Associate Degree Nursing (ADN) & PN to RN Program Handbook

Table of Contents

Associate Degree Nursing (ADN & PN to RN) Program Handbook

Section I: Program of Study and Requirements

A. Program Description

The Associate Degree Nursing Program (ADN) is a year-round, 38-credit, four-semester program preparing entry-level clinical practice registered nurses. The ADN program is held on three campuses:
- WSU Davis Campus – Layton, UT
- WSU Ogden Campus – Ogden, UT
- Online/Hybrid (starting spring 2023)

The Practical Nurse to Registered Nurse (PN to RN) Program is an 18 credit (Fall 2022 admits) or a 20 credit (Spring 2023), two-semester program intended for licensed practical nurses or those who have successfully graduated from an accredited practical nursing program and are eligible for licensure. The PN to RN program is held on four campuses:
- Davis Technical College – Kaysville, UT
- Ogden Weber Technical College – Ogden, UT
- Bridgerland Technical College – Logan, UT
- Online/Hybrid

B. Program of Study

Associate Degree Nursing Program

Course Number	Course Name	Credits
Semester 1		Total Semester Credits: 9.0
NRSG 2100	Pharmacology for Nurses I	1.5
NRSG 2200	Nursing Foundations	3.0
NRSG 2251	Foundations of Nursing Clinical and Laboratory	4.5
Semester 2		Total Semester Credits: 9.0
NRSG 2700	Pharmacology for Nurses II	1.5
NRSG 2300	Patient-Centered Nursing Care I	3.0
NRSG 2351	Patient-Centered Nursing Care Experience I	4.5

Semester 3		Total Semester Credits: 10.5
NRSG 3100	Pharmacology for Nurses III	3.0
NRSG 2500	Patient-Centered Nursing Care II	3.0
NRSG 2551	Patient-Centered Nursing Care Experience II	4.5
Semester 4		Total Semester Credits: 9.5
NRSG 3200	Complex Patient-Centered Nursing Care	3.0
NRSG 3300	Entry Into Nursing Professional Practice	3.5
NRSG 3350	Entry Into Nursing Professional Practice Capstone	3.0

Total Program Credits: 38

PN-RN Program of Study

Semester 3		Total Semester Credits: 10.5
NRSG 3100	Pharmacology for Nurses III	3.0
NRSG 2500	Patient-Centered Nursing Care II	3.0
NRSG 2551	Patient-Centered Nursing Care Experience II	4.5
Semester 4		Total Semester Credits: 9.5
NRSG 3200	Complex Patient-Centered Nursing Care	3.0
NRSG 3300	Entry Into Nursing Professional Practice	3.5
NRSG 3350	Entry Into Nursing Professional Practice Capstone	3.0

Total Program Credits: 20
*18 credits given for PN

All Associate Degree Nursing programs are full-time *programs* but not full-time *credit load* (12 credit hours). If students require a full-time credit load, there are optional electives that can be taken to assist

with Financial Aid, or students can take the courses listed below. Students can also find a list of suggested courses on the Student Bulletin Board under the RN to BSN Program.

- **<u>Associate Degree Electives:</u>**
  - Pathophysiology (3)
  - Nutrition (3)
  - Microbiology (3)

- **<u>BSN Non-Nursing Elective (required for BSN degree):</u>**
  - Upper Division Non-Nursing Elective Course 3000-4000 (3)

- **<u>MSN Preparation (electives):</u>**
  - ENG 3210: Advanced College Writing
  - Social Statistics (can only take one):
    - Sociology 3600
    - Psychology 3600
    - Gerontology 3600

