Bachelor of Science Degree in Nursing
Application Information Packet

Park University
Admissions Office
Contact us: (888) 945-1688
(816) 746-2530 - local
FAX: (816) 584-2150
Email: advising@park.edu

Updated 07/2019
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Welcome from the Department Chair

Dear Bachelor of Science in Nursing Applicant:

Thank you for your interest in Park University and the Bachelor of Science in Nursing (BSN) degree. The purpose of this packet is to provide prospective students with information about program requirements, application, and the selection process.

Applications may be submitted year round but please note the following firm deadlines for admission:

- Students who wish to start in the Fall (Aug) cohort must submit completed files by 5:00 p.m. March 1.
- Students who wish to start in the Spring (Jan) cohort must submit completed files by 5:00 p.m. October 1.

The following list includes general information about the program:

- The Missouri State Board of Nursing (MSBN) approves the number of applicants which can be accepted for each cohort. Acceptance to the program is competitive, with a limited number of seats.
- The Department of Nursing reserves the right to accept fewer than the MSBN approved number, based on achievement of application testing benchmarks and program needs.
- Initial approval for the Bachelor of Science in Nursing (BSN) degree at Park University has been awarded by the Missouri State Board of Nursing.
- The baccalaureate degree program in nursing at Park University is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.
- The program starts two cohorts each year, in the fall and spring semesters.
- Classes are offered at the Parkville, MO campus only.
- Course and clinical experiences may be scheduled during weekday, evening or weekend hours.
- It is not uncommon to begin classes prior to 7:00 AM and finish after 5:00 PM.
- Students should plan to be in attendance 5 days each week.
- Cohort selection requires a completed application, admission testing scores, GPA for pre-nursing courses, written essay and three letters of reference and possible interview.

As you carefully review the enclosed information, please feel free to access our webpage at www.park.edu/nursing. If you need assistance or have questions please use the contact methods on the cover of this document.

Sincerely,

Summer Masters, DNP,FNP-C,AGNP-C,CNE
Department Chair of Nursing
Application Requirements

All of the following must be documented as complete by 5 p.m. on the due date for your desired cohort:

1. If you are not already enrolled at Park, complete a Park University Online Application ($35 fee) – [http://www.park.edu/apply/Index.html](http://www.park.edu/apply/Index.html). If you need assistance completing the application, or you have applied previously to Park, please call (888) 945-1688, toll free, or (816) 746-2530.

2. Submit **ALL OFFICIAL** transcripts to Park University – including high school, all post-secondary (college) work, and, if applicable, courses from a previous Nursing Program. Official transcripts should be mailed to:
   
   Office of the Registrar  
   Park University  
   8700 NW River Park Drive  
   Parkville, Missouri 64152

3. Receive an official degree audit to advise if you have all prerequisites complete.

4. **For LPNs Only** - Submit evidence of active LPN license pg. 21 – [https://www.nursys.com/](https://www.nursys.com/)
   
   a. If a non-Missouri resident – must submit current license at application.
   
   b. Enter personal information and locate the documentation of your LPN license.
   
   c. Save the documentation as a .pdf file and submit.

5. Admissions Representative will send Admission Test Form link via email. Please submit $55.00 (non-refundable) Nursing admission testing fee by calling (877)-505-1059 to select testing date.

6. Complete a BSN Application Form (admissions representative will send link via email)
   
   ❖ **No exceptions will be made to this policy.**
   
   ❖ **Failure to submit all required documents by the deadline results in ineligibility for consideration for the upcoming cohort.**
   
   ❖ **Those who complete the process near the due date deadline are not guaranteed choice of testing date.**

7. Three reference letters are required. They must be sent directly to Park University, Dept. of Nursing via jot form by an employer, instructor or colleague of the student applying to the program. The Nursing department will send the link to the student reference form directly to your professional reference. No personal or designations of “other” will be accepted as a completed reference.

Admissions Requirements

1. Complete ≥ 45 credit hours with an overall GPA ≥ 3.0 [to include BIO 210, BIO 211, BIO 212, BI 223, CH 105, CH 204 MA 135, and NS 220] of the pre-nursing curriculum prior to application to the Nursing Program.

2. Math and Science GPA ≥ 3.0  [to include BIO 210, BIO 211, BIO 212, BI 223, CH 105, CH 204, MA 135, and NS 220]
3. Math and Science courses taken within the last 5 years from the date of application will be accepted.
4. Science courses with a grade of “B” or higher are only accepted.
5. Only one Science course may be repeated once for acceptance.
6. College Algebra equivalent to MA135 or higher. MATH or STAT based statistics; not specialty based statistics.
7. Have ≥ 3.0 GPA in Nursing Program prerequisites. No grade lower than ‘C’ will be accepted.
8. Admissions score must be ≥ 67. Admission Test scores will be valid for 1 academic year (fall/spring cycle). Students may repeat the test to improve their scores. Each attempt requires the student to pay the $55 testing fee prior to scheduling the test.
9. Applicants must submit the completed Park University Nursing Program Application no later than 5:00 p.m. on the last day of the application deadline period.
10. Applicant will be required to write a two page essay the day of the Kaplan admission test.
11. Applicant is required to submit three professional references by the application deadline.

