This handbook in conjunction with the Baldwin Wallace Undergraduate Catalogue is intended as a guide to the specific policies and procedures for students enrolled in Baldwin Wallace University Accelerated Bachelor of Science in Nursing (ABSN) program. This handbook incorporates the principles from the American Nurses Association (ANA) Code of Ethics, and the Essentials of Baccalaureate Education for Professional Nursing Practice.

History

The second degree, ABSN program at Baldwin Wallace University was established in 2011 to support the education of registered nurses during a time of shortage. The initial impetus for the development of the program was given by data from the Bureau of Labor Statistics (BLS) data which suggested by the year 2018 there would be an estimated 580,000 unfilled nursing positions in the United States.

Mission

- The Mission of the ABSN program closely mirrors that of Baldwin Wallace University and is committed to the standards of professional nursing practice demonstrated through excellence in nursing education, practice, and public service.
- As the center for innovative nursing education, the goal of the ABSN program is the assimilation of the non-nursing baccalaureate prepared students into the roles and competencies required of the baccalaureate generalist nurse. *(Approved by the HPE and Nursing faculty July, 2011).*

Philosophy of the Accelerated Bachelors in Nursing Science (ABSN) Program

The Faculty of the Baldwin Wallace University ABSN program believes that nursing education should augment the efforts of students in their quest to acquire the knowledge and proficiencies necessary to practice culturally competent, congruent care that fosters lifelong learning.

The ABSN program is dedicated to the belief that concept-based learning represents an innovative approach to nursing education. We embrace the paradigm shift from a content-laden curriculum to conceptual based teaching. This new approach is exemplified in our curriculum and teaching methods. By shifting from teacher-centered instructional methods to learner-centered activities, a deeper understanding of concepts is facilitated which enhances abstract thinking, and allows the learner to apply their knowledge in various clinical situations. Graduates of the Baldwin Wallace University ABSN program are prepared to assume the role of care provider, designer, manager, and coordinator of evidence based care across the lifespan and in all care environments.
Program purpose

- The purpose of baccalaureate nursing education is to prepare learners for the practice of professional nursing as generalist practitioners in a variety of health care delivery systems, in a diverse multicultural society, and across the lifespan. Knowledge and understanding derived from the liberal arts, the humanities, the natural sciences, and the behavioral sciences are fundamental to the intellectual development and the professional education of the baccalaureate-level nurse.

- A baccalaureate education provides the novice practitioner with opportunities for interpreting and utilizing research; beginning management and leadership skills; proficiency in delegation, prioritization, and oversight of care. Opportunities are afforded for the development to health promotion and maintenance; illness care and restoration; rehabilitation; health counseling, and an understanding of care transition as well as the role of inter-professionalism in the provision of care.

- An appreciation for the contributions of professional nursing is realized while providing the academic foundation for graduate study in nursing.

Program goals

1. Engage in lifelong learning to maximize high-quality nursing care through increased understanding of human responses to health and illnesses.
2. Apply evidence-based practice in nursing care.
3. Provide culturally appropriate, patient-centered nursing care to individuals, families, and communities.
4. Demonstrate basic knowledge of healthcare policy, finance, and regulatory environments in the application of standards to inform and influence healthcare trends and decision making.
5. Collaborate with interdisciplinary teams to improve the quality of health care for all individuals.
6. Apply leadership principles in diverse professional nursing practice roles.
7. Apply critical thinking in the development, implementation, and evaluation of standards for professional nursing practice.
8. Incorporate appropriate technologic advances into high-quality nursing care.

Program Assumptions

Adapted from The Essentials of Baccalaureate Education for Professional Nursing Practice (AANC, 2008)

The baccalaureate generalist graduate is prepared to:

- Practice from a holistic, caring framework;
- Practice from an evidence base;
- Promote safe, quality patient care;
- Use clinical/critical reasoning to address simple to complex situations;
- Assume accountability for one’s own and delegated nursing care
- Practice in a variety of healthcare setting;
- Care for patients across the health-illness continuum;
- Care for patient across the lifespan; care for diverse populations; engage in care of self in order to care for others; and
- Engage in continuous professional development

The Conceptual Framework for the Accelerated BSN (ABSN) Program
Curriculum Domains

Excellence in Clinical Practice
Domains

The five domains central to the curriculum, the program’s mission, and the program’s philosophy are: Societal and cultural commitment; Research and evidence in practice; Professional development; Care transition and inter-professionalism, and Leadership. The domains are defined as:

- **Societal and cultural commitment**: The provision of culturally appropriate, patient-centered nursing care to individuals, families, and communities.
- **Research and evidence in practice**: The engagement in lifelong learning to maximize high quality nursing care through increased understanding of human responses to health and illnesses.
- **Professional development**: The application of critical thinking in the development, implementation, and evaluation of standards for professional nursing.
- **Care transition and inter-professionalism**: Acknowledgement of the multiple levels of care and plasticity within the profession to ensure the delivery of continuous and reliable care.
- **Leadership**: The process of influencing a person or group to achieve a goal or communicate a vision; inspiring through trustworthiness, and self-confidence, the application of leadership principles in various professional nursing practice roles.

