



Associate Degree Nursing Program

Student Handbook

All nursing students are responsible for reading this handbook and for adherence with the policies in this document and the current general Weimar Institute Academic Bulletin & Student Handbook.

The purpose of this handbook is to provide information about the policies, procedures and standard of the Nursing Program and to assist in the orientation of new nursing students.

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Introduction

Weimar Institute is a Seventh-day Adventist Christian community of faith with a commitment to lifelong learning and service to all persons.

Mission Statement of the Weimar Institute Associate Degree Program

The Weimar Institute Nursing Program prepares students from diverse communities to be competent Registered Nurses committed to the ministry of our Lord Jesus Christ, who came to this world as the unwearied servant of humankind's physical, mental, and spiritual necessity.

Philosophy of the Weimar Institute Associate Degree Program

The philosophy of the Nursing Program is consistent with Seventh-day Adventist beliefs, based in Biblical teachings and the inspired works of Ellen G. White, especially books dedicated to nurses and physicians entitled *Ministry of Healing* (1905) and *Medical Ministry*. These books are considered a sources of spiritual inspiration and guidance for many health care providers.

The Nursing Program exists to support the college's Seventh-day Adventist mission of service "To Heal a Hurting World." The Nursing Program's vision statement is a specific extension of Weimar Institute's commitment expressed in the college handbook.

The Nursing Program's philosophy is based upon three main themes, which are the basis of each course:

- (1) The demonstration of the compassionate ministry of Jesus Christ toward all persons;
- (2) Health Promotion for the whole person (body, mind, and spirit) across the lifespan;
- (3) Evidence-based nursing process approach (Assessment, Analysis, Planning, Implementation, and Evaluation)

1. Demonstration of the Compassionate Ministry of Jesus Christ Toward All Persons

Value is placed upon the tenets of compassion for one another and ministering to others' physical, emotional, and spiritual needs; this compassionate ministry is regarded as a reflection of Christ's love for humanity. The following passages describe this ministry.

Carry each other's burdens and in this way you will fulfill the law of Christ. (NIV, Galatians 6:2)
And now abide faith, hope, love, these three; but the greatest of these is love. (NIV, I Corinthians 13:13)

Nursing entails a professional ministry of love or caring driven by empathy and nonjudgmental respect for each person's diversity and freedom of autonomy or choice. Compassion and nonjudgmental respect are derived from the Greek definition of agape love, which has its origin in Jesus Christ and is defined by C.S. Lewis (2002) as an unconditional, selfless love, committed to the well-being of others.

Emulating the ministry of Jesus Christ consists of providing hope, courage and an understanding of God's love and compassion. The nurse instills hope and shares insights on utilizing the power of the will for choosing positive lifestyle choices, which tend toward optimal wellness.

The following excerpt from the chapter "Healing of the Soul," in *Ministry of Healing* describes the power of the human will united with Divine strength.

Many realize their helplessness; they are longing for that spiritual life which will bring them into harmony with God, and are striving to obtain it. . . . Let these desponding, struggling ones look up. The Saviour is bending over the purchase of His blood, saying with inexpressible

tenderness and pity, 'Will you be made whole?' He bids you arise in health and peace. Do not wait to feel that you are made whole. Believe the Saviour's word. Put your will on the side of Christ. . . . in acting upon His word you will receive strength. Whatever may be the evil practice, the master passion which through long indulgence binds both soul and body, Christ is able and longs to deliver. He will impart life to the soul that is 'dead in trespasses.' Ephesians 2:1. He will set free the captive that is held by weakness and misfortune and the chains of sin. . . . Christ says, 'I will take your sins; I will give you peace. I have bought you with My blood. You are Mine. My grace shall strengthen your weakened will; your remorse for sin I will remove.' When temptations assail you, when care and perplexity surround you, when, depressed and discouraged, you are ready to yield to despair, look to Jesus, and the darkness that encompasses you will be dispelled by the bright shining of His presence. . . . Lay hold on the hope set before you. . . . His strength will help your weakness; He will lead you step by step. Place your hand in His, and let Him guide you. Never feel that Christ is far away. He is always near. His loving presence surrounds you. Seek Him as One who desires to be found of you. (White, 1905).

Providing spiritual care is intertwined with practical service in meeting the basic requirements of those in need. Students complete community service activities each semester and participate in a missionary trip to developing areas in the international community or disadvantaged groups within the United States. Community service events include not only ministering to the needs of the homeless, but also providing classes on various topics related to physical, mental, and spiritual health.

The Weimar Institute faculty members promote the spiritual care for students with prayer and short inspirational readings prior to each class and during regular meetings with the entire student body and faculty present. Chaplains are available for individual counseling.

2. Health Promotion for the Whole Person (Body, Mind, and Spirit) Across the Lifespan

The constructs of health promotion and caring for the whole person (body mind, and spirit) are currently valued and practically implemented within the current curricula and philosophy at Weimar Institute. Health is defined as a state of physical, mental, and spiritual well-being.

Weimar Institute has adopted the World Health Organization's (2012) definition of health promotion, which is defined as " . . . the process of enabling people to increase control over, and to improve, their health. It moves beyond a focus on individual behavior towards a wide range of social and environmental interventions." The nurse's goal is to strengthen the individual's capability to incorporate evidence-based strategies and to provide support for the community resources, which sustain health promotion undertakings across the lifespan.

Health promotion lifestyle practices, which optimize physical, spiritual and mental wellness, are promoted on the campus. Courses which address health promotion and alternative and complementary therapies are included in the pre-nursing classes and within the Nursing Program. These include two nursing courses entitled Health Promotion/Disease Prevention I and II. These courses will include a clinical practicum in the NEWSTART Lifestyle Center. Additionally, health promotion, disease prevention and complementary and alternative therapies will be integrated throughout every nursing course.

Believing the body, mind, and spirit are interconnected and influence one another and the health of the whole person, each component is addressed in the nursing care provided. The nurse will seek opportunities for applying the nursing process to the mind and spirit as well as the body for such patient conditions as pain, anxiety, insomnia, spiritual distress, and other nursing diagnoses.

As appropriated for the specific situation, each client encounter will be an occasion for the promotion of healthful lifestyle practices. These practices include specific nursing interventions, including client and family education related to nutrition, exercise, hydration, environmental health (fresh air, sunshine in moderation, the influence of nature, cleanliness), rest and sleep, abstinence from harmful substances, moderation in all things, and the provision of spiritual care.

The NEWSTART Lifestyle Center is located on the same campus as Weimar Institute. Clients attend its eighteen-day program from all over the world and students interact with the health care providers and guests informally in their daily activities and formally in selected classes.

Health promotion is advanced during student and faculty meetings and in the classroom setting, in the vegan cuisine prepared in the cafeteria and the over fifteen miles of nature trails on campus for exercise and quiet time for meditation, prayer or reflection.

3. Evidence-based Nursing Process Approach: Assessment, Analysis, Planning Implementation, and Evaluation

The Weimar Institute Nursing Department desires to foster an organizational culture, which supports a spirit of inquiry concerning the best evidence to guide the nursing process and clinical decision-making. Students will be taught how to search for evidence to answer clinical questions with the goal of promoting high-quality client outcomes. Evidence-based nursing practice is defined as a problem solving methodology that utilizes the best evidence from studies, data generated from client care, and clinical experts. (Melnyk, B. et al., 2009).