The prerequisite courses are required by the University in fulfillment of the Park University core curriculum. In most cases, students must complete all pre-nursing and non-nursing prerequisite requirements prior to the start of Nursing coursework (see the BSN Curriculum Plan).

If a student does not have a Bachelor’s degree, students can only take the LE 300 course concurrently with their BSN coursework. If transferring in a Bachelor’s degree, LE 300 and EN306 are waived.

## Required Admissions Testing

In order for your application to be considered complete, you must have your admission testing fee paid and a testing date set up through the Park University Department of Nursing or another approved facility.

Scores will be ranked high to low. Test scores are evaluated using the following benchmark as a guide - a composite score of 67 or higher on the Nursing Admissions Test.

1. Admissions testing must be completed on your scheduled testing day. If testing at a site other than Park University, scores must be received by Park University (send to nursing@park.edu), time stamped no later than 5:00 p.m. of the testing date.
2. Testing information can be found on the Department of Nursing website. Contact nursing@park.edu to sign up for your test.
3. Scores are not transferrable to other years.
4. Testing date verification will be emailed to the applicant along with instructions related to identification requirements for the scheduled test time.
5. Applicants may request to reschedule the test date one (1) time. There are no guarantees that a requested change can be accommodated.

To schedule your admissions testing at Park University, please contact nursing@park.edu.
For more information about the content of the admissions tests and how you can best prepare, please see p. 10 of this packet.
Selection of the Cohort
Important, test scores are not the only consideration for acceptance. The faculty of the Department of Nursing reserves the right to refuse acceptance/admission to any candidate who demonstrates unprofessional attitudes/behaviors during the application process. Examples include but are not limited to incivility of any kind during the application or testing process, breaches of testing standards, cheating, and violations of the Standards of Conduct (see p. 11), failure to submit all required documents, and failure to successfully complete the requirements of the required program orientation. All accepted students are required to participate in a Nursing Program Orientation. Emphasis will be placed on orientation to clinical and course requirements, program policies and procedures, Nursing Standards of Conduct, clinical competencies required for participation, and Park University face-to-face and online resources.

Notification of acceptance to the cohort will be issued to the student’s Park University email address. The email will include an Acceptance letter and mandatory orientation dates.

After Acceptance
REQUIRED TO COMPLETE THE ACCEPTANCE PROCESS

Accepted students are required to attend the orientation meetings. Students will be informed how to submit the following information to CastleBranch (clinical documentation agency). All information must be submitted and documented as complete by the deadline prior to the scheduled enrollment session to remain in the program.

1. All students will complete mandatory urine drug screening.
2. Immunity - titers only – Hepatitis B, Measles, Mumps, Rubella, Varicella – Titers must show immunity (positive results). Equivocal or negative findings require repeat of series or booster depending on the instructions for each titer. Waiving immunizations is not acceptable for any reason other than physician documented allergy.
3. Immunizations - Tdap within last 8 years - Waiving immunizations is not acceptable for any reason other than physician documented allergy.
4. QuantiFeron- TB Gold Screening (PPD or titer only – chest x-ray not accepted) - less than one year old throughout the duration of the program.
5. Flu immunization
6. American Heart Association CPR for health care providers valid through the duration of the program.
7. Color Blind screening.
8. Background Check/Missouri Family Care Safety Registry are required. Admission to the program is contingent upon passing the background check which includes the Missouri Family Care Safety Registry; applicants should be aware that:
   ➢ The Missouri Board of Nursing will review background checks to determine a student’s eligibility to sit for the licensure exam.
   ➢ Admission and completion of the program does not guarantee employment. Criminal history can have a significant impact on future employability.
   ➢ Park University does not control the individual requirements of hospital systems for clinical rotations and employment and that such requirements might directly impact...
an applicant’s ability to complete their clinical education, obtain future employment, or obtain appropriate licensure.

9. Evidence of active Health Insurance.

**NOTE:** Submission of the above documentation is required and at the student’s expense. The cost is estimated as $135-$150.

- If you have questions about immunizations and health screening requirements, contact the Park University Department of Nursing at (816) 584-6257.

- To protect the safety of patients, all students participating in the Bachelor Degree Program are required to submit evidence of immunization/immunity. Exemptions from this requirement are not allowed for any reason. Students who have specific questions may contact the Nursing Chair.

- It is recommended that you do not wait until confirmation of acceptance to review your immunization status. Some vaccine series, such as Hepatitis B, require four to six months to complete. Incomplete immunizations may cause students to delay their start in the nursing program.

