University level biology course with laboratory. Pre or Corequisite: BIO 225.

ENG 101 College Writing I: Introduction to university-level reading and writing practices: learning to compose for university audiences, to read challenging texts actively, to make interpretations and claims, and to collaborate with others.

ENG 102 College Writing II: Study and practice of critical, research-based writing, including research methods, presentation genres, source evaluation, audience analysis, and library/online research. Students complete at least one sustained research project with focus on argument. This course involves multimodal composition and critical thinking. Prerequisite ENG 101.

MTH 140 College Algebra: This is a standard university Algebra course. Topics include: linear equations and inequalities; complex numbers; quadratic equations; equations of a straight line; finding the implicit domains of functions; the algebra and composition of functions; inverse functions; quadratic functions and their graphs; exponential and logarithmic functions; solving systems of linear equations in several variables. Prerequisites: MTH 135 with a minimum grade of C or a suitable test score. Minimum grade of C required for successful completion.

PSY 260 Human Growth and Development: Study of the theories and research related to human development from conception through adulthood, including the developmental stages of infancy, childhood, adolescence, young adulthood, middle adulthood, and late adulthood. The interaction among the physical, cognitive and social aspects of development as well as the major theories of development and current research are discussed. Completion with a "C" or higher required.

Arts and Humanities (Select one 3 credit hour course): Any course (3 credit hours) in art, music, theatre, humanities, culture, literature, philosophy, history, religion that fulfill the learning objectives listed above. Language courses do not fulfill this requirement. ART 101, Art Appreciation; ART 107, Painting; ART 202, Photoshop; HIS 101-102, World Civilizations I & II; HIS 140, United States to 1865; HIS 141, United States Since 1865; MUS 167, Music Appreciation; MUS 215, Survey of American Pop Music; MUS 315, Songwriting I.

Students may only transfer in 32 hours of transfer credits from another academic institution towards an associate degree.

ADN Program

NSG 115 Fundamentals of Nursing: This course is designed to introduce the nursing process and its application to basic concepts and principles of nursing assessment and care. Emphasis is placed on comprehension and knowledge of the nursing process, caring, communication and documentation, teaching/learning, and culture and spirituality. Six (6) hours of theory and eight (8) hours of clinical are required per week.

NSG 125 Medical-Surgical Nursing: This course is designed as an introductory-level adult medical-surgical course to develop students' application of the nursing process for adults experiencing altered health states related to all body systems. This eight-week course includes didactic, clinical, and nursing skills lab experiences. Prerequisite: Admission to the ADN Program and Grade of "C" or higher in all previous ADN nursing courses.

NSG 130 Mental Health Nursing: This course builds on concepts from NSG 115. In this course the nursing process is used as a tool to provide care to individuals with psychiatric disorders. Topics include: therapeutic communication, psychobiology, psychopharmacology, anxiety disorders, thought disorders, substance abuse disorders, depressive, psychotic, dissociative, eating disorders, bereavement, victims or abuse and neglect and trauma. The disorders are presented in individuals across the lifespan including children and adolescents. Admission to the ADN Program and Grade of "C" or higher in all previous ADN nursing courses.

NSG 212 Obstetric and Women's Health Nursing: This course is designed to further develop students' theoretical knowledge and clinical application of the nursing process as it applies to women, from child-bearing through post menopause. Emphasis is on the care of the childbearing family, newborn, potential high-risk OB conditions, and care of women both pre- and post-menopause. Additional foci include: Enhancement of students' knowledge, communication techniques, and clinical judgment. This course includes didactic, clinical and nursing skills laboratory experiences. Prerequisite: Admission to the ADN Program and Grade of "C" or higher in all previous ADN nursing courses.

NSG 215 Pediatric Nursing: This course is designed to further develop students' theoretical knowledge and clinical application of the nursing process as it applies to children and childrearing families in acute care and community settings. Emphasis is on the care of sick children from birth through adolescence, the care of childrearing families, and on wellness promotion. Additional foci include: Enhancement of students' knowledge, communication skills, and clinical judgement related to the care of children and childrearing families. This course includes didactic, clinical and nursing skills laboratory experiences. Prerequisite: Successful completion of all previous ADN nursing courses.

NSG 225 Advanced Medical-Surgical Nursing and Clinicals: NSG 225 is designed as an advanced-level adult medical-surgical course to further develop students' application and analysis of the nursing process as it relates to diverse groups of clients and families with co-morbid factors and higher acuity manifestations of illness and disease. This eleven-week course includes didactic, clinical, and nursing skills lab experiences to increase the students' ability to prioritize and timely manage the care of clients and families with complex health problems in collaboration with other members of the healthcare team. Six hours of theory are required per week. In addition, a total of 72 clinical hours. Prerequisite: Earn a "C" or better in all previous nursing courses.

NSG 230 Synthesis and Integrative Practicum: This course is a 5-week, capstone course that consists of didactic instruction, discussions, and 120 integrated practicum hours to facilitate students' transition from academia into nursing practice. Upon completion of NSG 230, students will be competent in prioritizing nursing care through applying the nursing process in managing, in collaboration with other members of the healthcare team. Classroom discussion focuses on current issues and trends encountered in professional nursing practice. Students will explore leadership styles and submit a Leadership Portfolio. Prerequisite: Earn a "C" or better in all previous nursing courses.

SELECTED UNIVERSITY POLICIES

American Disabilities Act: Disabilities and Academic Adjustment Policy **[Student Handbook](#) pages 36-37**

COVID-19 Policy

COVID 19 Policy – Division of Health Sciences

To protect the health and well-being of all concerned, nursing students will adhere to the following guidelines at Midway University.

1. Returning to Campus – Fall 2020
 - a. Every student will be required to get a Covid-19 test. The results of this test must be dated within 7 days of the students assigned move in date or the first day of classes for a commuter. You must provide Midway the test results by uploading to the healthy roster system.
 - b. If you test positive for COVID 19, do not return to campus, isolate at home and contact the office of Student Affairs for further instructions.
 - c. Complete all required COVID 19 online training
 - d. Students will receive a daily text message from Healthy Roster which will provide a link to the form to assess health conditions through a series of questions. You must take your temperature every day.
 - e. If you should develop symptoms that might indicate COVID-19 immediately report this to your health care provider. Do not come to campus until you are cleared
 - f. Students may not enter campus after work or clinical in their uniforms, students must change clothing and shoes prior to arriving on campus.
2. On Campus
 - a. Midway University is following guidance from the CDC and Kentucky Department of Public Health and has a mandatory face covering policy.
 - b. Proper hand hygiene is a must
 - c. Comply with social distancing guidelines (6ft apart)
 - d. Be prepared to bring a clipboard or other surface to take notes on as not all seats in Duthie auditorium have lap trays.
 - e. Equipment and Mannequins used for clinical skills will be cleaned between student use
3. Clinical
 - a. Complete the Healthy Roster app
 - b. Wear a mask and eye protection while in clinical
 - c. Comply with social distancing (6ft apart) as able including during lunch and post conference. If students cannot maintain social distancing during post conference, then it may be held virtually
 - d. Students are not to enter any isolation precaution room
 - e. Proper hand hygiene is a must before and after patient contact
 - f. Student are not to wear scrubs in public. Immediately after clinical students need to return home and shower
 - g. Students must adhere to the guidelines established

Access link for University COVID-19 Policies - [COVID 19](#)

Grade Appeal **[Catalog](#)**

Policy against Unlawful Discrimination and Harassment

[University Student Handbook](#) pages 85-88

Sexual Misconduct Policy

[University Student Handbook](#) page 94

Student Conduct

[University Student Handbook](#) pages 61-74

Student Honor Code

[Honor Code](#) page 13

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

National Student Nurses' Association Code of Ethics

In addition to the Midway University Student Honor Code, students in all the Nursing Programs will adhere to the Code of Ethics as developed by the National Student Nurses' Association (NSNA). Click on link to go to The NSNA's Code of Ethics, <https://www.nsna.org/nsna-code-of-ethics.html>.

