

WISCONSIN LUTHERAN COLLEGE

SCHOOL OF NURSING

Nursing Student Handbook

July 2019

Table of Contents

Introduction.....	1
Mission Statement of the School of Nursing.....	1
Philosophy of the School of Nursing.....	1-2
Wisconsin Lutheran College School of Nursing Outcomes.....	2
Framework.....	2-4
Recognition and Accreditation.....	4
Standards and Guidelines.....	4
Nursing Program Time Commitment.....	4
Student Admission to the Nursing Program.....	5-6
Progression in the Nursing Program.....	6
Practicum Requirements.....	6-9
Criminal Background Check.....	9-10
Drug Testing.....	10
Academic Advising.....	10
Liability Insurance.....	10
Transportation.....	10
Communication.....	10
Failed Courses/Withdrawal from Courses/Repeating Courses.....	10-11
Reentry or Readmission to Nursing Program.....	11
Withdrawal or Dismissal from Nursing Program.....	12
Required GPA.....	12
Student Conduct.....	12-13
Class and Practicum Attendance.....	13-14
Assessment and Evaluation of Students.....	15
Nursing Laboratory.....	14-15
Other Guidelines and Requirements for Practicum Courses.....	15-16
Dress Code.....	16-17
Medication Administration.....	17-18
Student Safety and Occurrence Reports.....	18
Inclement Weather Policy.....	18-19

Student Nurse Association.....	19
Sigma Theta Tau International.....	19
Completion of Nursing Program.....	19-20
Program Assessment.....	19-20
References.....	21
Appendix A Application Checklist.....	22
Appendix B Application Rubrics.....	23-24
Appendix C Transfer Student Academic Standing Form.....	25
Appendix D Student Discipline Form.....	26-29
Appendix E Practicum Incident Report Form.....	30
Appendix F Wisconsin Lutheran College Nursing Grading Scale.....	31
Appendix G Confidentiality Statement.....	32
Appendix H Center for Disease Control Hepatitis B Recommendations.....	33

Introduction

The purpose of the *Wisconsin Lutheran College Nursing Student Handbook* is to provide students and faculty with information, resources, policies and procedures of the Wisconsin Lutheran College School of Nursing. The nursing faculty is committed to providing students with a collaborative teaching-learning environment within the context of the Christian faith.

All students are responsible to maintain an atmosphere that is conducive to education and scholarship by observing standards defined by the college and the School of Nursing. All students are responsible for knowing the contents of the Nursing Student Handbook and are responsible to know and adhere to all established policies and procedures outlined in the Handbook.

The Wisconsin Lutheran College School of Nursing abides by all policies, procedures, and information provided in the *Wisconsin Lutheran College Student Handbook*. The *Wisconsin Lutheran College Nursing Student Handbook* is intended to be used in conjunction with the *Wisconsin Lutheran College Student Handbook*.

Mission Statement of the School of Nursing

The School of Nursing is committed to the development of Christian professional nurses who are service-driven, community-focused, and are ambassadors for the nursing profession; furthermore the school of nursing fosters a love of learning and a desire for continued education.

The Philosophy of the School of Nursing

The philosophy of the School of Nursing is consistent with the mission, vision, and purpose of Wisconsin Lutheran College, which provides students with a strong Christian foundation in the liberal arts. The School of Nursing faculty believes in the development of students in the spiritual, professional, intellectual, social and educational domains.

Spiritual: As servant leaders, nurses provide patient care from a Christian and holistic perspective.

Professional: Professional nurses function within their scope of practice and are held to the highest legal and ethical standards. The professional nurse will be an advocate for patients as well as an ambassador for the nursing profession.

Intellectual: Nursing is the application of knowledge, utilizing critical thinking and evidence-based practice within the nursing process.

Social: The nurse is a collaborative member of the interdisciplinary care team who communicates effectively with care providers. The nurse also engages in therapeutic communication with patients, families, and communities.

Educational: Patient education is an essential role of the nurse. In addition, nurses have a personal accountability for their own learning and continued education.

Wisconsin Lutheran College School of Nursing Student Outcomes

The Wisconsin Lutheran College School of Nursing Graduate will:

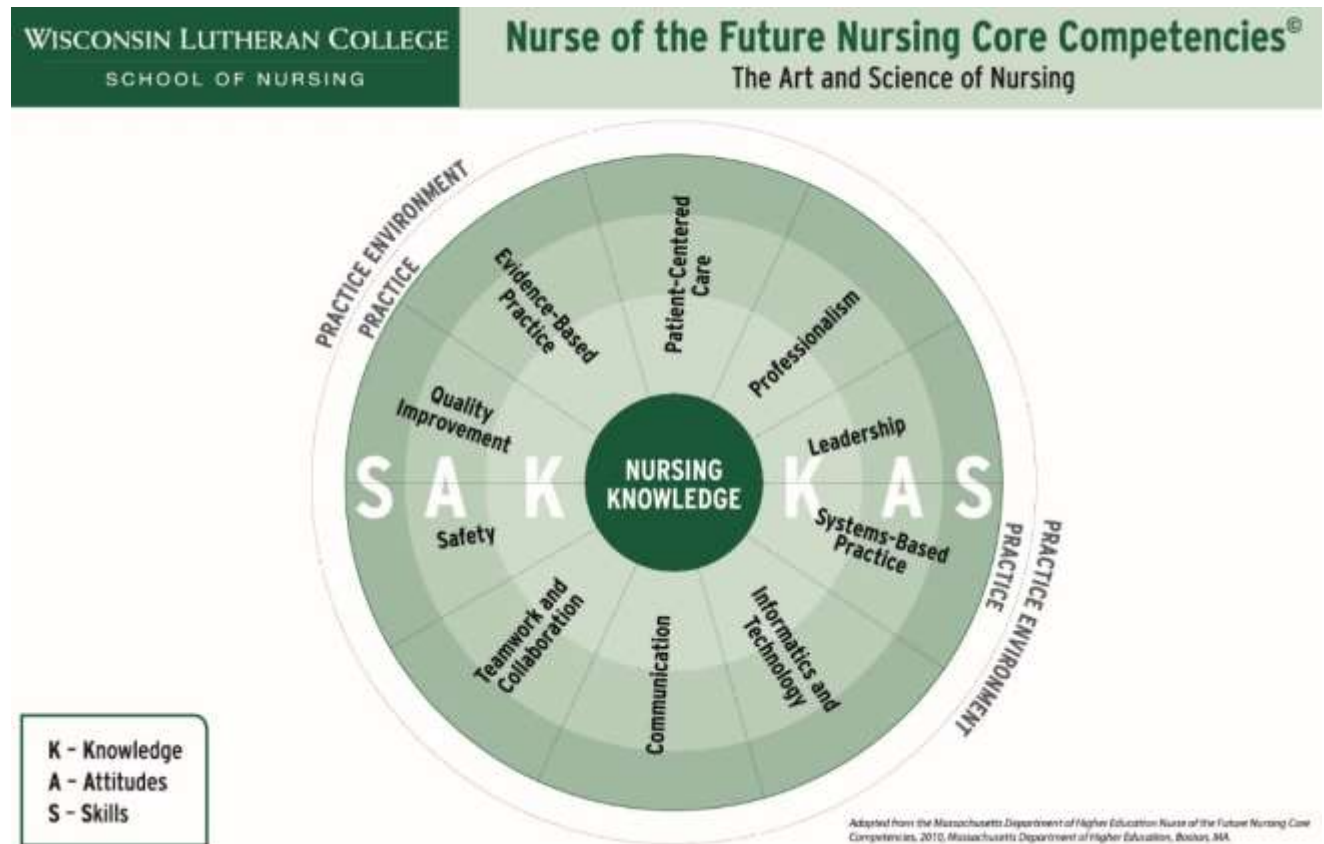
- As servant leaders provide patient care from a Christian and holistic perspective.
- Function within their scope of practice and be held to the highest legal and ethical standards as patient advocates and ambassadors for the nursing profession.
- Apply knowledge utilizing critical thinking and evidence based practice within the nursing process.
- Collaborate and communicate effectively with the interdisciplinary care team.
- Engage in therapeutic communication and provide education to patients, families, and communities.
- Be accountable for their own learning and continued education.