### Additional Information

**Completion of the program does not guarantee eligibility to apply for the RN licensure exam.**

Furthermore, be advised that to take the NCLEX-RN, the applicant must have completed the education requirements (graduation from a state-approved school of Registered Nursing) and apply to the Board of Nursing to take the NCLEX-RN. **Successful completion and graduation from the BSN program alone does not guarantee licensure, or eligibility to apply for endorsement.**

Advance placement in nursing courses is not permitted, regardless of experiential or educational background. Required non-nursing courses: advanced placement is permitted by 1) transfer of acceptable equivalent courses from other colleges, or 2) passing CLEP tests (granted for certain courses). Results from the CLEP tests must be available prior to enrollment for the semester in which the relevant course must be taken.

Student Services available at Park University are described on the Park University web site ([http://www.park.edu/current-students/index.html](http://www.park.edu/current-students/index.html)). A current Bachelor Degree Nursing Student Handbook will be provided to incoming students during the program orientation. Applicants may receive the information upon request. Student services include on-campus housing, academic support, food services, financial aid, tutoring, career counseling, online and physical library and academic skills improvement.

Information about the Park University Department of Nursing can be found in the current undergraduate catalog ([http://www.park.edu/catalogs/index.html](http://www.park.edu/catalogs/index.html)).

### Program Costs

Tuition and fees for the Bachelor of Science in Nursing program are located in the current undergraduate catalog. ([http://www.park.edu/catalogs/index.html](http://www.park.edu/catalogs/index.html)).
Applicants are strongly encouraged to apply for financial aid as early as possible. Do not wait until after notification of acceptance. Completing the application as soon as possible will assist with planning for the payment of program costs/fees if accepted. There is no cost to complete the financial aid application process and the student is not obligated to enroll in course work if not accepted into the program.

- If no financial aid is documented as awarded at the time of enrollment and confirmation, payment will be due in full. Payment plans may be available to cover expenses, including what is not expected to be covered by financial aid.
- Students should check their Park University email frequently for communications linked to the financial aid processes.
- If using financial aid, a copy of the signed Award Letter must be submitted to the financial aid office.
- If you have any questions, please contact: Student Financial Services (816) 584-6290.
- **Note:** Financial Aid funds will not be available for disbursement until mid-September.

**Readmission of Former Students**

Park University policies related to withdrawal and readmission apply to students enrolled in the College of Education and Health Professionals and the Department of Nursing. These policies may be found in the Undergraduate Catalog.

Students who are in academically good standing may withdraw from the University which is considered a withdrawal from the Department of Nursing. The student may return to the Department of Nursing within one year of withdrawal by meeting the Nursing Department's readmission requirements and arranging an alternative study plan with the department chair. The Department of Nursing provides advisement about the readmission process. If a student fails one Nursing course, this course may be repeated. If a student fails two nursing courses, the student is not eligible for readmission.

Students who have been absent from the Department of Nursing for more than one year from the last enrollment must meet University readmission requirements and reapply to the University and Department of Nursing in accordance with published deadlines. Admissions will be based on a competitive application portfolio and available space in courses to be completed. Upon admission, the Department Chair and Nursing Faculty will review previous coursework and relevant work experiences of the student during the absent period. As a result of this review the student may be required to repeat selected courses or complete competency testing as a part of the alternative plan of study for program completion.

**Curriculum**

The sample plan of study demonstrates how a student would progress through the degree if beginning his/her studies at Park with no transfer credit. Once admitted to the program, an individualized plan of study will be devised with the student’s advisor that adjusts for transfer credit.
## BSN Pre-Licensure Student Progression Plan of Study

<table>
<thead>
<tr>
<th>Pre-Nursing, First Semester</th>
<th>17 cr.</th>
<th>Pre-Nursing, Second Semester</th>
<th>16 cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LE 100, First Year Seminar (or elective, if needed, for transfer students)</td>
<td>3 cr.</td>
<td>EN 106, First Year Writing Seminar II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 105, First Year Writing Seminar I</td>
<td>3 cr.</td>
<td>CS 140, Introduction to Computers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BI 210, Human Body</td>
<td>3 cr.</td>
<td>PS 101, Introduction to Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 135, College Algebra</td>
<td>3 cr.</td>
<td>BIO 211, Human Anatomy and Physiology I</td>
<td>4 cr.</td>
</tr>
<tr>
<td>CH 105, Introductory Chemistry</td>
<td>5 cr.</td>
<td>Citizenship Requirement- (choose one)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PO200/PO210/HIS111/HIS112/HIS113</td>
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</table>

