

**Westfield State University
Division of Graduate & Continuing Education
Department of Nursing**

RN TO BSN STUDENT

Handbook Addendum

2017/2018

Accreditation-Approval Status

The Department of Nursing has received a full accreditation from the CCNE.

Commission on Collegiate Nursing Education
One Dupont Circle, NW
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The Department of Nursing has approval status from the Board of Registration in Nursing:

Commonwealth of Massachusetts
Board of Registration in Nursing
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TABLE OF CONTENTS

WELCOME.....	4
PROGRAM OVERVIEW.....	5
PROGRAM OUTCOMES.....	5
CRITERIA FOR ADMISSION.....	6
CURRICULUM.....	6
PROGRAM TRACKS.....	8
CORE OF STUDIES.....	12
NETC STATUS.....	16
PROGRAM COMPLETION.....	14
COURSE FORMAT AND POLICIES	14
IN GENERAL.....	14
MATERIALS AND ASSIGNMENTS.....	14
PARTICIPATION IN WEEKLY DISCUSSION.....	14
INSTRUCTOR FEEDBACK.....	15
PREFERRED METHOD FOR DELIVERING ASSIGNMENTS	15
ON GROUND CLASSES.....	15
STUDENT POLICIES.....	15
PERSONAL LIABILITY INSURANCE.....	15
LICENSURE / CERTIFICATION.....	16
PRACTICUM EXPERIENCE.....	16
STUDENT EXPECTATIONS.....	16
STUDENTS.....	16
ACTIVITIES.....	16
CLINICAL SITE.....	18
SUPERVISION.....	18
TIME LOG/EVALUATION.....	18

Dear Westfield State University RN/BSN Nursing Student:

Welcome to the RN-BSN Program at Westfield State University

The RN-BSN Program at Westfield State University recognizes registered nurses as adult learners and active professionals. We seek to provide you with an experience that will help you not only advance your degree but also meet your personal learning preferences. Ours is a student-friendly program that is flexible and respectful of the unique skill and talent you bring to the program. We have designed our program to include necessary components required in a nursing curriculum; however we believe objectives should be met with critical thinking and creativity. We encourage and expect our learners to be self-directed and actively involved in learning.

This Handbook Addendum provides you with information about the Department, the curriculum and policies specific to the RN to BSN program. The policies in the Westfield State University Undergraduate Nursing Handbook serve as the overarching policies for all Nursing students enrolled in programs of nursing study – please refer to this document for more detail.

The Nursing faculty and staff at Westfield State University are committed to assisting you throughout the learning process. We look forward to having you as a student in the RN to BSN Nursing Program

Marcia Scanlon

Marcia Scanlon DNP, RN
Nursing Department Chair

Jessica Holden

Jessica Holden DNP, RN-BC
RN-BSN Coordinator

PROGRAM OVERVIEW

The purpose of the RN to BSN program is to build upon the foundation of previous nursing education at the associate degree. The BSN degree for RNs expands knowledge and skills using both a teaching and outcomes assessment model and developed according to Massachusetts Nurse of the Future Core Competencies and The Essentials of Baccalaureate Education for Professional Nursing Practice from the American Association of Colleges of Nursing.

RN to BSN PROGRAM OUTCOMES

Graduates of this program will be prepared to:

1. Deliver safe, caring, nurturing and theoretically grounded nursing interventions to diverse clients of all ages.
2. Utilize skilled, professional clinical decision making based on analyzing, synthesizing and evaluating client information in the delivery of nursing care.
3. Manage client's care to achieve optimal health outcomes and to provide delivery in a manner that protects both clients and other health care providers
4. Incorporate knowledge of life-span development to detect potential health issues and promote optimal wellbeing.
5. Apply ethical, regulatory, legal and humanistic decision making in providing direct client care or managing clients in a variety of settings.
6. Provide nursing interventions which support clients who are having mental health issues, dealing with extreme stress or demonstrating a lack of social wellbeing.
7. Provide skilled nursing interventions to geriatric clients and their families to maintain or restore health or to provide for a peaceful and emotionally supported death.
8. Collaborate with other health team members in a variety of settings or provide appropriate leadership to achieve desired client outcomes.
9. Utilize the full range of client information to provide evidence and theory based nursing care to assure quality improvement.
10. Utilize excellent oral, written and therapeutic communication skills in professional interactions.
11. Utilize appropriate technology and information management to provide optimum nursing interventions.
12. Provide community based care to individuals or aggregate groups for health maintenance or restoration.
13. Facilitate the transfer of both knowledge and skills to clients to achieve optimal health.
14. Use findings from nursing research in nursing practice and add new knowledge as appropriate.
15. Participate in life-long inquiry and self-development.

CRITERIA FOR ADMISSION

- Current unencumbered RN license
- Completion of an associates' degree nursing program with a minimum GPA of 2.75 (candidates below standard may be admitted at the discretion of the department Chair)
- Completed WSU application (February 1st deadline for fall start / November 1st for spring start)
- Official transcripts from all universities/colleges attended
- One academic or professional recommendation

CURRICULUM

NURS0301 Professional Nursing: Concepts & Issues in a Globalized Healthcare (3 Credits) - This course integrates the student into baccalaureate education and focuses on trends, issues, and evolution of the nursing profession. A major focus of this course is for the students to critically think about the nursing profession, its historical and theoretical frameworks, moral and legal issues, and standards of nursing practice. Additionally, the course provides the opportunity to explore the challenge of providing care to an increasingly diverse population and the influence of culture on the role of the professional nurse.

NURS0302 Advanced Health (4 Credits) – The course designed to assist RN-BSN students to refine health history taking, psychosocial assessment, physical assessment skills and clinical reasoning in the assessment of diverse patients across the life span. Content builds on basic and experimental knowledge of health assessment. Emphasis is placed on applying critical thinking and diagnostic reasoning skills in assessing and identifying the problem symptoms and abnormal findings, and the linking of findings to underlying pathophysiology. 2 hours lecture/ 2 hours lab.

NURS0303 Quality Improvement and Intra- and Inter Professional Collaboration (3 Credits) – This course focuses on quality and patient safety management in the U.S. health care system using continuous quality improvement. Topics to be examined include the history of quality, trends in health care quality and patient safety, measurement of quality, analysis of variation and quality practices in different health care environments, administrative responsibilities and structures with respect to production and service quality. Additionally, this course considers the role of intra- and inter- professional collaboration in quality.

NURS 0307 The Business of Nursing (3 Credits) – This course is a comprehensive approach to nursing care delivery systems. It provides the student with an understanding of processes in health systems and organizations and of the responsibilities involved in maintaining a well-managed health care organization. Students will examine historical

evolutions of the health care industry, organizational theory, organizational performance, principles of healthcare economics, financing, third party reimbursement, and the influence of accreditation, regulatory agencies, information systems, and health care policy on the delivery of nursing care services.

NURS0305 Nursing Research (3 Credits) – Focuses on nursing research and its impact on evidence based nursing practice. Addresses research terminology, defining researchable nursing problems, identifying variables, hypothesis development and testing and sample selection as well as evaluation of findings. A major component of this course will be discussion of the nurse as the consumer of research. Additionally, the utilization of critical thinking skills will be emphasized to analyze research findings. Students also will be encouraged to explore nursing research that addresses clinical problems in their own nursing practice.

NURS0309 Community Health (5 Credits) – Identifies current nursing concepts and focuses on their application in public health and community settings with individuals, families and at-risk populations. The dynamics of health promotion and prevention as impacted by global, societal and cultural influences will be explored. A variety of community agencies will be utilized.