“Therefore, as we have opportunity, let us do good to all people...” Galatians 6:10a

Framework

The School of Nursing has adopted the Nurse of the Future Nursing Core Competencies (Massachusetts Department of Higher Education, 2016) as the framework for the Wisconsin Lutheran College School of Nursing curriculum. The following information describes the graphic representation of the Nurse of the Future Core Competency Model as seen in Figure 1. Nursing knowledge is seen in the middle circle to represent how nursing knowledge reflects the art and science of the nursing profession and discipline. The ten essential competencies branch out from the center, with all competencies being of equal importance. The order of competencies does not indicate any hierarchy. The competencies are connected by broken lines because the competencies overlap and are not mutually exclusive. The broken line connecting each competency to the middle circle of nursing knowledge indicates a reciprocal and continuous relationship between each of the competencies and nursing knowledge (Massachusetts Department of Higher Education, 2016).

Figure 1



The ten essential competencies include:

- **Patient-Centered Care.** Holistic care that recognizes an individual's preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.
- **Professionalism.** Accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.
- **Leadership.** Influences the behavior of individuals or groups of individuals within their environment in a way that will facilitate the establishment and acquisition/achievement of shared goals.
- **Systems-Based Practice.** Awareness of and responsive to the larger context of the healthcare system and effectively call on microsystem resources to provide care that is of optimal quality and value.
- **Informatics and Technology.** Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
- **Communication.** Interact effectively with patients, families and colleagues, fostering mutual respect and shared decision making, to enhance patient satisfaction and health outcomes.

- **Teamwork and Collaboration.** Function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision-making, team learning, and development.
- **Safety.** Minimize risk of harm to patients and providers through system effectiveness and individual performance.
- **Quality Improvement.** Use data to monitor outcomes of care processes and uses improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems.
- **Evidence-Based Practice.** Identify, evaluate, and use the best current evidence coupled with practicum expertise and consideration of patients' preferences, experience and values to make practice decisions.

Recognition and Accreditation

- The Wisconsin Lutheran College Nursing Program is recognized and approved by the Department of Licensing and Regulation, Wisconsin Board of Nursing.
- The Wisconsin Lutheran College Nursing Program is accredited through the Commission on Collegiate Nursing Education (CCNE).

Standards and Guidelines

The Wisconsin Lutheran College Nursing Program curriculum, teaching/learning practices, and teaching/learning environments are consistent with the following professional nursing standards/guidelines:

- *American Association of Colleges of Nursing (AACN): The Essentials of Baccalaureate Education for Professional Nursing Practice (2008)*
- *American Nurses Association (ANA) Nursing Standards (including specialty standards as they correspond to specialty areas of practice)*
- *American Nurses Association (ANA) Code of Ethics*

Nursing Program Time Commitment

The Nursing Program is rigorous, labor intensive, and requires more time and commitment than many other areas of study. Therefore, the nursing faculty strongly recommends that students in the Nursing Program limit their employment and/or involvement in non-student related activities. Students are expected to be available Monday through Friday and occasional Saturdays through the academic year. Students will be expected to participate in practicum experiences that occur on weekends and on shifts other than day shifts. The preceptorship experience may require evening or night shifts and/or weekend shifts.

Student Admission to the Nursing Program

There are two pathways of entrance into the Nursing Program, Early Admission and Traditional Application.

Early Admission Application

Early Admission is based on high school GPA, ACT/SAT scores, a written personal statement and interview with Nursing Faculty. Applications for the Early Admission pathway are due by February 15 of the senior year of high school.

Students who accept the offer of early admission must meet established academic standards (minimum GPA 2.75 and a C or higher in pre-requisite nursing courses) during the first semester of the freshman year at Wisconsin Lutheran College. Students must complete a criminal background check and drug screen through the School of Nursing approved vendor by March 1. See the Criminal Background Check and Drug Screen sections for more information.

Students who do not meet the established academic standards but still wish to pursue a nursing major may apply through the traditional application process during the following application cycle.

Traditional Application

- Application to the WLC Nursing Program takes place in the spring of each year, with all documents due to the School of Nursing program coordinator by March 1. (see Appendix A for Application Checklist).
- Criteria for application to the program includes the following
 - Complete and submit Application to the Nursing Program Form
 - Minimum of 2.75 cumulative GPA at the time of application.
 - Minimum of C in required nursing collateral courses.
 - Successful completion (minimum of a C) of CHE 161 and CHE 168 at the time of application.
 - Criminal Background Check and Drug Screen completed through the approved vendor. See the Criminal Background Check and Drug Screen sections for more information.
 - Applicant's personal statement (see rubric Appendix B)
 - Faculty Interview
- Nursing faculty will use the above information to make the admission decision.
- Students who do not meet the established academic standards but still wish to apply to the nursing program may reapply through the traditional application process during the following application cycle.

Transfer Student Admission

- Students desiring to transfer into the Nursing Program, whether from another institution or from a different major at Wisconsin Lutheran College, are to follow the traditional application process. All transcripts must be submitted from other institution(s).
- Science and psychology classes required for the nursing major must have been taken within the past five years in order to count for pre-requisite or co-requisite credit.
- Any student accepted into a nursing program at another institution must send the following information to the School of Nursing Program Coordinator:
 - Completed Transfer Student Academic Standing form (see Appendix C) – to be completed by the Dean (Associate Dean/Chairperson/Director).
 - Letter of recommendation from the practicum instructor from the former school of nursing (if the student has taken a practicum nursing course at the other institution).

Students Not Accepted into Program

If all positions in the Nursing Program are filled during the application cycle, students not accepted may choose to be placed on a waiting list. If openings occur, nursing faculty will determine admission based upon submitted application materials. Students on the waiting list may also reapply for admission to the nursing program the following year. They will be considered in the next pool of applications but will not be guaranteed admission. Students reapplying to the Nursing Program must submit a new Application to the Nursing Major Form and current transcripts by the application deadline.

Progression in the Nursing Program

Requirements before starting any nursing courses:

Completion of PSY 101, PSY 120, CHE 161, CHE 168, BIO 202 with grade of C or higher.

Requirements for all Nursing Students

- Grade of C or higher in each required pre-requisite, collateral, and nursing course (NUR)

Practicum Requirements for students enrolled in Sophomore Nursing courses

- **CNA Certification.** Before beginning the spring semester of the sophomore year (deadline December 1), the student must complete a certified nursing assistant course and pass the state test for certification as a nursing assistant. The course and certification test can be taken in any state. Maintenance of the certification is not required for progression in the nursing program.