C. Program Requirements

- Nursing is a demanding program of study. Extensive individual study time is required for didactic, lab, simulation, and clinical courses. It is *<u>strongly</u>* recommended that nursing students commit to working less than 15-20 hours per week. Students who work while enrolled in the nursing program are encouraged to keep the number of hours within the limits of good health, allowing adequate time for rest, recreation, study, and extracurricular activities.
- All required course materials (i.e., books, eBooks, electronic charting products, etc.) must be purchased before the first week of the semester. The bookstore website has an up-to-date list of course materials.
- All student paperwork must be submitted before the established deadlines. Failure to do so may result in forfeiture of clinical placement and grade deduction in clinical courses.
- Students are **REQUIRED** to check the ADN or PN to RN Student Bulletin Board and WSU email *at least once a week*. <u>In addition, during the capstone placement cycle in third and fourth semesters, students must check their WSU email several times a week.</u> The Student Bulletin Board contains the most up-to-date information and provides the fastest form of mass communication between the program and students.
- WSU-approved uniforms must be ordered by the due date posted on the Student Bulletin Board to ensure on-time delivery for clinical, simulation, and lab days. Students are encouraged to purchase two sets as they will be required to wear them in lab, simulation, and clinical.
- ADN and PN to RN students must purchase the NCLEX®-RN testing preparation product. Payment will be due during the 3rd and 4th semesters of the program. Additional payment will be required if a student needs to repeat a 3rd or 4th semester didactic course.

D. Program Progression & Completion

- In order to promote student success in passing the NCLEX®-RN exam on the first attempt, all ADN and PN to RN students are required to complete their designated program of study within

150% of the initial semester start. Failure to do so may result in program dismissal and/or repetition of course work.

- When students receive a failing grade (anything below 80% B-) in any nursing course, progression in the program will be paused, and the course must be repeated. Enrollment in the repeated course is dependent on available course openings. To register for a repeated course, contact the ADN administrative assistant.
- **Failure** of ANY two (2) nursing courses during the program mandates immediate dismissal from the program. To be reinstated in the program, a student must apply through the standard application process and repeat the entire program.
- PN to RN students who do not have their PN license must take and pass NCLEX®-PN before the end of the third semester. If NCLEX®-PN has not been taken and passed before moving to the fourth semester, progression in the program will be paused and recommendations made by the ADN Program Director.
- Students **withdrawing** from any nursing **course** must notify their faculty and the ADN Program Director. Withdrawn courses must be retaken but may or may not be taken the immediate semester following the withdrawal, depending on program availability. *Reminder: Students are required to complete their designated program of study within 150% of the initial semester start, regardless of the reason for withdrawal. Failure to do so may result in program dismissal and/or repetition of course work.*
- Students **withdrawing** from the **program** for any reason will be required to reapply.
- Students requesting a **deferral** must submit a letter to the ADN Program director stating their request. Requests will be reviewed by the ADN Program Director and granted on a case-by-case basis. *Reminder: Students are required to complete their designated program of study within 150% of the initial semester start, regardless of the reason for deferral.*
- In addition to successfully completing fourth-semester coursework, all students must attend a mandatory NCLEX®-RN Live Review during fourth semester as part of NRSG 3300; this is a three-day NCLEX®-RN prep that will assist students in preparing for the NCLEX®-RN examination.
- Students with an incomplete (I) grade will not be allowed to progress in the program.

Section II: Advisement

A. Advisment Guidelines

- It is the student's responsibility to ensure CATTRACKS is up-to-date. Any requirement that is not met will delay graduation clearance. Students should ensure that both the AS in Nursing and BS in Nursing are reflected, and the catalog year is the academic year of the program start date. If any discrepancies are noted, contact the ADN administrative assistant and identify the problem.
- On or before **WEEK THREE** of the semester, students must contact their advisor to set up an email or face-to-face meeting. Advising lists can be found on the student bulletin board. It is important not to procrastinate and allow time for problems to be resolved (i.e., class schedule addition or deletions, transcript issues, etc.). **This process will need to be repeated every semester until graduation.**

- If a student attempts to set up a meeting with the faculty advisor and there is no reception or follow through on the faculty end, please notify either the ADN admin assistant and/or the ADN Program Director.

Section III: Academic Standards

A. Academic Grading Standards
Academic grading standards, including the ATDSON grading scale, rounding policy, and evaluation incentive, can be found in The ATDSON Student Handbook, Part B, Section II.

