

MURRAY STATE UNIVERSITY  
SCHOOL OF NURSING AND HEALTH PROFESSIONS  
202~~2~~24  
BACHELOR OF SCIENCE IN NURSING (BSN)  
STUDENT HANDBOOK







Professional nursing is a scientific practice discipline that integrates and synthesizes theories from nursing, the physical and behavioral sciences, and the humanities. Professional nursing involves a commitment to maximize the health of individuals, families, communities, and populations across the lifespan and is practiced through interaction with individuals and groups in their respective environment. Professional nursing is guided by standards of practice to prevent disease and promote health; manage chronic disease; provide regenerative or restorative care; and provide end-of-life or supportive care (AACN, 2019). Professional nursing also incorporates the five concepts that define the discipline of nursing: human wholeness; health; healing and well-being; environmental health relationship; and caring (AACN, 2021).

The professional nurse makes comprehensive assessments of individuals, families, and communities; uses the nursing process; and provides safe and quality nursing care. The professional nurse applies the research process to expand best evidence resulting in high-quality care. Professional nurses are accountable for their behavior, function independently and collaboratively, demonstrate professional values, recognize their limitations, and take responsibility for meeting personal and professional needs. The nurse provides leadership to advance the profession to meet healthcare needs of a culturally diverse society. It is expected that professional nurses will work in a variety of settings, including hospitals, long-term care facilities, and community health centers.

3. Practices safe and quality patient centered nursing care based on best evidence incorporating knowledge from a liberal education.

4. Analyzes the current healthcare issues in a dynamic and global community as they

The SPAR evaluates the curriculum through review of course evaluations completed by students at the completion of each course. Evaluation of faculty and administrative personnel is included in the SPAR.

Quality in educational programs is dependent on ongoing evaluation of the individual components of the program and the desired outcomes of the program. Program evaluation is the responsibility of administration, faculty, and students. Student participation in program review through course evaluations, the HESI Exit Exam, and graduate and post graduate surveys provide a valuable contribution to the process. The complete SPAR can be reviewed in the nursing office.

#### PROGRAM ACCREDITATION

The BSN and DNP programs at Murray State University are accredited by the

Commission on

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## ADMISSION REQUIREMENTS

### BSN

The Academic Standards and Admissions Committee make recommendations regarding admission into the nursing program at ~~My~~ State University to the BSN Program Director of the school. Admission is based on an evaluation of the applicant's ability and preparation as reflected by GPA and completion of required prerequisite courses. Enrollment is limited and selection is made based upon the highest GPA and grades in prerequisite courses among those eligible to apply. Students are admitted into nursing spring and fall semesters. (A direct admission pathway is available for high school students. Please refer the MSU BSN website for more information.)

The program

- a) Fulfill the requirements of and be accepted by the university. Applications can be found online.
  - b) Send a written request to the Registrar's Office for copies of all transcripts, examination scores, etc. be sent to MSU.
  - c) Apply to the BSN Program Proof of immunization status (including measles, mumps, rubella, varicella, diphtheria, tetanus, pertussis, hepatitis B, varicella, COVID-19, & influenza), TB screening, and CPR certification (American Heart Association) must be submitted to a document reporting system. Students are required to follow COVID-19 vaccine creation guidelines established by each clinical facility.
  - d) A nursing faculty adviser will be assigned to the student when the student is admitted to the university and records are received.
  - e) For fall semester admission, all materials for review by the Academic Standards and Admissions Committee should be submitted by May 1. For spring admission, materials should be submitted by December 1.
3. Admission is determined based on a scoring formula that includes GPA and grades in prerequisite courses. See the MSU Website for a complete explanation of the admission score rubric.
  4. The student is expected to contact her/his adviser for assistance in developing a plan of study.
  5. Financial Aid information may be obtained by contacting  
Office of Student Financial Aid  
Sparks Hall  
Murray State University  
Murray, KY 42071
  6. College Level Examination Program (CLEP): For more information contact:  
University Counseling Services  
C104 Applied Science Building  
Murray, KY 42071  
Phone (270) 806-851

MURRAY STATE UNIVERSITY  
SCHOOL OF NURSING AND HEALTH PROFESSIONS  
ADMISSION POLICIES FOR REGISTERED NURSE STUDENTS

~~BSN~~

The School of Nursing and Health Professions of Murray State University offers associate and diploma educated registered nurses an opportunity to obtain a Bachelor of Science in Nursing degree. The BSN degree requires completion of 120 hours, 42 of which constitute the area of nursing. Registered nurses may receive 12 semester hours of nursing credit for being a licensed RN

Required nursing courses are: NUR 309\* Research and Evidence Based Practice for Registered Nurses (3hr), NUR 314 Professional Nursing Practice (3hr), NUR 341 Nursing Assessment (3hr), NUR 403 Community Health Nursing (4hr), (NUR 404 Leadership and Management in Nursing (4hr)), NUR 360 Professional Development for Registered Nurses I (5hr), NUR 448 Professional Development for Registered Nurses II (5hr), and a Nursing Elective (3hr). NUR 500 Nursing Experiences (Upper Division Credit Validation at \$25/credit hour) (12hr).

