



EASTERN KENTUCKY UNIVERSITY

COLLEGE OF HEALTH SCIENCES

SCHOOL OF NURSING

RN - BSN

STUDENT HANDBOOK

2023-2024

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## INTRODUCTION

Welcome to the BSN program at Eastern Kentucky University! This handbook is for students enrolled in Eastern Kentucky University's RN to BSN option for attaining a Bachelor of Science in nursing (BSN) degree. This option is designed for the working registered nurse (RN) who wants to complete a BSN.

This handbook is to assist the student in gaining an understanding of the BSN curriculum. This handbook is a supplement to two other documents: The **Undergraduate Catalog** and the **University Handbook for Students, which are available for viewing online ([www.eku.edu](http://www.eku.edu))**. From time to time during your years in college, you will find it necessary to consult one or all of these documents.

This handbook is not intended to replace the Undergraduate Catalog and the University Handbook for Students, but is provided for informational purposes to assist students' entry into the completion of the RN to BSN option. Students may also consult with their e-Campus advisor to obtain the latest information.

## STUDENT RESPONSIBILITY

It is the student's responsibility to become familiar with all the policies and procedures relevant to the RN to BSN option and with the general academic information section of the ECU Undergraduate Catalog.

**EASTERN KENTUCKY UNIVERSITY  
COLLEGE OF HEALTH SCIENCES  
SCHOOL OF NURSING**

**MISSION STATEMENT**

The mission of the SON is to educate nurses at the Associate, Baccalaureate, Masters and Doctorate levels who work in interprofessional environments to promote health and well-being for diverse populations across the Commonwealth, country and world.

**PREAMBLE**

Eastern Kentucky University's Baccalaureate Nursing Program was organized in 1971. In the same year, the Meditation Chapel was dedicated and its influence can be seen in the B.S.N. cap and pin. The program became part of the newly established College of Allied Health and Nursing in 1975. In 1995, the Masters of Science in Nursing Program was approved and implemented. The department name was changed to Department of Baccalaureate and Graduate Nursing. In 1999, the college name was changed to the College of Health Sciences. In 2011, the first class of post-Masters Doctor of Nursing Practice students was admitted. In 2020, the name was changed to School of Nursing to reflect a new organizational structure.

The beliefs of the faculty and students relevant to nursing and health care are set forth in the statement of philosophy. The philosophy guides the educational program and learning environment. The philosophy mandates that faculty, students, and graduates adapt to the dynamics of nursing, health care systems, and society.

The School of Nursing within the College of Health Sciences functions as an autonomous educational unit deriving the broad outlines of aims and functions from the core values of Eastern Kentucky University. The College of Health Sciences affirms the University's core values of intellectual vitality, sense of community, cultural competency, stewardship of place, accountability, and excellence. The foundations of professional nursing education are congruent with the purposes of the University and the College of Health Sciences. Graduate Nursing education builds on baccalaureate nursing education and reaffirms the core values of Eastern Kentucky University and the College of Health Sciences.

## **PHILOSOPHY OF THE SCHOOL OF NURSING**

Consistent with the core values of Eastern Kentucky University and the College of Health Sciences, the faculty of the School of Nursing embrace the following beliefs about patient, environment, health, nursing, associate nursing education, baccalaureate nursing education, and graduate nursing education.

### **PATIENT**

Patients include individuals, families, groups, communities, and populations. Each patient is unique and merits respect, support, and dignity. Patients develop and adapt in recognizable phases and patterns. Patients continually seek meaning and purpose. Through participation in life's experiences, patients grow, assume responsibility and develop across the lifespan. Patients are holistic beings integrating biological, psychological, socio-cultural, and spiritual dimensions. The term "client" may be used interchangeably with "patient".

### **ENVIRONMENT**

Environment is the aggregate of all objects, conditions, forces, and ideas that interact with patients. The elements of the environment include the physical, biological, sociocultural, and organizational systems. A health promoting environment facilitates movement toward wellness.

### **HEALTH**

Health is a dynamic process between the patient and environment. Optimal health includes biological, environmental, psychological, sociocultural, spiritual, and organizational influences. Health reflects a patient's ability, willingness, and resources to engage the environment in a manner that maximizes wellness.

### **NURSING**

Nursing is an autonomous and caring profession. Nursing is an art and science that promotes health through patient-centered care. While respecting patients' rights to self-determination, nursing provides holistic care during health, illness, and death.

## **ASSOCIATE NURSING EDUCATION**

Associate of Science in Nursing degree provides the basic education necessary to become a registered nurse. Associate of Science in Nursing incorporates knowledge in nursing and key biological and social science as well as the study of humanities. Graduates are eligible to sit for the National Council of State Boards of Nursing licensure examination (NCLEX-RN). Upon licensure, graduates are prepared to practice in a variety of care settings. Graduates of the Associate of Science in Nursing program exhibit competencies of human flourishing, nursing judgement, professional identity, and the spirit of inquiry.

## **BACCALAUREATE NURSING EDUCATION**

Preparation for professional nursing requires liberal and professional baccalaureate education. Baccalaureate nursing education develops critical thinking, collaboration, and decision making. Baccalaureate graduates are prepared to function as providers of patient-centered care, designers/managers/coordinators of care, and members of a profession who are proactive in a changing health care system. Baccalaureate graduates must be professional, responsible, and accountable for evidence-based practice.

Baccalaureate nursing education is a transformative process for students and faculty and is a process of reciprocal accountability and responsibility. Teaching is a cooperative, collaborative venture. Students and faculty share responsibility for the integration of experience, knowledge and skills. Faculty serve as role models and facilitators. Graduates are prepared to pursue lifelong learning, function in a variety of health care settings, and delivery models, as well as specialize at the graduate level.

## **GRADUATE NURSING EDUCATION**

Preparation for advanced nursing roles is obtained through graduate education in nursing. Graduate education in nursing further develops the intellectual skills of critical thinking, analytic inquiry, and problem solving which were initiated in baccalaureate nursing education.

Building upon the foundations laid by baccalaureate education, the faculty recognizes the need for additional knowledge to prepare graduates for specialty practice and for advanced roles. The evaluation of theory and research in nursing and related fields is imperative for graduates to incorporate evidence-based practice into their advanced nursing roles. A higher level of synthesis, analysis, and application of advanced nursing knowledge is essential for performance of advanced nursing roles. The integration of the additional knowledge, theory, and skills is obtained through graduate education in nursing. The graduate develops professional concepts and behaviors in order to function in an advanced role.

Nurses prepared at the graduate level must collaborate with other health disciplines in providing innovative health care delivery. They do so as full partners, sharing the responsibility for delineating society's health goals and developing health care policy. In addition, they function as advocates for the health care consumer who has a right to health care, regardless of social class or ethnic background.

The University's rural geographic setting creates unique health care concerns. The online format of the MSN and DNP programs creates an educational opportunity open not only to nurses in Kentucky, but in many states. The faculty is committed to educating nurses from Kentucky and other states at the graduate level who will contribute to the general health of the nation. The educational process at the graduate level is collegial in nature and promotes independent, self-directed learning and self-evaluation. Students are required to communicate the results of their discovery, analysis, and synthesis of knowledge both orally and in writing to prepare them for their increased responsibility in making contributions to the knowledge base of the discipline of nursing. Graduate education stimulates the learner to a lifetime of personal and professional development. As baccalaureate education serves as the foundation for professional nursing practice and for graduate study in nursing, graduate education in nursing prepares the nurse for more specialized and advanced roles in the profession. Graduate education in nursing prepares nurses to serve as advanced practice nurses, to serve in roles requiring other types of advanced nursing knowledge, and to serve as leaders in the health care system.



## **BSN PROFESSIONAL NURSING PRACTICE OUTCOMES**

Upon completion of the baccalaureate nursing program, the BSN graduate will:

1. Demonstrate self-care, professionalism, accountability, and competence in nursing practice with a commitment to advancing the profession of nursing and respecting clients' rights to self-direction and decision making.
2. Synthesize communication, collaboration, critical thinking, research, leadership, and teaching/learning knowledge when functioning as a leader or member of an intra/inter-professional health care team.
3. Examine the impact of ethical and legal issues on complex health care and nursing practice.
4. Use the nursing process, evidence-based nursing practice, critical thinking, research methodologies, informatics, and health care technology to provide therapeutic interventions across levels of prevention, predict outcomes, and influence the care of patients with complex health problems.
5. Evaluate safe effective, quality health care for complex clients.
6. Advocate for improved care for complex care patients.
7. Synthesize knowledge of systems including sociopolitical, cultural, and epidemiologic systems, and health care economics when analyzing complex care situations.

