

RN-BSN Nursing Program Student Handbook 2017-2018



**Prepared by Beth Fezio, RN, DNP
Dean & Program Director, RN to BSN**

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Dear Southern Wesleyan (SWU) RN-BSN Student,

Welcome to Southern Wesleyan University's RN-BSN program. In accord with the institution's mission, SWU is a faith-filled program dedicated to inventive learning and transformative experiences. We are pleased that you have selected SWU to continue your nursing education. We urge you to work closely with your faculty and staff. Our goal is your success and we are here to help you achieve your goals!

Best Wishes, Beth Fezio, RN, DNP

Dean of Nursing

RN to BSN Program Director

BSN to RN Student Handbook

This handbook should be used to navigate the online RN to BSN program. The manual was created for your use as a reference for the RN to BSN policies and procedures. Please review the contents. Complete and sign the attached checklist and return it to the Nursing Office after you have read and understand the contents of the manual. You may mail the form to Southern Wesleyan, PO Box 1020, SWU Box 1876, ATTN RN to BSN, Central, SC 29639. If you have any questions please contact the Nursing Office at 864-644-5216. For general questions related to SWU admissions and financial aid, please contact the school's main switchboard at 864-644-5000. Please note that the RN to BSN Handbook is updated annually. Students are required to follow the handbook published for the current year in which the student is attending.

The RN to BSN program reserves the right to make changes in its policies and procedures described in the handbook when appropriate and necessary. Changes will be communicated promptly to provide updates, describe changes, and disseminate current information.

Program Accreditation Statement

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

The RN-to-BSN program at Southern Wesleyan University is pursuing initial accreditation by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791. Applying for accreditation does not guarantee that accreditation will be granted.

Contact Information

Southern Wesleyan University Nursing Program
Campus PO Box 1020
907 Wesleyan Drive
Central SC 29630
Southern Wesleyan Central Campus – 864-644-5000

Southern Wesleyan University Monday – Friday: 8:00 a.m. – 4:30 p.m.

Dean, SWU Nursing Program: Office Hours: 8:00 a.m. – 4:30 p.m.
Office Location: Central Campus, Brower Classroom, Office number 112

Dean, Nursing Program: Beth Fezio, RN,MSN,DNP	Administrative Assistant: Cheryl Parris, MSM
Office Location: Brower Classroom Building Office Number 121 864-644-5216	Office Location: Brower Classroom Building Office Number 127 864-644-5220

Contact Information for Student Help

Progression/Graduation Requirements	Southern Wesleyan University Undergraduate Catalog
Specific information about nursing	SWU RN to BSN Student Handbook
Announcements, memos, policy updates	Canvas, SWU notifications, course instructor, Dean of Nursing.
Course materials, information, announcements, grades, concerns	Canvas, Course Faculty, Nursing Office, Brower 121, 864-644-5216
Library and Instructional Technology	<u>Rickman Library: Desk: 864-644-5060</u> <u>Library Reference Desk: 864-644-5071</u> <u>http://www.swu.edu/academics/library/</u> <u>Instructional Technology Department</u> <u>Help Desk: 864-644-5050</u>
Ways to communicate concerns or problems	Contact Course Faculty first, then RN to BSN Dean.

Admission Requirements

In order to be considered for Southern Wesleyan's RN to BSN program, the candidate must have met the following degree and licensure requirements:

- Complete an application for admission.
- Have earned an associate's degree with a major in Nursing with at least 60 transferable credit hours from a regionally accredited college or university.
- Provide proof of current, unencumbered RN licensure (USA). License must be active for the duration of the student's enrollment.
- Provide official transcripts from all colleges and universities attended.
- Have earned a minimum cumulative GPA of 2.75 from all colleges and universities attended. If a candidate's GPA is below 2.75, the student may be admitted on a conditional basis on the recommendation of the Undergraduate Admissions Committee, based on recommendation by the Dean of the RN to BSN program. Students who are admitted with conditional status must earn a minimum 2.00 SWU GPA for their first semester of enrollment at SWU. If the minimum cumulative SWU 2.00 GPA is not attained, the student will be administratively withdrawn from the RN to BSN program with no semester of academic probation.
- Submit the \$25 admission application fee.