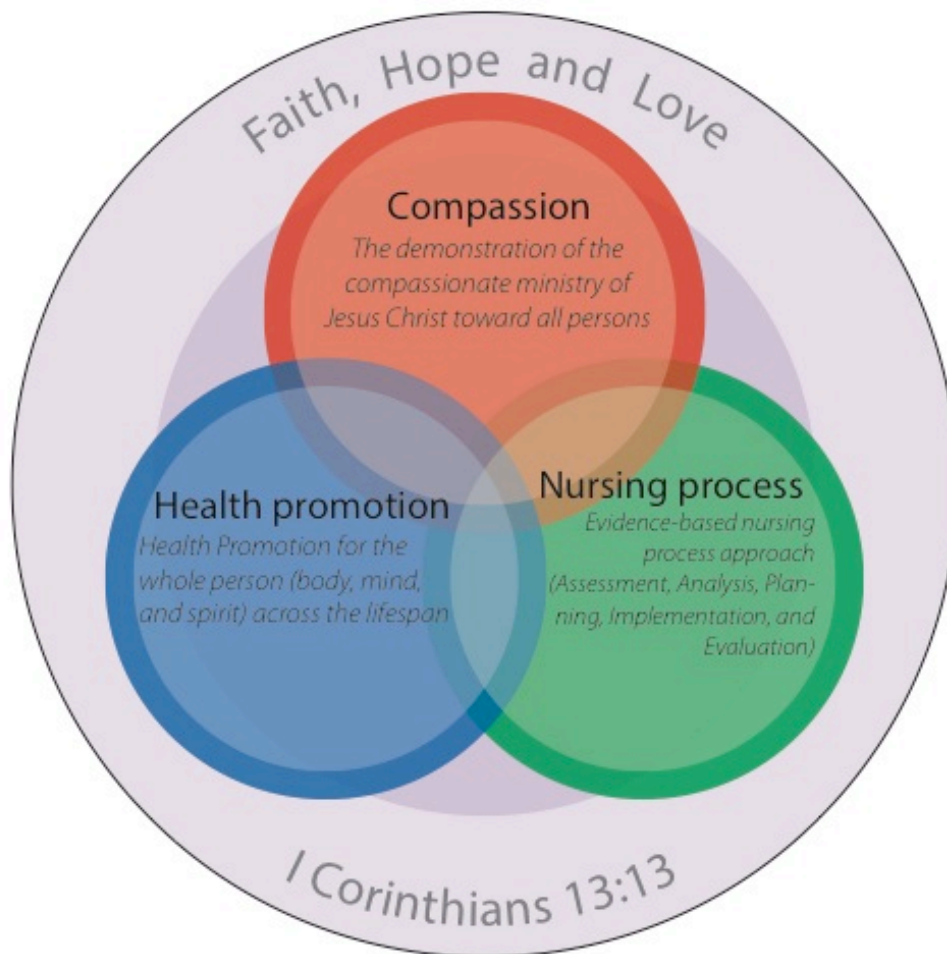
The nursing process is a systematic way of thinking, which has been compared to the scientific method. The nursing process provides a structure for the delivery of nursing care. The steps of the nursing process include assessment, analysis, planning, implementation, and evaluation. Assessment involves the organized collection of data for the purpose of identifying actual and potential problems. In the analysis phase, the nurse organizes, analyzes, and synthesizes data and identifies problems, which may be categorized as nursing diagnoses. Nursing diagnoses identify the human responses to medical illnesses and may involve independent or collaborative nursing interventions. The implementation phase involves carrying out the nursing plan of care which includes nursing interventions that may be carried out in association with the health care team. Complementary and alternative nursing interventions for such patient conditions as pain, anxiety, insomnia, spiritual distress, and other nursing diagnoses is addressed. Planning involves priority setting, identifying goals, planning actions, and establishing evaluation criteria. The evaluation phase involves reassessment in order to determine the extent to which the nursing diagnosis, plan, and interventions have been successful. Evaluation is an important component of each step of the nursing process (Ignatavicius D.D. & Workman M.L., 2012).

The previous section described the three main constructs of the Weimar Institute philosophy, which are illustrated in the following conceptual model.

**Weimar Institute Associate Degree Nursing Program
Conceptual Model**

WEIMAR
INSTITUTE

Nursing Department
Philosophy of Education



The following concepts are extensions of the three main constructs described above and are also integral and interwoven in the philosophy of the Nursing Program.

Person (Humanity): Each person is of infinite value. Christ recognized no distinction of nationality, rank or creed. God's gifts of mercy and love are unconfined; the life of Christ established the belief where there is no caste system and where all are linked in a common brother/sisterhood, equal before God. No human being is worthless and all are deserving of the ministry of health care services. Nurses care for all people and do not discriminate according to gender, ethnicity, race, religious beliefs, social or financial status. Each person is created in the image of God, loved and endowed with free choice of the will or individual autonomy. The concept of person may refer to the recipient of nursing and also may include families, communities, and health care systems (Fawcett, J.,1995).

Environment: may be defined as internal or external to the person and includes seen and unseen elements. The Weimar Institute faculty is committed to fostering a learning environment that is supportive of inquiry and the student's success. Bobbit (2004) states that curriculum may be defined in two ways: experiences included in directed and undirected learning. Undirected learning takes place from the unconscious influences present in the educational environment. The Weimar Institute campus and faculty provide for such an undirected learning experience in a milieu that integrates health promotion and genuine caring for others in the daily experience of students on campus. The environment may contain physical and psychological stressors, which may be the cause of increased incidence of certain health problems. Nursing identifies and modifies environmental factors through education and direct interventions in order to promote high-level wellness and healing. Nursing considers aspects of the environment such as nutrition, hygiene, exercise, and other features in order to promote optimal wellness and healing.

Health-Illness Continuum: Health or wellness is composed of physical, mental, and spiritual dimensions, which are integrated within the person. The level of a person's health may be identified on a continuum of high-level wellness and full disability or illness. When disease occurs, a healing process is set in motion. Our Creator God is the source of this healing process and one of nursing's fundamental functions is to assist the client to reach high-level wellness in cooperation with the body's healing processes. Nursing also promotes peaceful and pain-free dying process. In addition to traditional nursing practice, the Weimar Institute Associate Degree Nursing Program will integrate alternative and complementary nursing interventions, which address the physical, mental, and spiritual dimensions.

Nursing: Nursing is defined as a professional ministry of care motivated by compassion for the individual and nonjudgmental respect for each person's diversity and freedom of autonomy. Nursing is engaged along a continuum of health-illness which provides a "*ministry of compassionate care for the whole person, in response to God's grace . . . which aims to foster optimum health and bring comfort in suffering and death for anyone in need.*"(Shelley & Miller 2006). The profession of nursing involves the complex roles of caregiver, educator, coordinator, leader, and client advocate. Nursing is a practice discipline with a knowledge base derived from both the arts and sciences. In order to practice nursing, a foundational knowledge from the related disciplines of the social and biological sciences and humanities is necessary.

Nursing Education:

The Weimar Institute Nursing Program values current nursing education trends which entail teaching students how to be “effective players on the healthcare team and navigate the clinical systems” with a focus on “competence in applying critical concepts to multiple patients with multiple diagnoses.” (Bleich, M., 2009). The nursing curriculum will include competency-based learning of comprehensive skills that provide a foundation for critical reasoning and decision making over a broad range of clinical settings. Examples of some of these competencies include: nursing process; clinical judgment; critical reasoning; evidence-based practice; inter-professional collaboration and teamwork; assisting individuals and families in life-style practices for health promotion and management of chronic illnesses; teaching and leadership; nursing care across the life-span; end-of-life care; and professionalism. (Committee on the Future of Nursing, 2009). Additionally, Weimar Institute requires courses in religion and health promotion.

The Weimar Institute faculty foster the individual development of students with a desire of instilling a lifelong love of learning by mentoring and taking a personal interest in each student. The faculty members embrace the belief that effective teachers demonstrate patience and caring through a living, practical connection with Jesus Christ. The abiding presence of Christ in one’s heart allows the teacher to lead and guide students gently.