Revised October 2010

## **AMERICAN NURSES ASSOCIATION CODE OF ETHICS**

Students are directed to the following web site to view the provisions and the interpretive statements. Instructions are as follows.

The link for the 2015 ANA Code of Ethics is at the end of the following reference:

<https://nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses>

## CURRICULUM ORGANIZATION FRAMEWORK

The major philosophical concepts provide direction for curriculum organization and outcomes. These concepts are derived from professional nursing education and practice, and environmental factors which include a rapidly changing health care delivery system. In an effort to develop a curriculum responsive to a dynamic health care delivery system, the faculty re-conceptualized the curriculum schemata.

Professional nurses must have the ability to define and conceptualize population parameters, and the health care needs of that population. Also, nurses must be able to recognize and predict shifts in health care needs to develop effective nursing practice interventions. Thus, as individual client's or population aggregate's healthcare needs shift, individual courses can be adapted within the overall program framework.

The research for evidence-based nursing practice course (NSC 390W) is a writing intensive course that enhances critical thinking, problem solving, and decision-making skills. The leadership (NSC 440), professional practice (NSC 381, 383, 385), and role transition (NSC 445) courses offer opportunities to synthesize nursing competencies for systems management and to critically analyze factors which shape nursing practice and effect change in the health care delivery system. The public health course (NSC 486) focuses on population health topics to reduce disparities and gain understanding regarding the social determinants of health. NSC 442 (Complex Health Care Systems) focuses on system-level thinking within healthcare.

Students will be engaged in clinical practice experiences within the Complex Health System Clinical course (442C). In combination with the didactic courses (486 & 442), NSC 442C provides students with opportunities to:

- 1.) Examine health and selected health care problems of defined populations,
- 2.) Explore the epidemiology of the selected health care problems,
- 3.) Examine care management issues across the levels of prevention, with a focus on appropriate therapeutic nursing interventions and essential competencies required for safe practice,
- 4.) Analyze case management approaches to health care, with a focus on functioning as a member of an interdisciplinary health care team, and
- 5.) Provide opportunities for students to demonstrate knowledge and role-appropriate skills.

## **BSN ORGANIZING CONCEPTS**

### **I. Professionalism**

- A. Leadership
- B. Ethical/Legal Practice

### **II. Evidence-based Nursing Practice**

- A. Nursing Process
- B. Research
- C. Informatics & healthcare technology
- D. Communication
- E. Collaboration
- F. Critical thinking

### **III. Systems**

- A. Patients/client system (individual, family, communities, populations)
- B. Health care systems

Revised October 2009

## **PROFESSIONALISM**

“Professionalism is defined as the consistent demonstration of core values evidenced by nurses working...to achieve optimal health and wellness outcomes in patients...by wisely applying principles of altruism, excellence, caring, ethics, respect, communication, and accountability” (Interprofessional Professionalism Measurement Group, 2008). “Professionalism encompasses the development of a nursing identity embracing the values of integrity, altruism, inclusivity, compassion, courage, humility, advocacy, caring, autonomy, humanity, and social justice.” (AACN Essentials 2021 pg. 49)

## **LEADERSHIP**

Leadership is the ability to apply learned skills by which nurses influence the direction of health care, the nursing profession, and the quality of health care for patients. Effective leaders are innovative, flexible, and foster inter/intradisciplinary collaboration and communication.

## **ETHICAL/LEGAL PRACTICE**

Ethical practice is the implementation of moral principles and standards governing conduct. Legal practice is the adherence to the laws and regulations governing nursing.

Reviewed & Updated: February 2010

## EVIDENCE-BASED PRACTICE

Evidence-based Practice: “Care that integrates the best research with clinical expertise and patient values for optimum care” (IOM, 2003b). Evidence-based nursing practice is the delivery of safe and effective patient-centered care across the lifespan.

- A. Nursing Process is a problem-solving method which includes assessment analysis, planning, implementation, and evaluation. Critical elements of the nursing process include levels of prevention, safety, cultural sensitivity, and quality management in health care.
- B. Research is a systematic, scientific inquiry into phenomena relevant to evidence-based nursing practice for the purpose of validating and developing knowledge of the profession.
- C. Informatics & Health Care Technology: is the use of electronic systems to gather, monitor, and analyze data in the provision and improvement of patient care.
- D. Communication is a goal directed dynamic, written, verbal, nonverbal, and electronic interactive process. Communication involves contextual transmission, analysis, interpretation and evaluation of messages. Communication skills promote interpersonal, therapeutic, group, and professional relationships.
- E. Collaboration is a process of working toward mutual goals to improve patient outcomes. Collaboration involves collegial relationships with other members of the health care team, including patients.
- F. Critical Thinking is the process of questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity (AACN, 1998; as cited in AACN, 2008, p. 37). Critical thinking underlies independent and interdependent decision making. (AACN, 2008, p. 37)

## SYSTEMS

The concepts of systems theory are integral to professional nursing practice. Systems function through interdependent, interacting components. All systems are part of a larger system.

The patient/client system includes the individual, family, communities, and populations.

- A. The individual is an integration of biological, psychological, sociocultural, and spiritual spheres. Although composed of similar systems and subsystems, individuals are considered across the life span in relation to their human diversity, genetics, and growth and development.
- B. The family is an open system that continually interacts with its members and the environment. Family is defined by the individual.
- C. The community is either a geopolitical or phenomenological group of people with shared interests, goals, identity, and/or physical boundaries.
- D. Population is any group with a common characteristic.

Health care systems are systems of delivery of health care to individuals, families, communities, and populations. These systems operate within the context of local, national, and global societies and processes. They are formed by policies that affect health outcomes. The nursing profession interacts with health care systems to advance safe, compassionate, quality, cost- effective, scientific, and ethical care among diverse populations.

## PROFESSIONAL STANDARDS OF BSN PROGRAM

The Essentials of Baccalaureate Education for Professional Nursing Practice, published by the American Association of Colleges of Nursing in 2008, has been adopted as the professional standard to guide the undergraduate curriculum. The document specifies the essentials which are essential for all baccalaureate nursing programs. These essentials are congruent with the curriculum organizing concepts and are integrated into the baccalaureate curriculum.

### EXECUTIVE SUMMARY

From the *“The Essentials of Baccalaureate Education for Professional Nursing Practice”* (AACN, 2008):

This *Essentials* document serves to transform baccalaureate nursing education by providing the curricular elements and framework for building the baccalaureate nursing curriculum for the 21st century. These *Essentials* address the key stakeholders’ recommendations and landmark documents such as the IOM’s recommendations for the core knowledge required of all healthcare professionals. This document emphasizes such concepts as patient-centered care, inter-professional teams, evidence-based practice, quality improvement, patient safety, informatics, clinical reasoning/critical thinking, genetics and genomics, cultural sensitivity, professionalism, and practice across the lifespan in an ever changing and complex healthcare environment.

Essentials I-IX delineate the outcomes expected of graduates of baccalaureate nursing programs. Achievement of these outcomes will enable graduates to practice within complex healthcare systems and assume the roles: provider of care; designer/manager/coordinator of care; and member of a profession. Essential IX describes generalist nursing practice at the completion of baccalaureate nursing education. This Essential includes practice-focused outcomes that integrate the knowledge, skills, and attitudes delineated in Essentials I-VIII. The time needed to accomplish each Essential will vary, and each Essential does not require a separate course for achievement of the outcomes.

The nine Essentials are:

Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice

- A solid base in liberal education provides the cornerstone for the practice and education of nurses.

Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety

- Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality care.

Essential III: Scholarship for Evidence Based Practice

- Professional nursing practice is grounded in the translation of current evidence into one’s practice.

#### Essential IV: Information Management and Application of Patient Care Technology

- Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.

#### Essential V: Health Care Policy, finance, and Regulatory Environments

- Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.

#### Essential VI: Inter-professional Communication and Collaboration for Improving Patient Health Outcomes

- Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.

#### Essential VII: Clinical Prevention and Population Health

- Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

#### Essential VIII: Professionalism and Professional Values

- Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.

#### Essential IX: Baccalaureate Generalist Nursing Practice

- The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.
- The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

Learning opportunities, including direct clinical experiences, must be sufficient in breadth and depth to ensure the baccalaureate graduate attains these practice-focused outcomes and integrates the delineated knowledge and skills into the graduate's professional nursing practice. Clinical learning is focused on developing and refining the knowledge and skills necessary to manage care as part of an inter-professional team. Simulation experiences augment clinical learning and are complementary to direct care opportunities essential to assuming the role of the professional nurse. A clinical immersion experience provides the opportunities for building clinical reasoning, management, and evaluation skills (AACN, 2008 p. 4-5).