Transfer Credit

Transfer credit is generally accepted from regionally accredited colleges and universities provided such transfer courses meet SWU degree requirements and transfer-quality accreditation standards. Associate degree nursing graduates may earn transfer credit for up to 35 credit hours of ADN coursework with a minimum earned grade of C- for each transfer course. Acceptable transfer ADN coursework is determined by the university's transfer policy and the Dean of the RN to BSN program.

Progression Requirements

In order to progress through Southern Wesleyan University's RN to BSN program, the student must meet or maintain the following conditions:

1. Completion of each nursing foundation course under the faculty at Southern Wesleyan University. RN to BSN foundation courses completed at other colleges and universities will not meet nursing foundation core or elective requirements nor will degree requirement waivers or substitutions be granted.
2. Completion of each nursing foundation course and required nursing elective with a minimum grade of C- or higher; a nursing course with an earned grade of less than C- must be repeated.
3. Maintenance of a GPA of 2.00 or higher on nursing foundation courses and nursing electives.
4. Completion of all the nursing foundation courses prior to enrolling in NURS 4955 Baccalaureate Capstone: Synthesis and Evaluation.
5. Fulfillment of the graduation requirements as stated in the catalog for the academic year of the nursing student's initial enrollment or academic year of re-enrollment for students who withdraw from the program for any period of time.
6. Completion of all nursing foundation courses prior to enrolling in NURS 4955 Baccalaureate Capstone: Synthesis and Evaluation.
7. Provision of a criminal history background check, drug testing, and immunization tracking must be completed as required by the facilities where the student chooses to complete his or her service projects and capstone course.

Mission, Vision, Philosophy and Organizing Framework

Mission

The Mission of the Southern Wesleyan RN to BSN program supports that of the university by creating a culture of excellence and facilitating a Christ-centered, student-focused environment where professional nurses will be prepared to practice servant leadership and ethical, evidence-informed, collaborative practice supporting individuals, families, communities, and diverse populations.

Vision

The Southern Wesleyan University RN to BSN program aspires to be recognized as a faith-based, Christ-centered program of nursing known for helping its students to find their unique purpose in life along their individual journeys to positively impact the lives of others.

Philosophy

The RN to BSN program philosophy supports the university's mission statement and reflects the institution's vision to impact the lives of others. The philosophy's foundation is reflected in the definitions of its central basic concepts of person, health, nursing, environment, and education.

Below are the concepts, as defined by nursing theorist Nola Pender (Butts & Rich, 2011).

- **Person:** Each person is unique, possessing experiences and characteristics that affect his or her actions. The person's health behaviors are learned within the context of the family and community.
- **Environment:** Pender describes the environment in terms of the physical, personal and economic circumstances affecting the person's life. Environmental quality is dependent upon current socioeconomic conditions, absence of toxins, and the availability and accessibility of resources needed to support healthy living. Environmental health is measured by the balance existing between humans and their environments.
- **Health:** According to Pender, a person's own definition of health is more important than any other. Described as a positive state, an individual's health then, is a highly subjective condition (Pender, et al, 2006; Sakraida, 2010). We believe that the subjective nature of the person's health should be respected and recognized in terms of that person's personal, cultural and spiritual beliefs.
- **Nursing:** The Health Promotion Model defines the nursing role as supportive and highly promotional, increasing the consciousness of health-promoting behaviors, extolling self-efficacy and the benefits of positive change, addressing barriers to change, and encouraging healthy behaviors (Butts & Rich, 2011).

Program Objectives and Student Outcomes

The Southern Wesleyan RN to BSN program goals are congruent with the program's mission statement.

The program goals are to:

- Integrate evidence-informed best practice into the program to promote students' success.
- Prepare the students to use solid clinical judgment, sound reasoning skills, and interprofessional collaboration to provide safe, patient-centered, evidence informed practice.
- Provide coursework that is grounded in Christian principle and servant leadership.
- Provide current, innovative content and content delivery to promote student engagement.
- Contribute to student success, community, and the nursing profession by promoting scholarship, leadership and sound practice behaviors.