Student Grievance Procedure

[University Student Handbook](#) page 108

Withdrawal Policy

[Withdrawal policy](#)

PROGRAM POLICIES AND INFORMATION

Academic Advising

All ADN students are assigned a nursing faculty for academic advising prior to entering Nursing 115. Students will be notified of advisor's name and contact information. Advisor names are also on the Midway Portal. If advisor is unavailable, as during the summer, contact the Nursing Office for assistance. **It is the student's responsibility to schedule an appointment for advising.** Faculty office hours are posted on their office doors. **If a student is transferring credits from another university it is the student's responsibility to request an official transcript to be sent to the Registrar's Office.**

Students may transfer only 32 hours of credits from another academic institution towards an associate degree.

Assessment Technologies Institute (ATI Policy)

Assessment Technologies Institute (ATI) is a process that 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. There are two types of assessments: practice and proctored; both are taken on a computer. Practice assessments are exams that students take on their own without a faculty member present; may be taken any place including at the student's home. Proctored assessments are those in which a faculty member supervises students taking the exam.

A. What is ATI?

- Assessment Technologies Institute® (ATI) offers resources designed to enhance student academic and NCLEX success.
- The comprehensive program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Online tutorials, online practice testing and proctored testing over the major content areas in nursing are also available. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- ATI information and orientation resources can be accessed from your student home page. **It is highly recommended that you spend time navigating these valuable orientation materials found on your ATI student home page.**

B. Modular Study

ATI provides review modules in all major content areas. Students are encourage to use these modules to supplement course work. These will be assigned during the course and/or as part of active learning/remediation following assessments.

C. Tutorials

ATI offers many unique online tutorials. The tutorial **Nurse Logic** for instance teaches nursing students how to think like a nurse, how to take a nursing assessment and how to make sound clinical decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features embedded in the Learning System tutorial such as hint buttons, a talking glossary, and a critical thinking guide help students gain an understanding of the content. Other tutorials may be available and will be assigned as appropriate.

D. Assessment

Assessments will help the student to identify what they know as well as areas requiring active learning/review. There are practice assessments available to the student and proctored assessments that will be scheduled during courses.

E. Active Learning/Remediation

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX. The student’s test report called their **individual performance profile** will contain a listing of the **topics to review**. From their test results the student remediates these **topics to review** by using a **focused review** which contains links to ATI review modules, media clips and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews and tutorials by each student. Students can provide documentation that required ATI work was completed using the “My Transcript” feature under “My Results” of the ATI Student Home Page or by submitting written remediation templates as required.

F. Grading Rubric

**Content Master Series
(NSG 115 through NSG 225)**

| |
|---|
| 0 points |
| Complete Practice Assessment (Specific to each course) |
| Remediation (Based on Practice Assessment Results) <ul style="list-style-type: none"> • Minimum one hour Focused Review • Complete active learning templates and/or three critical points to remember for each topic missed |



| Proctored Assessment | | | |
|--|--|--|--|
| Level 3 | Level 2 | Level 1 | Below Level 1 |
| 1 hour Focused review Active learning template and/or three critical points for each topic to review | 2 hour Focused Review Active learning template and/or three critical points for each topic to review | 3 hour Focused Review Active learning template and/or three critical points for each topic to review | 4 hour Focused Review Active learning template and/or three critical points for each topic to review |
| 3 points | 2 points | 1 point | 0 points |
| Proctored Assessment Retake* | | | |
| Retake optional | Retake recommended | Retake required | Retake required |
| Total Points = 3/3 | Total Points = 2/3 | Total Points = 1/3 | Total Points = 0/3 |

*If Proctored Assessment retake is completed and the student achieves the benchmark level (Level 2 or 3), the student can earn one additional point for that proctored exam.

**Comprehensive Predictor
(NSG 230)**

| |
|--|
| 0 points |
| Complete Practice Assessment |
| Remediation (Based on Practice Assessment Results) <ul style="list-style-type: none"> • Minimum 2 hours Focused Review • Complete active learning templates and/or three critical points to remember for each topic missed |



| Proctored Assessment | | | |
|--|--|--|--|
| 97% or above passing predictability | 94% or above Passing predictability | 89% or above Passing predictability | 88% or below Passing predictability |
| 1 hour Focused review Active learning template and/or three critical points for each topic to review | 2 hour Focused Review Active learning template and/or three critical points for each topic to review | 3 hour Focused Review Active learning template and/or three critical points for each topic to review | 4 hour Focused Review Active learning template and/or three critical points for each topic to review |
| 3 points | 2 points | 1 point | 0 points |
| Proctored Assessment Retake* | | | |
| Retake optional | Retake recommended | Retake required | Retake required |
| Total Points = 3/3 | Total Points = 2/3 | Total Points = 1/3 | Total Points = 0/3 |

*If Proctored Assessment retake is completed and the student achieves 95% predictability, the student can earn an additional point.

An ATI proctored assessment will be given during each course (more than one for some courses). In courses where multiple assessments are administered – an average score will be utilized to determine points.

Students will be given identification numbers and ATI materials early in the semester and are required to complete practice assessment and complete remediation prior to taking the proctored assessment (See Content Mastery Series Rubric).

No ATI points will be applied until the final grade is determined. Students must pass course with 77% or higher for ATI points to be added to grade.

Date adopted: January 28, 2005; Revised March 22, 2005; Revised May 18, 2007; Revised June 30, 2008; Revised May 20, 2009, Revised July 2010, Revised May 2011, Revised August 2012, Revised July 2013, Revised July 2015, Revised 2017, Revised, December 2018

ADN Background check, drug screen and medical document manager

Midway University is using a background screening and compliance management company, CastleBranch, to manage background checks, drug screens and immunization records required for clinical facilities. Students are required to purchase a package that contains the following items:

- Criminal Background check
- Nationwide Healthcare Fraud and Abuse Scan
- Drug Test
- Nationwide Record Indicator with SOI
- Social Security Alert
- Residency History
- Medical Document Manager CRR

Students will also be required to upload the following documents to their account.

- Measles, Mumps & Rubella (MMR)
- Varicella (Chicken Pox)
- Hepatitis B
- Tuberculosis (TB)
- Tetanus, Diphtheria & Pertussis (Tdap)
- CPR Certification
- Health Insurance Letter
- Influenza
- Professional License (SRNA, CMA, RMA or LPN)

After the initial upload of documents, CastleBranch will monitor the account and notify students when something is ready to expire.

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.

In addition, students are expected to utilize social media appropriately.

Class Attendance Policy

Each student at Midway University is responsible for attending classes. The student is advised that the faculty member in each course in which the student is enrolled has the responsibility for deciding the attendance policy for the course. This policy shall appear in the course syllabus. The faculty shall refer to and discuss this policy at the beginning of the course. The Nursing Program has a strict attendance policy.

Any student whose excessive absences may pose a danger to the satisfactory completion of the course shall be conferenced by the faculty. The faculty for each course is expected by the University to maintain an accurate record of each student's class attendance. This record shall be available to the student, the assigned faculty advisor and the officers of the University.

The faculty member may give special consideration to students involved in University-sponsored activities. Each student is responsible for conferring with course professors regarding participation in such activities. The student is advised that participation in University-sponsored activities shall not excuse the student from the completion of all course assignments required by the faculty for a satisfactory grade in the course.

ADN Attendance Policy

- A. Students are responsible for reading and understanding the attendance policy for each nursing course. Course faculty define the attendance policy and the policy is printed in each course syllabus and reviewed in class at the beginning of the course.
- B. Students enrolled in the Nursing Program are expected to attend all planned nursing classes, labs and clinicals. In addition, the student is expected to be on time. Class roll will be taken each day. It is the student's responsibility to sign the roll sheet and students may not sign in for each other.

Students are required to notify the course instructor if an absence is deemed necessary. This applies to classroom, clinical, and labs absences.

If an absence is necessary, the student must call the course faculty/nursing office (classroom absence) or the clinical instructor (clinical absence) **thirty (30) minutes before the assigned time to report**. It may be considered a voluntary withdrawal if a student does not call and does not show up for clinical as determined by instructors and Nursing Department Chair. The student must go through the formal withdrawal process to make this official.