Practicum Requirements for students enrolled in Junior Nursing courses

- Practicum requirements must be completed by May 1 before junior year. Requirements must be completed and current, or the student will not be allowed to participate in practicums.

- **CPR certification.** Current Healthcare Provider CPR certification through the American Heart Association BLS provider must be maintained throughout the entire nursing program.
- **Criminal Background check.** See Criminal Background Check section for more information.
- **Freedom from communicable diseases- requirements**
 - **Measles Mumps Rubella (MMR).** Two vaccinations or positive titer.
 - **Varicella (Chicken Pox).** Two vaccinations or positive titer.
 - **Hepatitis B.** Students must complete vaccination series **AND** submit a positive antibody titer showing immunity. If the titer is negative, students should consult with their physician and follow CDC protocol as noted in the diagram on Appendix H.
 - **Tdap.** Vaccination within past 10 years.
 - **Tuberculosis (TB).**
 - Two-step TB skin testing must be completed if student has never had a skin test.
 - Student must have a current TB skin test (received within the past year).
 - Students who enter the program with a history of a positive skin test, should not be skin tested. Documentation from a healthcare provider indicating freedom from active tuberculosis must be submitted. If the student is taking TB medications, a letter from the healthcare provider is required indicating that the student may participate in practicum without restrictions.
 - If the student has a new positive skin test, the student must be evaluated by a healthcare provider and must have a negative chest x-ray in order to be cleared for practicum. Documentation from a healthcare provider indicating freedom from active tuberculosis must be submitted. If the student is taking TB medications, a letter from the healthcare provider is required indicating that the student may participate in practicum without restrictions.
 - Students with a history of a positive skin test will complete an annual screening form (available on the WLC Nursing Student Resource Page on My WLC) and will be referred to a healthcare provider if symptoms develop.
 - The QuantiFERON Gold blood test is also acceptable documentation of negative tuberculosis.
 - **Influenza.** Vaccination for the current flu season required before November 1

- **Physical by healthcare provider.**
 - Documentation of the physical must be completed using the **Student Health Communicable Disease Record**.
 - The physical must address the student's ability to meet the physical demands of the nursing student as noted in the following section.
 - **Physical Demands of Nursing Students.**
 - **Standing/Walking:** Standing and walking is required for the majority of time spent in the practicum area (6-12 hours). Standing in one position is required while performing certain aspects of patient care.
 - **Sitting.**
 - **Lifting:** Regularly lifts medical supplies, medications, patient supplies, patient charts, and CPR equipment. Must be able to support at least 75 pounds to reposition, transfer, and ambulate patients safely. Required to assist in lifting and transferring patients of various weights.
 - **Carrying:** Carrying medical supplies and other items.
 - **Pushing/Pulling:** Pushing/Pulling is required when administering patient therapy and care, as well as pushing medical equipment.
 - **Bending:** Required when administering patient care. Must be able to bend to touch floor to remove environmental hazards.
 - **Reaching:** Reaching above head required when performing aspects of care such as hanging IV bags.
 - **Squatting/Kneeling:** Required when operating medical equipment and performing aspects of patient care such as CPR.
 - **Twisting:** Twisting at the waist required when bathing patients or performing other procedures.
 - **Speaking:** Must be able to clearly speak English to communicate, assess, and educate patients/families. Must also be able to communicate verbally with physicians and other professionals involved in patient care.
 - Students must notify the School of Nursing Chair of any special medical circumstances or disability.

Cultural Health Immersion Requirements

The following requirements are due prior to the Cultural Health Immersion experience (additional vaccinations may be required depending upon travel arrangements):

- **Passport.** September 1 (must be current for seven months beyond date of return from global immersion experience).
- **Hepatitis A vaccination.** Two vaccinations 6 months apart. The first vaccination must be completed by May 1.
- **Typhoid.** Vaccination or copy of oral prescription by November 1.

Practicum Requirements for students enrolled in senior nursing courses and students repeating junior level nursing courses

- Student Health Annual Personal Statement. Deadline: May 1
- Annual bloodborne pathogen and tuberculosis training. Deadline: December 1
- Students must submit to post-exposure TB screening 10-12 weeks after Cultural Health Immersion experiences. Deadline: May 1
- Influenza vaccination for the current flu season required before November 1
- Completion of Background Information Disclosure form. Completion: first week of clinical. Deadline: September 1

Criminal Background Check

The student has an ongoing obligation to report any criminal charges (with the exception of traffic violations) to the Chair of the School of Nursing within 30 days of its occurrence. Failure to do so, or to comply with any other aspect of this policy, will result in immediate dismissal from the nursing program.

- Acceptance into the nursing program and continuation in the nursing program is contingent on passing a criminal background check that is conducted through the approved vendor of the School of Nursing.
- Wisconsin state law states that health care agencies cannot employ, independently contract with, or grant practicum privileges to an individual who regularly has direct access to or provides direct services to patients or residents in the health facility or agency if they have been convicted of a number of identified felonies and misdemeanors.
- Criminal background check summaries for each student will be sent to the Wisconsin Lutheran College School of Nursing. All criminal background check results for nursing students will be held confidential.
- Most felony convictions and some misdemeanor convictions will be considered a disqualifying factor for admission and continuation in the nursing program.
- Students who are not cleared through the background check (i.e. there is a felony or misdemeanor identified) will be notified in writing. A meeting will be scheduled with the Chair of the School of Nursing and student to discuss the background check summary. Based on the outcome of the meeting, a decision will be made by the Chair, in consultation with faculty members of the School of Nursing regarding the student's admission or continuation in the nursing program.
- Wisconsin Lutheran College School of Nursing may furnish criminal background check information to the college administration and to third parties (e.g. practicum agencies) in the course of fulfilling its official responsibilities.
- Students are responsible for the cost of the criminal background check.
- Any false or misleading information will be grounds for the immediate dismissal of a current student from the nursing program or rescission of the invitation to enter the program for a new student.
- Completion of Background Information Disclosure form is required annually.

- The policy is in addition to the policies concerning criminal conduct outlined in the Wisconsin Lutheran College Student Handbook.

Drug Testing

In compliance with affiliated practicum site requirements, each student will be required to submit to a drug test. Students will also be required to submit, as requested, to additional drug tests once enrolled at the cost of the student. Admission will be withdrawn for a student testing positive. If drug test is positive at time of application, acceptance will be denied with no further consideration of application.

Academic Advising

Nursing students choose a nursing faculty member as their advisor when they are admitted to the major. Frequent contact with the advisor is encouraged. Course planning for each semester is done with the advisor. The academic advisor will guide the student on all matters related to the program of study and aid the student in interpretation of policies whenever necessary. However, it is ultimately the student's responsibility for meeting all stated requirements for the degree and observing the relevant policies.

Liability Insurance

Nursing students are covered by minimal liability insurance through Wisconsin Lutheran College.

Transportation

All travel is the responsibility of the student. Students are responsible for their own transportation to and from practicum experiences and classes. Use of a car may be required 1-2 days per week for some practicum, especially in the junior and senior years. The college is not responsible for liability incurred in travel either as required by the curriculum or as the result of the students' participation in college sponsored activities including cultural immersion trips.

Communication

All nursing students must maintain an active WLC email address. E-mail is considered the official communication from administration and faculty. Students are responsible for regularly reading their e-mail communications even throughout summer months and other academic breaks.