The Domains of the ABSN program were derived from the following underlying convictions:

a. The unique learning needs of the adult learner
b. The IOM (2010) recommendations for educating nurses for the 21st century, and
c. Motivation for lifelong learning.

It is the blending of these unique domains which represents excellence in clinical practice that provides consistency with the program’s mission statement and philosophy.

**Admission Policies**

**Admission to the Accelerated BSN Nursing Sequence**

- The ABSN program at BW a post-baccalaureate; second-degree program for adult students seeking to meet the eligibility requirements for licensure as a registered nurse. Students applying must have earned a bachelor’s degree from a regionally accredited college or university*. 

* The regional accreditation agency, the Higher Learning Commission (HLC), has established minimum expectations within its criteria for accreditation.

Institutions currently accredited by the Commission (including Baldwin Wallace), meet or exceed these minimum expectations. Two of the stated expectations that impinge on general education requirements for accredited institutions are:

1. “The institution maintains a minimum requirement for general education for all of its undergraduate programs whether through the traditional distributed curricula (15 semester credits for technical associate’s degrees, 24 for transfer associate’s degrees, and **30 for bachelor’s degrees**) or through integrated, embedded, interdisciplinary, or other accepted models that demonstrate a minimum requirement equivalent to the distributed model. Any exceptions are explained and justified.” (*Higher Learning Commission: Criteria: 3, 4 Core Components: 3a, 3b, 4b*)

2. “Assessment provides evidence of student learning: Programs, majors, degrees and general education have stated learning outcomes. Processes for assessment of student learning are in effect.” (*Higher Learning Commission: Criterion 3, Core Component 3a*)

- Due to the unique pedagogy utilized in the ABSN nursing courses and throughout the program, no transfer credit is accepted.
- Students admitted to the ABSN program must pass a urine drug screen and criminal background checks.
- Students admitted to the ABSN program must present documentation of all required inoculations, TB test, physical exam, and functional abilities.
- All students enrolled in the nursing program are required to complete both a civilian and a federal background check through the Bureau of Criminal Identification & Investigation (BCI&I). Forms and details will be provided to all students who qualify for admission to the program. Students will also be required to complete both the civilian and federal background checks in preparation for the NCLEX exam.
Admission checklist

- Applicants must have a minimum 3.00 GPA (4.0 scale) in all college work.
- Applicants must have met the following science prerequisites: anatomy and physiology (I & II), and microbiology, with a minimum 2.75 GPA or greater and no grade lower than “C” in each.
- Science prerequisites may also be satisfied by:
  a. previous course work;
  b. demonstrated competency via an equivalency exam administered by the ABSN program
  c. completion of Baldwin Wallace science-intensive coursework
- Two recommendations, either academic or professional.
- Personal statement
- Admission interview
- The Admission Committee is particularly interested in candidates who have work or volunteer experience in a helping profession or healthcare/patient contact related experience

Current Undergraduate Students

- Undergraduate students planning to apply to the ABSN program are encouraged to meet with an ABSN admissions counselor as soon as possible in order to best prepare for entry into the program after receipt of the baccalaureate and to ensure completion of all pre-requisite courses.

Program Progression Standards

Calculation of averages for progression

- ABSN students must maintain a minimum cumulative GPA of 2.75 each term to continue in the nursing program. Failure to achieve this GPA will result in dismissal from the program.
- ABSN students may not earn more than two grades of “C” during the program. Earning a grade of “C” in a third course will result in dismissal from the program.
- ABSN students who fail a course will be dismissed from the program, but may reapply in a subsequent year.
Program Progression Standards

1. Calculation of grade point average (GPA) for progression in the program once a student is admitted to the nursing sequence includes the following:
   - ABSN students must maintain a minimum cumulative GPA of 2.75 each term to continue in the nursing program.
   - Failure to achieve a minimum of 2.75 GPA each term will result in dismissal from the program.
   - Courses are graded A, B, C, or F.
   - ABSN students may not earn more than two grades of “C” in the program. Earning a grade of “C” in a third course will result in dismissal from the program.
   - ABSN students who fail a course will be dismissed from the program, but may reapply the following year.