- C. Student attendance is a necessary component of professionalism. **Once a student misses 500 minutes or 10 class hours each subsequent 50 minutes of missed class time will result in 0.5 percentage points begin deducted from the final grade. If a student misses 1000 minutes or 20 class hours they are subject to involuntary dismissal from the nursing program.**

NSG 225 is an 11-week class and missed minutes includes lab and class minutes. After a student misses **300 minutes** (or 6.0 class hours) of class and/ or lab time during the semester; each subsequent hour (50 minutes) of absence, up to and including 680 minutes (or 13.6 class hours) of absence, will result in a loss of 0.5% from the final grade. The student, whose absence exceeds 13.6 class hours or 680 minutes, is subject to automatic failure of the course and will be involuntarily dropped from the program. Students are responsible for acquiring all materials discussed during their missed minutes.

NSG 230 is designed to assist the student in transitioning to professional nursing practice. Classroom attendance and promptness is expected. Students are required to notify the course instructor if an absence is deemed necessary at least 30 minutes before class. Students are not permitted to report absences for another classmate. It may be considered a voluntary withdrawal if a student does not call to report an absence/tardy in the classroom or does not show up for a scheduled integrated practicum shift as determined by instructors and the Dean of Health Sciences. The student must go through the formal withdrawal process to make this official. Any student who arrives tardy or is absent during any class session will be assigned additional learning activities to assure understanding of class material missed. Failure to complete make-up assignments as outlined, and/or failure to submit make-up assignments by the required deadline will result in course failure. Students attending a NCLEX review may miss one class period (except the first class, but must complete assignments, if scheduled, to receive credit).

- D. Any student whose excessive absences may pose a danger to the student's satisfactory completion of the course shall be conferenced by the faculty and an early intervention referral initiated. The faculty for each course is expected by the University to maintain an accurate record of each student's class attendance. This record shall be available to the student, their faculty advisor and the offices of the University.
- E. The faculty member may give special consideration to students involved in University-sponsored activities. Each student is responsible for conferring with their professors regarding the participation in such activities. The student is advised that participation in University-sponsored activities shall not excuse them from the completion of all course assignments required by the faculty for a satisfactory grade in the course.

Clinical Absences

- A. There are **NO** excused absences from the clinical area. If an absence is necessary, the student must notify the clinical instructor **directly** at least **30 minutes before assigned time** to report the absence so that the clinical assignment can be adjusted.

- B. It is the policy of Midway University Nursing Program that there are no excused absences from the clinical component of each Nursing course. All clinical absences must be “made-up” during the time frame of the Nursing course in question. For any “make-up” clinical, there may be a fee of **\$350.00** per clinical day. This arrangement will be at the discretion of the Chair of the Nursing Program and with written consent of the clinical instructor and the nursing student. Click on Appendix document *Clinical Day Make-up Agreement*.
- C. **During clinical, students are to remain in the clinical facility unless the student has received prior approval from the clinical instructor. Leaving the clinical facility during clinical time may be considered a clinical absence.**

Skills Lab/Simulation Attendance Policy

- A. Workshop Attendance: Skills Lab workshops may be scheduled at the beginning of each semester. Attendance is mandatory when scheduled. In the event of absence or tardiness, the student is responsible for obtaining all information discussed or presented during the workshops. There are no make-up times available for workshops. Students may not bring guests (including friends, family, or children) to the workshops. All cell phones must be turned off during the workshop. Students will be required to follow the lab attendance policy as listed below.
- B. Lab Attendance: Skills Lab attendance and participation are essential, and thus mandatory, to ensure development of technical skills and critical thinking while learning new nursing skills. There is a high volume of students utilizing the skills lab; students will attend their allotted lab hour each week to complete practice sessions, check-offs, scenarios/simulations, observe demonstrations or to view audiovisuals. A skills lab calendar is given to each student at the beginning of each semester containing weekly scheduled activities to help guide the student. A Skills Lab syllabus is also given to each student containing lab policies, contact information, handouts, and assignments. Assignments with coinciding due dates consist of textbook readings, ATI Skills Modules, and other helpful resources to help the student prepare for their weekly time in the lab.
- C. Guests including friends, family, or children are not allowed in the Skills Lab. Cell phones must be turned off. The mandatory dress code consists of scrub tops, scrub pants, and closed toe shoes. These may be of any color or print. Students not dressed appropriately will not be allowed to attend their lab time and must reschedule at the discretion of the skills lab staff. **Each student must sign in the lab attendance book to receive credit for their scheduled lab time. No student may sign-in for another.**
- D. Attendance to lab and workshops is mandatory. **Any absence will be considered unexcused, regardless of other classroom requirements or responsibilities (i.e. lecture exams, care plans, ATI testing, etc.).** If an absence is necessary, **the student must notify lab staff at least one hour prior to their scheduled lab time by sending email to the Nursing Skills Laboratory Coordinator at trstephens@midway.edu. All missed lab times must be rescheduled at the lab instructors/evaluators availability.** A student may exchange lab times with another student if necessary. Please notify lab staff as noted above.
- E. During the course of any semester a student may be conferenced (counseled) for concerns identified by lab instructors/staff. These concerns may arise following a single 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 concern and an opportunity for the student to respond in writing. (See page 24 Intervention by Conferencing).

Jury Duty

- A. It is a students' civic responsibility to serve as jurors. However, due to the concern that extended absences could negatively impact successful achievement of course outcomes, the School will provide documentation requesting postponement of jury duty. Students who receive a jury summons should take it to the Dean of Health Sciences as soon as received, and request a letter asking for a postponement of jury duty until after graduation. The letter requesting postponement of jury duty is not a guarantee that students will be excused from jury duty, as students must follow-up with the local, state or federal agency that issued the summons for jury duty. Make-up for missed time is handled in accordance with program attendance policies.

Community Service

Community Service Requirement is a minimum of two (2) hours per semester (including summer). Click on Appendix document *Associate Degree of Nursing Community Leadership*.

Course Sequencing (Progression)

All nursing courses must be successfully completed during the designated semester prior to the beginning the next semester. If not successfully completed, the student may not enroll in the next nursing course.

Dress Code

Classroom

Please remember that professional dress is expected in class, i.e. - no pajama pants, short-shorts, low-cut tops, ripped clothing, or inappropriate graphics on T-shirts. Jeans and sweatpants in good repair are acceptable. The classroom building may be cool all year, please plan accordingly.

Clinical and Nursing Skills/Simulation Lab

There is a specific Midway University Nursing uniform for students. **ANYTIME** the uniform is worn, strict adherence to the dress code is expected. The uniform must be clean and pressed at all times and is only to be worn during student clinicals and other functions when student is representing Midway University.

- i. The uniform is royal blue, top and pants and a white scrub jacket. A Midway University patch should be sewn to the left chest area of the uniform top and on the scrub jacket.
- ii. If a student wishes to wear a scrub jacket, it must be solid white and no longer than hip length. It must also have a Midway University patch sewn to the upper left chest.
- iii. 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.)
- iv. Appropriate white socks may also be worn. White or flesh toned hose/tights may be worn under the scrub pants if preferred.
- v. 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.
- vi. Jewelry: only **one pair** of small, post style earrings may be worn. Male students may **not** wear earrings to clinicals. **NO** necklaces, bracelets, gauges, or dangling and/or loop earrings. **NO** facial or mouth jewelry.
- vii. Only wedding bands and/or engagement rings are acceptable.
- viii. **NO** ribbons or colored barrettes; hair accessories must be similar in color to hair.
- ix. NO artificial/acrylic nails.**
 - x. **NO** colored fingernail polish. Fingernails must be short.
 - xi. **NO CHEWING GUM!**
 - xii. **NO** perfume or aftershave.
 - xiii. All tattoos must be covered.

A student who is not in compliance with the uniform dress code will be asked to leave the clinical area and this will count as an unexcused absence and may be charged the clinical “make-up” fee of \$350.00.

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 seems to be 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 greater 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 (either psychomotor or Quiz), another check-off must be scheduled on another day 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:

1. 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 are allowed to bring pencils and standard calculators into the test facility.