Recognition of Individual Differences Among Students:

- *Cultural and Ethnic Background:* Weimar Institute has a diverse student body who vary widely in their ethnic, socioeconomic, and cultural backgrounds, learning styles, and level of maturity. Student demographics include Caucasian, African American, Asian, Hispanic, and Pacific Islander. Students attend the college from all over the United States and the world-wide community. The age range for students is 18 years to 35 years. While Weimar Institute attracts students mainly from outside the local community who embrace its Christian philosophy, the college welcomes applicants from the surrounding community and does not discriminate due to race, religion, ethnicity, or other factors.
- *Learning Styles:* The Weimar Institute faculty recognize that students have varied and individual learning styles. Different teaching methods are utilized which promote critical thinking and team building. These include classroom lectures, DVDs, simulation manikins, computerized interactive learning, and group projects. Group projects foster collaboration and emulate real life situations in the work setting.
- *Support Systems:* To assist students achieve their educational goals, the following support services are provided on campus:
 - *Tutorial Services:* The Weimar Institute faculty is committed to the success of students. To this end, a Student Success Coordinator (SSC) is available to assist students. The SSC works under the direction of the Vice-President of Academic Affairs to lead out in the organization and implementation of student success programs. The SSC is directly responsible for students on academic probation in order to help them to be successful and accountable in their academic studies. The SSC will not only promote the academic success of students but also minister to their spiritual welfare. Students must maintain a 2.0-point GPA. If the student’s standing falls below 2.0, the office of the registrar notifies the SSC. Referrals to the SSC may also be made at any time by faculty. Students may seek out the services of the SSC independently. The goal is to assist the student to improve their grade point average (GPA) by setting up a specific plan toward more effective study habits. Student tutors are also available during posted hours.

- *Student Health Care Services:* A medical clinic is available on campus where students may obtain same day service medical attention from one of the physicians and/or a registered nurse. Students are required to have health insurance. If someone goes to the clinic without insurance they are charged 50% of the normal charge to be seen. Due to the close interaction between students and the health care providers on campus and the service philosophy of the staff, students receive medical attention expediently. Under the recommendation of health care providers from the Weimar Family Care Center, students may avail themselves of therapeutic massage and hydrotherapy as offered by certified therapists in the NEWSTART Wellness Center, which is located on the Weimar Institute campus. Reduced rates are available for students.
- *Student Spiritual Counseling:* Pastoral care is available for students. There is no charge for pastoral services. A campus chapel is used on a regular basis by the college for services. These counseling sessions with the pastoral staff are free of charge and confidential.
- *Student Housing:* Due to the rural location of Weimar Institute, living quarters are provided for students. There are separate dormitories provided for single women and single men. Kitchen facilities and an area for socializing are available in each dormitory. All of the dormitory buildings are located in close proximity to the main college building. The administrative staff for the college includes two dormitory deans: one staff member for single women and a second for single men. Limited on-campus housing for married couples is also available.
- *Weimar Institute Cafeteria:* Food service is available to all college students. Meals include a delicious variety of multicultural plant-based cuisine prepared under the direction of a vegan chef. Individualized meals are prepared for students with food allergies or those on specialty diets.

Professional Conduct & Standards

Students enrolled at Weimar Institute are expected to demonstrate the ethical, moral, and professional standards. The American Nurses Association has established a Code of Ethics for Nurses. Students are expected to follow these standards:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for the individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

American Nurses Association, (2010). *Code of Ethics for Nurses with Interpretive Statements*, Washington DC: American Nurses Publishing. www.nursingworld.com.

Misconduct in any of the following areas may result in the student being placed on probation, suspended or dismissed from the Nursing Program.

1. Charged with criminal offense (speeding/parking tickets not applicable).
2. Unlawful use, possession, or sale of drugs or narcotics.
3. Failure to assume personal responsibility for appointments and obligations, communication, appearance, rights of others, etc.
4. Inability to recognize or inattention to matters of patient safety and well-being.
5. Repeated inadequate nursing care due to lack of preparation.
6. Unsafe or unacceptable behavior due to physical or emotional illness.
7. Consistent and extended inability or unwillingness to improve in documented areas identified as requiring improvement.
8. Plagiarism, dishonesty, or cheating.
9. Failure to maintain patient confidentiality/violation of HIPAA.
10. Violation of the California Nursing Practice Act.

Nursing Practice Act

A registered nurse shall be considered to be competent when he/she consistently demonstrates the ability to transfer scientific knowledge from social, biological, and physical sciences in applying the nursing process, as follows:

- (1) Formulates a nursing diagnosis through observation of the client's physical condition and behavior, and through interpretation of information obtained from the client and others, including the health team.
- (2) Formulates a care plan, in collaboration with the client, which ensures that direct and indirect nursing care services provide for the client's safety, comfort, hygiene, and protection, and for disease prevention and restorative measures.
- (3) Performs skills essential to the kind of nursing action to be taken, explains the health treatment to the client and family and teaches the client and family how to care for the client's health needs.
- (4) Delegates tasks to subordinates based on the legal scopes of practice of the subordinates and on the preparation and capability needed in the tasks to be delegated, and effectively supervises nursing care being given by subordinates.
- (5) Evaluates the effectiveness of the care plan through observation of the client's physical condition and behavior, signs and symptoms of illness, and reactions to treatment and through communication with the client and health team members, and modifies the plan as needed.

(6) Acts as the client's advocate, as circumstances require, by initiating action to improve health care or to change decisions or activities which are against the interests or wishes of the client, and by giving the client the opportunity to make informed decisions about health care before it is provided.

(Title 16, California Code of Regulations, Division 14 - Board of Registered Nursing, Article 4, Section 1443.5)

Curriculum

Organizing Framework

The Nursing Program is organized into two major areas: pre-nursing biological and social science courses and nursing courses. The nursing courses include the theoretical content, which presents knowledge essential to nursing practice and skills and clinical laboratory courses which allow for the application of theory to practice.

The nursing courses are sequential, progressing from simple to more complex topics building upon a foundation of previously acquired knowledge and skills. The three themes of the philosophy of the department are interwoven throughout the curriculum.

Student Learning Outcomes/Objectives

The Associate Degree Nursing Program prepares the student for the role of a nurse generalist in entry-level positions for a variety of health care settings. Student learning outcomes are categorized into two distinct levels based on the complexity of care. Students are expected to meet the more basic "Level One Outcomes" during the first year of nursing courses. Students are expected to meet the more complex "Level Two Outcomes" during the second year of nursing courses. The second year expectancies include more complex skills, settings, and all client age groups.

Level One includes the application of foundational principles of the nursing process, acquiring a theoretical and technical knowledge base to provide evidence-based nursing care for clients and families, and implementation of competent basic technical skills.

Level Two includes analysis, utilization, integration, and synthesis of: the nursing process; a theoretical and technical knowledge base to provide evidence-based nursing care for more complex clients, families, and communities; implementation of competent complex technical skills.

Students will exemplify the caring ministry of Jesus Christ in providing health care services for patients and families by:

- A. Describing the caring ministry of Jesus Christ during His time on earth.
- B. Demonstrating consistent care that exemplifies Jesus Christ's ministry in diverse settings.

Upon satisfactory completion of the Weimar Institute Associate Degree in Nursing Program, the graduate will exemplify the ministry of Jesus by being:

PSLO 1: Spiritual Leaders. Students follow Jesus Christ's spiritual leadership in loving church ministry as they:

- Exemplify the caring ministry of Jesus Christ, in providing health care services for patients and their families.

Level I: Describe the caring ministry of Jesus Christ during His time on earth.

Level II: Demonstrate consistent care that exemplifies Jesus Christ's ministry in diverse settings.

- Assess, as applicable and appropriate, clients' spiritual needs and plan for meeting these needs through direct intervention and/or referral, displaying sensitivity to and respect for spiritual values and beliefs of individuals.

Level I: Assess for and identify clients in spiritual distress, demonstrating sensitivity and respect.

Level II: With client consent, implements interventions for spiritual distress demonstrating sensitivity and respect.

- Utilize knowledge to demonstrate leadership, resource management, delegation and supervision.

Level I: Manage self in providing basic nursing care for selected adult clients.

Level II: Manage nursing care for individuals and families.

PSLO 2: Health Evangelists. Students practice and promote physical, emotional, mental and spiritual healing as they:

- Apply the nursing process in diverse settings to provide evidence-based physical, mental, and spiritual care for individuals and families.