Course Progression Standards

1. Students will be evaluated on a regular basis in each didactic and clinical course.

2. Students will receive a midterm grade notification, allowing time for remediation as necessary.

3. The grading scale for nursing courses is as follows:
   - 93 – 100% A
   - 85 – 92% B
   - 75 – 84% C
   - Below 75% F

Clinical Performance

- Students are required to safely and proficiently demonstrate the behaviors listed on the Rubric: Clinical Judgment tool for each clinical course.
- Students who demonstrate required behaviors in a safe and proficient manner in the clinical area will earn a grade of ‘S’ for (Satisfactory) performance.
- Failure to demonstrate the identified behaviors will result in the student earning a grade of ‘U’ or (Unsatisfactory) for the clinical experience and a grade of ‘F’ (failure) will be recorded for the course.
- The clinical preceptor/instructor may temporarily remove a student from clinical experience if the student’s level of preparation is inadequate or if performance is determined to be unsafe.
• The program reserves the right to terminate the clinical experience of a student in any course if the student’s performance is unsafe and/or potentially harmful to clients. This action will result in the student will receiving a clinical grade of ‘U’ or (Unsatisfactory) and a course grade of ‘F’.
• An excused absence from Clinical must be made up. Students should review the policies for attendance and discuss with the course professor any questions that they may have. In the event of unforeseen events, such as inclement weather, arrangements will be made for make-up Clinical time.
• Transportation to and fees associated with parking at the clinical sites are the responsibility of the individual student.

Dismissal Policy

• Students earning a grade of “C” or lower in more than two nursing courses (including clinical courses) will be dismissed from the program.
• The Baldwin Wallace Accelerated BSN program retains the right to dismiss from the program any student who is deemed to violate:
  a. policies and procedures of the ABSN program;
  b. policies of affiliating clinical facilities; or
  c. professional behavior and role development standards as outlined in the ABSN Handbook, the Baldwin Wallace University Handbook, or affiliating agency policies.

Readmission

a. Students failing to achieve established progression standards and desiring readmission to the program must complete the admission criteria as listed above.
b. Students who could not complete the progression criteria due to Illness or leave of absence, may petition to return to the program at the point of withdrawal. The student must submit intent to return letter to the Program Coordinator at least two months in advance prior to the expected readmission date.

Math Proficiency Policy

o The ABSN program believes that a competent nurse has the ability to safely prepare and administer medications. A significant component of this competence is the calculation of safe medication dosages. To assess this ability a math proficiency exam is given at the beginning of the program. In addition, students may expect
math calculations as part of any examination or lab experience throughout the program.

- Students will have three (3) opportunities to achieve an overall minimum score of 90% on the math exam. The initial math proficiency exam will be given during orientation. If the student is unsuccessful in attaining a score of 90% on the initial exam; the student will be asked to review the recommended nursing math dosage calculation textbook and to repeat testing at the designated time.

- If the student is unsuccessful in their second attempt at achieving a 90% score, the student will be referred to the Learning Center for evaluation and tutoring. Following the recommended tutoring sessions the student will be given a third opportunity to achieve a minimum score of 90%.

- If the student remains unsuccessful in attaining a minimum of 90% on the third attempt, the student will receive a grade of “F” or failure for the course which will result in dismissal from the program.

**Examination Policy**

- All students are expected to be present on the day of the exam. If ill or otherwise unable to take an examination as scheduled, the student must notify the course faculty and/or leave a message on the course faculty’s voice mail at the school before the time the exam is to be administered. The student will be expected to take the missed examination immediately upon return to the School unless other arrangements have been made with the course faculty.

- In the event the student fails to follow the policy as described: a) permission may not be granted to make-up the missed exam, or b) the course faculty may decrease the student’s exam score by ten percent (10%).

- Only the answers marked on the Electronic grading sheet will be graded.

**Statement on Pilot Exam Questions**

- The course faculty reserves the right to include pilot exam questions on any course exam. These questions will not count in the overall exam grade, nor will they count towards the total points for the course. The purpose of these questions is to gather statistical data on the performance of the item for possible use on future exams.
Special Accommodations for Students with Disabilities

- Any student with a documented disability (e.g., physical, learning, psychological, vision, hearing, etc.) who feels s/he may need an accommodation based on the impact of that disability should contact the Disability Services at 440-826-5936 in the Ritter Library, Room 207, to establish eligibility and to coordinate reasonable accommodations. Students will not be accommodated unless they provide their instructors with a letter from Disability Services documenting their eligibility and delineating reasonable and appropriate accommodations. The accommodation letter must be updated each semester. Students are encouraged to meet with each professor early in the semester to discuss their disability letter regarding how to implement their accommodations in relation to specific course requirements.

Academic Dishonesty

- Academic dishonesty includes claiming someone else’s work as your own (e.g., plagiarism), seeking an unfair advantage over other student in taking a test or fulfilling an assignment, and fraud. In this course, any violation of the academic honesty policy will result in a grade of "F" and other consequences, including course failure and/or dismissal from the program, to be determined by the Nursing Council.

Clinical Policies

The requirements for satisfactory completion of each course required in the nursing curriculum;

Course Attendance:

Active participation is the class and clinical areas are essential for the development of the professional nurse. To support this contention consistent attendance offers the best opportunity for students to gain knowledge of the concepts presented. The purpose of the attendance policy is to provide guidelines for the classroom and clinical attendance. Therefore, students are expected to attend classes regularly, a student who does not may jeopardize his/her course grade and success in the program.