- 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.
- B. Exam review may be offered prior to unit exams at the discretion of individual instructors. Students are asked to bring questions to these sessions.
- C. Answers on the bubble sheets only will be used for grading each exam.
- 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 original exam date/time or does not obtain faculty approval, the student may earn a zero.

- E. A student may petition faculty for permission to take an exam prior to scheduled time and date. Faculty will determine validity of 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 tape recorders are permitted while viewing rationale. No direct questions will be read during the rationale. Students with concerns about particular questions must submit in writing evidence-based research to support the rationale they choose. **The evidence must be turned into the faculty within 1 week of the exam. The reference must be cited with the page number cited and written in APA format.**
- G. No test grades will be given out over the telephone, via email or posted outside the nursing complex.
- H. At the conclusion of the scheduled examination, students will be given an opportunity to participate in collaborative testing. Collaborative Testing is optional. Those students who wish to participate will be divided by the faculty into groups. Students are not permitted to leave the classroom or discuss examination questions with others outside of their group during this time. The group as a whole will receive additional percentage points to their unit exam grade based on their group's performance on the test.

Final Grade

- *Theory grade* - Students must earn a passing grade of 77% on the average of exams with no rounding (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. Exams will total 90% of the course grade.
- *Clinical Evaluations* – will include the nursing care plan, medication assignments, drug classifications, 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. See Student Evaluation Form. 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.
- *ATI Points* (To earn points a student must maintain a 77% average on exams and all course work **and** have satisfactory clinical evaluation. No ATI points will be added until the final grade is determined.
- Satisfactory Nursing Skills Lab attendance and performance.

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 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).

Grading Policy

- A. Students must earn a passing grade in theory, clinicals, and lab performance to pass a course.
- B. **Students must earn a 77% average on exams before learning activity points will be applied**
- C. Objective unit and final exams will be computer graded.
- D. Test grades will be returned to the students according to the availability of the computer analysis.
- E. No feedback regarding exam scores will be given until results from the computer are analyzed by faculty.

- F. A student must receive **2 = SATISFACTORY in all areas** at Final Evaluation to pass each semester's clinical course.
- G. Written clinical assignments will be graded by clinical instructors. **Incomplete or unacceptable assignments may require revisions at the discretion of the clinical instructor and course faculty. Late, incomplete written assignments, or failure to complete requested revisions will be documented on the student's clinical evaluation, may be grounds for an unsatisfactory evaluation of clinical performance, and may result in clinical failure. Clinical failure = course failure (see Final Grade).**
- H. Theory Grading Scale

| | |
|--------------|---------------------------------|
| 91-100 | = A |
| 83-90 | = B |
| 77-82 | = C |
| 70-76 | = D (not acceptable in nursing) |
| 69 and below | = F |

Guests in Class

Nursing students may not bring guests (includes friends, family or children) to a theory class unless prior permission is received from the nursing instructor. Then, it is at the discretion of the nursing instructor to permit a guest to attend or not attend their lecture. **Per University policy, children may not attend classes, skills lab, workshops, or clinicals.**

Immunizations & Health Certifications

All required immunizations, certifications, and other items listed below are to be submitted to the Nursing Office and uploaded to CastleBranch for students entering NSG 115, transfer students, or returning students. No student will be allowed to attend clinical rotations until these requirements are met and appropriate documentation is on file. This is a clinical absence and the Clinical Absence Policy will be followed. The clinical absence policy is in the ADN Student Handbook, which each student receives at the beginning of the NSG 115 course.

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. Click on Appendix document *Hepatitis B Waiver*.

Tdap (Tetanus, diphtheria, acellular pertussis)

1. A one-time adult dose of Tdap vaccination is required.

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 NSG115.
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 above documentation.

CPR

1. Infant, Child, and Adult Resuscitation are required for certification.
2. Acceptable certifications:
 - a. 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.

Influenza Vaccination

Most clinical sites, contracted with Midway University's ADN 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 students name, group number and effective date. See University Catalog at <http://www.midway.edu/academic-programs/University-catalog> for more information.

HIPAA (Health Insurance Portability Accountability Act)

All incoming NSG 115 and transfer students must complete the ADN 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 ADN program or clinical sites may be required. More information will be provided at the beginning of the NSG 115 course.

Intervention by Conferencing

During the course of 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) tardies of any nature (i.e. late assignments, attendance)
3. Failure to follow policies (i.e. absences, dress code) as defined in ADN Student Handbook, 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. Sloppy 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 ADN program (**See Professional Decorum and Behavior**).

The first occurrence will result in the completion of the Written Instructor-Student Conference form between the instructor and student. The second occurrence will result in the completion of the Intervention by Conferencing form with the instructor, student, and course coordinator. A third occurrence will result in the completion of the Intervention by Conferencing form as stated with the inclusion of the Chair of the Nursing Department.

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. Click on Appendix document *Nursing Leadership Portfolio*.

The portfolio will be submitted during the student's final semester before graduation, as part of NSG 230. 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.

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 complete the Medication Management Exam in the classroom and Medication Administration Skills Check-Off (evaluation) in the Nursing Skills/Simulation Lab. In addition, all course exams will include dosage calculation or problem solving/critical thinking questions requiring calculations.

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

NSG 115 and NSG 125 Medication Management Skills Check-Offs (Evaluations)

- The Medication Management Exam will be 2% of the course grade for first take only.
- The Medication Management Exam typically consists of 10 fill-in-the-blank questions. Fill-in-the-blank questions more accurately measure students' knowledge than multiple choice.
- Students will have 25 minutes to complete the exam.
- 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 and the Medication Administration check-off before administering medications in clinical settings
- Students not successful on the Medication Management Exams will be assigned remediation which will include attending a mandatory Medication Management workshop and remediation as assigned 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, thus, fail the course.

NSG 212, NSG 215 and NSG 225 Medication Management Exams

- The Medication Management exams (first take) will be 2% of the grade for each course.
- In **NSG 212, NSG 215, and NSG 225**, the Medication Management Exam will be administered on the first or second day of the course.
- The Medication Management exams may be placed on ATI.
- The Medication Management Exam typically consists of 10 fill-in-the-blank questions. Fill-in-the-blank questions more accurately measure students' knowledge than multiple choice.
- Students will have 30 minutes to complete the exam.
- Students not successful on the Medication Management Exams will be assigned remediation which will include a mandatory Medication Management workshop and remediation as assigned 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.
- Medication Management questions are leveled for each nursing course, showing an increase in complexity and critical thinking.
- NSG 230 is exempt from a Medication Management exam as students are required to complete a clinical competency exam that will contain this content.

Medication Management Review Packets

To enhance students' success in Medication Management, a review packet (with answers) will be given to students at least one month prior to the exam.

- Students are required to complete the review packets and submit before taking the Medication Management exam. A student(s) who does not submit the Review Packet prior to designated time will receive no credit for the Medication Management exam.
- The review packet will include assignments from a selected dosage calculation or pharmacology textbook from the course listing of required textbooks.

Midway Email Account

All Midway University currently enrolled students will be 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. All communication to students will be sent via Midway University email account.

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

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

B. Student Conduct

[University Student Handbook](#) pages 61-74

C. Associate Degree Nursing Policy

- The associate degree nursing faculty has adopted 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 principals, and moral uprightness. Breach in or lack of integrity is unacceptable.

Breach in professional decorum and behaviors may result in measures up to and including dismissal from the Nursing Program.

Program Completion

- A "C" (2.0) or higher in the five (5) nursing courses.
- A cumulative grade point average of 2.0 or higher with no grade below a "C" in general education component in the liberal studies component.
- Successful completion of the Leadership Portfolio. Click on Appendix documents *Associate Degree of Nursing Community Leadership* and *Nursing Leadership Portfolio*.