Student Learning Outcomes

The Southern Wesleyan RN to BSN graduate will be expected to:

- Integrate knowledge gained through general educational coursework with that attained through the nursing curriculum to provide a solid base for ethical, evidence-informed practice.
- Demonstrate professional and ethical behaviors in practice.
- Apply organizational leadership to plan, facilitate, and guide patient care across the lifespan of individuals and their families, communities, and populations.
- Recognize and address disparities in healthcare through interdisciplinary partnerships and servant leadership.
- Employ change leadership and make prudent use of resources to plan and effect essential transitions in healthcare.
- Apply Christian ethics in the identification of need and provision of evidence-informed interventions for individuals, families, and disparate populations.
- Employ innovative change leadership and make prudent use of resources to plan and effect essential transition in healthcare.
- Apply Christian ethics in the identification of need and provision of evidence-informed interventions for individuals, families, and disparate populations.
- Infuse the AACN Nine Essentials of Baccalaureate Education for Professional Nursing Practice into every course in order to prepare graduates to practice in complex healthcare systems in an array of nursing roles.

ANA Code of Ethics for Nurses

All professional nurses are expected to provide ethical care. All students should review the American Nurses Association ([ANA\) Code of Ethics for Nurses](#) (ANA, 2017)

American Nurses Association, [Code of Ethics for Nurses with Interpretive Statements](#), Washington, DC: American Nurses Publishing, 2001.

ANA Standards of Nursing Practice

[The American Association of Colleges of Nursing's Essentials of Baccalaureate Education for Professional Nursing Practice](#) inform the program curriculum and will serve as a guideline for scholarly activities. Please bookmark the document for routine use.

Source: American Nurses Association (2010). Nursing scope and standards of practice (2nd ed). 2010. Silver Spring, MD: Nursebooks.org

The Essentials of Baccalaureate Education for Professional Nursing Practice

The 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 courses.
- **Essential II: Basic Organizational and Systems Leadership for Quality Care and patient safety**
 - Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.
- **Essential III: Scholarship for Evidence Based Practice**
 - Professional nursing practice is grounded in the translation of current evidence into one's practice.
- **Essential IV: Information Management and Application of Patient Care Technology**
 - Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.
- **Essential V: Health Care Policy, Finance, and Regulatory Environments**
 - Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice
- **Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes**
 - Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.
- **Essential VII: Clinical Prevention and Population Health**
 - Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.
- **Essential VIII: Professionalism and Professional Values**
 - Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.
- **Essential IX: Baccalaureate Generalist Nursing Practice**
 - The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.
 - The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

Disability and Special Needs

If you have a disability that interferes with your learning, test taking, or completion of assignments outlined in the syllabus, please contact the Student Success Coordinator Martha Mishoe via email at mishoe@swu.edu. She will help you secure the right documentation, know what accommodations are appropriate, and authorize professors to accommodate your disability. She will disclose the information you request only to those individuals you identify. Neither she nor your professors can authorize or provide accommodations unless you specifically request accommodations each semester. Documentation must meet the guidelines of the Americans with Disabilities Act.

Policies and Procedures related to Drug and Alcohol and Firearm Use

The Wesleyan RN to BSN program adheres to the institution's policy regarding drugs, alcohol and firearms. Students and employees of Southern Wesleyan University are expected to refrain from possession, use or distribution of alcohol, illegal drugs or tobacco unless prescribed by a licensed physician. The university supports state laws with respect to alcohol and drug violations and reserves the right to report all violations of such to local authorities. No fireworks or firearms are to be in possession or discharged on campus property at any time. Weapons are not permitted in the residence halls. This standard is expected regardless of age of the employee or student. This expectation is clearly stated in both the handbook for employees and the handbook for students and implies total abstinence as an indication of one's responsibility to God, to others, to self and to the university. For more information, refer to one of the above mentioned handbooks.