B. Late Assignments
- Students are responsible for notifying faculty members regarding difficulty with assignments or crises that impede their ability to complete an assignment or test in the designated time frame.
- Nursing faculty are **NOT** required to accept late assignments or tests.
- A zero (0) may be recorded for the score.
- Faculty may impose a grade deduction for any late work submitted.

C. Testing
The School of Nursing has a two-day testing policy. All course exams are offered on Canvas outside of class time. The ATDSON ADN testing policy can be found in Appendix A. Test dates and location availability will be communicated per course on the first day of class. *Any discussion of test items is considered cheating and will follow the consequences outlined in The ATDSON Student Handbook, Part B, Section II.*

Dosage Calculation Exams
Weber State University School of Nursing is committed to student and patient safety in clinical practice. To prepare nursing students for medication administration, all nursing students in NRSG 2100, NRSG 2700, and NRSG 3100 will complete a standardized dosage calculation exam as part of the criteria for the course. *The exam must be completed by week 2 of the semester. The exam will account for 5% of the total grade in the course.* In addition, dosage calculations will be integrated throughout the entire ADN curriculum. All exams in every ADN didactic course will contain at least 2 dosage calculation questions. Skills lab exams may also include dosage calculation questions as appropriate.

D. Professionalism

It is a privilege for a student to attend a WSU Annie Taylor Dee School of Nursing class, clinical, or lab setting. Any unprofessional, disrespectful, or disruptive behavior exhibited by a student toward an instructor, guest speaker, preceptor, staff member, or classmate during a classroom, clinical, or lab setting is grounds for immediate placement of the student on a behavioral contract as outlined in Part B, Section III Violation of Professional Conduct in the ATDSON Student Handbook. This violation may lower the student's course grade, fail the student in the course, or cause removal from the Nursing Program as determined by the appropriate Nursing Faculty, Program Director, and Annie Taylor Dee School of Nursing Chair.

E. Lab, Simulation, Clinical (LSC) Courses

Skills Lab, Clinical, and Simulation are practical, hands-on learning activities critical to the field of nursing. If a student is absent for two or more days of a single component for any reason (lab, clinical, or sim), the course outcomes cannot be met, and the student will not pass that component even though points earned may be greater than 80% and a C+ final course grade will be awarded. As a reminder, students must pass all three components to receive a passing grade for the course. If two absences occur, the student must reach out to the instructor and the ADN director to discuss options for progression in the program.

To pass the LSC course, students must pass each of the three components (skills lab, simulation, clinical) with a minimum of 80%. In addition, students must pass each portion of the skills lab examination with a minimum of 80% to pass the LSC course.

Any absence in the LSC course may result in a 10% grade deduction from the specific portion (skills lab, simulation, clinical) that is missed; *this is at the instructor's discretion and dependent on the situation*. Please be aware that being sent home for issues with professionalism counts as an absence and will receive an automatic 10% deduction in total points for that specific portion - lab, sim, or clinical.

Lab, simulation, and clinical experiences vary according to the semester of the nursing program. There is a requirement of 135 clinical, simulation, and/or lab hours each semester. The start and end times of clinical shifts vary according to the facility. Facility-required clinical orientation hours may be counted toward clinical hours up to and not more than 2 hours.

- **First-Third semester:** Students will complete 75 hours in a clinical facility, 30 hours in simulation, and 30 hours in skills lab, for a total of 135 clinical hours. Skills lab will be 8 hours, once a week for the first 3 weeks of the semester (unless otherwise indicated). Clinical shifts will be 12 hours, once a week, every other week, for a total of 6 clinical days. Simulation will be 4 hours per day on alternating weeks from clinical, every other week, for a total of 5 simulation days. *Note: A schedule will be provided in the Canvas course with details. Semester calendars will be posted on the ADN bulletin board 2 weeks before the semester starts. **All calendars and schedules are tentative and are subject to change.***
- **Fourth semester:** Students will complete 135 hours of clinical capstone and will not have simulation or skills lab. Students will work with their assigned nurse preceptor and attend the nurse's scheduled shift hours until the student reaches 135 hours. Students will have 6-7 weeks to complete their assigned 135 hours unless otherwise indicated. All capstone experiences must be completed in the allotted time given. All communication regarding capstone placement requests and assignments will be communicated to students via WSU email during third semester. Students **WILL NOT** be allowed to arrange their own capstone experience. Students must work the same shifts as their assigned preceptor during their capstone, except for spring break, Thanksgiving break, and the scheduled NCLEX®-RN Live Review. **Students are expected to adhere to the highest professional standards and maintain excellent communication with their preceptor and faculty instructor.**