Level I: Apply the nursing process for selected problems of adult individuals.

Level II: Incorporate the nursing process in diverse settings for individuals, families, and communities.

- Utilize the nursing process of assessment, analysis, planning, intervention, and evaluation in providing education regarding health-promotion lifestyle activities of individuals and families, in a culturally sensitive and compassionate manner, with a focus on quality improvement.

Level I: Apply the nursing process related to health promotion education for selected problems of adult individuals.

Level II: Incorporate the nursing process related to health promotion education for individuals, families, and communities with the increased ability to focus on quality improvement.

PSLO 3: Discriminating Readers. Students assume responsibility for continuing professional development through self-directed learning, improvement, and evidence-based nursing practice.

Level I: Recognize self-directed learning and quality improvement as vital aspects of professional nursing.

Level II: Demonstrate consistent commitment to self-directed learning, and quality improvement, resulting in attainment of professional nursing practice.

PSLO 4: Critical Thinkers. Students engage in effective critical thinking **by** synthesizing the knowledge and principles from the humanities, sciences, and nursing

Level I: Apply knowledge and principles from the humanities, sciences, and nursing to form purposeful judgment.

Level II: Integrate and synthesize advanced knowledge and principles from the humanities, sciences, and nursing to form purposeful judgment.

and in utilizing the nursing process (assessment, analysis, planning, intervention, and evaluation) to make clinical judgments and plan care for individuals, families and communities.

Level I: Apply the nursing process related to health promotion education for selected problems of adult individuals.

Level II: Incorporate the nursing process related to health promotion education for individuals, families, and communities with the increased ability to focus on quality improvement.

PSLO 5: Effective Communicators. Students initiate collaborative behaviors, demonstrating effective written and oral communication skills including utilizing various current information technology, in a variety of settings.

Level I: Practice beginning collaborative behaviors, using basic communication and information technology skills—for example, email, computer, Internet, EMR, teleconference, and text/phone.

Level II: Demonstrate and initiate collaborative behaviors using effective communication skills in a variety of settings.

PSLO 6: Quantitative Thinkers. Students solve quantitative problems and demonstrate accountability by the accurate preparation and administration of medication doses. Students utilize communication quantitative in both written and oral forms to maintain safe, effective nursing care.

PSLO 7: Principled Workers. Students demonstrate professional accountability, responsibility and integrity as they:

Level I: Recognize own strengths and weaknesses in the area of accountability, responsibility, and integrity in the nursing student role.

Level II: Demonstrate professional accountability, responsibility, and integrity in a variety of clinical nursing settings.

- Integrate ethical and legal principles in nursing practice.

Level I: Identify common ethical and legal principles that affect nursing practice.

Level II: Integrate ethical and legal principles in nursing practice.

- Engage in therapeutic nursing interventions which support healthful behaviors, disease prevention, illness recovery, and acceptance of the dying process.

Level I: Perform basic therapeutic nursing interventions with frequent directive cues.

Level II: Perform intermediate and advanced nursing interventions with occasional support cues.

Clinical Laboratory Competencies: Critical Elements

The provision of safe nursing care is a right of clients as recipients of health care. It is essential to prevent infection by implementing aseptic interventions and avoid any action that will place the client in emotional or physical jeopardy. Clients have the right to caring nursing therapeutic communication, which includes demonstrating empathy, attentiveness, sensitivity, and respect for the values, beliefs, dignity, culture, and autonomy of all persons. The nursing student is expected to perform at the expected level transitioning from novice to advanced beginner stages demonstrating competency and safety during each level of progression.

The following critical elements for all courses, includes but is not limited to, and will be considered in evaluation of laboratory performance. Failure in any one of these areas may result in failure of the rotation:

- Exemplify the caring ministry of Jesus Christ to all persons.
- Provide for client's mental and physical safety.
- Check physician's order prior to performing a procedure.
- Wash hands and maintain asepsis at appropriate times.
- Properly identify clients.
- Administer medications correctly.
- Recognize break in sterile technique
- Adhere to healthcare facility policies and procedures.
- Report significant changes in client condition.
- Report any error or unsafe conditions.
- Maintain client confidentiality.
- Demonstrate knowledge and skill at the expected level.
- Recognize own limitations and/or represent own abilities accurately.
- Act in a professional manner.

Distant Clinical Sites

Several "away" from campus clinical sites will be utilized and the cost for lodging, travel and meals will be covered through their regular tuition along with room and board fees paid to Weimar Institute.

Student Rights

The Weimar Institute Associate Degree Nursing Program faculty value student rights, which include, but are not limited to:

- The right to be treated fairly, with respect and dignity.
- The right to access their education records, according to the Family Educational Rights and Privacy Act (FERPA).
- Communication and clarification of entries into the student's education records and files.
- The right to challenge the contents in their education records.
- Provision of clear and comprehensive syllabi on the first day of class, which provide expectations, grading scale and system, schedules, and course assignments.
- The right to offer constructive input regarding the overall curriculum and policies of the Nursing Program.
- The right to receive prompt feedback on classroom work and clinical performance.

Student Responsibilities

- Assume responsibility for course requirements as delineated in the course syllabi.
- Comply with the Weimar Institute Student Handbook and Weimar Institute Associate Degree Student Handbook.
- Demonstrate professionalism and caring behaviors during interpersonal interactions.
- Demonstrate accountability for one's personal and professional conduct.

Legal Responsibilities and Liability Insurance

Students are legally responsible for their actions in the classroom, laboratory and clinical setting. Professional liability insurance is carried by Weimar Institute for nursing students and faculty during their performance of activities specifically related to the academic program of the college, both on and off the premises of the College campus. If a student is engaged in nursing services

for employment, they should carry their own coverage.

Physical and Mental Requirements

The physical and mental requirements necessary for success in nursing are listed below.

Prospective students must be able to perform the following essential functions.

Requirement	Description	Examples
Observation	Use of visual and auditory senses to gather data	<input type="checkbox"/> Observe clients and manipulate equipment under various illumination levels <input type="checkbox"/> Assessment of skin color <input type="checkbox"/> Auscultation of heart and lung sounds <input type="checkbox"/> Communicate with the client and healthcare team
Communication	Verbal and written communication must be in English	<input type="checkbox"/> Receiving and giving report of patient status <input type="checkbox"/> Understanding nonverbal communication (body language) <input type="checkbox"/> Documenting nursing care <input type="checkbox"/> Writing papers <input type="checkbox"/> Utilizing sufficient verbal and written skills to efficiently communicate in English with the patient and healthcare team
Motor Abilities	Physical ability, coordination and stamina; utilizing fine and gross motor skills	<input type="checkbox"/> Performing cardiopulmonary resuscitation (CPR) <input type="checkbox"/> Transferring/lifting <input type="checkbox"/> Standing & walking most of shift <input type="checkbox"/> Providing nursing care for 12 hour periods <input type="checkbox"/> Bending or crouching several times per hour <input type="checkbox"/> Ability to independently, manipulate medical equipment and accessories, including but not limited to switches, knobs, buttons, keyboards, patient lines, and tubes <input type="checkbox"/> Lifting and carrying a minimum of 30 pounds several times an hour <input type="checkbox"/> Lifting and moving up to 300 lbs. with the assistance of 2-3 persons <input type="checkbox"/> Reaching overhead above the shoulder 90 degrees
Intellectual	Comprehension and problem solving ability Performing nursing responsibilities with the intellectual functions necessary to demonstrate independent judgment and discretion	<input type="checkbox"/> Calculating drug dosages <input type="checkbox"/> Analyzing information <input type="checkbox"/> Prioritizing nursing care <input type="checkbox"/> Synthesizing data from a variety of sources
Behavior & Social	Emotional stability, capacity for self-reflection and change	<input type="checkbox"/> Functioning effectively under stress <input type="checkbox"/> Respect and acceptance of patients from diverse backgrounds <input type="checkbox"/> Accepting constructive suggestions for improvement

Adapted from: Davidson, S. (1994). The Americans with Disabilities Act and essential functions in nursing programs, *Nursing Educator*, 19(2), 31-34.