NURS0353 Nursing Leadership (3 Credits) – Focuses on the role of the professional nurse in a leadership/management position. The course examines how the professional nurse works collaboratively within the structure of a healthcare organization. Emphasis will be on leadership and organizational theories and their relationship to managing people, positive problem solving/decision making, conflict resolution, appropriate delegation and effective communication with all members of the health care team. The use of self-assessment to facilitate the development of leadership/management skills will be incorporated.

NURS0396 Nursing Capstone Clinical Internship (6 Credits) – Provides an opportunity to assume a professional nursing role under the auspices of a qualified nurse preceptor. This capstone experience focuses on synthesizing advanced nursing concepts and utilizing complex decision making in an individualized clinical environment. Emphasis will be on preparing to transition to competent and confident beginning professional practice.

PROGRAM TRACKS

WSU and WSU and GCC PROGRAM OPTIONS (3 Tracks)

RN to BSN Track 1 (12 months)

Session 1 Fall		Session 2 Spring		Session 3 Summer	
NURS 0301 (3)	Professional Nursing: Concepts and Issues in a Globalized Healthcare	NURS 0305 (3)	Nursing Research	NURS 0354 (3)	Nursing Leadership
NURS 0302 (4)	Advanced Health Assessment	NURS 0307 (3)	The Business of Nursing	NURS 0396 (6)	Nursing Capstone / Clinical Internship Track
NURS 0303 (3)	Quality Improvement and Intra- and Inter-Professional Collaboration	NURS 0309 (5)	Community Health Nursing		
Total credits (10)		Total credits (11)		Total credits (9)	

RN to BSN Track 2 (15 months)

RN to BSN Track 3 (part time – 24 months)

Session 1 Spring		Session 2 Summer		Session 3 Fall		Session 4 Spring	
NURS 0305 (3)	Nursing Research	NURS 0354 (3)	Nursing Leadership	NURS 0301 (3)	Professional Nursing: Concepts and Issues in a Globalized Healthcare	NURS 0396 (6)	Nursing Capstone / Clinical Internship Track
NURS 0307 (3)	The Business of Nursing			NURS 0302 (4)	Advanced Health Assessment		
NURS 0309 (5)	Community Health Nursing			NURS 0303 (3)	Quality Improvement and Intra- and Inter-Professional Collaboration		
Total credits (11)		Total credits (3)		Total credits (10)		Total credits (6)	

Session 1 Fall		Session 2 Spring		Session 3 Summer	
NURS 0301 (3)	Professional Nursing: Concepts and Issues in a Globalized Healthcare	NURS 0305 (3)	Nursing Research	NURS 0354 (3)	Nursing Leadership
NURS 0303 (3)	Quality Improvement and Intra- and Inter-Professional Collaboration	NURS 0307 (6)	The Business of Nursing		
Total credits (6)		Total credits (6)		Total credits (3)	
Session 4 Fall		Session 5 Spring		Session 3 Summer	
NURS 0302 (4)	Advanced Health Assessment	NURS 0309 (5)	Community Health Nursing	NURS 0396 (6)	Nursing Capstone / Clinical Internship Track
Total credits (4)		Total credits (5)		Total credits (6)	

WSU at STCC PROGRAM OPTIONS (3 Tracks)

RN to BSN Track 1 (12 months)

Session 1 Fall		Session 2 Spring		Session 3 Summer	
NURS 0301 (3)	Professional Nursing: Concepts and Issues in a Globalized Healthcare	NURS 0305 (3)	Nursing Research	NURS 0354 (3)	Nursing Leadership
NURS 0303 (3)	Quality Improvement and Intra- and Inter-Professional Collaboration	NURS 0307 (3)	The Business of Nursing	NURS 0396 (6)	Nursing Capstone / Clinical Internship Track
NURS 0309 (5)	Community Health Nursing	NURS 0302 (4)	Advanced Health Assessment		
Total credits (11)		Total credits (10)		Total credits (9)	