Academic Honesty

Honesty in all matters-including honesty in academic endeavors-is a valued principle at Southern Wesleyan University. It is the expectation of the university that all those joining the academic program will act with integrity in all matters. Members of this community of learners (students, faculty, facilitators, staff, and administrators) are also expected to honor one another. Honesty is particularly important when it comes to academic work. The university awards academic credit based on the assessment of each student's work. Academic credit represents the university's validation of learning Dishonesty by a student strikes at the heart of the degree's value for all students and alumni. For this reason any form of academic dishonesty (including cheating, plagiarism, and falsification of documents) constitutes a serious breach of trust. Please note that Turn-it-In.com will be utilized to assess document originality and assignment integrity. No form of academic dishonesty will be tolerated. Students are encouraged to help each other maintain these high standards. All academic dishonesty observed should be reported to the faculty directly. In the case of assignments given outside of a classroom setting (such as online), procedures will be in place to safeguard the integrity of the evaluation. Refer to the current college catalog for further details.

Dress Code

The Dress Code provides guidance regarding appropriate professional appearance. The Southern Wesleyan University RN to BSN student will be expected to present as a professional when fulfilling obligations required of your education (i.e. transformative experience activities). Acceptable dress is business attire or neat, appropriate work clothes when called for. Please remember that you are representing the university and your profession: practice modesty. Hair should be neatly and

conservatively styled, and jewelry should be minimal. In short, please present yourself as the professional you are.

Accident & Injury Policy

Follow hosting facility's protocol in the event of an accident or injury occurring during a transformative experience activity, report the event to your assigned preceptor/mentor. The assigned preceptor/mentor will report to your faculty.

Syllabi

A detailed syllabus will be provided at the beginning of each course. The document will include:

- Contact information for school, faculty, and support services
- Course description and expected outcomes
- Required course texts and materials
- Attendance policies
- Course testing and grading policies
- Specific practicum information
- Course specific resources and requirements
- A course calendar & content schedule
- Additional Practicum Information

Student Employment While in the Nursing Program

Please note that some of the courses offered during the program *may* encourage periodic synchronous meetings. Please note that such meetings are *encouraged*, not *required*. Due to the number of students enrolled and a rigorous program schedule, we are unable to work around student's individual work hours. We do however, attempt to schedule classes and assignments with the students' needs in mind. Those activities encouraging synchrony will be scheduled well in advance to allow students to make any prior arrangements necessary should they elect to participate.

Attendance for Online Classes

Preparation for and participation in the online learning experience is mandatory. Virtual classrooms are open 24 hours a day, 7 days a week. SWU RN to BSN courses will feature online discussion forums as well as offline discussions and other activities. Participation of any activities including live online "chats" will be monitored and may be assigned credit by the course instructor. Refer to the Undergraduate Academic Catalog for the course withdrawal policy.

Assessment Policy for Students in the Online RN to BSN Program

The student is responsible for completing all assignments in the time established by the instructor. It is essential that the student stays abreast of assigned work in order to meet the standards of the curriculum and succeed in the program. The student will be provided with scheduled assignments through the Canvas platform. Assignment instructions and grading rubrics can also be found there.

Verification of Student Identity in Online Education

The United States Federal Higher Education Opportunity Act requires schools to verify the identity of online students. For this reason, SWU and the RN to BSN program has established policies to certify that the student registering for a course is the same student who participates in the course or receives course credit.

The following methods, in accordance with the Family Educational Rights and Privacy Act (FERPA), will be used for the ongoing verification of student identity:

- A secure login and password, unique to each student, will be required to access the learning management system and related course resources, discussions and assignments;
- A SWU email account with secure login and password will be issued to all students and used as the primary communication method between the student and faculty and staff;
- Instructors, at their discretion, may require proctored work or other electronic verification through an appropriate technology.

General Education Core Curriculum

Students earning a bachelor's degree must complete all Core Curriculum requirements. Refer to the Undergraduate Catalog for these requirements.

RN-BSN Plan of Study

The orientation module will contain a copy of this plan of study. RN to BSN students will sign the Plan of Study during his or her first semester in the nursing program.

Program of Study

The RN to BSN program of study is sequential. If for some reason a course is not successfully completed as scheduled, the student will need to collaborate with the Dean of Nursing to develop a new plan of study. This will result in a disruption of the planned graduation schedule. Please notify the dean's office prior to dropping a course.