Student Governance

Nursing students are involved in the College Student Association. Students may plan nursing class meetings as needed. A nursing faculty member will be present for all these meetings. All fundraising activities must have prior approval from the director or assistant director of the Nursing Department. Weimar Institute is not responsible for debts incurred by the student fundraising activities. Students are requested not to solicit financial contributions from clinical facilities.

Student Representation on the Nursing Program Committees

Weimar Institute involves students in the program policy and procedure development, philosophy and objectives, learning experiences, and curriculum, instruction, and evaluation of aspects of the program.

The Nursing Faculty Council will meet a minimum of two times per month. Membership of this council consists of the director, all nursing department faculty and one student representative from each class of the ADN Program. The Faculty Council includes all aspects of business: Department concerns, Student affairs, Curriculum, Admission, Progression and Graduation. Student representatives will be invited to attend and participate in these meetings.

Participation in these committees allows for a formal venue for students to participate with nursing faculty regarding ongoing program development. Students have the opportunity to give input related to the Nursing Program's policies including its philosophy, objectives, curriculum, and evaluation process, which affect students. These meetings provide a forum for identifying and resolving student concerns and for students to participate in governance. Students will not be allowed to be present during discussion of confidential matters.

To ensure quality and overall effectiveness, as well as maintain compliance with the BRN Rules and Regulations, the Nursing Program will be evaluated by students on a regular basis.

Attendance

All nursing students are expected to attend each lecture, skills lab and clinical. Attendance will be taken in each skills lab and clinical. Attendance will be taken in class and after breaks.

In the event of an absence from class, the student is responsible for obtaining lecture notes from fellow students and obtaining handouts/videos from the instructor. In case of absence, the student is expected to notify the instructor *before* the class by e-mail or voice mail.

Missed quizzes due to excused absences must be made up the following day unless arrangements have been made with the instructor. Tests and quizzes will be made up solely for excused absences. Each class may have a different attendance grading policy as indicated in the syllabus.

Missing more than 10% of class, lab, or clinical time may be cause for failure of the course. If a student misses more than 10% of class, lab, or clinical time within a course for any reason, the nursing faculty must be petitioned to determine if make-up will be granted or possible. (Make-up time in agencies is limited).

Attendance during the entire first week of the semester is mandatory in any clinical nursing course. Any student missing orientation, class or lab during the first week of a new semester for any reason is required to make up that time with the instructor. A fee of \$100 dollars will be

required. Students who have unavoidable absence should communicate with the Department of Nursing immediately.

Pregnancy or Extended Illness

A note from a health-care provider (physician, nurse practitioner or physician assistant) is required for any illness/disability lasting three days or more. This must be submitted to the course instructor. Individual restriction of physical mobility will be considered by the course instructor and director in terms of the feasibility of meeting the program objectives.

A health-care provider's (physician, physician assistant, nurse practitioner, or professional midwife) written approval is required for a pregnant student to remain in the Nursing Program and before the student may return to the Nursing Program following delivery. Changes in a student's health status or use of medication must be reported to the director of the Nursing Department.

Accidents/Injuries

Accidents and injuries that occur in the clinical facility must be reported immediately to the clinical instructor and the procedure for reporting according to the facility's policies must be followed. Accidents and injuries that occur on the Weimar Institute campus must be reported immediately to the director of the ADN Program. Referrals may be made to a medical facility or health care provider.

Request for Time Off

Students requesting three or more days off must submit a request in writing to the director of the ADN Program and make an appointment to discuss the request for leave. The director will make a decision and send a memo to the course instructors and student. If a leave is granted, the student must discuss make-up work with the instructor. Leave time is calculated as part of the time period allotted for permitted absences.

PreNursing Requirement

All students must complete one class at Weimar Institute before admission into the nursing program.

Graduation Requirements

The Weimar Institute Associate Degree Nursing Program includes pre-nursing courses in the natural, social, religion, and biological sciences as well as nursing courses. In order to be considered a graduate of the Weimar Institute Associate Degree Nursing Program, the student must successfully complete all of the courses required for graduation.

Students should consult with a Weimar Institute nursing faculty advisor regarding graduation eligibility upon entry into the Associate Degree Nursing Program.

No grades below a "C" will be accepted by Weimar Institute Associate Degree Nursing Program or by the California Board of Registered Nursing. The Board of Nursing required courses will not be waived.

During the course of study in the Nursing Program, Kaplan examinations will be given during the following courses. These exams must be passed in order to pass the course after the first year:

Semester 1 NURS 220: Fundamentals of Nursing

Semester 1 NURS 221:	Beginning Medical-Surgical Nursing (Physical Assessment)
Semester 1 NURS 222:	Pharmacology
Semester 2 NURS 223:	Intermediate Medical-Surgical Nursing I
Semester 2 NURS 225:	Mental Health/Psychiatric Nursing (must pass)
Semester 3 NURS 300:	Intermediate Medical-Surgical Nursing II
Semester 3 NURS 301:	Pediatric Nursing (taken in the summer)
Semester 4 NURS 304:	Obstetrics/Maternity Nursing
Semester 4 NURS 303:	Advanced Medical-Surgical Nursing

Students will be provided with immediate feedback and remediation resources in the event the examinations are not successfully passed.

During semester four, Nursing 303, Advanced Medical Surgical Nursing IV, an NCLEX predictor test is given. Students must achieve a passing score on the Kaplan exit examinations in order to graduate. If the student is unsuccessful on the third attempt, a failing grade will be given in Nursing 303 and graduation will be delayed. Furthermore, the student will not be eligible to take the NCLEX-RN until the Kaplan Exit Exam is taken and a passing score is achieved. After the student has completed the remediation plan, the exit examination will be taken a second time.

Weimar Institute Associate Degree Nursing Required Pre-requisites

(Non-Nursing Courses) *

(Listed in alphabetical order)

*The Weimar Institute Associate Degree Non-Nursing Courses must be completed prior to entry into the Nursing Program.

Students completing courses at other colleges must have the official transcripts evaluated by the Weimar Institute registrar. Any nursing courses completed at another college must be evaluated by the Registrar and director of the Nursing Department. All science courses with lab must have been completed within the last 5 years to be accepted into the nursing program. Students must take a Kaplan Admission Exam before admission into the nursing program. If students have not taken College level Math and Chemistry, they must also pass proficiency tests in both of these subjects.

During the third semester of the Associate Degree Nursing Program, a "Candidacy for Graduation form" will be completed by the student.

PreNursing Requirements

BIO 121/ BIO 121a

Anatomy & Physiology I & Lab

4 semester credits

BIO 122 / BIO 122A

Anatomy & Physiology II & Lab

4 semester credits

BIO 221 / BIO 223A

Microbiology & Lab

4 semester credits

MATH 121

Pre-Calculus I

(or High School Algebra and required score on proficiency exam)

3 semester credits

RELB 101

Life & Teachings of Jesus

3 semester credits

CHEM 111

Survey of Chemistry

(or High School Chemistry and required score on proficiency exam)

3 semester credits

COMM 202

Speech Communication

3 semester credits

ENGL 101

College English (written communication)

3 semester credits

FDNT 214

Human Nutrition

3 semester credits

SOCI 215

Introduction to Sociology

3 semester credits

PSYC 101

General Psychology

3 semester credits

Classroom Testing Guidelines

1. No books, notebooks, backpacks or cell phones are allowed at your desk during quizzes or the exam. No electronic devices, such as mp3/CD players or earphone and Bluetooth devices in the ears, are permitted. Hooded sweatshirts or hats that cover the ears cannot be worn during a test.
2. Cell phones are to be turned off during class, quizzes and exams.
3. Students should not plan to leave the room during testing. If there is an urgent need, the student must notify the instructor. Not more than one person may be out the room at a time and be accompanied by faculty or staff.