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<thead>
<tr>
<th>Pre-Nursing, Third Semester</th>
<th>16 cr.</th>
<th>Pre-Nursing, Fourth Semester</th>
<th>18 cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 220, Applied Statistics</td>
<td>3 cr.</td>
<td>CH 204, Nutrition for Health Sciences</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 121, Human Growth and Development</td>
<td>3 cr.</td>
<td>BI 223, Clinical Microbiology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BIO 212, Human Anatomy and Physiology II</td>
<td>4 cr.</td>
<td>EN 306a, Scientific and Technical Writing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PH 221, Ethics and Society 17</td>
<td>3 cr.</td>
<td>LE 300, Integrative and Interdisciplinary Learning Capstone</td>
<td>3 cr.</td>
</tr>
<tr>
<td>General Communication Requirement-(choose one) CA103/CA105/TH105</td>
<td>3 cr.</td>
<td>HU XXX, Humanities Elective (At least 6 hours LE designated Arts &amp; Humanities courses...6 cr. Including 3 hours Art or English)</td>
<td>6 cr.</td>
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<thead>
<tr>
<th>Nursing, First Semester</th>
<th>15 cr.</th>
<th>Nursing, Second Semester</th>
<th>17 cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 280, Introduction to Professional Nursing</td>
<td>2 cr.</td>
<td>NUR 330, Clinical Applications of Pharmacology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>NUR 352, Pathophysiology for Clinicians</td>
<td>3 cr.</td>
<td>NUR 356, Mental Health Nursing</td>
<td>4 cr.</td>
</tr>
<tr>
<td>NUR 320, Concepts of Nursing Fundamentals</td>
<td>6 cr.</td>
<td>NUR 450, Evidence-Based Practice</td>
<td>3 cr.</td>
</tr>
<tr>
<td>NUR 338, Health and Physical Assessment</td>
<td>4 cr.</td>
<td>NUR 335, Adult Health I</td>
<td>7 cr.</td>
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</table>

<table>
<thead>
<tr>
<th>Nursing, Third Semester</th>
<th>14 cr.</th>
<th>Nursing, Fourth Semester</th>
<th>13 cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 435, Adult Health II</td>
<td>7 cr.</td>
<td>NUR 344, Clinical Immersion</td>
<td>4 cr.</td>
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<tr>
<td>NUR 410, Community Health</td>
<td>4 cr.</td>
<td>NUR 460, Nursing Leadership</td>
<td>3 cr.</td>
</tr>
<tr>
<td>NUR 357, Gerontology</td>
<td>3 cr.</td>
<td>NUR 419, Women, Children and Families</td>
<td>6 cr.</td>
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Total for graduation = 126 credit hours (640 clinical-simulation clock hours)

-Park University prohibits discrimination on the basis of race, sex, color, national origin, sexual orientation, marital status, disability, religion and age in employment, and in its admission, education, programs, and activities of students under state and federal law, including Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Titles VI and VII of the Civil Rights Act of 1964, as amended. Additionally, Park University will not tolerate retaliation in any form against an applicant, student, or employee for reporting a violation of this policy or assisting in the investigation of a complaint. Inquiries or concerns about the Non-Discrimination Policy may be directed to the Associate Vice President for Human Resources or the Dean of Students.
Ellen Finley Earhart Department of Nursing  
BSN Pre-Licensure Application Checklist

Full Name: __________________________
Park Student ID #: __________________________
Park Email*: __________________________
Phone Number: __________________________
Desired Semester Start Date: __________________________

Which of the following pre-requisite courses or transfer equivalents have you completed?

<table>
<thead>
<tr>
<th>Course or Equivalent</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>LE 100, First Year Seminar (not required for transfer students)</td>
<td></td>
<td></td>
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<tr>
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<tr>
<td>CH 105, Introductory Chemistry</td>
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<tr>
<td>CH 204, Nutrition for Health Sciences (BI 122, Human Nutrition, will satisfy this</td>
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<td>requirement for students enrolled at Park prior to fall 2016)</td>
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<tr>
<td>CS 140, Introduction to Computers</td>
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<td>NS 220, Applied Statistics</td>
<td></td>
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</tr>
<tr>
<td>LE Designated Arts &amp; Humanities Courses ...6 cr.</td>
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<td></td>
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<tr>
<td>(3 hours must be Art or English)</td>
<td></td>
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<tr>
<td>General Education Oral Communication Course (3 credit hours)</td>
<td></td>
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<tr>
<td>Choose One</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA103/CA105/TH105</td>
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<tr>
<td>Citizenship Requirement (3 credit hours) Choose One</td>
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<tr>
<td>PO200/PO210/HIS111/HIS112/HIS113</td>
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If not, please identify the title of the course/s, the anticipated completion date, and where you plan to complete the course: Click here to enter text.

Is there any other information you would like to share with us about your application? __________________________
Appendices

Studying for your Admissions Tests

The Nursing Admissions Tests assess the applicant in the areas of reading, writing, physiology, calculations, and critical thinking. The test is timed and proctored.