Failed Courses/Withdrawal from Courses/Repeating Courses

- Any required nursing, pre-requisite or collateral course for which a student receives a grade of less than a C must be repeated. Students may only repeat each nursing, pre-requisite or collateral course one time. The following policies also apply:
 - A student may only repeat one nursing (NUR) course.
 - A student may only repeat a maximum of three courses total (combination of nursing, pre-requisite, or collateral).

- Students may only withdraw from required courses a maximum of three times total (combination of nursing, pre-requisite, and collateral) unless special permission is granted by the Chair of the School of Nursing.
- A student who needs to repeat a nursing, pre-requisite, or collateral course must meet with his/her advisor to discuss the student's plan for success in repeating the course. The student must maintain regular contact with his/her advisor to review progress. See the Reentry or Readmission to Nursing Program section for more information.
- Any student who is unsuccessful in fulfilling the above criteria will be disqualified from the Nursing Program and may not reapply to the program.

Reentry or Readmission to Nursing Program

- A student's progression in the nursing program may be interrupted for various reasons including, but not limited to:
 - Personal/health reasons
 - Failure to meet academic requirements
 - Other academic reasons
- Students who have been accepted into the nursing program, but whose progression in the nursing program is interrupted for any reason, must maintain ongoing contact with their advisor to discuss their plans for continued progression in the program.
- The following requirements/guidelines apply to a student who has been admitted to the nursing program but falls behind in progression in the program:
 - Statement of intent to continue in the nursing program must be submitted in writing to the Chair of the School of Nursing (Deadline: before October 1st for the next spring semester, or before March 1st for the next fall semester).
 - The student's status in the program will be evaluated by the Chair and faculty of the School of Nursing to determine eligibility to return to the program, to determine if there is space in the program to accommodate the student, and to determine the student's reentry point and what steps must be taken to reintegrate the student back into the program. Reintegration may include, but not be limited to:
 - Repeat courses
 - Recommendation to audit courses
 - Enrollment in independent study with nursing faculty to work on refreshing skills, knowledge, etc.
 - Testing/check offs (i.e. math/dosage calculations, skill check off, etc.)
 - A criminal background check is required for students whose background check through the approved vendor of the School of Nursing was completed more than two years before reentry into the program.
 - Drug screening is required for students who have been away from the program for one year or more.
 - All other health and safety requirements specific to the level of nursing courses the student is enrolling in must be completed according to deadlines published elsewhere in the Nursing Handbook.

Withdrawal from Nursing Program

Any student who is considering voluntary withdrawal from the nursing program is asked to meet with his/her advisor to discuss plans. The student or advisor completes a written statement regarding the reason for withdrawal, which is placed in the student file. Students who wish to return to the program in the future, and are eligible to return, must follow the procedure outlined in the Reentry or Readmission to Nursing Program section.

Dismissal from the Nursing Program

A student may be dismissed from the Nursing Program for the following reasons, which include, but are not limited to:

- Failure to meet academic standards.
- Behavior which is contrary to the ethics of the nursing profession.

Required GPA

A student must attain at least a minimum cumulative grade point average of 2.50 in nursing courses in order to graduate.

Student Conduct

Students' behavior must reflect the professional, ethical, and legal values and actions of the professional nurse as described in the *Essentials of Baccalaureate Education for Professional Nursing Practice* (2008), the *Nursing Scope and Standards of Practice* (3rd edition) (American Nurses Association [ANA], 2015), and the *Nursing Code of Ethics* (ANA, 2015).

Bullying of peers, faculty and/or staff. Bullying may be defined as, but not limited to, an offensive abusive, intimidating, malicious or insulting behavior, or abuse of power conducted by an individual or group against others, which makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self-confidence and which may cause them to suffer stress. Bullying of peers, faculty or staff for any reason will also not be tolerated.

Use of social media and technology. Nursing is a professional vocation. Nursing students are strongly encouraged to use social media responsibly. Please see *A Nurse's Guide to the Use of Social Media* (https://www.ncsbn.org/NCSBN_SocialMedia.pdf NCSBN, 2011) for specific information. Examples of prohibited behaviors by students include, but are not limited to:

- Taking pictures of patients, staff, faculty, or peers in the practicum or lab setting.
- Video recording, photographing, or audio recording faculty without prior consent.

Faculty has the responsibility to evaluate students based upon expected patterns of professional behavior. The following consequences may be implemented for a student whose pattern of behavior is found to be unprofessional or unsafe:

- Dismissal from practicum/classroom for the day
- Suspension from practicum

- Failure of the assignment
- Failure of the course, which would prevent student progression in the Nursing Program
- Dismissal from the Nursing Program

Students are expected to abide by the *Wisconsin Lutheran College Student Handbook*, including, but not limited to, the Code for Academic Integrity at Wisconsin Lutheran College, Computer Usage and Responsibilities, and Student Behavior Policies.

- The nursing faculty has the right and responsibility to provide feedback to students whose behavior is considered unsafe or unprofessional, and may do so verbally and/or in writing. If the faculty determines that the student's conduct is unsafe or if the student is unprepared to provide safe care, the student may be sent home from practicum or terminated from the practicum. Documented evidence from the student, faculty, patient/family, and/or practicum site staff will be considered in the decision to terminate a student from a practicum.
- If a student acts in a manner that may compromise progression in the nursing program, nursing faculty may provide written documentation (see Appendix D) to the student to inform the student of these concerns. There may be circumstances where a student will fail a course due to conduct without a prior written warning.
 - Within the documentation will be a plan for remediation, deadlines, and a plan for reevaluation. A student's failure to show improvement in the identified areas of concern may be subject to termination from the practicum.
 - A copy of the documentation will be sent to the Chair of the Nursing School and the student's advisor, and placed in the student's School of Nursing file.

Class and Practicum Attendance

- Attendance is regarded as an essential part of the educational process.
 - Students will not be excused to meet the needs of another course.
 - Students will not be excused for other obligations, which include but are not limited to: coursework or testing for fulfillment of CNA certification, orientation for employment, or practicum orientation.
- According to the *Wisconsin Lutheran College Academic Catalog*, "It is the student's responsibility to present an excuse to his/her instructor and request make-up privileges." Unless there are extenuating circumstances, a request for make-up work must be submitted before the date of the excused absence.
- The Wisconsin Lutheran College Calendar is completed and posted for the entire academic year before the start of fall semester.
 - Students are expected to plan outside activities during college breaks. Students should not schedule vacations at any other time during the academic semester.
 - Travel arrangements for a scheduled break should not include any day in which a class or practicum is scheduled.

- Students will not be excused from class, practicum, or exams/quizzes prior to or immediately after a scheduled break or for any other vacation during the academic semester.
- Students must be prepared to provide safe and effective patient care in all clinical and lab experiences. This includes abstaining from behavior-altering substances including alcohol and illicit drugs prior to clinical attendance. Students should receive an adequate amount of rest prior to clinical experiences.
- Additional attendance policies may be listed in individual course syllabi.

Assessment and Evaluation of Students

Assessment of students' progress is an integrated component throughout the Nursing Program. Student assessment includes formative and summative methods and is based on identified course objectives and program outcomes.

Evaluation methods for each course are explained in the individual course syllabus. Students receive feedback throughout the semester to inform them of their progress toward meeting course objectives and program outcomes.