## CURRICULUM PROGRESSION AND READMISSION INFORMATION

### GENERAL EDUCATION REQUIREMENTS

EKU's RN to BSN option is a "2 plus 2 program", which is considered a degree completer program that permits students to earn credit for experiential learning. Eastern Kentucky University will consider all RN-BSN applicants, who are currently licensed nurses with professional work experience, as General Education certified based on the following standards:

- Applicants will have completed an associate degree (ADN) for which they have earned a minimum of fifteen (15) General Education credit hours.
- Applicants will have taken and passed the NCLEX RN license exam. Competencies demonstrated by this exam are sufficient to satisfy certain General Education competencies.
- Applicants have practical experiential learning (professional work experience) that can be applied to the General Education competencies.

**University General Education Courses – students will need to have completed at least 15 credit hours of the following options:**

**Element 1: Communication (9 hours)**

- A: Written Communication (3)
- B: Written Communication (3)
- C: Oral Communication (3)

**Element 2: Mathematics (3 hours)**

**Element 3: Arts and Humanities (6 hours)**

- A: Arts (3)
- B: Humanities (3)

**Element 4: Natural Sciences (6 hours)**

**Element 5: Social Behavioral Sciences (6 hours)**

- A: Historical Science (3)
- B: Social & Behavioral Science (3)

**Element 6: Diversity of Perspectives & Experiences (6 hours)**

**Note: Students must have a total of 120 credit hours to complete a BSN degree.**

### UNIVERSITY WRITING REQUIREMENT

**Writing Intensive Courses**

Students should refer to the ECU *Undergraduate Catalog* for the policy on writing requirements.

**The required course, NSC 390W will fulfill the requirement for a writing intensive course.** NOTE: A beginning Statistics course must be completed with a "C" or better before enrolling in NSC 390W



## TRADITIONAL OR ACCELERATED OPTIONS

Students may apply for the traditional or accelerated option. When considering these two options keep in mind that on-line programs can seem more rigorous as it requires a lot more self-direction and motivation.

**Traditional Path:** Most students who need to balance full-time work, family, and school enroll in the traditional path. The traditional path takes approximately 21-24 months to complete and allows students, for most semesters, to focus on one 8-week course at a time.

**Accelerated Path:** Students who are highly motivated and able to invest significant time toward school may choose to enroll in the accelerated path. The accelerated path will allow students to complete the pathway in as little as 12 months, depending on start date. Due to the shorter time frame and heavier load, this pathway will require additional time spent completing course work as students are taking more than one course at a time.

We encourage students who wish to enter the accelerated path and will be working full-time to plan ahead and ensure that significant time is set aside for school activities and assignments. If a student is highly motivated and prioritizes school, they can be successful in the accelerated path. At any time during the curriculum/option a student wants to shift from the accelerated path to the traditional path they may do so after consulting with the academic advisor.

Sample curriculum progression plans can be found in this handbook.

## COMPLETING THE NURSING MAJOR

Registered nursing students, as do other baccalaureate nursing students, must successfully complete a minimum of 120 hours for graduation. While many of these hours can be transferred from other academic institutions, a minimum of 30 hours must be completed at ECU to graduate. All required courses can be obtained online through ECU. Nursing major courses must be completed with a grade of 75% (C) or better. Changes do occur in the curriculum at times, therefore students are responsible for maintaining contact with their advisors and keeping informed on changes.

Registered Nurse (RN) students are required to complete the following nursing major courses in the RN to BSN option:

### **NSC 381: Perspectives in Professional Nursing I**

(3 hours) A. Prerequisite(s): RN status and admission to the RN-BSN option.

*Transition to the professional nursing role for the RN student emphasizing foundational concepts of professional nursing practice.*

### **NSC 383: Perspectives in Professional Nursing II**

(3 hours) Prerequisite(s): NSC 381.

*Transition to the professional nursing role for the RN student emphasizing the knowledge development of concepts and theories essential for professional practice.*

### **NSC 385: Perspectives in Professional Nursing III**

(4 hours) A. Prerequisite(s): NSC 381 and 383.

*Advanced concepts and skill for professional nursing practice.*

### **NSC 390W: Research for EBNP**

(2 hours) A. Prerequisite(s): STA 215 or 270; or SOC 232; or other approved statistic courses with a grade of "C" or better. NSC 390W must be completed before enrollment in NSC 486: Public Health Nursing. The University Writing Intensive course requirement can be fulfilled through NSC 390W.

*Translates research for evidence-based nursing practice (EBNP).*

### **NSC 440: Leadership and Management**

(2 hours) A. Prerequisite(s): RN status and admission to the RN-BSN option.

*An overview of leadership and management theory in health care explores the leadership role of nursing. Strategies for facing challenges, promoting cost-effective health care, and promoting leadership success in the dynamic health care system.*

### **NSC 442: Complex Health Systems**

(3 hours) A. Prerequisite(s): NSC 440, 445, and 486. Corequisite: NSC 442C

*Synthesis of professional nursing competencies to address human diversity and manage care in today's complex health.*

**NSC 442C: Complex Health Systems Clinical**

(2 hours). Prerequisites: NSC 440, 445, and 486. Corequisite: NSC 442

*Synthesis and performance of professional nursing care competencies to address human diversity and manage care in today's complex health systems.*

**NSC 445: RN Professional Role Transitions**

(2 hours) A. Prerequisite(s): RN status and admission to the RN-BSN option.

*Role development seminar for RNs. Critical analysis of trends which shape professional nursing practice. Analysis of strategies for instituting change in various health care delivery systems.*

**NSC 486: RN Public Health Nursing**

(3 hours) I, II. Prerequisite(s): NSC 385 and NSC 390W or departmental approval.

*Synthesizes nursing concepts and applies the nursing process to develop practice partnerships with communities and their subsystems.*

**General Table of Nursing Course Offerings**

| Fall Semester  |           | Spring Semester |           | Summer    |
|--|-----------|-----------------|-----------|-----------|
| A Session  | B Session | A Session       | B Session | A Session |
| NSC 381  | *NSC 383  | NSC 381         | *NSC 383  | NSC 445   |
| *NSC 385   | NSC 440   | *NSC 385        | NSC 440   | *NSC 390W |
| *NSC 390W  | *NSC 442  | *NSC 390W       | *NSC 442  |           |
| *NSC 486   | *NSC 442C | NSC 445         | *NSC 442C |           |
|  |           | *NSC 486        |           |           |
| <b>*Denotes courses that have pre-requisite requirements</b> |           |                 |           |           |

## EKU ONLINE RN-BSN EXAMPLE CURRICULUM PROGRESSION PLANS

\*Based on a curricular start option and individual plan needs, the timing of some courses may be altered slightly. Your academic advisor will help determine the best plan for you. **Note: at the undergraduate level it is anticipated that students will need to spend approximately 3 to 4 hours of study time for every 1 credit hour. Therefore, one 3 credit hour course may require approximately 9 to 12 hours of study time per week. When taking multiple courses at the same time the required study time will increase.**

### Fall Start: Traditional Path Option (Needs STATS)

| Semester | Fall A         | Fall B        | Spring A      | Spring B                        | Summer      |
|----------|----------------|---------------|---------------|---------------------------------|-------------|
| Year 1   | NSC 381 (3hr)  | NSC 383 (3hr) | NSC 385 (4hr) | NSC 445 (2hr)                   | STATS (3hr) |
| Year 2   | NSC 390W (2hr) | NSC 440 (3hr) | NSC 486 (3hr) | NSC 442 (3hr)<br>NSC 442C (2hr) |             |

### Fall Start: Traditional Path Option (STATS completed)

| Semester | Fall A        | Fall B                          | Spring A                        | Spring B      | Summer        |
|----------|---------------|---------------------------------|---------------------------------|---------------|---------------|
| Year 1   | NSC 381 (3hr) | NSC 383 (3hr)                   | NSC 390W (2hr)<br>NSC 385 (4hr) | NSC 440 (3hr) | NSC 445 (2hr) |
| Year 2   | NSC 486 (3hr) | NSC 442 (3hr)<br>NSC 442C (2hr) |                                 |               |               |

### Spring Start: Traditional Path Option (Needs STATS)

| Semester | Spring A      | Spring B                        | Summer        | Fall A                          | Fall B        |
|----------|---------------|---------------------------------|---------------|---------------------------------|---------------|
| Year 1   | NSC 381 (3hr) | NSC 383 (3hr)<br>NSC 445 (2hr)  | STATS (B-3hr) | NSC 390W (2hr)<br>NSC 385 (4hr) | NSC 440 (3hr) |
| Year 2   | NSC 486 (3hr) | NSC 442 (3hr)<br>NSC 442C (2hr) |               |                                 |               |