Periodic evaluation by faculty of each student's progress in each course in the program:

a. Student's evaluation of progress in each course of the program will be determined by the faculty responsible for each course. Minimal formal evaluation will include midterm and final evaluation.

Clinical attendance and tardy:

* Students are expected to arrive on the clinical floor or clinical agency in time to begin their clinical experience at the designated start time. Students not present and ready to start will be considered tardy. Three
clinical ‘tardy’ will result in a clinical absence, which will need to be made up.

* Any student who will not be attending a clinical experience must notify the instructor and preceptor at least 2 hours prior to the start of clinical. One excused absence for clinical will be permitted to be made up.

* Two or more missed clinical days in any given clinical course will result in a failure for that course. The course faculty will consider extenuating circumstances (weddings, vacations, travel, and work responsibilities do not fall into the category of extenuating circumstances).

* Students may not be "on-call" for employment during scheduled clinical hours. Appointments of a personal nature should be scheduled so as to avoid conflict with class and clinical experiences.

Program Completion
Successful completion of the program is dependent upon:

  a. A cumulative GPA of 3.00
  b. Satisfactory grades in all clinical courses
  c. Successful completion of the Standardized Comprehensive Examination
  d. Completion of all required course and clinical work

Illness in the classroom and clinical settings
Procedure for student illness in classroom or clinical setting:

  a. Students are encouraged to attend classes on a regular basis; any student who does not regularly attend may jeopardize his/her course grade, clinical performance and success in the program. Activities presented in class may be offered for course credit; students who are absent may not be given the opportunity to receive credit.
  b. Although classroom attendance is important, it is expected that students who are ill would not jeopardize the health and wellbeing of their fellow students and make the decision to remain home.
  c. If a student becomes ill during class or while in the clinical area, It is expected that the student will notify either the classroom faculty or clinical instructor or preceptor immediately of their symptoms. It is the responsibility of the faculty/clinical instructor or preceptor to assess the illness. If the student is on campus he/she may seek assistance at Health Services.
  d. If the student requires treatment in the Emergency Department, 911 maybe dialed from any campus phone. The student would however be financially responsible for such treatment. Students are free to leave and seek treatment with their private health care provider. It is at the discretion
of the clinical faculty/preceptor if the student would receive an excused absence for the day.

e. On the day of return from a clinical absence, it is the student’s responsibility to contact the Program Coordinator to schedule any make up time.

f. If a student has been hospitalized or absent for more than two consecutive days due to illness upon return, the student may be asked to present written documentation from the health care provider to the Program Coordinator.

g. In the event of class or clinical absence, it is the responsibility of the student to obtain any missed materials. Any student not attending a clinical experience must notify the clinical preceptor and faculty at least 2 hours prior to the start of the clinical experience.

h. If a student becomes ill during an examination, the student should notify the faculty member proctoring the exam. Arrangements will need to be made with faculty for the provision of an alternate exam, given upon the student's return to school.

i. Bloodborne pathogen exposures must be reported per ABSN Program policy. Source testing and appropriate baseline student testing can be conducted through Health Services.

**Note:** Since students are not employees of the health care facilities in which they will receive their clinical experiences and are not entitled to Worker’s Compensation. They may receive healthcare services through Health Services, located on campus; services provided by Health Services include yearly Tuberculosis (TB) testing, Immunizations, and lab work needed resulting from bloodborne pathogen exposure.

a. Students are financially responsible for such treatment. Students are provided with malpractice insurance through the University. Medical insurance is optional and is provided by an additional cost to the student.

b. In case of an illness, injury, or actions on the part of the student determined to be a threat to the safety of the student or the patient(s) with whom he/she is in contact. The faculty member may decide to temporarily remove the student from the clinical area. The decision whether the student will be permitted to remain in the program, will be made by the Nursing Council. This decision will be based on an evaluation of content and experience missed by the student and his/her ability to meet the requirements of the course.

**Nursing Policies**

- Students are responsible for understanding and following all Nursing and affiliating agency policies. Policies address conduct and academic performance.
Violations of conduct policies, whether they are polices of the BW Nursing or of affiliating agencies, will be reviewed by the Nursing Council.