RN to BSN Track 2 (15 months)

Session 1 Spring		Session 2 Summer		Session 3 Fall		Session 4 Spring	
NURS 0305 (3)	Nursing Research	NURS 0354 (3)	Nursing Leadership	NURS 0301 (3)	Professional Nursing: Concepts and Issues in a Globalized Healthcare	NURS 0396 (6)	Nursing Capstone / Clinical Internship Track
NURS 0307 (3)	The Business of Nursing			NURS 0303 (3)	Quality Improvement and Intra- and Inter-Professional Collaboration		
NURS 0302 (4)	Advanced Health Assessment			NURS 0309 (5)	Community Health Nursing		
Total credits (10)		Total credits (3)		Total credits (11)		Total credits (6)	

RN to BSN Track 3 (part time – 24 months)

Session 1 Spring		Session 2 Summer		Session 3 Fall		Session 4 Spring	
NURS 0305 (3)	Nursing Research	NURS 0354 (3)	Nursing Leadership	NURS 0301 (3)	Professional Nursing: Concepts and Issues in a Globalized Healthcare	NURS 0302 (4)	Advanced Health Assessment
NURS 0307 (3)	The Business of Nursing			NURS 0303 (3)	Quality Improvement and Intra- and Inter-Professional Collaboration		
Total credits (6)		Total credits (3)		Total credits (6)		Total credits (4)	
Session 5 Fall		Session 6 Spring					
NURS 0309 (5)	Community Health Nursing	NURS 0396 (6)	Nursing Capstone / Clinical Internship Track				
Total credits (5)		Total credits (6)					

All classes are offered as hybrid-plus with didactic sessions scheduled in the evenings

MATH 0108 (Elementary Statistics) is required prior to enrollment in NURS 0305 Nursing Research
 NURS 0302 Advanced Health Assessment includes a simulation component

CORE OF STUDIES

In addition to nursing courses in the major, the following core of studies or equivalent must be completed prior to graduation with a baccalaureate degree in nursing:

Common Core of Studies	
<i>Distribution of Common Core of Studies Requirements</i>	# of Gen Ed Credits
6 CREDITS ENGLISH COMPOSITION <ul style="list-style-type: none"> • English Composition I • English Composition II 	6
6 CREDITS LITERARY & PHILOSOPHICAL ANALYSIS <ul style="list-style-type: none"> • Elective • Elective 	6
6 CREDITS APPRECIATION OF THE ARTS <ul style="list-style-type: none"> • Elective • Elective 	6
12 CREDITS SOCIAL SCIENCE <ul style="list-style-type: none"> • 3 US History & Government • Principles of Sociology • Introduction to Psychology • Elective 	12
6 CREDITS MATH/APPLIED ANALYTICAL REASONING <ul style="list-style-type: none"> • Elementary Statistics (prerequisite for NURS 0305) • Elective 	6
16 CREDITS SCIENCE <ul style="list-style-type: none"> • Human Anatomy and Physiology I* • Human Anatomy and Physiology II* • Chemistry (Laboratory or Allied Science) • Microbiology* 	15/16
6 CREDITS DIVERSITY <ul style="list-style-type: none"> • 200 or 300 Level Sociology or Psychology Course • Global Diversity 	6
<i>Sub Total General Education Credits</i>	57/58
*Grade of C or better is required.	

Associate Degree RN's A total of 60 credits composed of nursing and liberal arts and science courses taken at another accredited two-year educational institution, if evaluated by the Registrar as equivalent to those offered at Westfield State University, are acceptable in transfer. For those who graduated from an associate's degree program with an existing articulation agreement, further transfer credits may apply.