Readmission to Nursing Program

- Any nursing student who does not earn a passing grade in a nursing class, is **NOT** guaranteed readmission to the nursing program.
- A student applying for readmission to the nursing program must meet the "**Most Current**" admission criteria for the University and nursing program and includes a Midway University GPA of 2.5.
- A student may be considered for readmission one time only to the Nursing Program. If re-admission is sought after one academic year of exit, the student can only be readmitted into the first semester and must submit a new application and follow application procedures outlined for new entry students.
- A letter requesting readmission must be sent to the Chair of Nursing Programs. The letter should include any coursework taken with copy of transcript, work experiences in interim, the reason for requesting readmission, and a "success strategies plan".

- E. The Nursing Admissions Committee will make their recommendation regarding readmission to the Chair of Nursing Programs. The final readmission decision will be made by the Chair of Nursing Programs.
- F. Students will be notified of the readmission decision no later than one week prior to start of the semester.

Scholarship

Scholarship opportunities will be communicated on the bulletin board located outside the Nursing Lab. Copies of scholarship applications will be available in the Nursing Office. Forms for scholarships will be completed by the Dean, School of Health Sciences.

Tobacco Policy

[University Student Handbook](#)

Nursing students and faculty may not smoke during the assigned clinical time and as long as they are in Midway Nursing uniform.

Student Development Center

[Catalog](#)

Student Injuries During Clinical Experience

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.

Student Protocol for Concerns

Protocol for students experiencing concerns in class or clinicals should be as follows:

- A. Clarification of theory should be discussed with the nursing instructor who taught the specific content in question. Please see the nursing faculty member **after** class; communicate to the instructor through voice mail or e-mail; or go to their office to schedule an appointment.
- B. Clinical concerns should be addressed with your clinical instructor **first**. If not satisfied with conference outcome, please see course coordinator (i.e. NSG 115 coordinator).
- C. Advising concerns should be discussed with your academic advisor.
- D. Concerns regarding immunizations and certification of CPR, Varicella, Hepatitis, TB, and MMR should be discussed with the Nursing Skills/Simulation Lab Supervisor/Clinical Coordinator who keeps these files updated. Also, upon renewal of CPR and TB, please provide copies of documents to the Nursing Office, **not** your advisor, clinical instructor, or nursing faculty and upload to CastleBranch.
- E. Scholarship opportunities will be communicated on the bulletin board located outside the Nursing Lab when they become available.
- F. Graduating students that have concerns regarding graduation, pinning, pictures, pins, etc., should contact the Nursing 225/230 Coordinator. Also, concerns regarding transfer credits, etc. should be addressed with your academic advisor **and** the Registrar's Office.
- G. Any other situations not listed above may be addressed with the ADN Program Chair/Dean. Please call the Nursing Administrative Assistant at 859-846-5332 to schedule an appointment.

Tape Recording

- A. Taping classes is not prohibited by Midway University; however, individual faculty retains the right to determine whether students may tape in a specific course. Permission to tape must be requested by students wishing to record lectures.
- B. The teaching/learning format for nursing course content is such that relying solely on taped information from the class can place the student in the position of not grasping all the course information accurately or completely.
- C. Students should use tapes only as a refresher for the topics discussed and the flow of content and ideas generated in class.
- D. Tapes of class meetings should not be used as the authoritative source of course content and faculty will not be responsible for accuracy or completeness of such tapes.

- E. Test review may not be taped.
- F. Client interviews may not be taped.

Written Assignments

- A. Plagiarizing written assignments from another student or other resource is grounds for a course or clinical grade of unsatisfactory. This decision will be made by the Chair and Course Faculty and may lead to dismissal from the Nursing Program. (Refer to Midway University Student Handbook.)
- B. The APA format is used for all written assignments.

HEALTH CRITERIA FOR CLINICAL SETTING

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. It is strongly recommended that a student 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.

TUITION FEES, EXPENSES AND STUDENT RESPONSIBILITIES ASSOCIATED WITH PROGRAM

In addition to tuition and fees, students may anticipate some additional expenses related to the nature of nursing courses. The nursing faculty makes every attempt to keep these costs to a minimum. The link to the ADN page on Midway Homepage with the costs document is at the bottom of the page.

<http://www.midway.edu/majors-programs/undergraduate-programs/bsn/adn/>

Tuition/Fees

<http://www.midway.edu/admissions-aid/cost-aid/tuition-fees/>

Students are responsible for knowing and adhering to fee related policies of the University and the Nursing Program.

1. **Uniforms and Equipment:** These are required at the beginning of the first semester in the nursing program. The items are specific to Midway University and will be described before the start of the semester: Nursing uniforms, Midway patches, white scrubs, white leather shoes, stethoscope, and pen light. Estimated cost \$200.
2. **Laptop Computer** – Required at beginning of program. Cost varies \$250.00 - \$700.00
3. **Textbooks:** The cost of nursing books range from \$100 to \$1,100 per semester (Note: Most Nursing textbooks are purchased first semester). General education book costs are in addition to the cost for nursing books. Required textbooks are listed in course syllabi.
4. **Syllabus:** A nursing syllabus is provided each semester for all nursing students. Students are responsible to read and follow expectations.
5. **University Catalog:** Students are responsible to know and adhere to the policies in the Midway University Catalog, which can be reviewed on the University website.
6. **ADN Student Handbook:** The student handbook is to inform nursing students of policies specific to Midway's ADN program. Each student, including readmitted students, will have electronic access to the Student Handbook which will be sent to students' Midway email by the first day of class. **Students are responsible to know and adhere to the policies in the handbook.** Students will be made aware of changes to the handbook during the program.
7. **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. Upon entering Nursing 115 this name tag will be ordered for you. In addition to student name, it will state "Midway University Nursing Student". If lost or student has a name change, a new order can be placed with the Nursing Administrative Assistant at an additional cost of **\$15.00 payable in advance.**
8. **Name or Address change:** If a student's name or address changes during the course of the ADN program, it is the students' responsibility to notify faculty, the Nursing Administrative Assistant, the Registrar, Financial Aid, Business Office, and Information Technology Help Desk.
9. **Transportation:** All Midway University students are required to register their vehicle and obtain a parking permit at NO CHARGE. The permit must be prominently displayed in the registered vehicle, low on the front windshield, passenger side. 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 Rik Jacobs at 859.846.5812 or rjacobs@midway.edu. 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.

10. Nursing students have additional expenses which include the following with approximate cost estimates:

| | |
|--|-------------------|
| CastleBranch (required)..... | \$107.00 |
| Uniforms (required)..... | \$100-\$200.00 |
| Lab Skills Kit (required)..... | \$75-\$150.00 |
| Graduation Fee (required)..... | \$100.00 |
| Cap and Gown Fees (optional)..... | \$50.00 |
| Nursing Pin (after successful completion of program) (optional)..... | \$25-\$750.00 |
| NCLEX/KBN Application Fees (required)..... | \$350.00-\$400.00 |

*These fees are estimated based on the prior year and are subject to change. A list can be found at: <http://www.midway.edu/admissions-aid/cost-aid/tuition-fees/>

Financial Aid

1. Financial Aid:

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

2. Federal and State:

Federal Stafford Student Loan, Pell Grants, and State grants may be available for eligible students.

Students are encouraged to complete a Free Application for Federal Student Aid (FAFSA) as early as possible after January. Information from this source is used at the state, federal, and University level to determine eligibility for financial assistance packages. Contact the Financial Aid Office at (859) 846-5410 if you have questions.

3. Private Foundations/Scholarships:

Consult public libraries for reference sources for financial assistance/higher education through private organizations, foundations, civic groups, women's and professional organizations (e.g., KBN, KNA, ANA, AORN, KLN, etc.). Monitor bulletin boards outside nursing classroom for newly posted information.

4. Employer Benefits:

Scholarships, tuition, reimbursement, loans, stipends, etc. may be available through employers. Students are encouraged to determine dollar amounts available to them.

STUDENT ORGANIZATIONS AND ACTIVITIES

Midway University offers students a number of opportunities to become involved in social, recreational, educational, and cultural activities as well as opportunities to provide input into governance of the University and specific programs. The organization and specific annual events and are listed in the Midway University Student Handbook.

Student activities and programs are intended to stimulate personal growth and development outside the classroom. They provide students the opportunity to supplement academic learning, sharpen leadership skills and actively participate in the process of planning and organizing programs and events. Some of the organizations provide students the opportunity to participate in University and Departmental governance.