### Spring Start: Traditional Path (STATS Completed)

| Semester | Spring A      | Spring B                        | Summer        | Fall A                          | Fall B        |
|----------|---------------|---------------------------------|---------------|---------------------------------|---------------|
| Year 1   | NSC 381 (3hr) | NSC 383 (3hr)                   | NSC 445 (2hr) | NSC 390W (2hr)<br>NSC 385 (4hr) | NSC 440 (3hr) |
| Year 2   | NSC 486 (3hr) | NSC 442 (3hr)<br>NSC 442C (2hr) |               |                                 |               |

**Summer Start: Traditional Path Option (Needs STATS)**

| Semester | Summer        | Fall A        | Fall B                          | Spring A                        | Spring B      |
|----------|---------------|---------------|---------------------------------|---------------------------------|---------------|
| Year 1   | STATS (B-3hr) | NSC 381 (3hr) | NSC 383 (3hr)                   | NSC 390W (2hr)<br>NSC 385 (4hr) | NSC 440 (3hr) |
| Year 2   | NSC 445 (2hr) | NSC 486 (3hr) | NSC 442 (3hr)<br>NSC 442C (2hr) |                                 |               |

**Summer Start: Traditional Path Option (STATS completed)**

| Semester | Summer        | Fall A        | Fall B                          | Spring A                        | Spring B      |
|----------|---------------|---------------|---------------------------------|---------------------------------|---------------|
| Year 1   | NSC 445 (2hr) | NSC 381 (3hr) | NSC 383 (3hr)                   | NSC 390W (2hr)<br>NSC 385 (4hr) | NSC 440 (3hr) |
| Year 2   | Off           | NSC 486 (3hr) | NSC 442 (3hr) NSC<br>442C (2hr) |                                 |               |

**Accelerated Option** (Must have statistics course completed prior to entering accelerated option)

**Fall Start**

| Semester | Fall A                             | Fall B  | Spring A                       | Spring B                        |  |
|----------|------------------------------------|---|--------------------------------|---------------------------------|--|
|          | NSC 381 (3hr)<br>NSC 390W<br>(2hr) | NSC 383 (3hr)<br>NSC 440 (3hr)<br>NSC 445 (2hr) | NSC 385 (4hr)<br>NSC 486 (3hr) | NSC 442 (3hr)<br>NSC 442C (2hr) |  |
| Hours    | 13 credit hours                    |   | 12 credit hours                |                                 |  |

**Accelerated Option** (Must have statistics course completed prior to entering accelerated option)

**Spring Start**

| Semester | Spring A                        | Spring B                       | Summer A      | Fall A                         | Fall B                          |
|----------|---------------------------------|--------------------------------|---------------|--------------------------------|---------------------------------|
|          | NSC 381 (3hr)<br>NSC 390W (2hr) | NSC 383 (3hr)<br>NSC 440 (3hr) | NSC 445 (2hr) | NSC 385 (4hr)<br>NSC 486 (3hr) | NSC 442 (3hr)<br>NSC 442C (2hr) |
| Hours    | 11 credit hours                 |                                | 2 hours       | 12 credit hours                |                                 |

**EASTERN KENTUCKY UNIVERSITY  
SCHOOL OF NURSING  
GENERAL INFORMATION**

**BACCALAUREATE NURSING PRACTICE**

The practice of nursing includes the provision of direct care to clients. Certain cognitive and psychomotor capabilities are essential for safe and skillful practice. In order to complete the baccalaureate nursing program, the student must:

- Analyze, plan, and evaluate health care;
- Communicate with clients and other members of the health care team;
- Perform health assessments using equipment including stethoscopes, monitors, and warning systems;
- Effectively perform CPR and assist the client in meeting health care needs through interventions including the performance of skills and provision of emotional and physical support;
- Prepare, administer, and monitor medications.

## LEGAL AND ETHICAL RESPONSIBILITIES

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

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

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

Students need to familiarize themselves with the laws of the state in which they intend to take the National Council Licensure Examination (NCLEX). In general, State Boards have the power to:

1. Deny admission to take licensure examination.
2. Require that the individual be graduated from an approved school.
3. Require reporting of misdemeanor or felony convictions.
4. Deny licensure to persons who negligently or willfully act in a manner inconsistent with the practice of nursing, or is unfit or incompetent to practice due to other causes, such as abuse of controlled substances, fraud, or deceit.



**CURRICULUM ADMISSION  
EASTERN KENTUCKY UNIVERSITY  
COLLEGE OF HEALTH SCIENCES  
SCHOOL OF NURSING  
ADMISSION AND PROGRESSION**

**ADMISSION AND PROGRESSION REQUIREMENTS**

Registered nursing students apply for admission to the University in the same manner as other transfer students through the university website: <http://admissions.eku.edu/apply>.

Students must also fill out an RN-BSN Departmental application at <https://ecampus.eku.edu/application-enroll-eku-online-rn-bsn-nursing-program>

The application requirements for the RN-BSN option are:

- Associate degree in nursing from an accredited nursing program for which they have earned a minimum of fifteen (15) General Education credit hours.
- An RN license from an approved state that is free and unrestricted, meaning that it is not currently subject to reprimand, revocation, probation, suspension, restriction, limitation, disciplinary action, discretionary review/hearing or encumbrance nor has any type of complaint filed against it. Minimum grade equivalent of a 2.5 (C) Students applying for admission to the University must have official copies of all non-EKU transcripts sent to the Admissions office. Evaluation of all transfer courses for equivalency with required major, support, or pre-requisite courses must be completed before the student undertakes course work within the curriculum.

Diploma Prepared Registered Nurses, (Registered Nurses with a diploma instead of an Associate degree) will receive individualized evaluation to determine which transfer courses can receive college credit.

In addition to the academic criteria required for admission, the student must meet the standards written into the Commonwealth of Kentucky Nurse Practice Act. Specifically, the Nurse Practice Act requires that each student be of good moral and ethical character, good mental and physical health, and be academically qualified to fulfill the role and responsibilities of a person licensed to practice as a professional nurse. Applicants for nursing programs should review licensure information posted on the Kentucky Board of Nursing's website, including the information for candidates with a history of prior criminal convictions. **Students must meet all clinical agency placement requirements.**

For progression, students must earn a grade of "C"/2.0 or better in all nursing and supporting courses. Students who fail to meet the requirements for progression must apply for readmission through the Baccalaureate Admission/Readmission Committee. Readmission to a nursing course is not guaranteed to any student. Please refer to the readmission section of this handbook for specific information on readmission procedures. The program reserves the right to alter the suggested plan as necessary to enhance a quality educational program.

Students should also refer to the Academic Standards section of this handbook under Academic Information.

## **TRANSFERS FROM OTHER NURSING PROGRAMS**

Transfer students must apply for admission to the University and declare Baccalaureate Nursing as their major. In addition to the official transcripts which are sent to ECU's Admissions Office, **transfer students must also submit copies of all transcripts to the Academic Adviser/BSN Coordinator for review.** These transcripts will be considered part of the application process and are necessary to determine admission and placement.

Students wishing to transfer nursing courses from another accredited nursing program must have a minimum grade equivalent of a 2.0 (C) or the program's passing grade in any nursing or support course to be transferred. In addition, the applicant must submit complete course outlines and/or syllabi for nursing courses to the BSN Coordinator for review and consideration for approval. This material should be submitted well in advance of expected matriculation in order to provide time for necessary evaluation.

Transfer students who have been enrolled in nursing courses in another nursing program must also submit an *Applicant from Another Nursing Program* form and a *Nursing School Director Reference* form from all programs in which the student was previously enrolled. All students who wish to transfer and have had previous enrollment in nursing courses at another nursing program must apply through the Admission/Readmission Committee. If a student who wishes to transfer has had a deficiency in nursing course(s) taken at the other nursing program, the student must apply through the Admission/Readmission Committee as well. A deficiency is defined as (a) a theory grade less than the passing grade, (b) an unsatisfactory grade in clinical, or (c) withdrawal from a course in which the student was deficient in classroom or clinical performance at the time of withdrawal. To be considered by the Admission/Readmission Committee, the student who has been enrolled in another nursing program must submit: 1) *Application for Admission to Clinical Nursing Sequence* form, 2) *Applicant from Another Nursing Program* form, 3) *Nursing School Director Reference* form from the previous nursing school director (s), and 4) transcripts from all previous academic work.