**Student conduct and responsibilities: Professional Role Development:**

a. Professional role development includes incorporating the values of the profession and standards for safe nursing care. Values of the professional nurse emphasize quality of care and safety of the care environment. Student responsibilities will include the following:

b. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care.

c. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

d. A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, or time records, or reports, and other documents related to billing for nursing services.

e. A student shall implement measures to promote a safe environment for each client.

f. A student shall delineate, establish, and maintain professional boundaries with each client.

g. At all times when a student is providing direct nursing care to a client the student shall:
   - Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   - Treat each client with courtesy, respect, and with full recognition of dignity and individuality.

h. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse.

i. A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code.

j. A student shall not:
   - Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
   - Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

k. A student shall not misappropriate a client's property or:
   - Engage in behavior to seek or obtain personal gain at the client's expense;
   - Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
   - Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
• Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships. For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

l. A student shall not:
   • Engage in sexual conduct with a client;
   • Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
   • Engage in any verbal behavior that is seductive or sexually demeaning to a client;
   • Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client. For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

m. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
   • Sexual contact, as defined in section 2907.01 of the Revised Code;
   • Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

n. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.

o. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

p. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.

q. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

r. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

s. A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice.

t. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

u. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

v. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

w. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
x. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board. Adapted from the Ohio Board of Nursing law and Rules, Ohio Administrative Code; Chapter 4723-5 Nursing Education Program, 4723 Ohio Board of Nursing; http://codes.ohio.gov/oac/4723-5-12

**Weapons and Social Media**

a. No student shall carry a weapon of any type into the Baldwin Wallace University facilities or into a clinical agency at which he/she is affiliating for course credit from Baldwin Wallace University Nursing program. Students are subject to the policies of affiliating agencies.

**Social Media**

a. Students who use social networking websites and applications should be aware of their role as professionals. The posting of certain material/information may violate certain laws and place the student at risk of dismissal from the nursing program based on professional expectations.

**Drug screening**

a. A drug screen is required of all students prior to beginning the program. Details will be provided to all students admitted to the program. Depending on the clinical agency requirements, students may be asked to submit to further drug screening prior to or during clinical practice.

**Uniform**

- The uniform consists of brown tunic top, pants, warm up jacket and lab coat. A BWU logo patch will be placed on the right shoulder of each piece of apparel. Students will be issued a BWU picture nametag which must be worn at all times in the clinical areas (per Ohio Board of Nursing Rule). The name tag must be returned to the program upon completion or withdrawing from the program.
- Uniforms and lab coats are a reflection of your professional image and are required to be maintained in good repair, clean and pressed.
- Female students needing a maternity uniform should purchase a uniform similar to the ABSN uniform and affix the BW ABSN logo patch.
- Students requiring a uniform dress to meet religious guidelines should contact the ABSN Program Coordinator for referral to suitable uniforms.
- In selected clinical areas specific apparel requirements may be provided by the affiliating clinical agencies, students will be informed of these requirements by course or clinical faculty.
- Jeans, shorts, halter tops, bare midriffs, sleeveless tops, cropped pants and t-shirts are **never** appropriate. When street clothes are required, they must be
business casual and worn with the BWU lab coat. When wearing scrubs in an agency the tops must be tucked into the pants and when outside the unit the BWU lab coat must be worn.

- It is required that ABSN students dress in a professional manner at all times in the clinical area. In order to maintain a professional appearance, a limited number of accessories may be worn with the uniform. A watch with a second hand, a single pair of plain gold or silver posts worn in the lower ear lobe of pierced ears, and a wedding band are acceptable in most settings. Visible piercings with jewelry in places other than the lower ear lobes (e.g. upper ear, nose, tongue, eyebrows, etc.) are not permitted in the clinical area. All open piercings must remain empty; spacers are not permitted while attending clinical experiences.
- While at the clinical agency, tattoos must be completely covered with a long sleeve top, white or neutral undershirt, socks, or dressing/band aid.
- If nail polish is worn, only a clear shade is permitted. Nails should be trimmed to avoid extending beyond the end of the fingers. Per OSHA rules, artificial nails may not be worn in any clinical facility.
- Hair should be neat, clean, professional in appearance, and worn above the collar. If hair is longer than collar length (men or women) it must be pulled back and affixed above the collar. Hair of a color with which a person cannot be born is unacceptable. Established beard and mustaches are to be neatly trimmed. Males without beards are to be clean-shaven.
- Shoes should be clean and in good repair. With the official BW ABSN uniform, students may wear white nursing shoes; white closed front clogs with backs, or white leather athletic shoes without large or colorful logos.
- At all times during clinical experiences, students must adhere to the uniform code of Baldwin Wallace University ABSN program. Clinical agency policies may be more restrictive and require further or additional accommodations by students.
- Transportation to clinical sites is the responsibility of the individual student.

**Health policy for pre-licensure nursing students/ completion of Health Requirements**

Students are expected to complete all health requirements including all immunizations prior to the first day of classes. Nursing students who are delinquent in meeting these program health requirements:

1. May attend classroom instruction
2. May attend clinical orientation at the discretion of the faculty member
3. Shall not attend clinical; clinical attendance policy would apply to all missed clinical days

**Tuberculin (TB) testing**

- The two-step Mantoux Tb skin test is required. Testing will be provided through the Health Center located at 207 Beech Street; Ext. 2178. If the student has a positive reaction to Tb, the student will be required to have a Chest x-ray completed and must comply with the recommendations and follow up set forth by the Cuyahoga County TB Clinic located at MetroHealth Medical Center.