4. No talking is permitted during the test.
5. After the student hands in the test and leaves the room, they may not return until all students have completed the test.
6. Guidelines for test taking on the computer:
 - a. Do not open multiple screens.
 - b. Printing is not allowed.
 - c. Saving the test is not allowed

Testing Accommodations

Students who have disabilities that may be verified may receive accommodations for testing. The student must provide each Instructor with documentation authorizing the accommodations.

Incomplete Grades

An Incomplete (I) may be given only when serious, extended illness or other highly disruptive and unexpected circumstances have made completion of the course work during the semester impossible and when the student has maintained satisfactory performance prior to the request for incomplete.

If the Incomplete is approved, the student will have until an agreed upon date to finish the course. All outstanding course work must be completed no later than the beginning of the following semester. The incomplete must be successfully completed prior to the beginning of the next semester. An incomplete may not be assigned a withdrawal grade.

If the student fails to complete the required course work by the agreed upon date, the he or she will receive a grade based upon work submitted by the deadline.

Nursing Student Remediation Plan

A remediation plan provides assistance with the application of theory acquired in the classroom setting in the clinical practice setting. A remediation plan will be necessary for the following conditions:

- Students enrolled in any of the nursing courses receiving a grade of less than 75% on exams will participate in a remediation plan for the semester.
- Students requiring improvement in the clinical setting.
- This plan will be personalized and documented according to student needs by faculty or advisor.

Grading System

Passing Grades			Non-Passing Grades		
Grade	Percent	GPA	Grade	Percent	GPA
A	92 – 100	4.0	C-	74-75	1.67
A-	90-91	3.67	D+	72-73	1.33
B+	88-89	3.33	D	68-71	1.0
B	84-87	3.0	D-	66-67	.67
B-	82-83	2.67	F	0-65	0.09
C+	80-81	2.33	I – Incomplete (not computed) W – Withdrawal (not computed) P – Pass (not computed) U – Unsatisfactory (not computed)		
C	76-79	2.0			

The Department of Nursing has adopted the above grading scale: Both the classroom and clinical sections of a course must be successfully completed in order to pass the course. If a student withdraws from a required nursing class because of failure or receives a grade lower than a C, he/she cannot enroll in additional nursing courses during that semester. Refer to the previous discussion on the re-application process.

Licensed Vocational Nurses, Thirty (30) Semester Unit Option

Licensed Vocational Nurses (LVN) who possess a current, unencumbered LVN license may apply for admission to take courses at Weimar Institute. These applicants may matriculate into the degree program or the 30 unit option. The LVN applicants seeking the degree program, should refer to Credit for Previous Education section. The 30-unit option courses must be specified by the California Code of Regulations as applicable toward the requirements for the LVN to take the NCLEX-RN. LVNs who take this selection of courses will not receive a degree. Students who complete these designated courses will not graduate with an associate degree in nursing and are not eligible to participate in graduation. A California RN license obtained according to this process may not be acknowledged in other states.

Applicants who desire this option for study are required to meet with the Nursing Department director or designee for objective, academic counseling. LVNs desiring entry will be considered on a space availability basis. LVNs applying into this track are required to comply with the other criteria for acceptance including health requirements. Each LVN application will be considered on an individual basis.

Students accepted into this track must comply with background checks and drug screens required by the clinical agencies and with the policies included in the Weimar Institute Associate Degree Nursing Student Handbook.

The following requirements apply to the option for the additional education required for an LVN to complete a course of study toward licensure as an RN:

- The additional education required of LVNs will not exceed a maximum of thirty (30) semester credits.
- Possess a current, unencumbered California Licensed Vocational Nurse license.
- Satisfy the physical and mental health related requirements listed in the Weimar Institute Associate Degree Nursing Program Admission Policies and Application Packet
- Meet with the Nursing Department director for academic advising regarding this option and the practice limitations associated with this option.
- Meet with the Registrar for review of transcripts. The Registrar in collaboration with the Nursing Department director will determine the acceptable courses for transfer. Clinical skills competency testing and/or challenge exams may be required.
 - o The clinical/laboratory and theory sections of a nursing course must both be successfully completed for each nursing course requested for transfer.

Other requirements as described in the Weimar Institute Associate Degree Nursing Program Admission Policies and Application Packet will be required:

- Cover Letter
- Professional Reference Forms
- Health Care Provider CPR Certification
- Criminal Background Check
- Fingerprinting
- Drug Screen

Acceptance into the Nursing Program is not guaranteed if all of these requirements are met. Admission is dependent upon space availability.

• Physiology (may be challenged/taken elsewhere)	4.0 semester units
• Microbiology	4.0 semester units with lab
• Mental-Health Psychiatric Nursing	3.5 semester units with clinical
• Intermediate Medical Surgical Nursing II	5.0 semester units with clinical
• Advanced Medical Surgical Nursing	5.0 semester units with clinical
• Health Promotion/Disease Prevention I	4.0 semester units with clinical
• Health Promotion/Disease Prevention II	4.0 semester units with clinical
<i>Total Semester Units Required:</i>	<i>29.5 semester units</i>

Previous Education Credit for Applicants Who Request Advanced Placement

The "Credit for Previous Education" section is for LVN students seeking advanced placement for the degree program or students with previous medical health care education or training. The student may request credit for postsecondary courses successfully completed at another institution by submitting a written request to the Weimar Institute Registrar.

Students applying for advancement placement for the Weimar ADN Program will meet with the director to identify previous course work/unit/knowledge/experience (i.e. corpsmen, etc.), which will be evaluated for potential acceptance and advanced placement. Such reviews will be done on an individual basis as required.

Credit for Previous Education

The student may request credit for postsecondary courses successfully completed at another institution by submitting a written request to the Weimar Institute Registrar.

1. The student will submit official transcripts and course descriptions from the educational institution awarding units for the courses the student desires to transfer. The educational institution must be accredited by an accrediting agency recognized by the U.S. Department of Education or acknowledged by an agency regarded as satisfactory by the Weimar Institute Nursing Program curriculum committee and department director. Transfer units will be evaluated to ensure that they adhere to high academic standards and to allow equivalent classes to satisfy specific courses required by Weimar Institute. Courses that do not have a direct correlation to classes offered by Weimar Institute may be accepted as elective units if approved by the Academic Standards Committee. Weimar Institute reserves the right to accept or reject units earned at other institutions.
2. The subject content of the course(s) the student desires to transfer must be essentially similar to the core, required course(s). Credit for courses in the Science requirements of the Associate Degree Nursing Program must have been granted to the student within five years of the Registrar's receipt of the student's written request. Courses for General Education and cognates must have been granted to the student within ten years of the Registrar's receipt of the student's written request.
3. The number of units the student desires to transfer must be equal to the same number of required semester unit hours for a given course as delineated in the course outline. Weimar Institute will determine if the number of units of a prior course is equal to a minimum of the same number of semester hours as required by Weimar Institute.
4. The courses the student desires to transfer must be successfully completed with a minimum of a grade of "C" or better (2.0 on a 4.0 scale).
5. College GPA is calculated on prerequisite courses required for Associate Degree in Nursing. The minimum GPA is 3.0 for nursing admission.

The total number of units for courses that may be transferred from a postsecondary educational institution will not exceed 36 semester unit hours required for the student to graduate from the associate degree program.