Want a Resource to help prepare for the testing process?

Publisher: Kaplan Publishing; 8th edition (December 4th, 2018)

The Nursing Application Test process includes a battery of five timed examinations. A score for critical thinking is calculated based on the reading, math, writing, and science tests for a total of 6 scores.

- **Reading**: 22 questions; time allotted – 45 minutes. Candidates read four (4) passages and answer questions that measure the essential skills required for reading.
  - Determining the logic of passage
  - Comprehending details
  - Drawing basic inferences
  - Identifying the purpose of a passage

- **Math**: 28 questions; time allotted 45 minutes. The test measures the candidate's ability to apply mathematical principles in the following areas:
  - Conversions
  - Operations
  - Ratios
  - Word problems

- **Writing**: 21 questions; time allotted 45 minutes. Candidates read nine (9) passages and answer questions that measure the essential skills required for writing:
  - Assessing passage development
  - Assessing paragraph logic
  - Assessing mechanics of writing

- **Science**: 20 questions; time allotted 30 minutes. The test measures the candidate's knowledge of physiology in the following areas:
  - Cardiovascular system
  - Electrolytes
  - Gastrointestinal system
If taken through Park University, the candidate will receive notification of scores at the conclusion of each test, you may write down your scores only. Applicants are advised that testing scores are not to be discussed and predictions cannot be made related to an individual candidate’s qualifications for acceptance. Tests are not open for applicant review. Answers and/or rationales will not be discussed.

**Park University Testing Center Rules:**

1. **Standards of Conduct:** Discussion of any test, questions, or content is not allowed. Any violation of this rule will result in the applicant being removed from the application process for violating academic integrity policies.
2. A photo ID is required for entrance into the testing room.
3. Applicants may use ear plugs. Be advised there is noise in the room associated with keyboard and mouse use, coughing, student movement, and other related sounds.
4. The testing format includes a dropdown calculator – no personal calculators allowed.
5. Students should bring 2 pencils or pens for use during the tests.
6. Scratch paper will be provided.
7. No books or personal papers will be allowed in the testing room.
8. No hats will be allowed in the testing room.
9. Cell phones must be turned off.
10. All bags must be closed at all times in the testing room.
11. Room temperatures are often unpredictable. Students should bring a sweater or jacket.
12. Those leaving the room for breaks must be as quiet as possible in consideration of others in the room.
13. NO food or drinks are allowed in the testing room.

**Department of Nursing Student Conduct Code**
The Park University Conduct Code provides the foundation for academic conduct for students, faculty and staff while engaged in academic activities for Park University. The Conduct Code can be found online, in the Park University Course Catalog, and in the Student Handbook.

**American Nurses Association (ANA) of Ethics Code for Nurses**
The ANA Steering Committee for the Revision of the Code of Ethics for Nurses approved these nine provisions of the *Code of Ethics for Nurses* effective January 2015 after coordinating an online survey and public comments on the drafts.

**The Code of Ethics for Nurses serves these purposes:** it is succinct statements of the ethical obligations and duties of every individual who enters the nursing profession. It is the profession’s nonnegotiable ethical standard. It is an expression of nursing’s own understanding of its commitment to society.

1. The nurse, practices with compassion and respect for the inherent dignity, worth and unique attribute of every person.
2. The nurse’s primary commitment is to the patient, whether an individual, family, group, or community or population
3. The nurse promotes, advocates for, and protect the rights, health, and safety, of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions and takes actions consistent with the obligation to promote health and provide optimal care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity. Maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective efforts, establishes, maintains, and improves the ethical environments of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse in all roles and settings advances the profession through research and scholarly inquiry, professional standards developments, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights promote health diplomacy and reduce health disparities.

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

**National Student Nurses’ Association (NSNA) Code of Ethics**

The Park University Department of Nursing has adopted the NSNA Code of Ethics.

National Student Nurses’ Association, Inc.
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www.nsna.org * nsna@nsna.org
Code of Ethics
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» SECTION 1  NSNA CORE VALUES and INTERPRETATIVE STATEMENTS

**LEADERSHIP and AUTONOMY**

**Definition:** A process of social influence, which promotes innovative problem solving to move an autonomous, independent organization forward by providing a clear vision, maximizing the efforts of others, by respecting each individual and in collaboration with other appropriate resources.

**Interpretive Statement:** NSNA promotes each member to build their democratic leadership skills with conflict resolution through shared governance and community, with respect for others. Student nurses in leadership positions of NSNA make their own decisions based on fiduciary research, and historical and current evidence along with membership input when appropriate. NSNA chapter leaders establish and acknowledge their autonomy and independence in bylaws, policies and procedures.