**Health policy related to pregnancy**

- A student who becomes pregnant is required to notify the Program Coordinator as soon as possible. It is the responsibility of the student to communicate any physical restrictions related to the pregnancy to the Program Coordinator. In the event restrictions are placed on the student’s activity during pregnancy, it may be necessary for the student to request a leave of absence. A letter from the student’s physician is required to return to school after the delivery. The student is required to maintain appropriate attire and grooming during pregnancy. This includes altering the student uniform or wearing a white maternity top.

**Health requirements after a Leave of Absence**

- Any student returning to the program following a leave of absence may be required to have a repeat physical exam. All returning students must complete a repeat drug screen prior to starting classes.

**Clinical passports**

- It is strongly recommended that students keep copies of grades, immunizations, CPR cards, reports, etc., for their personal records. This may save the student time and expense should paperwork become misplaced. It is the student’s responsibility to obtain and retain his/her own records, which will be required at all clinical agencies.

**Confidentiality and Privacy**

- Every patient, client, family and/or resident encounter is to remain private and confidential. Following HIPAA policies for clinical facilities, and in conjunction with expectations of affiliating facilities, every student is expected to maintain patient confidentiality and privacy in all respects. There is to be NO dissemination of information in any format whatsoever beyond the limits
imposed by relevant policy or law. Similar consideration will be afforded peers and faculty. Failure to comply with this expectation will result in a review through the Nursing and HPE faculty and administration and may result in course failure and/or dismissal from the program.

- The release of any information in any form, including audio or visual media, without permission from the administration of the Nursing program and prior consent of the participants is strictly prohibited. Educational experiences, interactions, written assignments and discussions that occur in the laboratory or clinical areas are for instructional purposes and should not be viewed or presented outside of formal classroom circumstances without written permission. Failure to follow this policy may result in disciplinary proceedings up to and including dismissal from the program.

**Substance Abuse**

- The Baldwin Wallace Nursing faculty promotes those policies that protect the health and well-being of students and the patients they serve. In keeping with this goal the faculty support the policies set forth by the University relative to the use of drugs and alcohol. If drug or alcohol usage is detected in classroom, clinical or other campus settings, students will be referred for appropriate follow-up according to the BW policies outlined in the BW Student Handbook.

- As a guest in health care facilities, students will be subject to policies of the agency, which may include random urine testing. If drug or alcohol usage is detected in the clinical settings, students will be tested at the clinical agency, in accord with agency policies. Detection of drug or alcohol usage while in the clinical setting will result in dismissal from the nursing program.

**Nursing Skills Lab Testing Policy**

- The ABSN program believes that a competent nurse delivers safe care in all aspects of practice, including skills involved in direct patient care. Therefore, it is the policy of the program that no procedures be completed in the clinical area until they are practiced under supervision in the laboratory setting, and, in select cases, are not completed in the clinical area until a skill has been successful tested in the laboratory setting. These laboratory skills tests are delineated per course and are included in the course outline. Skills checklists complete with mandatory components for successful completion are available per course on Blackboard.

- Students will have three opportunities to achieve a minimum of 90% of the mandatory steps in the skills procedure. The first time a skill is tested will be scheduled during lab hours. If the student is unsuccessful in attaining a score of 90% on the initial exam; the student will be asked to review the recommended course materials, practice one hour
in the lab on the needed skill, and to reschedule a test out with an instructor within one week.

- If the student is unsuccessful in their second attempt at achieving a 90% score, the student will be required to complete an additional hour of supervised practice, to be scheduled with an instructor prior to be given a third attempt to achieve a minimum score of 90%.

- If the student remains unsuccessful in attaining a minimum of 90% on the third attempt, the student will receive a grade of “F” for the course, which will result in dismissal from the program.

**Bloodborne pathogen exposures**

**Purpose and Definition**

- The purpose of this policy is to describe the management of incidents of exposure to bloodborne pathogens that involve Baldwin Wallace University ABSN students during the time when they are participating in University activities related to their educational coursework at the various healthcare facilities to which the program has an affiliation.

- An “exposure” that may place an individual at risk to bloodborne pathogens is defined as a percutaneous injury (e.g., a needle stick or cut with a sharp object), contact with airborne droplets (e.g., tuberculosis), direct contact or prolonged contact with mucous membranes or contact with skin (especially when the exposed skin is chapped, abraded, or afflicted with dermatitis, or the contact is prolonged or involving an extensive area) with blood, tissues while or students performing their duties.

- An injured or exposed student must report the incident immediately to his/her RN preceptor in their clinical area. Students must also report the incident to their Faculty Instructor.

- Immediate first aid will be administered according to the healthcare affiliation’s protocol for handling bloodborne pathogen exposures and the completion of reporting (incident, SARS report) per the facilities’ protocol.