## **READMISSION INFORMATION**

**Students meeting any of the following criteria must apply for Readmission to the RN to BSN option:**

- 1) Inactive with the RN to BSN option and/or ECU for one or more semesters
- 2) Final grade equivalent below 75% (C) in any required course
- 3) A final grade of unsatisfactory in any clinical course
- 4) Withdrew from a required NSC course
- 5) ECU and/or Cumulative GPA dropped below 2.0

**Procedure for Reapplying to the RN to BSN Option:**

Submit the online RN to BSN Application for Readmission with all required documentation, including:

- 1) Copy of up-to-date Degree Audit from Degree Works
- 2) Copy of active, unencumbered nursing license verification

- 3) Brief explanation of why the student should be considered for readmission
- 4) A list of two specific changes the student will make to ensure future success if approved for readmission (**if reapplying due to an unsatisfactory grade**)

The Application for Readmission is accessible through:

<https://ecampus.eku.edu/rn-bsn-application-readmission>

Submit the application for readmission no later than two weeks prior to the beginning of the desired term for readmission. Completed applications (those including all required documentation) will be evaluated by the RN to BSN Faculty Readmission Committee. Readmission is not guaranteed. **Students may direct questions to their academic advisor.**

Students who have been inactive with Eastern Kentucky University for two or more academic years must first reapply to the university to have their file reactivated. It is impossible to complete the RN to BSN readmission application with an inactive ECU student account. If a new university application for admission is required *in addition* to the RN to BSN readmission application additional time will be required for processing.

#### **How a Readmission Decision is Made:**

The RN to BSN committee will consider multiple factors and performance in previous courses.

Recommendations will be based upon:

- a. Complete record of academic performance, including grade point average and performance in the course for which readmission is sought.
- b. The number of times the student has repeated other courses.
- c. The nature of any documented deficiencies (academic, clinical, moral, & ethical) and whether they lend themselves to further successful progression in Baccalaureate Nursing.
- d. Evidence that the student has sought or will seek ways to correct deficient areas specifically defined on their readmission application if applicable.

#### **Notification of Decision:**

Applicants will be notified of Committee recommendations through the official university email address provided on the application within (10) days following the meeting. The student's advisor and appropriate course faculty will receive a copy of the committee's recommendation. Students approved for readmission must contact the RN to BSN Academic Advisor to facilitate course placement and scheduling.

#### **Appeals Process:**

A written appeals process is available to students not recommended for readmission. The appeal process should begin with the RN to BSN Faculty Readmission Committee and progress, if denied at any level, according to the following sequence:

#### **An appeal of the committee's decision can be made in writing in the following sequence:**

1. First to the RN to BSN Admission/Readmission Committee via email to the RN to BSN option administrative assistant.
2. Chairperson, School of Nursing

3. Dean/Associate Dean College of Health Sciences
4. Admission/Progression Committee, College of Health Sciences

The student may be admitted/readmitted to the nursing program on a probationary status. A student on probation must maintain satisfactory classroom and clinical performance. If academic or clinical difficulty arises during the probationary period, the student will be denied readmission. Probationary status will be lifted after one semester provided the student meets the following conditions: (1) 2.0 (C) in all nursing courses with a minimum cumulative G.P.A. of 2.5, (2) successful completion of the clinical component, (3) successful completion of content in which the student was previously deficient.

### **ACADEMIC ADVISEMENT AND REGISTRATION**

After transcripts have been evaluated, each student is assigned an academic advisor who will work with the student to plan a course of study which will permit the student to successfully complete the RN to BSN option in the most expeditious manner.

Students will receive communication from their academic advisors at least one time per semester to review and plan for the upcoming semester. Advisors will send out a reminder via email for students to set-up advisement which can occur through on-line technology or by phone. Additional meetings or phone calls may be held if deemed necessary by the advisee (student), advisor or both. **Under ordinary circumstances, the academic advisor will give the student the Registration Access Code (RAC number) needed to register online.** Academic Advisors are not available on weekends, during holiday breaks, or when the University is closed. Students are encouraged to schedule appointments with advisors during the university scheduled advising periods.

Schedule changes will be needed when a student has received a grade below C (75% or 2.0) in any nursing course or required course or when the student's cumulative grade-point average has fallen below a 2.0. Students who receive a grade below "2.0" (C) in any nursing or support course or who interrupt their program after admission to the major for any reason, must apply for readmission to the nursing sequence. Once interrupted in the nursing sequence, there is no guarantee that a student will be readmitted to the major.

Students are responsible for their own education. Each student is given a curriculum plan which clearly outlines the requirements of the RN to BSN option, semester by semester. It is the responsibility of the student to know and follow the requirements, policies and procedures contained in this handbook. As new policies and procedures are adopted by faculty, students will be provided this information in writing.

**It is very important that students consult with their advisor if they are deviating from the suggested curriculum progression plan under which they were admitted or if they are experiencing any academic difficulties.**

**CLINICAL INFORMATION  
EASTERN KENTUCKY UNIVERSITY  
COLLEGE OF HEALTH SCIENCES  
SCHOOL OF NURSING**

**REGISTERED NURSING LICENSE**

Students applying to the RN to BSN option are required to submit a Registered Nursing license that is free of disciplinary action (must be currently free and unencumbered) and must maintain this status while enrolled in the option. Students must submit verification of their Registered Nursing license every year through the Blackboard Student portal. Students who fail to maintain current licensure and submit verification documentation will be dismissed from the RN to BSN option (even if it is the first or final semester).

## **ANNUAL LICENSURE VERIFICATION**

Students are expected to maintain an RN license from an approved state that is free and unrestricted, meaning that it has not been subject to reprimand, revocation, probation, suspension, restriction, limitation, disciplinary action, discretionary review/hearing or encumbrance nor had any type of complaint filed against it. **Students who fail to maintain current licensure and submit verification documentation will be dismissed from the RN to BSN option (even if it is the first or final semester).**

## **EKU STUDENT IDENTIFICATION (ID) BADGE**

Any time a student engages with the public or an agency, in the capacity of a student, they must have an identification (ID) badge acknowledging them as an ECU RN to BSN student, even if this is at their current place of employment.

To obtain an official ECU RN to BSN student badge, students will be required to submit information via web form prior to the semester in which they are planned for their clinical course. Students are required to submit an image for the ID badge. The image must be an image of you, in which your face is centered, clearly visible, and directly facing the camera. In this image, you must be in professional clothing (appropriate for the workplace) and your hair must be well-groomed and out of your face. The image must also be in color, in front of a neutral background (such as white or beige) and taken within the last 6 months to reflect your current appearance. Please note that no filters or color changes will be allowed on the badge ID image.

Students must use their legal name, as documented in ECU records. No nicknames or middle names may be used for the student nametag. If a student has an official/formal change in their last name, the student must complete a name change through the Registrar's office before an official name change on the ID badge can occur. The cost of the badge will be added to the ECU student's account. If a student loses the badge, a replacement badge will be required at an additional cost to the student.

## **PROFESSIONAL LIABILITY INSURANCE (PLI)**

All students participating in clinical learning experiences must purchase professional liability insurance through the University and maintain it while enrolled in all clinical nursing courses. The University has arranged for appropriate insurance coverage at a modest cost to the student. Students will not be allowed to attend clinical experiences unless they have obtained this liability insurance coverage through Eastern Kentucky University. The time period for coverage is August 15 - August 14 of a calendar year; no prorating for partial coverage is possible. The insurance covers only clinical experiences which are part of scheduled classes. The insurance will no longer be in effect if the student withdraws from school or graduates.

## **CLINICAL EXPERIENCES**

The clinical learning activities require completion of 60 clock hours over 8 weeks for NSC 442C. It is never too early for students to begin identifying potential clinical agencies and preceptors/mentors. Students are permitted to explore partnerships within their local community for clinical placements. Often students find

that networking with clinical agencies and partners within their own communities prove most successful. Faculty are available to provide guidance and assist students with identifying and securing potential clinical sites. All preceptors/mentors must be approved by the primary course leader.

Complex health system clinical (442C) students will establish a partnership within a local health care system. In addition to hospitals, examples of health care systems include long-term care or rehabilitation facilities, federally qualified health care centers, primary care clinics, out-patient specialty care centers, and mental health facilities. Students may also seek placement in community-based agencies, such as the local health department. Students will collaborate with the agency preceptor/mentor to identify a patient-focused quality or safety issue. The student will investigate the issue to compare the agency's policy and practice to current evidence-based standards. The student will collaborate with other disciplines to develop and present an inter-professional process improvement plan. Additionally, students will review social determinants of health for the population their agency serves. Students may complete the clinical experience within their place of employment, provided it is a healthcare agency and the agency agrees to allow the student to complete the clinical experience and an affiliation agreement is executed with the agency. Preceptors/mentors must be approved by the primary course leader.