RN TO BSN STUDENTS WITH NETC STATUS

Westfield State University offers the RN-to-BSN degree-completion program, according to terms of the statewide Nursing Education Transfer Compact (NETC). The NETC offers preferential admission to transfer students who earn an Associate Degree in Nursing (ADN) with a minimum 2.75 cumulative grade point average from the Mass. community college system, complete the 34-credit MassTransfer Block, and pass the NCLEX-RN exam prior to enrolling at Westfield. The RN-to-BSN degree-completion program is housed exclusively in Westfield's Division of Graduate and Continuing Education (DGCE).

Under terms of the NETC, qualified students will receive up to 72 transfer credits for the ADN degree, which will apply directly toward requirements for the bachelor's degree as a body of knowledge and practical experience that is pre-requisite to upper-division course work required of licensed Registered Nurses.

To earn the bachelor's degree, NETC students are required to complete the following: 30 credits (semester hours) of upper-division Nursing major courses; outstanding non-Nursing major courses; up to 6 general education core credits, and any elective credits that may be required to reach minimum degree and residency requirements.

Key elements of the NETC include:

- Applicants are exempted from submitting an application fee and essay. They may submit the MassTransfer Enrollment form in lieu of the Westfield State Division of Graduate & Continuing Education application form, no earlier than one semester prior to their planned enrollment term.
- Applicants receive preferential admission placement on a space-available basis with a minimum 2.75 cumulative average earned at the time of application. Due to space limitations in the major, a priority application-completion deadline of February 1 has been established for fall semester NETC applicants.
- Admitted students receive full transfer and applicability of up to 72 credit hours of course work, without time restriction, in a completed BORN-approved ADN degree at a Massachusetts community college.
- Admitted students also receive additional transfer credits for outstanding MassTransfer Block courses taken at the community college subsequent to completion of the ADN, but prior to enrollment in the RN-to-BSN program and according to terms of the MassTransfer policy. The number of courses required to complete the 34-credit MassTransfer Block beyond the ADN curriculum varies among the community colleges, generally between 3 and 6 courses or 9 and 18 credits. *Special note: courses required to complete the MassTransfer Block that are not part of the ADN curriculum are not eligible for financial aid.*
- The maximum number of credit hours required for post-transfer completion of the RN-to-BSN under the NETC includes satisfactory completion of 30 credit hours of upper-division Nursing course work, any outstanding related major course credits, up to 6 credits/2 courses of MassTransfer Block Plus-6 general education core requirements, and any elective credits that may be required to reach minimum degree and residency requirements.

- A maximum total of 128 credits will be required to earn the RN-to-BSN degree, **unless** additional specific course work in the major is required of all other RN-to-BSN/native students at Westfield State.

Questions regarding the RN-to-BSN application process and terms of the statewide NETC policy should be directed to the Westfield State Division of Graduate & Continuing Education at (413) 572-8020

RN-to-BSN program, academic advising, and other related questions should be directed to faculty office in the Department of Nursing at (413) 572-8440

PROGRAM COMPLETION

Enrolled students must complete the program within 3 years. Exceptions to this may be made at the discretion of the Nursing Department Chair.

COURSE FORMAT AND PROCESS

The RN to BSN courses are hybrid-plus in format which is a combination of online discussion, dialogue and lecture. Westfield State University defines hybrid-plus to include no more than 49% of the course on ground. Thus, the RN to BSN courses are primarily online. All requirements must be met for successful completion of the course. Attendance is mandatory for all on ground classes, as well as participation in all learning experiences on ground or online.

In General:

- All students are expected to attend class (online or on ground) prepared to discuss and/or perform the assigned topics/tasks each week.
- Students will be responsible for assignments and learning.
- Discussions will build on content as the semester progresses. Respectful communication is expected in order to contribute to a rich and safe learning environment. All members of this class will adhere to a strict policy of confidentiality and principles of a fair dialogue.
- The student is expected to be present in class every week, and as appropriate, to be prompt for class starting time. If an illness or extenuating circumstance arises, please contact the instructor via the faculty's office phone or e-mail, so that you and the instructor can negotiate any arrangements if necessary. All work missed must be made up by the student.