- Student testing and appropriate follow up will be conducted through Baldwin Wallace University Health Services located on campus.
Costs and Financial Aid

- Your BW education is an investment in your future. Baldwin Wallace University works to make your education affordable and achievable, offering reduced tuition rates, package pricing, payment plans and student loans.
- Total cost of the Accelerated Bachelor of Science in Nursing program is $32,000. This covers the entire 58 credit hour program. Inclusive in the cost of the package is tuition, books, one uniform set, and stethoscope*. The ABSN package pricing represents a total savings of more than $4,000 to the student.
- ABSN students will be billed $10,667 for each of the three semesters (Fall, Spring, Summer).

ABSN Science Prerequisites

- Students who need to complete science prerequisites for the program will be responsible for additional tuition specific to those courses. Likewise, the fee to take the competency equivalency exam is not included in the ABSN package pricing.

Federal Direct Student Loans

- Financial aid available to ABSN students is limited to the Federal Direct Student Loan Program. These loans have features that make them particularly attractive, including low interest rates, deferred payment options, and flexible repayment schedules. Federal Direct Student Loan eligibility (subsidized and unsubsidized) is at the undergraduate loan levels ranging from $15,000 to $25,000 for the program, which covers two FAFSA filing years. Each student’s eligibility amount may vary, depending on current loan balance and whether they are applying as a dependent or independent student.

- To apply for a Federal Direct Student Loan, complete the FAFSA, accessible online from BW’s web page. Students enrolling in prerequisite courses for summer 2012 or the fall 2012 ABSN program (August 1) file the 2012-13 FAFSA.

Other Financing Options

- In addition to the Federal Direct Student Loan Program, students may choose to apply for private loan funding to help cover the cost of attendance.

- Nurses who complete the ABSN program may wish to explore the Nursing Education Loan Repayment Program. Through this program, registered nurses working in a Critical Shortage Facility may be able to receive a percentage of their total qualifying nursing loan balance.
Billing and Payment Plans

- Initial bills for each new semester will be mailed to the student in July, December, and April. The student has 30 days to pay his or her bill, after which time a finance charge will be added to any unpaid portion of the bill. The University has a monthly payment plan available to students, which may be utilized for the entire cost of your financial responsibility, or any tuition not met by loan or other resources.

Drop Fee Policy

- The provision of an inclusive tuition offers numerous advantages to students in the ABSN program. The ABSN tuition does however include multiple fixed tangible costs; costs and equipment which are non-recoverable and not recyclable if the student elects to drop out of the program once enrolled. Funds which were allocated for success unfortunately represent a loss when a student is withdrawn from the program. In order to limit this financial loss, the University has elected to enact a $2000 drop fee which will be assessed any student not completing the program. This fee initiates beginning June 15 prior to the start of the program, and may be assessed at any stage once disenrollment from the program is elected.

- Also, if a student withdraws from the ABSN program after the semester starts, there will be an adjustment in both tuition and in eligibility for federal student loan assistance in addition to the $2,000 Nursing Program Fee. See the Fall/Spring Minimester Chart, under BW’s Billing Policy for the percent of tuition adjustment in the case of a withdrawn student.

Student Guidance and Counseling Services

a. Academic Advising at Baldwin Wallace University is a developmental process of teaching students to strategize, plan, and critique decisions related to your educational, career and personal goals. With assistance from your advisor, you will learn how to utilize BW resources and tools to make effective, self-directed decisions. While advising is a collaborative effort, the ultimate responsibility for making decisions rests with you.

b. Academic Advising is available to all Baldwin Wallace students. Advising for undergraduate, day students is provided by faculty and coordinated by the staff of the Academic Advising Office, located in 106 Bonds Hall.

c. A student who has declared a major is advised by a faculty member in the student’s major department or division. An undecided student is advised by a faculty member in the student’s area of interest or by a faculty member who advises undecided students.

d. If you are unsure of your major, thinking about adding or changing your major and/or minor, or if you want to change your advisor, Academic Advising can help
Counseling Services

a. Counseling Service hours are: Monday through Thursday from 9:00 a.m. to 8:00 p.m. and Fridays from 9:00 a.m. to 5:00 p.m.
b. Counseling services are by appointment only and can be made by calling 440-826-2180.
c. The Counseling Center is a place on campus where you can come and talk openly and confidentially about anything that is on your mind. Counselors are available to help you sort through personal, educational, and vocational dilemmas and concerns. The Counseling Center is staffed by two full-time licensed psychologists, two part-time licensed mental health counselors, a part-time psychiatrist and four to five graduate student interns.
d. Psychiatric services are available, but require a referral from a counseling center staff person. The Counseling Center offers group counseling to help students get the most out of their university experience. Groups focus on topics such as stress reduction, assertiveness, eating problems, relationships, and family issues.
e. In addition, psychoeducational workshops and screenings are offered each semester. Understanding yourself is important for the decisions you will make while in the university and beyond. In order to help students gather additional information about themselves, counselors administer and interpret vocational interest inventories and personality tests. In conjunction with individual counseling, these tests can help you better understand yourself, your goals, and your potential.
f. If a student wishes or needs to obtain services in the community, staff members can make referrals to an extensive network of public and private mental health and human service agencies.