Clinical experiences require an affiliation agreement/contract to be established between ECU and the agency, even if it is the student's place of employment. Students must complete an ECU agency request form the semester prior to the clinical course (NSC 442C). Students must adhere to the established deadlines for securing clinical affiliation agreements and complete required documentation prior to beginning any clinical activities. The required documentation must be submitted by May 1 for fall clinicals and September 1 for spring clinicals. These documents are provided in Appendix A.

## **REQUIRED DOCUMENTATION FOR CLINICAL/CLINICAL AGENCY PLACEMENT**

All students must submit evidence of compliance with immunization requirements, screenings, CPR certification, background check, drug screening, and health insurance certificate/letter of coverage with application for admission to the clinical nursing sequence (see Admission and Progression policies for pre-licensure and registered nurse students). All records must be current and cannot expire anytime during the semester in which the student is enrolled in a clinical nursing course. It is the student's responsibility to provide updates on expired requirements. Updates are required to be submitted by May 1 for fall clinicals and September 1 for spring clinicals. Failure to do so will result in the student not being eligible to continue in the RN to BSN option. Students progressing in the RN to BSN option who do not meet these deadlines are subject to disenrollment from their clinical nursing courses. All students must purchase professional liability insurance through ECU, while enrolled in clinical nursing courses. Clinical documents verifying compliance with immunizations, tuberculosis screening, CPR, medical insurance coverage, urine drug screening, background check and other requirements must be submitted to CastleBranch by May 1 for fall clinicals and September 1 for spring clinicals. It is the student's responsibility to provide updates as indicated. The following is a list of specific requirements:

### **IMMUNIZATIONS & TUBERCULOSIS SCREENING**

1. Tuberculosis Screening

- a. An initial two-step TB skin test, or TB blood test, is required before beginning the clinical nursing sequence.
    - i. In a two-step procedure, a person is given a baseline PPD test. If the test is negative, a second test is administered one to three weeks later. If the second test is negative, the person is considered uninfected. A positive test indicates the need for further screening. **The students must specify they are requesting the two-step PPD when they initiate the testing procedure.**
    - ii. TB blood tests are acceptable and will satisfy the two-step TB screening requirement. Acceptable blood tests are QuantiFERON-TB Gold or T-SPOT TB test.
  - b. Students who have completed the initial two-step screening or initial TB blood test, must submit documentation of an annual negative one-step PPD skin test.
  - c. If the PPD skin test is positive, or if a PPD is contraindicated, further evaluation is necessary.
  - d. PD skin test documentation must include lot # and vial expiration date.
2. **NOTE:** The tuberculosis screening documentation must remain current for the entire semester and must not lapse at any time during the semester.
  3. MMR-Measles, Mumps, Rubella and Rubeola Immunity: Documentation of protective rubeola, rubella, and mumps titers (if one titer is negative you should receive a booster and recheck your titer) or documentation of two doses of vaccine 28 days apart after the first birthday. The two doses of vaccine can be given four weeks apart.
  4. Hepatitis B vaccination: documentation of vaccination with three doses of vaccines.
    - a. Documentation of first two doses must be submitted with BSN application if series is needed. Documentation of third dose must be submitted six months after second dose is administered.
  5. Varicella (chicken pox) immunity: Must have either serologic evidence of immunity (varicella zoster virus titer) or documentation of vaccine, (two doses, four weeks apart).
    - a. If a student had chicken pox in the past, they must submit documentation of immune titer or two doses of varicella vaccine.
  6. Pertussis booster vaccine (Tdap-Adacil, which has the pertussis component). This vaccine is for adolescents and adults and is different from the vaccine given to infants and young children. Td, dT, or DtaP are not acceptable forms of the Tdap vaccine. Vaccine must be received within the past 10 years. If vaccine was received more 10 years ago, documentation of expired Tdap vaccine and an updated Td booster must be submitted.
  7. An Influenza vaccine must be obtained annually for each upcoming “flu season” and documentation submitted. The due date for the annual vaccine for the upcoming season is **October 31**. The only



exemption will be with a written medical deferment. Students with such deferment will be required to wear a mask.

8. COVID-19 vaccination: students must be fully vaccinated for COVID-19. People aged 12 years and older who are unvaccinated should get either:

- 1 updated Pfizer-BioNTech or updated Moderna COVID-19 vaccine, OR
- 2 doses of updated Novavax COVID-19 vaccine.

Student Health Services will administer vaccines to students. Student Health Services does not perform any cash transactions, nor do they bill insurance. See the Student Health Services website for additional information (<https://healthservices.eku.edu/general-information> )

### CARDIOPULMONARY RESUSCITATION (CPR)

Clinical sites require students to have completed **American Heart Association, Basic Life Support training** prior to attending clinical in their facility. All students are required to have evidence of current satisfactory completion of CPR training during ALL clinical rotations. The CPR certification must remain current throughout the entire semester of the clinical course and cannot lapse at any time during the semester..

- Available course on campus to satisfy the CPR requirement is EMC 104. When a student is full time, these courses may not cost any extra and will count toward restricted electives.

Students may contact the American Heart Association regional office in Lexington, (859) 278-1632, for class information.

All hospitals offer classes to employees and may allow outsiders if space is available. If you are a hospital employee, this class is often free.

## **INSURANCE**

### Personal Illness:

The cost of treating illnesses or injuries incurred in clinical situations is not covered by the clinical agency or University. Students are **required** to carry personal health insurance to cover such situations. Submit Letter of Coverage containing student's name, group number, effective date, and current date from insurance provider with your *Application to the Clinical Sequence Nursing Program* and by August 1<sup>st</sup> annually.

### Professional Liability Insurance:

All students participating in clinical learning experiences must purchase professional liability insurance through the University and maintain it while enrolled in all clinical nursing courses. The University has arranged for appropriate liability insurance coverage at a modest cost to the student. Students will not be

allowed to attend clinical experiences unless they have obtained this liability insurance coverage through Eastern Kentucky University. The time period for coverage is August 15-August 14 of a calendar year; no prorating for partial coverage is possible. The liability insurance covers only clinical experiences which are part of scheduled classes. The liability insurance will no longer be in effect if the student withdraws from school or graduates.

## **CASTLEBRANCH**

Eastern Kentucky University College of Health Sciences utilizes CastleBranch as a system to maintain clinical documents, process background checks, and assist in the urine drug screening process. It is the student's responsibility to upload clinical documents into CastleBranch prior to the application deadline. Students must use their official EKU name for CastleBranch accounts and clinical documentation. These documents are shared each semester with the clinical facilities. Information about submitting clinical documents, processing a background check, and completing a urine drug screening are as follows:

### Background Check:

Eastern Kentucky University College of Health Sciences requires background checks for all students entering programs in the Health Sciences. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of clinical facilities.

Eastern Kentucky University College of Health Sciences works with CastleBranch to ensure an acceptable screening procedure. Students who fail to submit a background check through CastleBranch cannot complete or maintain enrollment in any Eastern Kentucky University College of Health Sciences Program. A background check must be performed through CastleBranch prior to initial enrollment in the clinical sequence of the nursing program.

Upon completion you will receive notification that your background screen is complete, and a copy of your report will be available to Eastern Kentucky University College of Health Sciences. If any information is found that would negatively affect your eligibility for Health Sciences program, you will be given an opportunity to challenge the information through the Adverse Action process associated with CastleBranch.

Students who have lived outside the United States must disclose previous residency and submit an international background check in addition to the standard background check. There is an additional fee associated with the international check.

It is important that you submit information in a timely fashion so the information will be available for the program to review by the deadlines published. If you have any questions on the background screening process, please contact CastleBranch Client Services at 888-723-4263.

### Urine Drug Screening:

Urine drug screening is required for all students to meet contractual requirements of clinical facilities and consists of a 9-panel standard urinalysis panel (marijuana, cocaine, PCP, amphetamines, opiate metabolites,

barbiturates, benzodiazepines, methadone, and propoxyphene) plus MDMA (ecstasy), oxycodone, and hydrocodone. Students must obtain a urine drug screen prior to initial enrollment in the clinical sequence of the nursing program. Random drug screenings or audits could also be required while enrolled in the program. ECU contracts with CastleBranch to ensure an acceptable screening procedure. Students who fail to submit a urine drug screen through CastleBranch cannot complete or maintain enrollment in any Eastern Kentucky University College of Health Sciences Program. **Students with dilute negative results must contact CastleBranch to obtain another screening. Dilute negative results will not be accepted.** If the drug test contains a positive result, the student will be contacted by a Medical Review Officer (MRO) affiliated with CastleBranch for consultation and/or for additional information to substantiate the positive result. Students with unsubstantiated, positive screening results will be ineligible to participate in clinical experiences and therefore, cannot be successful in the course or progress in the program. Instructions are on the following flyer.