- **Grading.** The Nursing Program uses a standard grading scale (see Appendix F) in all nursing courses.
- **Testing Policy**
 - The School of Nursing adheres to the Academic Honesty Policy in the current Wisconsin Lutheran College Student Handbook.
 - Students who qualify for testing accommodations per the disabilities policy in the Wisconsin Lutheran College Student Handbook are required to make arrangements to test on the same day as the rest of the class.
 - Students are expected to test on the day the test is scheduled. Students may only be excused from testing if they have received prior authorization from School of Nursing faculty.
 - The School of Nursing reserves the right to implement specific testing procedures noted within each course syllabus.
- **Outcome Testing.** Competency assessment is a requirement for all nursing students. The Nursing Program utilizes an external vendor for comprehensive assessment testing throughout the curriculum. Students may only be excused from testing if they have received prior authorization from School of Nursing faculty. Any student who has an unexcused absence from testing may be subject to financial reimbursement to the Nursing Program for the cost of the test. Students will be responsible for costs associated with proctored testing through the external vendor if student chooses to test more than the required two times.

Benchmarks for testing results are set by the School of Nursing faculty and are outlined in the syllabus of the individual courses. Test results may be included in the student's course grade and are outlined in the syllabus of each individual course.

Video recording of students in the lab setting may occur for teaching and evaluation purposes. This information is kept confidential within the School of Nursing.

Nursing Laboratory

The mission of the Nursing Laboratory is to support the students' learning process in a safe and non-threatening environment.

The Lab houses equipment and materials needed to support the practice component of the Nursing Program. To maintain integrity of the equipment and materials, the following guidelines apply:

- There is no food allowed in the lab.
- During class drinks must be kept at desks away from the equipment and materials and must be in a container that is covered.
- During open lab times, there is no food or drink allowed in the lab.
- Students must treat equipment and materials with respect, dignity, and care, and are to use the equipment and materials only under the direction of nursing faculty/staff.
- Students are responsible for keeping the lab environment clean and neat.
- Methods of instruction in the lab include skill demonstration and practice and simulation. No invasive procedures are performed on students or staff.

The lab environment is intended to simulate the healthcare environment. Therefore, student conduct is expected to be professional and respectful in the lab, just as it is expected in the practicum environment. Bullying or other inappropriate behaviors will not be tolerated. Open lab times may be revoked at any time for violation of any of these policies. Confidentiality standards also apply. There is to be no sharing of simulated patient information from the lab just as there should be no sharing of actual patients' information from the practicum setting. Students will be required to sign an annual confidentiality statement which applies to all lab and practicum experiences (see Appendix G).

Other Guidelines and Requirements for Practicum Courses

- All costs associated with the practicum requirements are the responsibility of the student. Costs include but are not limited to uniforms and travel to and from practicum. Students are responsible for their own transportation.
- Failure in practicum will be reviewed by the Nursing faculty to determine student status and progression in the program. Unsafe or unprofessional practicum performance may result in dismissal from the program.
- Practicum sites reserve the right to refuse admittance of any student to their facility based on the information obtained in the background check. Practicum site refusal to accept a student may result in the student's inability to complete the requirements necessary for progression in the Nursing Program.

- Students may be required to complete home visits for practicum experiences. Home visits must never be conducted alone. If a student feels that the home environment is unsafe for any reason, the student should not enter and immediately contact the instructor.
- Nursing faculty reserves the right to request documentation regarding a student's absence from practicum and/or the student's physical ability to perform the expected activities at practicum.
- Students must maintain health requirements, current CPR and any other requirements specified in contracts between the School of Nursing and affiliated practicum sites.

Dress Code

Professional appearance and cleanliness are distinguishing features of the nursing profession and students are expected to adhere to a dress code, which includes a School of Nursing approved uniform. Students are expected to maintain a professional appearance for both functional and aesthetic reasons.

The dress code may vary with selected practicum field trips or in certain practicum settings. Faculty will inform students of appropriate professional attire at the beginning of the courses. Questions about the dress code should be directed to the assigned faculty for the practicum. In the event the student's dress is not in accordance with the stated dress code, the student is subject to dismissal from the practicum experience.

Each student is responsible for purchasing the required uniform prior to the beginning of practicum.

- The student's professional uniform must conform to the following requirements:
 - Pre-determined uniform selected by the School of Nursing.
 - Uniforms must be clean, neat, and pressed.
 - Clothing shall be loose enough to allow freedom of activity in the performance of all practicum activities. Back, abdomen, and cleavage must not be visible while providing patient care.
 - Socks must be worn with pants or tights/stockings (no socks) must be worn with skirts or dresses.
 - The style of clothing must not be revealing (no colored/patterned undergarments, thongs, etc.).
 - The Wisconsin Lutheran nursing identification badge will be worn at all times. No stickers, pins, etc. are to be placed on the identification badge. The badge is issued by the college and students are subject to a replacement fee if the badge is lost.
 - While working as an employee, no part of the WLC uniform should be worn.
 - A plain black or white shirt may be worn under the uniform shirt (long or short sleeves).
 - Pants must be at natural waist (not low cut).
 - Pants should not touch the ground.

- Skirts should be no shorter than knee length

Shoes

- White shoes. If laces present, they must be white.
- Low heel, closed heel and toe.
- No clogs.
- Clean and in good condition without holes, rips, or tears.

Hair

- Away from face and off shoulders and must not fall forward into the patient care area.
- Hair at or below shoulder length must be pulled back.
- Plain black or plain white headbands are acceptable.
- Hair glitter and non-conventional hair color are unacceptable. Only natural hair colors are acceptable.
- Beards must be neat and trimmed.

Nails

- Neat, clean, and trimmed.
- No nail polish permitted. No acrylic nails or shellac permitted.

Jewelry

- Wrist watch with second hand required.
- Necklaces must not be outside of uniform.
- Discretionary wearing of 1-2 significant hand rings is permitted. Within patient care areas, no raised stones are allowed.
- Only one pair of stud earrings in the earlobe is permitted. Pierced jewelry in eyebrow, nose, lip, tongue, etc. is not permitted in any practicum settings.

Tattoos

- Tattoos must not be visible.

Other apparel may be worn in designated practicum settings as directed by the nursing faculty.

- Non-uniform attire is to be modest and professional. Prohibited items include sports or leisure attire such as: Short skirts, skorts, shorts, jeans, sweatpants, jogging suits, deep cut necklines, open back dresses or shirts, or gaudy/loud colors.
- The above policies regarding nails, jewelry, and tattoos apply in all clinical settings.

Medication Administration

In order to administer medications in the practicum setting, students must achieve a benchmark grade on a mathematical medication administration examination each semester of practicum courses. Failure to reach the exam benchmark will result in the student's suspension from administering medications to patients. The student will have one remediation attempt at the examination. Failure to successfully complete the examination or the remediation examination will result in the student being considered unsafe to administer medications in the practicum setting. Since medication administration is a key responsibility for students, the inability to administer medications will result in failure of the practicum.

- All nursing students will follow the medication administration policies for the agency in which they are working.
- All nursing students administering medications in the practicum setting have the following responsibilities:
 - Demonstrate knowledge of the medication prior to administration.
 - Seek out nursing faculty person for supervision with preparation and administration of medication.
 - For courses where faculty is not on-site at all times, the student will seek out the staff RN preceptor for supervision with preparation and administration of medication.
 - Notify the patient's assigned staff RN immediately if a medication is given late or not given at all.

Student Safety and Occurrence Reporting

The School of Nursing is committed to the safety of students and faculty.