The two organizations of interest to most nursing students are: Student Government Association (SGA) and Midway Association of Nursing Students (MANS). Faculty Representatives for each nursing course provide input into governance of the nursing programs.

Student Government Association (SGA)

All students enrolled at Midway University are members of SGA and are encouraged to become active members by attending meetings. Elections are held throughout the year for representative positions. SGA meetings are held regularly, and student attendance is encouraged and welcomed. SGA serves as the “umbrella” association for all student organizations.

The Student Affairs staff works with SGA officers to ensure student representation and voice within the institution. SGA is the organization that serves as an intermediary for the consideration of University challenges that are of vital interest to both students and the faculty and staff. SGA strives to develop principles of democratic self-government, while encouraging and promoting cooperation between faculty, staff, administration, and students.

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.

Membership in MANS is open to all pre-nursing and nursing students. Members pay annual dues and are encouraged to actively participate.

Student Representatives

At the beginning of each semester students within each nursing course nominate classmates to be Student Representatives. The nominees are voted on by all members of the course. The Student Representatives attend Nursing Faculty Meetings held monthly to present concerns, compliments and recommendations regarding each course. During the summer session student representatives present concern to course faculty and/or Dean of Nursing. The representatives in turn take information and announcements from faculty to their classmates. The Student Representatives earn leadership points to be used in their Leadership Portfolios.

Gamma Beta Phi

Gamma Beta Phi is a national honor society that promotes scholarship, high intellectual standards, community service, and the integration of academic work with other phases of campus life. Students are invited to become members based on academic performance. An induction ceremony is held each semester for new members.

RECOGNITION OF STUDENT ACHIEVEMENT

TRADITIONAL AND EVENING/ONLINE PROGRAM AWARDS

1. **Outstanding Freshman 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.

APPENDIX

RECOMMENDED SEQUENCE OF COURSES

PRIOR TO ADN ADMISSION: Students must have earned sufficient number of general education credit hours (**Minimum 12 credit hours and must include ENG 101, ENG 102 and BIO 190/191**).

First Semester

| Course # | Course Title | Year | Grade | CR |
|----------|----------------------------|------|-------|-----------|
| NSG 115 | Fundamentals of Nursing | | | 9 |
| BIO 190 | Anatomy & Physiology I | | | (3) |
| BIO 191 | Anatomy & Physiology I Lab | | | (1) |
| ENG 101 | English Composition I | | | (3) |
| | | | | 16 |

Second Semester

| Course # | Course Title | Year | Grade | CR |
|----------|-----------------------------|------|-------|-----------|
| NSG 125 | Medical-Surgical Nursing | | | 5 |
| NSG 130 | Mental Health Nursing | | | 4 |
| ENG 102 | English Composition II | | | (3) |
| BIO 198 | Anatomy & Physiology II | | | (3) |
| BIO 199 | Anatomy & Physiology II Lab | | | (1) |
| MTH 140 | College Algebra | | | 3 |
| | | | | 19 |

Third Semester

| Course # | Course Title | Year | Grade | CR |
|----------|---|------|-------|-----------|
| NSG 212 | Obstetrics and Women's Health Nursing | | | 4 |
| NSG 215 | Pediatric Nursing | | | 5 |
| BIO 225 | Microbiology | | | (3) |
| BIO 226 | Microbiology Lab | | | (1) |
| PSY 260 | Human Growth & Development | | | 3 |
| | Arts and Humanities Elective (ART, ENG, HIS (101, 102, 140, or 141), HUM, MUS, PHIL, REL) | | | 3 |
| | | | | 19 |

Fourth Semester

| Course # | Course Title | Year | Grade | CR |
|----------|--|------|-------|-----------|
| NSG 225 | Advanced Medical-Surgical Nursing & Clinicals | | | 6 |
| NSG 230 | Synthesis and Integrative Practicum | | | 4 |
| | High school Chemistry or Physics with grade of "C" or higher. Students without high school Chemistry or Physics must take course. Note: BSN program requires CHM 150). | | | 0 |
| | | | | 10 |

Total Credit Hours for Program: 64

Additional Information:

Successful completion of each Nursing Course with a letter grade of "C" or higher in each semester is required before a student may progress to the next semester.

Revised 2017, 2019, 2020



**MIDWAY
UNIVERSITY**

ASSOCIATE DEGREE OF NURSING COMMUNITY LEADERSHIP

As part of the course requirements, nursing students are required to participate in two (2) hours of health care related community service activities each semester.

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.

NURSING LEADERSHIP PORTFOLIO

ASSOCIATE DEGREE NURSING PROGRAM

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 230. 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 are to be taken to each advising session for review and feedback.

Portfolios are graded based on the following rubric for a pass/fail grade. **Students must earn a minimum of 40 points with at least 7 points in each of the four sections.** Points are awarded based on merit. The required documentation is listed under each item. The portfolio should be in a three-ring binder and clearly divided into the four sections with a blank copy of rubric in the front. Students are to complete and include a self-assessment of their portfolio using this evaluation rubric (form) when submitting for final grading. While some content is required in each portfolio (a resume, for example), students are not expected to have an item for each example given, but a cumulative 40 points (7 in each section). Required items are indicated by the (Req).

| Professional Leadership (7 points minimum) | |
|---|--------|
| Activity | Points |
| Resume (Req.) 2 pts. – Documentation: Typed resume. Must be in a professional format. | |
| Philosophy of Nursing 1 pt. – Documentation: typed philosophy of nursing paper in 7 th ed. APA format based on NSG 310 guidelines. | |
| Attendance at a KNA, KANS, KBN or other nursing organization meeting 1 pt. (Max 3 pts.) | |
| Active member in National Student Nurses Association 2 pts. - Documentation: Copy of paid membership, plus attendance at one meeting. Signed copy of meeting agenda | |
| Serve as a delegate at a National or State Conference 3 pts. | |
| Holding a national or state office while in the program 5 pts. – Documentation: Signed letter from the president of the organization that states the position and length of the term. | |
| Attending healthcare conference/professional meeting 0.5 pt. for each 1 hour (Max 6 pts.) – Documentation: Signature of attendance by coordinator of conference or designated employee and a conference agenda. (Cannot count double if count CE). | |
| Attendance at a health fair (1 pt. (Max 2 pts.)) – Documentation: Date and brief description of the event. Signature of attendance by coordinator or volunteer. | |
| Continuing Education 0.5 pt. per contact hour (Max. of 6 pts.) – Documentation: Copy of certificate; must be <u>Nursing</u> C.E. | |
| Web based training (0.5 pts each, Max 2 pts.) Annual competency activities for healthcare job sites. – Documentation: Transcript with activities listed, dates completed, and your name. | |

| | |
|---|--|
| <p>Presenting a healthcare related topic (max of 6 pts.):</p> <ul style="list-style-type: none"> • Health fair oral or poster presentation 2 pts. – Documentation: signature of attendance by coordinator of event and include an abstract of the topic covered and the number of attendees. • Employment-site oral or poster presentation 2 pts. – Documentation: signature of attendance by coordinator of event and include abstract of topic covered and the number of attendees. • State/National oral or poster presentation 4 pts. – Documentation: signature of attendance by coordinator of event and include abstract of topic covered and the number of attendees. • Podium presentation 5 pts. – Documentation: Signature of attendance by coordinator of event and include abstract of the topic covered and the number of attendees. | |
| <p>Orientation of a new employee in a healthcare related field (where employed) while in the program 1 pt for 24 hrs. of orientation (max 3 pts.) – Documentation: signed statement from the unit manager.</p> | |
| <p>Publication in a healthcare related field while in the program 5 pts. - Documentation: Copy of the publication.</p> | |
| <p>Recipient of award at local, state, regional, or national level while in the program 5 pts. Documentation: Copy of award certificate.</p> | |
| <p>Obtaining certification or another degree, while in program 5 pts. (Excludes BLS) Documentation: Copy of transcript of degree certification.</p> | |
| <p>Maintaining certification while in program (excludes BLS) 3 pts. Documentation: Copy of transcripts stating proposed minor and/or copy of certification.</p> | |
| <p>Awarded a Competitive Scholarship 1 pt. per semester awarded. - Documentation: Description of requirements for the scholarship to show how it was competitive and signature of verification from a representative from the financial aid office, business office, or the institution awarding the scholarship.</p> | |
| <p>Completed Summer Internship program at an area hospital such as SNAP (UK) or SPICEE (CB) 5 pts. - Documentation: Certificate or program completion.</p> | |
| Professional Leadership Total Points | |