CLEP Units

CLEP classes by CLEP subject or general examination must be preapproved by the Nursing Department. A minimum score of 50 or higher must be earned on each CLEP examination for credit to be awarded. A copy of the score report must be submitted to the Registrar's Office and the Weimar Institute Academic Standards Committee will review all CLEP examinations for credit. Units earned by CLEP examination may not necessarily apply to the major requirements. All course descriptions can be reviewed at: <http://clep.collegeboard.org/exam>

Weimar Institute General Sexual Harassment Policy

Weimar Institute is committed to creating a safe and collegial environment that is conducive to learning and personal and spiritual growth. Toward this end, students, volunteers, faculty, and staff (or other persons providing services to Weimar Institute) should never place another student or colleague in a position of embarrassment by the use of language or actions that carry either overt or subtle sexual overtones. Such behavior is not only a violation of state and federal law; it is also a violation of the Christian principles that Weimar Institute espouses.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor, and/or other verbal or physical contact of sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or,
2. Submission to, or rejection of, such conduct by an individual is issued as a basis for employment or academic decisions affecting an individual; or,
3. Such conduct has the purpose, or effect, of interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

As such, sexual harassment at Weimar Institute will not be tolerated in any form. If a student encounters such behavior from a member of the faculty or staff at Weimar Institute or from a fellow student the following steps should be taken:

1. Such an encounter should be reported to one of the following persons: the director of the Nursing Department, Academic Dean, the Assistant Academic Dean, or the Residence Hall Deans. These persons will seek to ensure the students right to privacy and the alleged offender's right to due process.
2. Students, faculty, or staff who are aware of any incidents of sexual harassment are also responsible to report such incidents.
3. An investigation will be made for the purpose of seeking to establish whether there is a reasonable basis to accept the allegations as fact.
4. The accused will be fully informed as to the nature of the allegations and will be given reasonable opportunity to respond to the charges.
5. If it is determined that the allegations are valid, immediate and appropriate disciplinary action will be taken — up to and including dismissal.
6. If it is determined that the allegations are unfounded, steps will be taken to restore the reputation of the accused. If it is determined that the accuser was intentionally dishonest, he or she will be subject to discipline.

Progression, Discipline and Withdrawal/ Readmission

Progression in the Associate Degree Nursing Program

Each course must be successfully completed with a "C" or higher grade before the next semester may be attended. Students must complete all exams with an average of 76% or higher for each course in order to pass the class. Students who do not maintain a minimum grade of a "C" in each course will must repeat the course at the next time it is offered.

A passing grade in a course cannot be achieved without the successful completion of the clinical portion of the course. An unsatisfactory clinical grade or a grade below a "C" in the theory portion of any clinical course requires that the entire course be repeated (both theory and clinical) prior to further progression in the Nursing Program. Students with an Incomplete in a nursing course, cannot begin another course until the incomplete is removed. Students who are evaluated as unsafe in the clinical setting will be removed from the clinical area and may be dismissed from the Nursing Program.

Repeating Courses

- Students who earn lower than a "C" or "W" (withdrawal) grade from a Nursing course must petition the Nursing Faculty Council in order to repeat the course (when it is offered again) in order to progress in the Nursing Program. Students will be allowed to repeat a Nursing course on a space available basis.

- Students may repeat ONE Nursing course as listed in the Weimar Institute Academic Bulletin and Student Handbook.
- If the student withdraws from a Nursing course, and is failing the course with a grade of less than a “C” at the time of the withdrawal, this is counted toward the allowable number of repeat courses.
- During the repeat of a Nursing course, if the student drops the course prior to the drop deadline and is earning a failing grade (less than a “C”), the student may not repeat the course again and may not continue in the program.
- During the repeat of a Nursing course, if the student is dropped by the Instructor due to absences prior to the drop deadline and is earning a failing grade (less than a “C”), the student may not repeat the course again and may not continue in the program.

Readmission into the Nursing Program

- A student who withdraws or who is dismissed from the Associate Degree Nursing Program may reapply for admission to the appropriate semester during the regular application filing dates.
- The student must petition the Nursing Faculty Council for readmission. Re-admission is on a space available basis.
- Re-admission to the program will be based on the same criteria, as those used for initial entry into the Nursing Program.
- Students who do not maintain continuous enrollment will be required to re-submit all admissions screening requirements (criminal background checks, drug/alcohol screening, physical examination, immunization screening, and CPR requirements.)

Suspension

Violation of academic, safety, ethical, moral or professional standards may result in suspension from the Nursing Program. Verbal and written notification of suspension will be provided to the student. Students will be suspended for a determined amount of time, which will be communicated to the student and requirements may need to be fulfilled prior to re-admission. During suspension, the student may not attend class or clinical labs. The student may appeal the suspension, however may not attend class or clinical lab during the appeal process.

Dismissal

Failure to adhere to academic, safety, ethical, moral or professional standards may result in dismissal from the Nursing Program. Verbal and written notification will be provided to the student who is dismissed from the program. After notification of dismissal, the student may no longer attend the nursing classroom or clinical setting. Dismissal from the Nursing Program may be appealed.

Process for Appeal after Suspension or Dismissal from the Nursing Program

The faculty acknowledges that unexpected circumstances may occur and that students have potential for change. The faculty supports the potential for students to petition the Nursing Faculty Council for readmission into the Associate Degree Nursing Program.

The student will submit a letter of petition to the director of the Nursing Department within ten (10) days of notice of suspension or dismissal. The written appeal for readmission into the Nursing Program will be considered by the director and a committee consisting of nursing faculty. The student will be notified in writing within ten (10) days of receiving the written appeal.

Re-acceptance to the Nursing Program is not guaranteed upon petition.

The content of the student's letter must contain explanation why they were previously not successful and what actions will be taken or what changes have occurred to ensure future success.

Additional items that must be included in the petitions are:

- Three letters of recommendation from employers, teachers and clergy who can attest to the student's ability to be successful in the ADN Program.
- Official transcripts
- Nursing Program Application Packet

The letter of petition and all supporting documents must be received in the Nursing Department office eight weeks before the beginning of the start of the semester for which the student is applying. The Nursing Faculty Council will review the petition and documents and may request an interview with the student.

Re-Entry Into the Nursing Program after Extended Absence of Two or More Semesters

Students who have been absent from the Nursing Program for two or more semesters will be required to pass written and skills tests prior to being re-admitted.

Student Grievance Policy

It is the intent of Weimar Institute to provide full consideration to student complaints regarding any aspect of the programs, facilities, or other services provided. The student is expected to initially pursue an informal process in resolving concerns.

It is recommended that when appropriate, personal disagreements be resolved privately between the persons involved. If a grievance is not resolved, both parties should choose another person to be present with them while attempting further discussion.

Informal means of resolving complaints is supported as the first step in addressing concerns. Students are encouraged to communicate their concerns openly with faculty members and the director of Nursing Department.

The formal grievance procedure provides a structured framework where unresolved concerns may be addressed. All efforts will be made to protect the confidentiality of information that is reported when applicable.

Students who have an unresolved grievance should follow the appeal process described below.

1. *Student Life:* Matters related to concerns involving the residence hall, should be appealed first to the residence hall assistants and residence hall dean, and then to the Deans Council. The Deans Council will give response to the students within ten days of receipt of the written concern.
2. *Discipline:* Students involved in matters of non-academic discipline may appeal in writing to the Deans Council, within ten days of disciplinary action. The Deans Council will give response in writing within ten days of receipt of the written concern.
3. *Non-nursing Academic:* Students who have concerns regarding non-nursing academic policies or procedures should first discuss the concerns with the registrar, and then if unresolved, may submit written appeals to the Academic Standards Committee. The

Academic Standards Committee will give response in writing within ten days of receipt of the written appeals.

4. *Nursing Academic:* Concerns related to the matters of grading, instruction, faculty relations, and academic progression should first be discussed with the faculty involved, and then, if unresolved, should submit a written appeal to the director of nursing. Resolution will be sought with parties involved, and written response from the director of nursing will be given to the students within ten days of the written appeal. If needed, the final process will require a written letter of appeal to the Nursing Student Appeals Committee. The Nursing Student Appeals Committee will deliberate and give final response to the students within ten days of the receipt of the students' letters of appeal.

Criminal Background Screening

In the interest of patient safety, clinical agencies require background checks of their employees and nursing students. Criminal background checks are required by a designated deadline before the beginning of the first semester. Students are responsible for any fees associated with criminal background checks.