**To be considered current and in compliance, all records MUST be approved by both CastleBranch and the School of Nursing, must remain current through the entire semester, and must not lapse at any time during the semester in which the student is enrolled in clinical course(s).** It is the student's responsibility to ensure currency and validity of required documentation.



# Background Check, Drug Test, & Medical Document Manager

**TIME SENSITIVE**

DO NOT DELAY

## ATTENTION STUDENTS:

We've partnered with CastleBranch to help you supply the required qualifications for your RN to BSN option. To get started, carefully follow the instructions below:

### Follow the directions below to get started:

1. Visit <https://portal.castlebranch.com/EU71>.
2. Click on "**PLACE ORDER**," "**Please Select**," and "**BSN**." (Do not select BSN Invoice.)
3. Select **EJ31: Background Check – Drug Test – Medical Document Manager**  
(Note: You will see 3 separate codes listed. Do not select these unless approved by the BSN Office.)
4. Then proceed with the prompts.

**GET STARTED NOW** at:  
<https://portal.castlebranch.com/EU71>

**For Best Results - Use a laptop or desktop computer to complete this process.**

**To be considered current and in compliance, all records MUST be approved by both CastleBranch and the School of Nursing, must remain current through the entire semester, and must not expire at any time during the semester in which the student is enrolled in clinical course(s). It is the student's responsibility to ensure currency and validity of required documentation.**

## **BSN DRESS CODE**

### **PROFESSIONAL APPEARANCE EXPECTATIONS**

It is expected that students as potential members of the health profession, will uphold standards of professional appearance at all times. Professional appearance expectations apply to **all** clinical experiences and settings. Professional appearance includes the following:

1. **Hair** off the shoulders, out of the face, simple in style, and without ornamentation/decoration. Hair must be pulled back off the face and must not fall in the face when moving or leaning forward. No unnatural hair color permitted in the clinical setting.
2. **Fingernails** must be natural (no artificial nails or “tips”), short, and without polish or other decoration.
3. **Cosmetic use** must be moderate (light day make-up is acceptable).
4. **Clothing** must be clean and wrinkle-free.
5. Shoes must have closed toes and heels
6. **Scents or colognes** can cause allergic reactions or nausea in some clients and should not be used during client care experiences. Please note that a strong odor of tobacco is also a scent and can cause the same problems as stated above.
7. **Jewelry** is limited to one set of small plain post type of earrings (non-dangling) in the earlobes and one ring. One ring is permitted in most clinical sites, and the ring must be free of sharp or protruding settings. No other jewelry is permitted, pierced or otherwise, in or on any visible areas of the body.
8. **Name badges** indicating the individual is an ECU Baccalaureate Nursing Student must be worn at all times, unless another type of student identification is required by the agency. Name badges must be ordered through the approved vendor, Scrubsies, in Richmond. Any facility issued badges are required to be worn in addition to the ECU Baccalaureate Nursing Student name badge. Facility issued badges must be returned to the clinical faculty at the end of the clinical rotation, or upon withdrawal from the course. If the badge is not returned, the student is responsible for the replacement cost of each badge issued. Failure to comply with this requirement will result in the student not receiving overrides for subsequent courses and may delay program progression.

**Additional restrictions or requirements** may be placed by the individual clinical agencies/settings and by the clinical faculty. An example of additional clinical agency restrictions is the one stating “no visible tattoos”. If a student has a tattoo and it is on an area of the body that may be reasonably covered, then covering the tattoo would permit clinical placement. However, some tattoos on areas such as fingers, hands, wrists, head, face, etc. that could not be covered could make a student ineligible for clinical placement due to the agency’s restrictions. Students who have questions regarding the dress code or clinical agency placement requirements should talk with the Chair of the School of Nursing.

In all cases, **the decision regarding appropriateness of apparel and appearances rests with the assigned clinical instructor.** If a student is determined by the clinical instructor to be out of compliance with the dress code, the student will not be permitted to participate in clinical experiences that day and will receive an “Unsatisfactory” for the day.

## **COMMUNICABLE DISEASES & BLOOD-BORNE PATHOGEN POLICY**

The School of Nursing recognizes the importance of minimizing the exposure of students and/or patients in a clinical setting to communicable diseases and blood-borne pathogens, as defined by the Centers for Disease Control (CDC). The School of Nursing emphasizes this through education regarding Universal Precautions, proper hand hygiene and disinfection/decontamination procedures, and collection of student immunization and health screening records. Students must adhere to the University Exposure Control plan: [https://envhealthsafety.eku.edu/sites/envhealthsafety.eku.edu/files/bbp\\_exposure\\_control\\_plan\\_eku\\_updated\\_080514.pdf](https://envhealthsafety.eku.edu/sites/envhealthsafety.eku.edu/files/bbp_exposure_control_plan_eku_updated_080514.pdf) as well as the Exposure Control Plan of the assigned clinical agency.

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

## **LATEX SENSITIVITY/ALLERGY POLICY**

### Policy

Those persons with known sensitivity to latex shall be treated as if they have a known allergy. Students may be requested to provide documentation from their health care provider.

### Purpose

To provide general information about latex products and potential types of allergic reactions. Procedure for those persons with sensitivity/allergy to latex.

### Scope

Pertains to all students and faculty.

### Responsibility

- Students are responsible for providing accurate allergy history.
- College will provide persons with non-latex gloves upon request in the laboratory setting.
- Students are responsible for preventing and/or limiting their exposure to latex in laboratory/clinical situations.
- If a latex sensitivity/allergy exists, the student understands that 100% prevention of exposure to latex in any laboratory/clinical situation may not be possible and that they may experience a life-threatening allergic reaction.
- Thus, if a latex sensitivity/allergy exists at any time during the program of study, the student with their health care provider is responsible for deciding if a health career is possible.

**ACADEMIC INFORMATION**  
**EASTERN KENTUCKY UNIVERSITY**  
**SCHOOL OF NURSING**  
**GENERAL INFORMATION**

**ACADEMIC STANDARDS**

Eastern Kentucky University and the School of Nursing support an open and inclusive environment through the establishment of a preferred name, gender identity, name prefixes, and pronouns, for use within University systems, where feasible. ECU supports the need for members of the University community to refer to themselves by a name other than their legal name. As long as the use of this name is not intended for the purposes of avoiding legal obligations or misrepresentation, the University acknowledges that a preferred first and/or middle name may be used where possible in the course of University business. ECU and the School of Nursing will use a student's preferred name wherever a legal name is not required on campus including on internal documents, communications, systems, and web portals. Legal names are required for all clinical documentation.

- A. A student may be asked to leave the nursing sequence regardless of academic grade if any of the following conditions exist:
1. Failure to exhibit behaviors of:
    - a. Integrity
    - b. Dependability and accountability
    - c. Concern for human and societal needs
    - d. Respect for all persons
    - e. Professional and civil communication, including all correspondence in e-mails, Virtual Office, Class Lounge, and Discussion Boards
  2. Failure to conform to the legal and ethical standards of the nursing profession
  3. Failure to maintain and submit the required documentation for participation in clinical experiences.
  4. On-going failure to complete assignments on time. See departmental/university policy on attendance/participation.
- B. A student is required to maintain a grade equivalent of 2.0/C (75%) or better in all NSC courses in order to continue uninterrupted in the nursing major.
- C. An NSC course may not be repeated without permission. All requests to repeat NSC courses must be made through the RN to BSN Admission/Readmission Committee. A student may not repeat any course with a NSC designation more than one time. **Readmission to a nursing course is not guaranteed to any student.**

**SOCIAL MEDIA POLICY FOR SON STUDENTS:**

1. SON students must not transmit or place online individually identifiable patient or clinical agency information.

2. SON students must observe ethical and professional student-faculty and student-patient boundaries online. Online social media contact with faculty or patients blurs these boundaries, as defined by the American Nurses Association Code of Ethics (2015) and National Council of State Boards of Nursing Social Media Guidelines (2018).
3. SON students should understand that patients, colleagues, organizations and employers may view postings.
4. SON students must be aware that social networking venues are shared by patients, faculty, colleagues, and the public. Privacy settings should be utilized to separate personal and professional information online.
5. SON students should bring content that could harm a patient or student's privacy, rights, or welfare to the attention of appropriate authorities.

## **ATTENDANCE**

Students are expected to attend class and actively participate in all aspects of the learning process. This includes class discussions, written work, and in-class activities. National and local studies have shown a direct correlation between attendance and grade performance. *Therefore, attendance is considered mandatory.*

For the purposes of this course, "excused absences" include verifiable medical or family emergencies, University approved activities (accompanied by a University excuse), illness (yours or an immediate family member's), and other absences as outlined in the University's "Student Absence from Class" policy. Students should be prepared to document the reasons for the absence. Students whose absences are not excused will receive a zero for any assignments, tests or class activities missed. Students who anticipate having multiple *excused* absences should contact their instructor as soon as the situation arises so that they can make arrangements for how to handle missed class time.