| Community Leadership (7 pts. minimum) | |
|---|--------|
| Activity | Points |
| <p>Coordinated a community service project while in the program 5 pts. – Documentation: Signed statement from the beneficiary, date of project, the amount of hours contributed, a written synopsis of the project, and requires advanced approval.</p> | |
| <p>Participated in coordination of a community service project while in the program 4 pts. per project. Documentation: Date of the event, the amount of hours contributed and signed statement from the co-coordinator of the project. Must be approved by faculty for allocation of points.</p> | |
| <p>Offices held in community organizations while in the program 4 pts. per office Documentation: Signed statement from the president of the organization detailing the length of office.</p> | |
| <p>Community Service participation while in the program 1 pt. per 2 hrs. of service (Max 15 pts.) - Documentation: Signed community service statement.</p> | |
| <p>Attending a community support group meeting 1 pt. per 1 hr. attended (Max 4 pts.) - Documentation: Completed support group form.</p> | |
| Community Leadership Total Points | |

| University Leadership (7 pts. minimum) | |
|---|--------|
| Activity | Points |
| Attendance at a University wide event 1 pt. (Max 8 pts.) – Documentation: Date of the event and signed statement from an event coordinator, faculty, or staff member | |
| University projects participation 2 pts. (Max 5 pts.) Documentation: Signed statement from the project coordinator detailing the student’s contribution to the project. | |
| Coordination of University-wide projects 3 pts. (6 pts. max) Documentation: Signed statement from the beneficiary of the project. | |
| Membership in clubs or student government 1 pt. (Max 3 pts.) Documentation: Signed statement from the president. | |
| Member of a University athletic team 4 pts. – Documentation: Signed statement from the coach of the team. | |
| Office held in clubs, athletics (team captain) or student government, outside the program 5 pts. Documentation: Signed statement from the coach or president of the team or organization. | |
| Attendance at a local, state, or national political forum, where a healthcare topic is on the agenda 1 pt. (Max 4pts.) – Documentation: Signature of attendance from a board member. | |
| University tutor, outside nursing program. (i.e. science, math, English, etc.) 1 pt. per 1 hr. (Max 8 pts.) – Documentation: Signature of the number of hours completed by the coordinator of the Academic Support Center. | |
| Serving as a Resident Assistant 1 pt. for each semester Documentation: Signature of the Resident Hall Director. | |
| Speaker at a recruiting event for the University and/or program 1 pt. per event (Max 2 pts.) – Documentation: Signature from faculty or event coordinator. | |
| Dean’s List or other University Wide Achievement 1 pt. for each semester – Documentation: Proof of the award or achievement. | |
| Service to Midway University participation while in the program 1 pt. per 2 hrs. of service (Max 15 pts.) | |
| Attendance at a Midway University Alumni Board Meeting 1 pt. (Max 3pts.) – Documentation: Signed meeting agenda. | |
| Pathway mentor, Eagle Prep Leader or Mentor, Summer Camp Worker 5 pts. – Documentation: Signed letter of appointment participation. | |
| University Leadership Total Points | |

| Program Leadership 7 pts. Minimum | |
|---|--------|
| Activity | Points |
| Two care plans that show clinical growth (Req.) 1 pt. – Documentation: Typed care plans without evaluation forms. | |
| Mentoring in Lab 1 pt. per student for 1 hr. (Max 4 pts.) – Documentation: Signature of attendance and number of hours from the lab coordinator. | |
| Serving as a nursing tutor in Midway Student Success program *1 pt. per hour (max 8 pts) | |
| Documentation for the presentations listed below: Copy of presentation, signed statement from the instructor or faculty including the topic presented and attendance list. <ul style="list-style-type: none"> • Clinical Group 1 pt. (Max 4 pts.) • Classroom Group 1 pt. (Max 4 pts.) • Classroom Group Outside of Current Level 2 pts. (Max 4 pts.) • Presentation to Faculty 3 pts. (Max 6 pts.) • Presentation at University-wide event 4 pts. • MANS Presentation 1 pt. (Max 4 pts.) | |

| | |
|--|--|
| Program Awards 5 pts. – documentation: Copy of the certificate | |
| Recognition for outstanding classroom or clinical performance 1 pt. (Max 5 pts.) – Documentation: Copy of the document. | |
| Serving as the classroom or clinical representative 2 pts. per semester – Documentation: Signature from coordinator of the course. Must attend meetings. | |
| 6th ed. APA Assignment 1 pt. – Documentation: Copy of assignment including correct 6 th ed. APA reference page with at least 5 references with one book and one journal article listed. | |
| Program Leadership Total Points | |

| MANS | |
|---|--------|
| Activity | Points |
| Office held in MANS (2 semesters) 5 pts. – Documentation: Signed statement from the MANS president or faculty advisor. | |
| Committee Chair 2 pts. (Max 4 pts.) – Documentation: Signed statement from the MANS president or faculty advisor. | |
| Committee member 1 pt. (Max 3 pts.) – Documentation: Signed statement from the MANS president or faculty advisor. | |
| Active member in MANS (1 pt. per year) Participation includes paid membership and attendance/participation in 2 events per year. Documentation: Signed statement from MANS president or faculty advisor that lists the 2 events and dates. | |
| Any additional participation in MANS (above the 2 required per year)-1 MANS point per event. Participation Points will not be given for donations to charity. Documentation: Signed statement from MANS president or faculty advisor and not included as part of active member listed above/ | |
| MANS Member of the Month – 1 MANS point will be awarded for the student member of the month. | |
| Mentoring Program in MANS 1pt. per 1 hr. (Max 8pts. per semester) – Documentation: Signature of participation from the MANS president and committee, including the list of activities performed. | |
| MANS Total Points | |
| Leadership Portfolio Total Points | |

(Revised Summer 2013, Summer 2015, Fall 2015, 2017, SP 18, Summer 2018, Spring 2019).

Advisor Comments:

Advisor Signature

Date



AMERICAN DISABILITIES ACT

Disability Support Services

It is the policy of Midway University to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities.

If you have a disability that may interfere with your learning, testing, or assignment completion in this program, you may be eligible to receive an academic accommodation to help provide you with an equal opportunity to participate in and benefit from this program. Please contact Ms. Tracy Spotts in Student Affairs at tspotts@midway.edu or 859-846-5399, who will advise you on appropriate documentation, determine reasonable adjustments, and notify faculty of any accommodation for which you are eligible.

Once you have been approved for an academic accommodation through the Office of Student Affairs, please discuss with me its appropriate implementation in this course. Documentation must meet the guidelines specified by university policy, and no one else can be notified of your disability or accommodation without your written consent. This process must be repeated for every semester you are enrolled at Midway University and wish to receive an accommodation. Academic accommodations are intended to “level the playing field” so that students with disabilities can demonstrate their true abilities in their courses. Changes cannot be made to grades earned before a student has requested an accommodation, so please attend to this early in the semester.

Any student seeking disability services is required to initiate the process by contacting the Office of Student Affairs in the McManis Student Center or call 859-846-5390 to obtain the appropriate paperwork. **This request must be made at the beginning of each term (semester or module) by contacting the Office of Student Affairs.**

It is the responsibility of the student to request that appropriate faculty and staff members be notified of established accommodations.

More information can be found in the Midway University Student Handbook <https://www.midway.edu/student-life/student-support-services/disability-support-services/>.

By my signature below, I state that I have read and understand the statements as written above.