- The School of Nursing is committed to providing students with the knowledge and skills that will minimize their exposure to blood or OPIM during their practicum experiences (see Bloodborne Pathogen Exposure Control Plan on the School of Nursing Student Resource Page on My WLC).
- Students and faculty are not fit tested for respirator use in the practicum setting. Therefore, students will not be assigned to patients whose medical conditions require respiratory precautions and respirator use.
- Students are expected to follow safety policies and procedures of the practicum setting.
- Any unexpected event, occurrence, or incident that occurs in the practicum setting must be reported immediately to the practicum instructor and to the designated staff members at the facility according to the policy of the practicum site. The Chair of the School of Nursing must also be notified of the incident and the School of Nursing Practicum Incident Report Form (see Appendix E) must be completed.
- If a student is injured during a practicum experience and medical treatment is necessary, the student should seek care at an appropriate facility based on the extent and severity of the injury and the specific policy of the practicum setting. The student may be responsible for payment of the treatment.

Inclement Weather Policy

- In the event that Wisconsin Lutheran College cancels classes due to inclement weather, nursing practicums will be cancelled until classes resume. Otherwise the following guidelines will apply regarding the cancelation of practicums due to inclement weather.
- Students should be prepared to attend practicum as usual on any given day and not wait until they know whether practicum has been canceled before they prepare.
- Students in their Transition to Nursing Practice (NUR 497) should use their own judgment when deciding to reschedule practicum days with their agency preceptor due to inclement

weather. Students should notify their agency preceptor by phone at least one hour prior to their assigned practicum time and should also notify designated nursing faculty.

Student Nurse Association

All potential and admitted WLC nursing students are eligible to join the Student Nurse Association (SNA). The SNA is run by students who are elected to serve on the SNA board for a one-year term. The mission of the SNA is as follows: “to discover our role as nurses and also servant leaders. We will support one another not only in our academic studies but also spiritually as well. We will keep up-to-date on nursing issues locally and nationally and promote health awareness on the WLC campus. Throughout our journey in the WLC nursing program we will encourage one another and keep Christ as our focus”. Board members of SNA also serve as liaisons between the students and nursing faculty. Board members attend the monthly School of Nursing meetings. Their report is a standing agenda item at each meeting. A nursing faculty member serves as the advisor to the SNA.

Sigma Theta Tau International

Sigma Theta Tau International (STTI) is the only Honor Society of Nursing. STTI includes more than 500 chapters and over 135,000 active members in more than 90 countries. STTI provides students with resources and opportunities to engage with other nursing leaders and provides a way to develop professional and leadership skills (<https://www.sigmanursing.org/>). The nursing program at WLC is an at-large chapter, Phi Beta Chapter, with Concordia University, Mequon, Wisconsin. Nursing students who maintain high academic achievement including professional leadership potential have the opportunity to apply and be accepted into STTI.

To be eligible for application into the Honor Society, the nursing student must have completed half of the required nursing curriculum credits. Junior nursing students must have a cumulative GPA of 3.75 or better and rank in the top 10% of the class. Senior nursing students must have a cumulative GPA of 3.5 or better and rank in the top 35% of the class. All students applying must meet the expectation of academic integrity and professional leadership potential. Students will be contacted early in the spring semester of their junior or senior year if he/she meets the criteria to apply. Students reserve the right to accept or deny application into STTI. There is a small fee, paid by the student, to maintain membership each year.

Completion of the Nursing Program

Licensure Examination

Upon completion of all program coursework and requirements, the graduate is eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). A graduate must pass this examination to be licensed and practice as a registered nurse (RN). However, no nursing program can guarantee success on the NCLEX-RN examination.

Commencement and Senior Recognition

In addition to the Wisconsin Lutheran College commencement ceremony, the School of Nursing hosts a separate recognition event for the graduating nursing students. Students have the option of ordering (at student's cost) a Wisconsin Lutheran College nursing pin which is distributed at the recognition event.

Program Assessment

Assessment of program outcomes involves a number of methods and sources of data that are collected at regular intervals throughout the program. Assessment includes (but is not limited to) aggregate content mastery exam results, program completion rates, graduation rates, NCLEX-RN® pass rates, job placement rates, and rate of student entry into graduate programs. Student evaluation and feedback is also obtained through individual course evaluations, a senior exit survey, and an alumni survey. Gathered data is analyzed by School of Nursing faculty and compared to established student learning outcomes and program goals. Data is used to identify areas in need of quality improvement. Student participation in the feedback and evaluation process is an expectation.

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WISCONSIN LUTHERAN COLLEGE
SCHOOL OF NURSING

Application Checklist

All materials for application to the nursing program at WLC are due **March 1**. Students are encouraged to begin the application process as soon as possible, preferably toward the end of the fall semester. Students are encouraged to meet with a nursing faculty member to discuss the application process.

Requirements:

- Complete and submit Application to the Nursing Program Form.
- Minimum of 2.75 cumulative GPA at the time of application.
- Minimum of C in required nursing collateral courses.
- Successful completion (minimum of a C) of CHE 161 and CHE 168 at the time of application.
- Criminal Background Check and Drug Screen completed through approved vendor.
- Applicant's personal statement.
- Faculty Interview.

Students should use the following checklist of items as they are proceeding with the application process.

All material should be submitted to the program coordinator by March 1.

Requirement	Completed	Comments
1. Application to the Nursing Program Form		Found online: http://www.wlc.edu/NUR-advising/
2. Copy of unofficial transcript		Obtain from My WLC
3. Drug Screen and Background check		See instruction sheet online: http://www.wlc.edu/NUR-advising/
4. One page personal statement from applicant		See rubric in WLC Nursing Student Handbook
5. Letters of Recommendation (3)		Use online template: http://www.wlc.edu/NUR-advising/
6. Faculty interview		Student will be notified of appointment date and times

For further information please see the WLC Nursing Student Handbook online:

http://www.wlc.edu/uploadedFiles/Content/Academics/Programs_of_Study/Undergraduate_Programs/Nursing/Nursing-Handbook.pdf

WISCONSIN LUTHERAN COLLEGE

 SCHOOL OF NURSING

Personal Essay for Student Nurse Application

	Exemplary 5	Proficient 4.3	Adequate 3.8	Does not meet standard 1	Score
Quality	Articulate, clear message, mature writing style	Writing style is above average, most of the writing is clear	Writing style is basic, simple. Some difficulty understanding points	Poorly written, unclear message, confusing points	
Organization	Introduction clear, paragraphs well defined, sentences relevant. Clear conclusion from ideas within paper. Insightful, logical	Introduction provides thesis. Conclusion relates to ideas of topic. Reader understands take away message	Introduction lacks thesis, paragraphs stray from focus. Conclusion fails to end paper. Reader unclear what should be take away message	Missing introduction or conclusion. Little thought expressed in formation of paper	
Influences regarding decision to pursue Nursing at WLC	Clearly perceptive and creative. Well-developed. Logically ordered	Some perceptiveness and creativity, evidence supports thesis. Relative to topic, logical	Limited perceptiveness or creativity. Evidence not utilized effectively or is unclear, unrelated, illogical	Lacks perceptiveness and creativity. No support for evidence presented or information unclear, unrelated, illogical	
Mechanics (grammar, spelling, punctuation, word choices)	Perfect grammar, spelling, punctuation. Excellent word choice and used correctly	Few grammar, spelling, punctuation errors. Some vivid word choice, most used correctly	Many grammar, spelling or punctuation errors. Simplistic word choice and/or misused words	Abundant spelling, grammar, punctuation errors. Simplistic word choice with many misused words	
TOTAL SCORE					