Materials and Assignments: Review all materials and assignments in the course page on Plato. Detailed information regarding materials and assignments are contained under each of the weekly links. Please note: There may be optional resources provided by your instructor each week in the course. You are encouraged to explore these resources as needed in order to enhance your understanding of the course content.

Participation in Weekly Discussions: The exchange of ideas among colleagues engaged in scholarly inquiry is a key aspect of learning and is a requisite activity in this course. You are expected to participate each week by posting a response to a prompt or

question in the weekly Discussion area. Discussion topics/questions are provided in the Discussion area under each weekly button. Each week will open on Sunday. In addition, you are expected to respond to your fellow students' postings. To count as participation, responses need to be thoughtful; that is, they must refer to the week's readings, relevant issues in the news, information obtained from other sources, and/or ideas expressed in the postings of other class members. You may ask questions or offer further information or links about the subject. Please pay attention to grammar and spelling, as consistently poorly written posts will receive grade penalties.

Note: Unless otherwise noted, initial postings to Discussions are due by midnight Day 4 (Wednesday), and response postings are due by midnight Day 6 (Saturday). It is important to adhere to the weekly time frame to allow others ample time to respond to your posting. In addition, you are expected to respond to questions directed toward your own initial posting in a timely manner.

Instructor Feedback Schedule: The Instructor will log in to the course at least 3-4 times during the week to monitor the weekly Discussion area. Feedback will be provided via the Comments area, the Discussion area, and/or the Announcements page.

Instructor feedback and explanation is provided whenever full credit is not achieved. Depending on the nature of the feedback, Instructor responses may be posted to the Discussion area or included in the My Grades comments area. The goal of your Instructor is to act as a discussion and learning facilitator rather than a lecturer. The Instructor will not respond to every posting by every individual, so please feel free to ask your Instructor if you would like some personal feedback on a particular assignment posting or any time you have any questions regarding your assignments or your grade.

Preferred Methods for Delivering Assignments: All Discussion postings need to be made in each week's Discussion area of the course in Plato. Please do not send copies of postings to the Instructor or students via e-mail. All Application Assignments must be submitted to the appropriate weekly assignment submission link. Also, be sure that all documents are saved and submitted as ".doc" or ".rtf" files. Directions for naming each application assignment are in each week's assignment area(s).

On Ground Classes: Refer to the schedule provided in your syllabus for information regarding on ground classes for your course. Your syllabus will provide you with dates, times and locations for in person sessions.

STUDENT POLICIES

Except where differentiated in this handbook, RN to BSN students will follow the student policies (e.g. conduct, integrity, professional dress) outlined in the Westfield State University Undergraduate Nursing Handbook and in addition will comply with the following:

1. Personal Liability Insurance

Students must have professional malpractice coverage if enrolled in any clinical course. Currently, the University provides this personal liability coverage for all nursing students. If this University coverage should change, students will be responsible for purchasing their own professional liability insurance.

2. Licensure / Certification

Registered Nurse students are required to hold a current RN license in good standing, as well as current American Heart Association BLS CPR certification.

3. Practicum Experiences

As practicing nurses, RN to BSN students are expected to engage in appropriate experiences for practicum course experiences. In effort to create a learning experience that aligns with the RN to BSN student's professional goals, responsibility is placed on the student to self-identify practicum sites and preceptors and to provide the WSU Clinical Coordinator with this information, as well as, the contact information for the site.

NURS0396 Nursing Capstone includes independent learning hours. To solidify placement contracts and submit required information to practicum sites, students are expected to provide the information listed above to the Clinical Coordinator as follows:

For spring semester placements	No later than the end of week 8 fall semester
For summer semester placements	No later than the end of week 8 spring semester
For fall semester placements	No later than July 31

In addition to providing site, preceptor and contact information; the student will also be required to provide the Clinical Coordinator with necessary health information and to complete a CORI check with the University.