If a crime against persons, including but not limited to neglect and assault, sexual crime, or drug possession conviction is on the record, the applicant will be disqualified for admission. International students must contact their individual consulate for appropriate documentation.

Drug Screening

The Weimar Institute Associate Degree Nursing Program maintains agreements with agencies where students will be completing the clinical rotations. These agencies require drug and alcohol screening of its employees and students. The students will be responsible for the charges of this screening (about \$50).

All students accepted into the Associate Degree Nursing Program will be tested for drug use as part of the pre-admission procedure. If a student has had drug testing at their place of employment and can provide results that are less than a year old, this will be accepted.

Positive drug screens will require further evaluation. Incoming and currently enrolled students with verified positive test results will be given the opportunity to explain the results. If a student is taking prescription medications that lead to a positive drug screen, documentation from a health care provider prescribing the medication must be provided.

Clinical agencies reserve the right to deny access to patient care to students with positive drug screens. Students who are suspected of being under the influence of drugs and/or alcohol will be immediately removed from the clinical area and must immediately receive drug and alcohol testing. If the student refuses to be tested, this will be grounds for dismissal from the program.

Uniform and Dress Code

Student appearance will reflect the policies and standards of Weimar Institute and the professional image of nursing.

Violation of the Dress Code

Students who do not follow the dress code will be asked to leave the clinical lab setting immediately. This absence will be considered unexcused and students will be required to make up the time that was missed. If a student is asked to leave the clinical lab twice in the same semester, this will result in failure of the clinical lab course.

Personal Appearance and Grooming

- Students must be clean, free of odor, and strong fragrances and well groomed. Clients may be sensitive to perfumes, colognes and have allergic reactions.
- Hair must be clean and pulled away from the face. Long hair should not fall forward into the face. Hair accessories must be conservative. Hair color should be a color naturally occurring in humans.
- Mustaches, beards, and any facial hair must be neatly trimmed and maintained. A stubble appearance is not acceptable in any clinical setting.
- Fingernails must be short and clean and no more than 1/8 inch beyond the finger. Artificial nails are not permitted. No nail polish may be worn.
- Make-up must be conservative and in good taste.
- Chewing gum and smoking are not allowed in the clinical setting.
- No jewelry is allowed except for medical ID bracelets.
- Tattoos must be covered.

Classroom Attire

Please refer to the Weimar Institute Handbook for detailed information on classroom attire.

General Information

- School ID badges must be worn in all clinical settings. ID badges are ordered from the Department of Nursing administrative assistant. The ID badge must be attached to the clothing above the waist and visible at all times and may not be attached to a lanyard.
- The student must always have in their possession: bandage scissors, pen, penlight, watch with sweep second hand or digital watch, and a stethoscope.
- "Fanny packs" may not be worn.

Dress Policy for Skills Laboratory

- Shoes must have closed toe and heel.
- A watch with a sweep second hand or digital must be worn.
- Closed heel and toe shoes of other colors (black/brown) may be worn.

Dress Policy When Student Uniform is Required in Clinical Setting

- In most clinical settings, the Nursing Program uniform is worn.
- The uniform must be clean, wrinkle-free, and worn with appropriate undergarments.
- Shoes and socks: Shoes must have closed toes and closed heels and be white, all leather. Students must be able to run in these shoes. All white leather athletic shoes are appropriate, but cannot have a mesh top that blood or a needle could penetrate. Socks must be worn in the clinical setting. A white shirt may be worn under the uniform.

Dress Policy When the Student Uniform is Not Required

- Students who are in the clinical setting obtaining information about their patients before the clinical rotation, must wear their student uniform.
- Some clinical settings do not allow the uniform and students will wear professional clothing such as dress slacks, shirts or dresses.
- Clothing and appearance should be modest, professional and appropriate for the clinical setting.
- Jeans, sweats, shorts, short skirts, leggings, sleeveless shirts, sheer clothing, high heeled shoes or tee shirts may NOT be worn.
- No shirts with logos of any kind should be worn.
- Business, casual attire is appropriate such as dress slacks, skirts, or dresses.
- Shoes that cover the toes must be worn. Socks must be worn.
- The photo ID badge must be attached to the clothing above the waist.
- All other grooming requirements will be maintained.

Health Requirements

- Health insurance is required of each student. Proof of health insurance must be provided to the Nursing Department administrative assistant.
- A physical exam by a health care provider must be completed within the previous 12 months from initial entry into Nursing Program. The Weimar Institute Health Record Form must be complete and given to the Nursing Department administrative assistant.
- Immunization records must be completed before students may attend clinical courses.

Required immunizations include:

Measles, Mumps and Rubella: Documentation of two immunizations or a serologic titer showing immunity is required.

Diphtheria, Tetanus, and Pertussis: Documentation of immunization series and booster immunization within the last 10 years, including at least one dose of Tdap or serologic titer.

Poliomyelitis: Documentation of OPV or IPV series from a health care provider.

Hepatitis B: Documentation of immunization series or serologic titer.

Chicken Pox: Documentation of two immunizations or serologic varicella titer showing immunity or proof of medically diagnoses case of shingles.

Influenza: Documentation of immunization is required unless medically contraindicated as verified by a physician or nurse practitioner, or a mask may be worn in clinical. A Thimerosal-free (mercury free) without preservative vaccine is recommended.

Tuberculosis: Documentation of a negative PPD test or a negative result on the QuantiFERON-TB Gold Blood Test. If results are positive the written verification from a physician or nurse practitioner is required indicating the TB is inactive, and the student is receiving treatment.

CPR Certification

All students are required to have current American Heart Association cardiopulmonary resuscitation (CPR) certification for health care providers (this is NOT community CPR).

Documentation of CPR is required before the deadline for application submission. CPR is mandatory for attendance in clinical sites. Students without a current CPR card will not be allowed to attend clinical lab and these absences are considered unexcused.

Required Annual Training

In maintaining compliance with the clinical facilities, all nursing students are required to receive general annual training regarding patient and fire safety, the spread of blood-borne pathogens, and tuberculosis, and legal requirements for confidentiality and privacy (HIPAA). A required in-service session is provided during the first semester of the Nursing Program. It is mandatory that nursing students complete this training each year.

Physical Disabilities

Students with a physical and/ or documented learning disability who require accommodations must contact the director the Associate Degree Nursing Program at the Weimar Institute campus.

Sabbath Observance

In adherence with the beliefs of the Seventh-day Adventist Church, there are no classes, meetings, or labs conducted during Sabbath hours (beginning from sundown Friday to sundown on Saturday). Any scheduled school activities that are of a non-religious nature should end one hour prior to Friday night sundown and not begin until at least one hour after Saturday night sundown. Two spiritual nursing ceremonies take place during Sabbath hours: Nurses' Dedication in the first spring semester and Nurse's Pinning Ceremony during graduation weekend. The college library closes early on Friday afternoon and remains closed all day on Saturday.

Nursing Dedication

The nursing dedication ceremony is a candle-lighting ceremony, which symbolizes the dedication to nursing from one to another. Each student chooses a friend or relative who is a nurse, a senior nursing student, or a nursing faculty member to light his or her candle. This ceremony is held after completion of the first semester of the Nursing Program. The ceremony is held in the Weimar Institute chapel and students must wear their uniforms and their guest nurses wear semi-formal church attire.

Pinning Ceremony

The Pinning Ceremony is a traditional nurses' event that indicates the completion of the role of student nurses and entry into the role of a practicing, professional registered nurse, conditional upon the successful completion of the RN licensure examination. The pinning ceremony is conducted during the weekend of graduation on the campus of Weimar Institute.

Graduation

All eligible students are encouraged to participate in graduation, at which a Weimar Institute diploma will be granted. Graduation is held on the Weimar Campus. Any student who does not plan to participate must notify the Nursing Department Administrative Assistant.

Policy Agreement

After reading the entire Student Handbook, please sign the provided form indicating an understanding of all material and agreement to abide by all policies contained herein. Please scan and upload all signed documents to online application form.