WISCONSIN LUTHERAN COLLEGE
 SCHOOL OF NURSING

Nursing Student Applicant Interview Rubric

Applicant Name _____ Date _____

	Exemplary 6	Proficient 5.2	Fair 4.6	Poor 1	Score
Introduction	Greeting present. Eye contact appropriate.	Greeting present. Eye contact appropriate	Greeting present. Begins with little or no eye contact	Greeting absent. Begins with little or no eye contact	
Appearance	Appropriate dress and manners; appropriate body language, eye contact	Appropriate clothing. Mostly appropriate body language, eye contact	Appropriate clothing; some inappropriate body language, poor eye contact	Dressed inappropriately awkward body language, no eye contact	
Why WLC Nursing?	Very confident in goals, aspirations, foresight	Creative perceptiveness	Limited perceptiveness	Lacks perceptiveness	
Poise	Good volume, grammar, vocabulary, articulation. Speaks with determined confidence	Good volume, grammar, vocabulary, articulation	Speech too soft or mumbles. Poor grammar used. Limited articulation	Inappropriate vocabulary and grammar. Speech difficult to understand	
Preparation	Great deal of preparation	Above average preparation	Some preparation	No preparation	
TOTAL SCORE					

Comments:

Evaluator: _____

WISCONSIN LUTHERAN COLLEGE
SCHOOL OF NURSING

Transfer Student Academic Standing

Permission to provide information:

I, _____, grant permission for _____
(Print student's name) (Print name of College)

to provide information regarding my academic standing and program eligibility to the Wisconsin Lutheran College School of Nursing.

(Signature of student) (Date)

The following information is to be provided to the Chair of the School of Nursing at Wisconsin Lutheran College.

Student Name: _____

Academic Standing at prior College in Nursing Program: (please check one)

- Good
- Probation
- Suspended
- Other: Explain: _____

Eligibility to return to program at prior College: (please check one)

- May return unconditionally
- May return on condition (specify): _____
- Not eligible to return _____

Comments:

(Signature and Title) (Date)

Please return this form to:

Sheryl Scott, DNP, RN, CNE, Assistant Professor and Chair, School of Nursing, Wisconsin Lutheran College, 8800 West Bluemound Rd, Milwaukee, WI 53226 Or email to: Sheryl.scott@wlc.edu

WISCONSIN LUTHERAN COLLEGE

SCHOOL OF NURSING

Student Discipline Form

Student Name: [Click here to enter text.](#)

Date of Incident(s): [Click here to enter text.](#)

Location of Incident(s): [Click here to enter text.](#)

Date this form was discussed with the student: [Click here to enter text.](#)

The School of Nursing faculty believes in the development of students in the spiritual, professional, intellectual, social and educational domains.

- **Spiritual:** As servant leaders, nurses provide patient care from a Christian and holistic perspective.
- **Professional:** Professional nurses function within their scope of practice and are held to the highest legal and ethical standards. The professional nurse will be an advocate for patients as well as an ambassador for the nursing profession.
- **Intellectual:** Nursing is the application of knowledge, utilizing critical thinking and evidence-based practice within the nursing process.
- **Social:** The nurse is a collaborative member of the interdisciplinary care team who communicates effectively with care providers. The nurse also engages in therapeutic communication with patients, families, and communities.
- **Educational:** Patient education is an essential role of the nurse. In addition, nurses have a personal accountability for their own learning and continued education.

As documented below, this student has demonstrated behaviors or actions that do not meet the standards as identified in the *Wisconsin Lutheran College Nursing Student Handbook*. The responsible faculty/academic staff will be taking the actions indicated below:

Faculty Staff: Check appropriate action(s)

- Written Warning
- Plan for Remediation
- Failure of Course

Faculty: Check the appropriate categories below and provide specific, relevant documentation related to the behaviors of concern.

1. The student fails to perform within the **spiritual/professional** guidelines as outlined by the Wisconsin Nurse Practice Act, guidelines with the course syllabus, policies of the *WLC Nursing Student Handbook* or the rules and regulations of the practicum site.
 - Is habitually tardy/absent.
 - Exhibits criminal behavior.
 - Is suspected of being under the influence of drugs and/or alcohol in class or practicum.
 - Dresses inappropriately and/or exhibits unprofessional appearance/behavior.
 - Displays mental, physical and/or emotional behavior(s) which negatively affect others or exhibits behaviors that are offensive to others (sexiest, racist, threatening, demeaning, or bullying).
 - Needs repeated reminders of responsibilities consistent with the policies of the *WLC Nursing Student Handbook* and/or clinical agency.
 - Does not maintain confidentiality.
 - Demonstrates dishonesty or misrepresents or falsifies actions or information.
 - Ignores unethical behavior of other health workers.
 - Other:** [Click here to enter text.](#)

2. The student fails to meet **intellectual** standards for safe patient care.
 - Fails to carry out psychomotor/technical skills in a safe manner.
 - Displays an act of omission in the care of client.
 - Does not come to clinical prepared to provide safe care.
 - Attempts activities without adequate preparation or assistance.
 - Does not apply lecture content to practicum settings.
 - Does not display safe medication administration practices.
 - Does not achieve the benchmark score for the medication administration examination.
 - Other:** [Click here to enter text.](#)

3. The student fails to perform within the **social** guidelines as outlined by the American Nurses Association's Code of Ethics and Standards of Practice and the *Nursing Student Handbook*.
 - Fails to carry out communicative skills in a safe manner.
 - Demonstrates inaccurate or incomplete verbal/written communication.
 - Is unable to achieve therapeutic nurse-patient relationships characterized by rapport, empathy, and respect.

- Is unable to maintain satisfactory relationships with others in the clinical or college setting.
- Violates the boundaries of professional nurse-patient/family relationships, (e.g. engages in romantic or sexual relationships).
- Is verbally abusive and/or exhibits threatening, coercive or violent behavior toward anyone.
- Other: [Click here to enter text.](#)

4. The student fails to perform within the **educational** guidelines and/or lacks effort directed toward self-improvement.

- Is resistant or defensive regarding suggestions to improve.
- Appears unaware of her/his deficiencies and the need to improve.
- Does not accept constructive criticism or take responsibility for errors.
- Is abuse or critical during times of stress.
- Demonstrates arrogance.
- Other: [Click here to enter text.](#)

Supporting evidence, additional incident description, and faculty comments:

[Click here to enter text.](#)

Plan for remediation (if indicated as an action on pg. 1) including completion date:

[Click here to enter text.](#)

Signature (faculty) _____	Date _____
Reviewed and received by Advisor _____	Date _____
Reviewed and received by Chair of the School of Nursing _____	Signature & Date

<i>This section is to be completed by the student.</i>	
I have read this evaluation, discussed it with the course instructor, and received a copy.	
_____	_____
Student Signature	Date

My comments are: (optional)

Follow-up and Outcome of Follow-up (including dates):

[Click here to enter text.](#)

Appendix E

WISCONSIN LUTHERAN COLLEGE
SCHOOL OF NURSING

Practicum Incident Report Form

Name of Student (print)

Date of Incident/Time

Nature of Incident and Location Where Incident Occurred:

Described Incident in Own Words:

(Including task being performed, circumstances surrounding the injury/exposure, protective equipment, and mechanical devices in use)