It is the professional expectation that all assignments will be submitted on time. Late assignments must be approved by the faculty of record prior to the due date (unless emergency situation prohibited notification). Late assignments without prior approval will not be accepted. Attendance of all students is expected for live synchronous sessions listed as mandatory in the syllabus.

### **Children and unauthorized visitors are not permitted to attend any SON class or clinical experience**

Students should be prepared to document the reasons for any absence or need for assignment extension. Students whose absences are not excused will receive a zero for any missed assignments, tests or class activities.

Students who are unable to resolve an absence or assignment issue with the instructor may appeal to the RN to BSN Program Coordinator. Unresolved issues may be appealed to the Department Chair. The Department Chair's decision is final.

**EKU First Day of Class Attendance:** Please refer to the following website for EKU's first day attendance policy ([https://registrar.eku.edu/sites/registrar.eku.edu/files/files/Use it or Lose it FINAL summary\(1\).pdf](https://registrar.eku.edu/sites/registrar.eku.edu/files/files/Use%20it%20or%20Lose%20it%20FINAL%20summary(1).pdf))



With the RN-BSN option, first day of class attendance will be assessed by a syllabus quiz in each class. **If the syllabus quiz is not completed by the due date/time, students will be dropped from the course.**

## GRADING

The grading scale is given in each NSC course syllabus. Please refer to course syllabi and the EKU undergraduate catalog for information on grading. It is the department policy in all NSC courses that grades are truncated, and not rounded.

Students may obtain mid-term and final grades on-line. Under no circumstance should the student contact the administrative staff of the department requesting grade information.

## EKU ACCESSIBILITY POLICY

For the current EKU Accessibility Policy, please refer to the following link: <http://accessibility.eku.edu/>

## SOURCES OF FINANCIAL AID

Scholarships may be available to students from Kentucky Board of Nursing, hospitals, or EKU. Additional information may be obtained from the KBN website, various hospitals and employing agencies and the EKU Office of Student Financial Assistance (Whitlock Building room 251, or phone 859-622-2361).

Additional scholarship opportunities may become available for nursing students who meet the specific criteria set forth by the funding organization. Students will be notified of scholarship opportunities via their official EKU email.

The Robert R. Martin Student Emergency Loan Fund (S.E.L.F.) is a source of short term, emergency loans to students who have been admitted to a major in the College of Health Sciences. Loans may be made for a maximum of 90 days. Application can be made through the College of Health Sciences Learning Resource Center (HSLRC) at 859-622-3576 or 859-622-2091.

## STUDENT COMPLAINTS AND APPEALS

Students who believe they have not been treated appropriately by a university official may file a complaint or grievance following the procedures listed in the *EKU Student Handbook*. **Please note that grade appeals and readmission appeals follow a separate University policy and process.**

Complaints involving other areas than Academic Affairs should follow the procedures in the *EKU Student Handbook*. Any concerns involving discrimination or harassment should be directed to the Office of Institutional Equity. Complete information is given in the *EKU Student Handbook*.

If the concern is related to a **grade appeal** or **readmission**, those policies should be followed specifically. The readmission policy is given in detail in this *Baccalaureate Nursing Student Handbook*. The policy for appeal of a grade is given in the EKU Policy 4.1.15P and in the *EKU Student Handbook* as follows, with additional information specific to School of Nursing.

## “Grade Appeal”

If a student wishes to appeal a **course** grade, the procedure below should be followed:

- The student should consult with the instructor, seeking a satisfactory explanation. [Note: In the School of Nursing, if the instructor is not the coordinator of the course, the student should also consult with the course coordinator].
- If, after consulting with the instructor, the student believes that a grievance exists, the student may present a complaint in writing outlining the basis of the grievance to the School Chair within 30 days after the beginning of the next semester, exclusive of summer session.
- The School Chair shall consider the matter in consultation with the instructor and the student and exercise influence towards mediation.
- If the grievance remains unsettled, the School Chair shall, as soon as practicable, refer the matter to the School of Nursing committee on academic practices composed of the School Chair, two members of the School of Nursing elected by the faculty thereof (with one alternate member to serve in the event that one of the regular members is the person against whom the complaint has been lodged), and one student member chosen by the School Chair. All members of the committee shall have voting privileges.
- Meetings of the School of Nursing academic practices committee shall be scheduled at a mutually agreed upon time, when all relevant parties can reasonably be expected to participate. A student who has agreed to a time for a meeting of the School of Nursing academic practices committee and who does not appear at that meeting may forfeit the right to present evidence beyond that furnished in the original letter of appeal.
- After considering the evidence and any rebuttals submitted by the student and/or the instructor, the committee shall make a decision which shall be binding. All parties shall be informed of this decision within ten working days.
- Appeals from the committee’s decision may be made on procedural grounds only and must be made within 20 days following notification of the School of Nursing committee decision. Such an appeal should be made to the dean of the college in which the course is offered and, if necessary, then to the Provost and the Vice-President for Academic Affairs.

As noted above, appeals to the committee’s decision can be made on **procedural grounds only**. Procedural violations would be a deviation from the above listed procedures. An example would be if the meeting was not scheduled at a mutually agreed upon time when all relevant parties could reasonably be expected to participate.

## EKU ACADEMIC INTEGRITY POLICY

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct and respect for others. In order to meet these values, students at EKU are expected to adhere to the highest standards of academic integrity. These standards are embodied in this policy and the Student Code of Conduct. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it does not tolerate academic dishonesty. This policy defines the various forms of academic dishonesty, and it outlines the consequences for each. Additionally, this policy gives the method for appealing a complainant's allegation that some form of academic dishonesty has in fact occurred.

Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication. The University treats all instances of academic dishonesty seriously.

Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions.

The Academic Integrity Policy is located at: <https://studentconduct.eku.edu/academic-integrity-policy>

The AI Pledge, below, is administered through the Terms of Usage for EKU Direct.\_

### ***The Pledge***

***I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky University Academic Integrity policy.***

## GRADUATION

Students are required to satisfy all University requirements for graduation. A minimum overall GPA of 2.0 or higher is required for graduation. Specific requirements are listed in the University catalog. In order to receive a degree, all students must pay the required fee and submit an application for graduation to the office of the Dean of the College of Health Sciences.

## Tobacco Products

### Policy Statement

EKU supports initiatives designed to foster a healthy campus climate for ECU faculty, staff, students, volunteers, vendors, patrons, customers, guests, visitors and Persons employed as an ECU contractor. This Policy is designed to support health initiatives for ECU and its extended regional campuses by designating all ECU owned, rented and leased property as Tobacco-free, including surrounding exterior spaces and recreational areas.

The Tobacco-Free Policy is located at: <https://tobaccofree.ecu.edu/>

**NOTICE TO STUDENTS: ALL INFORMATION REQUESTED ON THIS FORM MUST BE PROVIDED FOR THE REQUEST FORM TO BE PROCESSED.**

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COLLEGE OF HEALTH SCIENCES  
REQUEST FOR CLINICAL/PRACTICUM EDUCATION AGREEMENT

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Choose One:       *New*                       *Renew*

Type:                       *On Campus*                       *E \_ Campus*

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**STUDENT INFORMATION**

Date to begin at facility: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Employed at Facility     Yes                       No

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**FACILITY INFORMATION**

Name of Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**FACILITY CONTACT INFORMATION**

Contact Person *(The person to whom the contract will be sent for review and signature of approval, **not the preceptor**; this often is someone in human resources or staff development):*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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**PRECEPTOR INFORMATION**

Preceptor Name: \_\_\_\_\_ Credentials: \_\_\_\_\_

Title/Position at agency: \_\_\_\_\_

(Students' direct employment at their place of employment may not serve as their clinical preceptor. Additionally, student's family members may not serve as a clinical preceptor. Preceptors must hold a bachelor's degree or higher)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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**DEPARTMENT MAKING REQUEST:**

RN to BSN

ADN

ESS

BGN -

MSN/PMHNP

FCS

MSN/FNP  MSN/Nursing Adm.

HPA

EHS  CLS

OT  Level I  Level II  OTD

RPA

DNP

NSC Clinical Course Number for which request is being made \_\_\_\_\_

Please send completed form to:

**Christi Isaacs**  
**Online Nursing Clinical Coordinators**  
**Office: Rowlett 223**  
**Email: Christi.isaacs@eku.edu**  
**Phone: (859) 622-7954**