A temporary or permanent withdrawal during an academic award period may reduce or eliminate financial aid or VA assistance and/or eligibility and require that all or part of the assistance received be refunded to the lender. A student who wishes to withdraw should contact his or her Academic Coordinator and the Office of Financial Aid before initiating any schedule changes or withdrawals. Exceptions to the withdrawal policy must be approved the Dean of Nursing.

Academic Advisement

Students enrolled in the RN to BSN program are each assigned an individual Academic Coordinator. The original assignment will remain intact so long as the student and coordinator are affiliated with the program. It is the responsibility of the student to consult with the coordinator each semester prior to the beginning of course registration. From the start of the student's program of study, the Academic Coordinator is will be available by appointment to assist with registration, and answer questions related to program progression, withdrawal, re-entry and academic policy. Students may schedule advisement sessions by contacting their Academic Coordinator.

Technology

The online learning environment for the program is provided by the Learning Management System, Canvas. Other online products such as Turn-it-In and the outcomes measurement tool, Chalk and Wire, are used as well. Students should have basic computer competency skills and have access to the recommended software and hardware requirements. The [Help Desk: 864-644-5050](#)

Advisement Approval Form

Name:		Student ID Number:		
Address:				
COURSE NUMBER AND TITLE		HRS.	GRADE	SEMESTER
NURS 3203	Introduction to Baccalaureate Nursing	3		Spring
NURS 3853	Foundations of Professional Practice	3		Spring
NURS 4503	Nursing from a Christian World View (Elective)	3		Spring
NURS 3853	Nursing Process: Health Indicators and Clinical Prevention	3		Summer
NURS 3343	Focused Health Assessment on the of the Well Adult	3		Summer
NURS 2353	Perspectives on Poverty and Health (Elective)	3		Summer
NURS 4154	Leadership and Management in Nursing	4		Fall
NURS 4654	Population Health: Local, National, and Global Approaches	4		Fall
NURS 2373	Complementary and Alternative Therapies	3		Fall
NURS 4404	Evidence Informed Nursing	4		Spring
NURS 4013	Transcultural Healthcare (Elective)	3		Spring
NURS 3653	Ethics in Nursing Practice	3		Spring
NURS 3653	Cross Cultural Experience	3		Summer
NUES 4023	Cross Cultural Experience (Elective)	3		Summer
NURS 4955	Baccalaureate Capstone Project	5		Summer

STUDENT _____ DATE: _____

APPROVED _____ DATE: _____

The Mentorship Model

The Southern Wesleyan RN to BSN program uses a mentorship model not only to provide our nursing students with hands-on leadership and guidance in the practicum area, but also to socialize the student to the unique role of the bachelor's prepared nurse. The role of highly educated, richly experienced nurses in the personal and professional development of the graduates coming after them has been recognized by prominent leaders in the field (Bilyk, 2017).

Mentorship Guidelines

In keeping the Southern Wesleyan University's servant leadership mission, and prior to beginning the first scheduled practicum, students will be encouraged to select an area of interest using a needs assessment model. Examples of mission areas might include community health organizations and/or at risk populations for which nursing interventions could offer opportunities for change. Areas of interest might include those bulleted below. However, the list is not conclusive.

- Psychiatric-Mental Health Nursing
- Oncology Nursing
- Women's Health issues
- Pediatrics and Child development
- Managerial Nursing
- Rural Nursing
- Nursing Informatics
- Community/Public Health Nursing

Further information regarding practicum activities, the mentorship trajectory, and the capstone project will be provided during the program's first semester.

References

American Nurses Association (2017). *Code of Ethics for Nurses with Interpretive Statements*.

Retrieved 9/2/18 from <http://www.nursesbooks.org/Main-Menu/Ethics/Code-of-Ethics.aspx>

Bilyk, J., (2015). A discussion with the director of faculty development at the American Association of Colleges of Nursing: The role of mentoring in nursing. Retrieved from

<https://www.nurse.com/blog/2015/06/26/role-of-mentoring/>

Butts, J. & Rich, K. (2011). *Philosophies and theories for advanced nursing practice*, Jones &

Salraoda. T.J. (2010) The Health Promotion Model. In A.M. Tomey & R.R. Alligood (Eds.)

Nursing theorists and their work 7th ed. Pp. 433-453. St. Louis, MO: Mosby