Describe Action Taken Regarding Incident:

(Including first aid and reporting the incident)

Describe Any Injury Resulting:

(Including the body part injured/exposed, the severity of the injury/exposure, the amount and type of fluid exposed to, and known blood borne pathogens if applicable)

Describe Any Corrective Action Taken to Prevent Reoccurrence:

Name of Person Preparing Report

Date of Report

Name of Witness to Incident (if any):

Signature of Instructor

Date

WISCONSIN LUTHERAN COLLEGE

SCHOOL OF NURSING

Grading Scale:

A	94-100%
AB	90-93.99%
B	86-89.99%
BC	82-85.99%
C	76-81.99%
CD	74-75.99%
D	72-73.99%
F	<72%

Confidentiality Statement

I understand and acknowledge that:

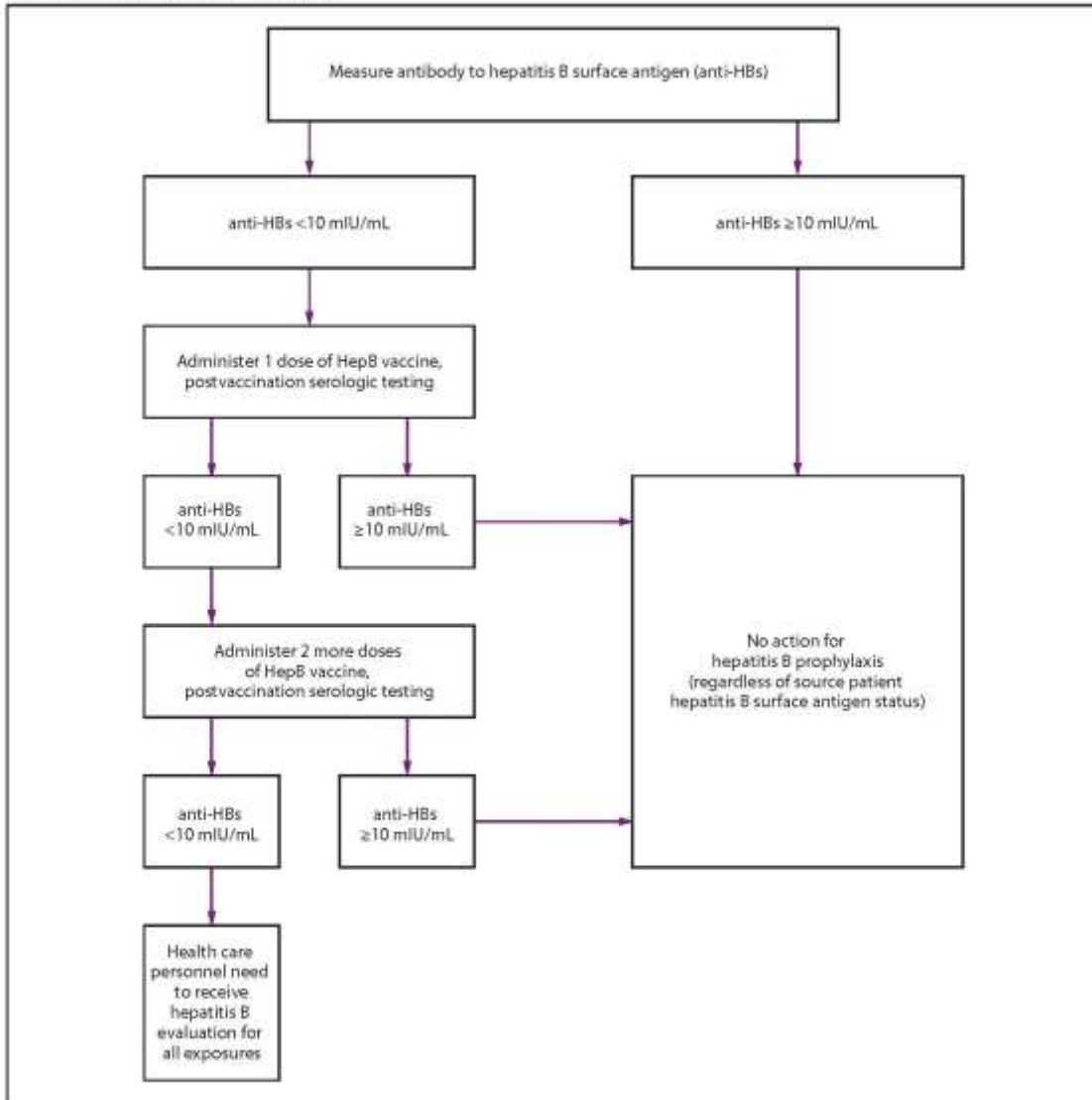
- I shall respect and maintain the confidentiality of all discussions, deliberations, patient care records and any other information generated in connection with individual patient care, in all healthcare facilities and settings, as well as in the classroom and nursing lab settings at Wisconsin Lutheran College.
- It is my legal and ethical responsibility to protect the privacy, confidentiality and security of all medical records, proprietary information and other confidential information relating to any healthcare facility or setting utilized by the Wisconsin Lutheran College School of Nursing.
- I shall only access or disseminate patient care information in the performance of my assigned duties and where required by or permitted by law, and in a manner which is consistent with officially adopted policies of Wisconsin Lutheran College, or where no officially adopted policy exists, only with the express approval of the Chair of the School of Nursing or Wisconsin Lutheran College administration.
- I shall make no voluntary disclosure of any discussion, deliberations, patient care records or any other patient care information, except to persons authorized to receive it in the conduct of Wisconsin Lutheran College School of Nursing affairs.
- I understand that healthcare facilities utilized by the Wisconsin Lutheran College School of Nursing have the right to perform audits and reviews on patient records in order to identify inappropriate access.
- I understand that any user IDs issued by the Wisconsin Lutheran College School of Nursing or any healthcare facilities utilized by Wisconsin Lutheran College are recorded when I access electronic records and that I am the only one authorized to use my user ID. Use of my user ID is my responsibility whether by me or anyone else. I will only access the minimum necessary information to satisfy my job role or the need of the request.
- I agree to discuss confidential information only in the clinical or lab setting and only for school related purposes and I agree not to discuss such information outside of the clinical or lab setting or within hearing of other people who do not have a need to know about the information.
- I hereby acknowledge that I have read and understand the foregoing information and that my signature below signifies my agreement to comply with the above terms. In the event of a breach or threatened breach of the Confidentiality Agreement, I acknowledge that the Wisconsin Lutheran College School of Nursing may, as applicable and as it deems appropriate, pursue disciplinary action up to and including dismissal from the nursing program.

Print Name:	Signature:
Class of:	Date:

Appendix H

Recommendations and Reports

FIGURE 3. Pre-exposure evaluation for health care personnel previously vaccinated with complete, ≥3-dose HepB vaccine series who have not had postvaccination serologic testing*



Source: Adapted from CDC. A comprehensive immunization strategy to eliminate transmission of hepatitis B virus infection in the United States: recommendations of the Advisory Committee on Immunization Practices (ACIP), Part II: immunization of adults. *MMWR* 2006;55(No. RR-16).

* Should be performed 1–2 months after the last dose of vaccine using a quantitative method that allows detection of the protective concentration of anti-HBs ($\ge 10\text{ mIU/mL}$) (e.g., enzyme-linked immunosorbent assay [ELISA]).