**QUALITY EDUCATION**

**Definition:** An act or process of imparting or acquiring general knowledge, developing the powers of reasoning and judgment, and generally of preparing oneself or others intellectually for a profession

**Interpretive Statement:** NSNA informs, prepares, and inspires members to develop continuous, life-long learning and ethics of the profession. Nursing students are encouraged to take full advantage of their education and develop their professional leadership skills as members of NSNA.
ADVOCACY

**Definition:** An activity or process to work on behalf of self and/or others to raise awareness of a concern and to promote solutions to the issue.

**Interpretive Statement:** The nursing profession is based on advocating for patients and families in order to help facilitate the healing process; NSNA serves as an advocate for nursing students by representing them as one united voice.

PROFESSIONALISM

**Definition:** Characteristics that describe an individual striving to maintain the highest standards for one’s chosen path – honesty, integrity, responsibility and conducting oneself with responsibility, integrity, accountability, and excellence.

**Interpretive Statement:** As NSNA members, it is important to create a culture of professionalism in our organization and to uphold the values of professionalism in order to conduct ourselves and our organization in the most respectful, honest way. This value translates into respecting our patients and maintaining the ethics of our profession.

CARE

**Definition:** A feeling and exhibiting concern and empathy for others while showing or having compassion for others.

**Interpretive Statement:** Caring is a fundamental value of registered nurses and the nursing profession. The NSNA cultivates a climate of caring in its publications, programs, relationships, and leadership development. NSNA members care for their patients, peers and the future of the profession.

DIVERSITY

**Definition:** Differences that can be along the dimensions of race, ethnicity, gender, sexual orientation, socioeconomic status, age, physical abilities, religious beliefs, political beliefs, nationality or other ideologies.

**Interpretive Statement:** Each individual is unique, and we recognize our individual differences through acceptance and respect. We explore these differences in a safe, positive and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

*Adopted in March 2015 by the 2014-15 NSNA Board of Directors*

**SECTION 2 NSNA CODE OF PROFESSIONAL CONDUCT**

**CODE OF PROFESSIONAL CONDUCT**

As a student in the Park University Nursing Bachelor of Science Nursing program and/or member of the National Student Nurses' Association, I pledge myself to:

1. Maintain the highest standard of personal and professional conduct.

2. Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses’ association.

3. Uphold and respect all Bylaws, policies and responsibilities relating to the student nurses’ association at all levels of membership, reserving the right to propose changes and to
critique rules and laws.

4. Strive for excellence in all aspects of collaboration, decision making, leadership, and management at all levels of the student nurses’ association.

5. Use only legal, ethical, and human rights standards in all association decisions and activities in accordance with NSNA Core Values.

6. Ensure the proper use of all association funds and resources in accordance with the fiduciary responsibilities set forth in NSNA bylaws, policies and state/federal law.

7. Ensure impartiality and prevent conflicts of interest, neither provide nor accept personal compensation to or from another individual while serving as members of student nurses’ associations.

8. Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or official position in the student nurses association.

9. Affirm and support diversity and inclusion by refusing to engage in or condone unjust discrimination on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes.

10. Uphold integrity in personal, professional, and academic life by refraining from and reporting any form of dishonesty, using proper established channels of communication and reporting as set by the policies of the organization in question.

11. Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is accuracy in the data and information used by the student nurses’ association.

12. Cooperate in every reasonable and proper way with association volunteers and staff by working with them to advocate for student rights and responsibilities and the advancement of the profession of nursing.

13. Use every opportunity to improve faculty and student understanding of the role of the student nurses’ association.

14. Use every opportunity to raise awareness of the student nurses’ association mission, values, purpose, and goals at the school, state and national chapter level as defined in bylaws and policies.

First adopted by the 1999 House of Delegates, Pittsburgh, PA. Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX.

SECTION 3 NSNA CODE OF ACADEMIC AND CLINICAL CONDUCT

CODE OF ACADEMIC AND CLINICAL CONDUCT

PREAMBLE

Students of nursing have a responsibility to actively promote the highest level of moral and ethical principles and to embody the academic theory and clinical skills needed to continuously provide evidence-based nursing care given the resources available. Grounded in excellence,
altruism and integrity, the clinical setting presents unique challenges and responsibilities while caring for people in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an agreement to uphold the trust that society has placed in us while practicing as nursing students. The statements of the Code provide guidance for nursing students in the personal development of an ethical foundation for nursing practice. These moral and ethical principles are not limited to the academic or clinical environment and have relevance for the holistic professional development of all students studying to become Registered Nurses.