F. Clinical Expectations

Students and instructors are guests in clinical facilities and are expected to act with the utmost respect and professionalism. Students are expected to abide by clinical facility policies and procedures as well

as the Professional Conduct and Behaviors found in Part B Section III of the ATDSON Student Handbook.

Students are expected to follow all dress code requirements outlined in the ATDSON Student Handbook, Part B, Section III

Clinical Requirements: Required documents and paperwork must be kept current throughout the program. This includes flu shots, CPR, immunizations, background check, drug test, etc. Failure to keep ALL required materials up-to-date will result in an overall 3% grade deduction in the clinical/sim/lab course each week the materials are not updated. This includes, but is not limited to, CastleBranch, Verified Credentials, MyClinicalExchange, Intermountain Student Portal, UofU Smartsheets, etc.

COVID-19: During the program, students will work with vulnerable healthcare populations that are susceptible to severe illness and death. Students are *strongly* encouraged to be fully vaccinated for COVID-19 for their own protection and for the protection of those they care for. Please note the following:
- Students must follow quarantine and isolation CDC guidelines if exposed to or infected with COVID-19.
- Please note that missed class, lab, simulation, and clinical time due to quarantine and isolation may impact course grades and/or program progression.

If a student is seeking a medical or religious exemption for the COVID-19 vaccine, they must go through the Weber State University exemption process AND the DCHP exemption process. No personal exemptions are accepted. Additional exemption applications may be required from partnering clinical facilities. Some facilities do not accept any COVID-19 exemptions, which may affect clinical placements and progression in the program.

Section IV: Licensure PN, RN Apprentice, and RN

Every student must follow the directions for licensure on the Student Bulletin Board under the second and fourth semesters. These directions are directly from DOPL. Failure to follow the steps in order may result in money lost and possible fraudulent charges with the Federal Government. If a student has any questions on licensing instructions, they must contact DOPL directly.

Appendix A: ATD SON ADN Testing Policy

Weber State University (WSU)
Annie Taylor Dee School of Nursing (ATDSON)
ADN Program Testing Policy

All students attending the Annie Taylor Dee School of Nursing Associate Degree Nursing (ADN) Program will be given the opportunity to utilize the testing center or Proctorio for exams during the term of their program. Students must select their testing location preference each semester; changes will only be made to the testing location per instructor's discretion. At the beginning of each semester, students will complete a practice test and testing preference questionnaire to communicate which testing site they prefer to utilize during the semester. Students will select the testing center or Proctorio, and this preference will be utilized for the entire semester. The Proctorio practice test will be required for all students, even those choosing to test in the testing center. Proctorio practice test videos will be reviewed for students that choose to utilize Proctorio for testing.

Proctorio

The goal of the Annie Taylor Dee School of Nursing is to make your testing site secure – the testing location is an extension of the testing center. To ensure your testing site is secure, the SON requires that you adhere to all testing center policies and the WSU's Proctorio guidelines (review those HERE) with the following clarifications for all exams:

- Cell phones are not allowed in the room while the test is being completed. Cell phones are not to be used to do a scan of the screen.
- No smartwatches or hats can be worn during the test and may invalidate your exam.
- There will be no bathroom breaks during the exam.
- Walls should be clear of any papers or writing. If anything looks suspicious, you can be flagged.
- The room scan must be completed in the room where you are taking the exam.
- You are allowed a small whiteboard during the exam (see example below). This is to be provided by the student. You are **not allowed** scratch paper or paper in a sheet protector. The whiteboard must be blank when starting the exam; both sides must be shown to the camera before starting. You will need to erase the whiteboard upon completion of the exam and show the camera.
- You are allowed a four-function calculator during the exam (see the example below). This is to be provided by the student. You must show your calculator to the camera prior to starting. Using a calculator outside these restrictions, such as a graphing or scientific calculator, may invalidate your exam.
- You will need a mirror to show your monitor and keyboard if using a built-in webcam (see below). Cell phones are not to be used to do a scan of the screen.
- You will need to turn off all notifications on your computer during the exam. If you receive a social media or email notification, it will be flagged and incur a potential deduction from your exam.
- You must show your taskbar or dock before starting your exam. Please check your settings to ensure this is not hidden, or you will be flagged and incur a potential deduction on your exam.
- **All icons must be closed except for the browser you are testing in. Failure to do so will result in a potential deduction from your exam.**

You are allowed the following supplies during your exam; please purchase at a location of your choosing:

- Small whiteboard, no bigger than 8.5" x11" or similar 10" x10", and dry-erase marker
- Four-function calculator (Also called standard function calculator)
- Mirror for showing the screen during the initial check-in process no smaller than 5 inches wide (cannot be a compact mirror)

Grade Deduction

Utilizing Proctorio requires the student to follow the guidelines to prevent grade deductions.
Flags while using Proctorio include but are not limited to:
- Having a cell phone in the room during the exam
- Wearing a smartwatch during the exam
- Wearing a hood or hat during the exam
- Navigating away from the Canvas exam screen
- Utilizing anything besides the approved testing items during the exam
- Using anything other than a four-function calculator (ex: scientific or graphing calculator)
- Not showing your taskbar prior to entering into full-screen mode to complete the test
- Having windows/icons/apps open on the taskbar other than the testing internet browser
- Failing to complete a full 360-degree room scan
- Failing to show all items that will be utilized during the exam before starting the exam (whiteboard must be cleared)
- Failing to show all items utilized during the exam at the end of the exam (whiteboard must be cleared)
- Another person entering the room where you are taking the exam
- Failure to show an approved ID (no nursing badge)
- Wearing headphones or earbuds (earplugs are allowed if shown to the camera)
- Having a TV or other monitor on during the exam
- Having a poorly lit room in which you cannot be seen well with your webcam
- Having food or drink with you

- Your entire face is not visible in the webcam for the duration of the exam
- Must be in a seated position once the exam begins and stay seated
- Disconnecting the webcam at any time
- Receiving email, social media, text message, etc. notifications during the exam
- If you leave your chair, your exam will end on the question you were on when you left
- Being disconnected from the exam multiple times on more than one exam

First offense of a flag: A warning will be sent to the student, and all didactic nursing instructors of the student for that semester will be notified. Flags are per semester, not per course.
First offense of a different flag: A warning will be sent regarding the new offense.
Second offense (repeating the same offense): An email will be sent to the student, the offense will be communicated with current nursing instructors, and a 10% deduction for the exam will be given. (If the exam is worth 100 points, -10 will be deducted from the earned score)
Third offense: Students will have a 20% deduction applied to the exam score, and Proctorio privileges will be revoked for that semester. (If the exam is worth 100 points, -20 will be deducted from the earned score)
Students will be notified of any flags before testing in the next class.

Test Reviews
Test reviews will be offered immediately following the exam.
Taking the exam in the testing center will allow an unlimited amount of time for the student to review their exam. All scratch paper will be turned in to the testing personnel at the conclusion of the exam review.
Taking the exam through Proctorio will allow the student 5 minutes to review the exam. Students will be recorded during the review. No notes can be written, and the whiteboard must be shown at the end of the review. Taking any notes or failing to show a cleared whiteboard may result in a zero for the exam.

Missing Exam
If a student fails to take an exam, a 20% deduction per day will be applied to the late exam score. (If the exam is worth 100 points, -20 will be deducted from the earned score)

*The ATDSON may update testing policies on a semester-by-semester basis. Students will be notified at a minimum of one week prior to the start of the semester of upcoming changes.