Grievance and Appeal:

* Grievances should be resolved at the level of the student, faculty, and program coordinator when at all possible. If resolution is not possible at this level the concern may be brought by the student to the Nursing Council.

* The grievance committee of the Nursing Council is composed of faculty members of the program as well as faculty member of the Department. All such concerns raised and resolved at the Nursing Council level will be documented and maintained in the Grievance File by the Program Coordinator.
## Required Functional Abilities for Nursing Students

<table>
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<tr>
<th>Category</th>
<th>Description</th>
<th>Representative Activities</th>
</tr>
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</table>
| **Gross Motor Skills**    | Gross motor skills sufficient to provide the full range of safe and effective nursing care activities. | *Move within confined spaces  
*Sit and maintain balance  
*Stand and maintain balance  
*Reach above shoulders (IV poles)  
*Reach below waist (plug electrical appliance into wall outlets) |
| **Fine Motor Skills**     | Fine motor skills sufficient to perform manual psychomotor skills. | *Pick up objects with hands  
*Grasp small objects with hands (IV tubing)  
*Write with pen or pencil  
*Key/type (use computer)  
*Pinch/pick or otherwise work with fingers (manipulate a syringe)  
*Twist (turn objects/knobs)  
*Squeeze with finger (eyedropper) |
| **Physical Endurance**    | Physical stamina sufficient to perform client care activities for entire length of work role & shift. | *Stand (at client side during surgical or therapeutic procedure)  
*Sustain repetitive movements (CPR)  
*Maintain physical tolerance (work entire shift) |
| **Physical Strength**     | Physical strength sufficient to perform full range of required client care activities. | *Push/pull 25 lbs (position clients)  
*Support 25 lbs of weight (ambulate client)  
*Lift 25 lbs (pick up a child; transfer client)  
*Mover light objects weighing up to 10 lbs (IV poles)  
*Move heavy objects weighing from 11-50 lbs  
*Carry equipment/supplies  
*Use upper body strength (perform CPR; physically restrain a client)  
*Squeeze with hands (operate fire extinguisher) |
| **Mobility**              | Physical abilities sufficient to move from place to place and to maneuver to perform nursing activities. | *Twist  
*Bend  
*Stoop/squat  
*Move quickly (respond to emergency)  
*Climb (ladders/stools/chairs)  
*Walk |
| Hearing        | Auditory ability sufficient for physical monitoring and assessment of client health care needs. | *Hear normal speaking level sounds (person to person report)  
*Hear faint voices  
*Hear faint body sounds (blood pressure, assess placement of tubes)  
*Hear in situations when not able to see lips (when masks are used)  
*Hear auditory alarms (monitors, fire alarms, call bells) |
|----------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Visual         | Visual ability sufficient for accurate observation and performance of nursing care.            | *See objects up to 20 inches away (information on a computer screen, skin conditions)  
*See objects up to 20 ft away (client in room)  
*See objects more than 20 ft away (client at end of hall)  
*Use depth perception  
*Use peripheral vision  
*Distinguish color (color codes on supplies, charts, bed)  
*Distinguish color intensity (flushed skin, skin paleness) |
| Tactile        | Tactile ability sufficient for physical monitoring and assessment of health care needs.        |                                                                  |
| Smell          | Olfactory ability sufficient to detect significant environmental and client odors.             |                                                                  |
| Reading        | Reading ability sufficient to comprehend the written word at a minimum of collegiate level.    |                                                                  |
| Arithmetic     | Arithmetic ability sufficient to do computations at a minimum of an eighth grade level.        | *count (the act of enumerating or determining the number of items in a group)  
*Measure (act of ascertaining the extent, dimensions, or quantity of something)  
*Computing (the act or process of performing mathematical calculations such as addition, subtraction, multiplication, division, and fractions); |
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<tr>
<th>Emotional Stability</th>
<th>Emotional stability sufficient to assume responsibility and accountability for actions and the ability to function under conditions of high stress.</th>
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</table>

*Students are subject to the handbook in force at the time of their admission to the Nursing Program.

*Students will sign an acknowledgment form to indicate having received a copy of this document. It is the student’s responsibility to read and abide by the policies contained within the Handbook during their tenure as students in this program.
ACCELERATED BACHELOR OF SCIENCE IN NURSING (ABSN) PROGRAM

Baldwin Wallace University

STUDENT HANDBOOK acknowledgment form

Sample Only – form completed during Fall Orientation

I, ________________________________ (name) acknowledge that I have received a copy of the Accelerated Bachelor of Science in Nursing Program (ABSN) Handbook and that it is my responsibility to read and abide by the policies contained within the Handbook during my tenure as student in this program.

Please read, sign, and return this form during orientation.

__________________________________________  __________________________
Name                                             Date

July 2012