CODE OF ACADEMIC AND CLINICAL CONDUCT
As students who are involved in the clinical and academic environments, we believe that ethical principles, in adherence with the NSNA Core Values, are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all patients.
2. Diligently maintain patient confidentiality in all respects, regardless of method or medium of communication.
3. Take appropriate action to ensure the safety of patients, self, and others.
4. Provide care for the patient in a timely, compassionate, professional, and culturally sensitive and competent manner.
5. Are truthful, timely and accurate in all communications related to patient care.
6. Accept responsibility for our decisions and actions.
7. Promote excellence and leadership in nursing by encouraging lifelong learning, continuing education, and professional development.
8. Treat others with respect and promote an inclusive environment that values the diversity, rights, cultural practices and spiritual beliefs of all patients and fellow healthcare professionals.
9. Collaborate with academic faculty and clinical staff to ensure the highest quality of patient care and student education.
10. Use every opportunity to improve faculty and clinical staff understanding of the nursing student’s learning needs.
11. Encourage mentorship among nursing students, faculty, clinical staff, and interprofessional peers.
12. Refrain from performing skills or procedures without adequate preparation, and seek supervision and assistance when necessary.
13. Refrain from any deliberate action or omission in academic or clinical settings that create unnecessary risk of injury to the patient, self, or others.
14. Assist the clinical nurse or preceptor in ensuring that adequate informed consent is obtained from patients for research participation, for certain treatments, or for invasive procedures.

15. Abstain from the use of any legal or illegal substances in academic and clinical settings that could impair judgment.

16. Strive to achieve and maintain an optimal level of personal health.

17. Support access to treatment and rehabilitation for students who are experiencing impairment related to substance abuse and mental or physical health issues.

18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

First adopted by the 2001 House of Delegates, Nashville, TN. Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX

SECTION 4 NSNA BILL OF RIGHTS AND RESPONSIBILITIES FOR STUDENTS OF NURSING

BILL OF RIGHTS AND RESPONSIBILITIES FOR STUDENTS OF NURSING

1. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes, or economic status.

2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom and quality education; students should exercise their freedom in a responsible manner.

3. Each institution has a duty to develop policies and procedures which provide for and safeguard the students’ freedom to learn.

4. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained, and independent search for truth.

5. Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.

6. Students should have protection, through orderly approved standard procedures, against prejudicial or capricious academic evaluation. However, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

7. Information about student views, beliefs, political ideation, legal status, United States citizenship status, sexual orientation or other personal information which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as an element of evaluation.
8. The student should have the right to advocate for themselves and other students in the construction, delivery and evaluation of the curriculum.

9. Institutions should have a clearly written published policy as to the disclosure of private and confidential information which should be a part of a student’s permanent academic record in compliance with state and federal laws.

10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions in an informed, professional manner, both publicly and privately.

11. Students should be allowed to invite and hear any individual of their own choosing within the institution’s guidelines, thereby advocating for and encouraging the advancement of their education.

12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, thereby encouraging leadership, e.g., through a faculty-student council, student membership, or representation on relevant faculty committees.

13. The institution has an obligation to clarify those standards of conduct which it considers essential to its educational mission, community life, and its objectives and philosophy. These may include, but are not limited to, policies on academic dishonesty, plagiarism, punctuality, attendance, and absenteeism.

14. Disciplinary proceedings should be instituted only for violations of standards of conduct. Standards of conduct should be formulated with student participation, clearly written and published in advance through an available set of institutional regulations. It is the responsibility of the student to know these regulations.

15. The nursing program should have readily available a set of clear, defined grievance procedures.

16. As citizens and members of an academic community, students are exposed to many opportunities and they should be mindful of their corresponding obligations.

17. Students have the right to belong to or refuse membership in any organization.

18. Students have the right to personal privacy in their individual/personal space to the extent that their wellbeing and property are respected.

19. Adequate safety precautions should be provided by nursing programs, for example, adequate street and building lighting, locks, patrols, emergency notifications, and other security measures deemed necessary to ensure a safe and protected environment.

20. Dress code, if present in school, should be established with student input in conjunction with the school administration and faculty. This policy ensures that the highest professional standards are maintained, but also takes into consideration points of comfort and practicality for the student.

21. Grading systems should be carefully reviewed initially and periodically with students and faculty for clarification and better student-faculty understanding.
22. Students should have a clear mechanism for input into the evaluation of their nursing education and nursing faculty.

23. The nursing program should track their graduates’ success in finding entry-level employment as registered nurses and make this information available to all who apply and enroll.

24. The nursing program should provide comprehensive, clear and concise information related to student loans, scholarships and any other student financial aid.

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006). Further amendments were adopted by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX.

Notes on Revisions/Amendments
Starting with the National Student Nurses’ Association (NSNA) Bill of Rights and Responsibilities in the 1970s until the release of the NSNA Core Values by the Board of Directors in 2015, NSNA members have been in the forefront of inspiring moral courage and demonstrating exemplary ethical conduct for almost five decades. The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006).

The 2015-16 NSNA Board of Directors took on the challenge of reviewing NSNA’s primary documents related to ethics and found that they all need a general review by the membership to ensure continued relevance today and in the future. The NSNA Code of Ethics will combine the current 3 documents into one NSNA Code of Ethics with three distinct parts. The three documents include: The Code of Professional Conduct; the Code of Clinical and Academic Conduct; and the Bill of Rights and Responsibilities for Students of Nursing.