Printed Name

Signature

Date

Office of Academic Affairs
512 East Stephens Street
Midway, KY 40347-1112



MIDWAY
UNIVERSITY

Phone: 859/846-5778
Fax: 859/846-5481
Website: www.midway.edu

AUTHORIZATION FOR RELEASE OF INFORMATION

ADN 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, _____,
(print name)

regulatory and accrediting bodies to inspect and review my educational works.

Signature of Student

Date



MIDWAY UNIVERSITY

CLINICAL DAY MAKE-UP AGREEMENT

It is the policy of Midway University Nursing Program that there are no absences from the clinical component of each Nursing course. All clinical absences must be made-up during the time frame of the Nursing course in question. There may be a fee of \$350 per clinical day for any make-up clinical. This arrangement will be at the discretion of the Chair of the Nursing Programs and with written consent of the clinical coordinator and the nursing student.

I, _____, acknowledge that I have had a clinical absence for NSG _____. My signature below indicates my understanding and voluntary agreement to remit a fee of \$_____ to complete my clinical time which will allow me to successfully complete the clinical expectation of NSG _____.

Day Missed: _____

Reason: _____

Make-up day: _____

Student

Date

Clinical instructor/clinical coordinator

Date

Dean of Nursing Program

Date



CONSENT TO COPY IMMUNIZATION SECTION – STUDENT HEALTH FORM

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 Associate Degree Nursing Program and/or for the Associate Degree Program to share with the RN-BSN students.

These records will be used by Midway University Associate Degree Nursing and RN-BSN programs 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
(print name)

Affairs to release my immunization records to the Associate Degree Nursing and RN-BSN programs so that I may be approved to enter the clinical and practicum setting.

Date: _____

Student Signature: _____



**MIDWAY
UNIVERSITY**

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.

I, _____, have read the above statement and I have chosen
(print name)

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: _____



**MIDWAY
UNIVERSITY**

ADN PROGRAM HANDBOOK ACKNOWLEDGEMENT FORM

As a Midway University Associate Degree Nursing Student, I, _____,
(print name)

have received and I agree to read the Associate Degree Nursing Student Handbook and Midway University Catalog <http://catalog.midway.edu/> . 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: _____



STUDENT 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



MIDWAY UNIVERSITY

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: _____ |

KENTUCKY BOARD OF NURSING MANDATORY REPORT OF CRIMINAL CONVICTIONS



Kentucky law requires that licensed/credentialed individuals report criminal convictions to the Kentucky Board of Nursing within ninety (90) days of the conviction, KRS 314.109.

Kentucky Board of Nursing Administrative Regulation 201 KAR 20:370 also requires applicants to report criminal convictions and states what must be submitted when reported.

This brochure addresses the most commonly asked questions raised by individuals with criminal convictions. For additional information, contact the Board office or visit our website.

Kentucky Board of Nursing
312 Whittington Pkwy, Suite 300
Louisville, KY 40222-5172
1-800-305-2042 or 502-429-3300
<http://kbn.ky.gov>

What criminal convictions must I report to the Kentucky Board of Nursing?

The *Kentucky Nursing Laws* require that **ALL** misdemeanor and felony convictions occurring in Kentucky or any other state, regardless of when they occurred, must be reported to the Kentucky Board of Nursing (KBN). Federal and military convictions must also be reported. Any person licensed/credentialed by the KBN shall, within ninety (90) days of entry of the final judgment, notify the KBN in writing of any misdemeanor or felony criminal conviction in this or any other jurisdiction. Upon learning of any failure to notify the KBN under this section, the KBN may initiate disciplinary action.

Traffic related **misdemeanors**, with the exception of Driving Under the Influence (DUI), conviction(s) do not have to be reported.

What is the Board's definition of a conviction?

KRS Chapter 314.011(21) defines a conviction as the following: (a) An unvacated adjudication of guilt; (b) Pleading no contest or nolo contendere or entering an *Alford* plea; or (c) Entering a guilty plea pursuant to a pretrial diversion order; Regardless of whether the penalty is rebated, suspended, or probated. You should contact the court to determine whether the above definition of conviction applies to you.

How do I know whether I've been convicted of a crime?

You have been convicted if you have pled guilty to, entered an *Alford* plea or *Nolo Contendere* plea, have entered into a pre-trial diversion program or were found guilty of a criminal offense in any court. You should contact the court to determine whether the conviction was a violation, misdemeanor or felony offense.

What if my charge was dismissed?

You are not required to report charges that have been dismissed by the court. You may be required to provide records verifying the conviction(s) have been dismissed if requested.

Do I report convictions when I was a juvenile?

Juvenile convictions that occurred when you were under the age of 18 do not need to be reported unless you **were convicted as an adult**.

How will my conviction be reviewed?

There are three methods of criminal conviction review:

1. Staff Member Review
2. Board Member Review
3. Credentials Review Panel

A determination will be made to request additional information, request a personal interview with you or approve/deny your application (for applicants by examination denial of your application will prohibit you from being allowed to take the NCLEX examination in Kentucky).

How long will it take for my conviction to be reviewed?

It may take up to three or more months to review your information. You may be contacted by mail if additional information is needed.

Will my conviction make me ineligible for a nursing license?

Not necessarily. The statute states that the KBN may take action on criminal convictions that bear directly on an individual's qualifications or ability to practice nursing. The regulation clarifies that the type of convictions referred to are those that involve dishonesty, substance abuse, sexual offenses, breach of trust, danger to the public safety, or physical harm or endangerment.

Can I be denied licensure?

Yes. The KBN can deny a license for criminal conviction(s).

What if I am denied licensure, what can I do?

You may request a formal hearing before a KBN hearing panel. Your request must be in writing:

- You will be notified of the date, time, and location of the hearing
- You may bring legal counsel
- The panel will make a recommendation regarding the approval or denial of your application for licensure.

Will a denial of licensure be on my permanent KBN record?

Yes. Denial of licensure is a formal disciplinary action. The denial will be published in the KBN Connection and reported to the National Council of State Boards of Nursing Disciplinary Data Bank.

What if the KBN previously reviewed my conviction?

Attach a letter of explanation to the application to inform the KBN about previous conviction reviews.

What documents do I need to submit to the Board when reporting my conviction(s)?

For felony conviction(s):

- Submit a letter of explanation for each conviction
- Provide certified/attested copy of court records

For misdemeanor conviction(s) and (DUI) conviction(s) five (5) years old or less:

- Submit a letter of explanation for each conviction
- Provide certified/attested copy of court records

For misdemeanor conviction(s) and (DUI) conviction(s) over five (5) years old:

- No additional documentation required beyond the report of each conviction unless requested by the Board

When do I send the information to the KBN?

The letter of explanation and certified/attested copy of the court record must accompany your letter of self-report and/or your application.

What is the letter of explanation?

The letter of explanation is a personally written summary of the events that led to your conviction. It gives you the opportunity to tell what happened and to explain the circumstances that led to your conviction.

Where do I get the certified copy of the court record?

You should contact the court clerk in the county where the conviction occurred to obtain a certified/attested copy of the court record. The certification/attestation verifies the conviction, date of the conviction and the judgment entered against you.

What if the court can't find a record of my conviction?

If a court record has been "purged" or expunged, you may submit a statement from the court to affirm that the physical record no longer exists. This statement will be accepted in lieu of the court record.

What additional information may be requested from me?

The most frequently requested information is proof of compliance with a court ordered alcohol education/treatment program or of successful completion of a court ordered probation.

Do I report a conviction that has been appealed?

You should report the appealed conviction to the KBN, unless the conviction has been reversed and vacated by the appellate court.

Will the KBN verify my criminal history?

Yes. The KBN requires a state and federal criminal history search on applicants. The record search is NOT the official court record. Discrepancies related to criminal convictions or failure to report a criminal conviction will delay the processing of the application.

What if I fail to report a conviction(s)?

Failing to report a conviction on your application or failing to report a conviction within ninety (90) days of entry of the final judgment is a violation of the nursing law and you could be subjected to disciplinary action. In some situations, the Board may issue a consent decree. A consent decree is not “formal” disciplinary action taken by the Board. The consent decree will consist of the applicant/licensee paying a civil penalty to the Board before the license is issued and/or the investigation is lifted.



04/11; 6/11; 1/16; 12/17