ADDITIONAL RN TO BSN STUDENT EXPECTATIONS

Students

Students at WSU are considered to be adult learners who are capable of seeking educational opportunities to meet their personal and professional goals. WSU expects students to collaborate with faculty members and be self-directed to meet educational requirements. Students work with faculty members, clinical instructors, and preceptors to ensure they obtain a well-rounded educational experience. Students are encouraged to identify clinical placement settings that are appropriate for and support their personal learning goals.

In the first week of NURS0396 students will outline their individualized learning goals in alignment with course objectives and submit them to the course coordinator. Students may start logging hours during the first week of NURS0396 provided that they have received clinical site approval which includes a formal contract with Westfield State University and have had their learning goals approved.

Activities

Practice experiences include activities that support health and/or provide care, interacting with a variety of providers and/or with patients. Practice experiences to transition the nursing student's competencies to the baccalaureate level of proficiency include organization/systems understanding, leadership development, evidence-based practice, information management and integration of technologies into practice, interprofessional collaboration and communication, clinical prevention and population health, comprehensive assessment, and quality improvement strategies. Practice experiences may include direct or indirect care.

Acceptable direct care clinical/health promotion activities:

- Working with other providers in the community setting to identify gaps in care and implement a quality improvement strategy.
- Collaborating with nursing staff to implement a new procedure or nursing practice that is evidence-based
- Working with an interprofessional team to evaluate the outcomes of a new practice guideline and implement recommended changes
- Collaborating with a community agency to plan and implement a health promotion project to address the problems and needs of the aggregate, and create or gather materials for the project.

Acceptable indirect care clinical/health promotion activities:

- Educating other healthcare providers regarding the safe and effective use of new technology
- Writing a policy and working with other stakeholders to have the policy approved by the state board of nursing
- Working with community leaders to develop a disaster/emergency preparedness plan for a specific population in a community
- Collaborating with the facility information technology staff to design or implement an electronic health record
- Working with staff to write an administrative policy that will improve communication within the facility.
- Participate in interprofessional performance improvement team currently working on implementation/evaluation of national patient safety goals.
- Conduct a mock root cause analysis on a near miss and share results with staff or shared governance council or participate in an actual Root Cause Analysis (RCA) and/or Failure Mode Effects Analysis (FMEA).
- Teach vulnerable populations about avoiding environmental risks.
- Collaborate with institutions, such as a day care center or a homeless shelter, to develop and implement policies to minimize transmission of communicable diseases.
- Consult with other professionals to improve transitions of elderly patients across care settings. Develop and implement a plan for an older patient to transition from one level of care to another within the same facility and from one facility to another.

Clinical Site

A clinical site is a setting that enables students to increase the depth of knowledge of the BSN roles directly related to the area of specialization, where students have applied practice experiences under the supervision of a preceptor, consistent with their education and training.

Officials at practicum sites enter into an affiliation agreement with Westfield State University, stating that they will provide appropriate support and supervision for students during the practicum experience.

Students may complete clinical hours where they work; however, the clinical activities must be in a different setting than their usual assigned work area, completed outside of their normal working hours and under the direction of a preceptor who is not their immediate supervisor and who does not report to them.

Supervision

Supervision by a preceptor is composed of a tutorial and mentoring form of instruction in which practicum preceptors monitor students' activities in the practicum and facilitate learning and skill-development experiences. Preceptors guide students and provide feedback on their practicum work.

The preceptor must be involved in healthcare or have experience and expertise in the practice setting relevant to the student's area of interest. The preceptor must be at least baccalaureate prepared with at least one year of experience in nursing, masters prepared is preferred.

Time Log/Evaluation

Students will complete a time log and ongoing evaluation of progress toward goals on the Clinical experience Progress and Time Log. Students will be responsible for regularly updating and for submitting this document as required by the course coordinator. All clinical hours must be completed by the end of the semester.