NSNA members discussed the Code at the MidYear Career Planning Conference in Kansas City, Missouri on November 10, 2016. Over 100 members and faculty participated. At the 65th Annual NSNA Convention, delegates discussed the Code at the Forum on the Code of Ethics and voted on revisions and amendments to the Code of Ethics on April 7, 2017. The antidiscrimination description received the most comments and was amended on the floor of the House of Delegates. Many thanks to the 2016-17 NSNA Board of Directors and to the members and 2017 delegates who were engaged in this work.
Drug Screening

**Purpose:** To provide a safe working environment, hospitals and other institutions require individuals who provide care to patients to undergo drug testing. Students in the program are required to undergo drug testing as a condition of clinical participation. Students will submit to the drug screen process coordinated by the vendor contracted with the Department of Nursing through Certified Background.

**Policy:** The Park University Department of Nursing has zero tolerance for impairment due to alcohol and/or drug use while on campus or in clinical experiences. Infringement of this policy for those admitted to the program is subject to disciplinary action up to and including academic dismissal. Student continuation between Orientation and the fall semester is contingent upon a drug screening test result indicating no evidence of drug use. A drug screening result indicating dilution of the sample will require a repeat drug test at the student's expense.

Drug screening results will be sent to the Department Chair or designee. Any indication of use of illegal drug or controlled substance without a legal prescription will result in revocation of student admission to the nursing program. Duty to Report: if a student is a licensed/registered health professional, a report will be sent to the agency(ies) issuing the license/registration.

While on duty, students may be permitted to use legally prescribed and/or over-the-counter medications consistent with appropriate medical treatment. However, when such prescribed or over-the-counter medications affect clinical judgment, the student’s safety, or the safety of others, the student will be dismissed from the clinical site. The Department Chair and/or Administration will be consulted to determine if the student should be permitted to remain in the program. The Standards of Conduct Committee may be consulted.

After the initial screening and the commencement of the fall semester, if at any time the faculty, Department Chair, Park University official, or clinical site representative suspect a student is impaired due to substance use while in clinical, classroom, or campus areas, the student will be removed from the area and required to undergo immediate testing for drug and alcohol use at the student's expense. Impaired students will not be permitted to drive but will bear the cost of transportation. The student will be suspended from all clinical activities until further investigation into the situation is complete. In the event of medication administration/handling discrepancy (i.e. in the case of the improper documentation of narcotics) or in the event of a medication error, accident, or injury, testing will be conducted according to the policy of the clinical agency.

Referrals for evaluation and counseling for drug and/or alcohol use will comprise part of a plan for a student with a positive screening or incident related to drug or alcohol use.

In the event of a positive drug screening of a student currently enrolled in the nursing program, the student will be suspended from the program pending review by the Standards of Conduct Committee and Park University Student Life.

**Duty to Report:** if a student is a licensed/registered health professional, a report will be made to the appropriate agency(ies) issuing the license/registration. More frequent drug testing (ex. each semester) can be implemented at any time and without notice. Students will be notified by Certified Background of the process to be followed, locations, and time. Students will submit results of drug/screening to the
Department Chair or designee at least 3 weeks prior to the first clinical experience.

**LPN Licensure Verification – NURSYS (LPN ONLY)**

NURSYS is used by many State Boards of Nursing for verification of licensure status. To verify licensure access NURSYS at [https://www.nursys.com/](https://www.nursys.com/)

1. Choose Quick Confirm form out of the three choices offered.

2. Read the Terms & Conditions, then click Continue to accept them.
3. Follow the directions on the screen: enter last name, first name, License Type (LPN) and the State issuing the license. Enter the text from the image in the designated box, then click search.

4. Select your name from the list and click View Report – you must include all licenses that apply to you – active or inactive. **Note:** Licensure status including disciplinary notations are considered public information and are accessible by the general public without permission of the licensee. Dr. Walker’s information follows:
5. Click Download Report – “Choose Report only” –


7. Save the document to your computer, flash drive, or other document storage device – Use the following format when saving the document – Last name, first name, Park ID#, license verification

8. Submit the document following the instructions received in communications from Park University during the application process.
Campus Map

From downtown Kansas City
- Take Broadway Bridge & Richards Road to Highway 9 North; Highway 9 to Park University entrance

From Independence, Blue Springs, or South Kansas City
- I-435 North to 210 West; 210 West to Highway 9 North; 9 North to Park University entrance

From KS I-635
- I-635 North to Highway 9 North; 0 North to Park University entrance

From Leavenworth or I-435 North
- Highway 45 to junction of Highway 9 south; 9 South to Park University entrance

From St. Joseph
- I-29 South to I-635 South; I-635 South to Highway 9 North; 9 North to Park University entrance