\*An approved statistics course is a required prerequisite to NUR 309.

Admission into the RN/BSN Program is based upon:

1. Completion of all admission requirements and acceptance by Murray State University.
2. A grade of "C" or above in all required courses including transfer credit. No course below a "C" may be transferred to Murray State University from another college and be counted for credit toward the BSN degree.
3. Successful completion of the following courses or equivalent: ENG 105, PSY 180, MAT 140, COM 161, CHE 111 or CHE 105 or Microbiology 227 & 228, and BIO 229 & 230 (or equivalents).
4. A grade point average of 2.5 or above.
5. Contact with the RN/BSN Chair or BSN Program Director.
6. Compliance with the requirements of the School of Nursing and Health Professions Health Policy.
7. A current license to practice nursing in the state where the student will complete clinical courses.

8. Liability insurance in the amount \$1,000,000/\$3,000,000.
9. Recommendation from the Academic Standards and Admissions Committee to the BSN Program Director of the School of Nursing and Health Professions.
10. Where unusual or extenuating circumstances are indicated, the BSN Program Director may admit a student who does not fully meet the above criteria.

### Progression and Graduation

After admission to the nursing program, the RN student must complete all BSN requirements for graduation within 10 semesters (5 years), not including summer terms.

### RN BSN Program Admission Procedure

STEP	PROCESS	CONTACT
1	Submit MSU Admission Application and pay \$40.00 fee <a href="https://www.murraystate.edu/admissions/transfer/index.aspx">https://www.murraystate.edu/admissions/transfer/index.aspx</a>	Regional Campus of Transfer Center 270.809.3350
2	Submit <u>ALL</u> official transcripts from each institution of higher education attended. A sealed official transcript must be received from each post-secondary school attended before admission can be approved. Transcripts should be sent to:  Murray State University Transfer Center Curriss Center Murray, KY 42071	Transfer Center
3	AFTER receiving notification of admission to MSU (via Admissions Office Letter) establish your MyGate access with designated username and password sent from the Admissions Office. Submit residency documents as requested such as car	



26 in Speaking

20 in Writing

20 in Reading

20 in Listening

2. Registered nurses holding current United States licensure may be required to take the TOEFL iBT or other testing before or during the course of the ~~program~~, if recommended by the BSN Program Director

Approved February 8, 2010 (Faculty Meeting)

## ACADEMIC POLICIES

The Murray State University nursing program is designed to ensure ~~those~~ individuals who receive the Bachelor of Science in Nursing degree meet the initial competencies of professional nursing practice.

KRS 314.011 includes the following definition of nursing competencies:  
"Competency' shall mean the application of knowledge and skills in the utilization of critical thinking, effective communication, interventions, and caring behaviors con-15.83 -1.91(on)-10 (-15.

define nursing. These values provide the foundation and framework that guides curriculum development, teaching and learning practices, and all professional and personal interaction..

## Values

Compassion is a foundation of nursing practice and includes compassion toward patients, colleagues, students and all those who we encounter. Compassion encompasses

- Caring
- Respect
- Humility
- Trust
- Dignity

Integrity in professional and personal life is imperative for those who are nurses and those who aspire to practice nursing and should reflect

- Honesty
- Ethical behavior
- Trustworthiness

Professionalism: Nursing is a profession, and as such requires a commitment from each member in all aspects of their life to uphold the qualities of:

- Accountability
- Responsibility
- Competence
- Collegiality
- Teamwork

Excellence is a pursuit of the highest possible standard, is essential to professional nursing, and requires:

- Academic Rigor
- Adherence to Professional Standards
- Quality
- Lifelong learning

## Academic Advising Procedure

The academic advising procedure within the School of Nursing and Health Professions is as follows:

1. Each student will be assigned an advisor.
2. Faculty will receive an updated list of all advisees shortly after the start of semester.





consideration for admission. If a prelicensure transfer student is in good standing and earned a D or E in a required nursing course in a previous program that D or E counts as the first failure in MSU's program. Should that student make below a C in a second required nursing course at MSU, then the student will be dropped from the program. (Passed 10-2-09 Faculty meeting)

8. For BSN students, failure of a nursing elective course does not constitute a failure of a nursing course leading to program dismissal
9. If a student has withdrawn from one nursing course, failed one nursing course, or a course required for progression, a student must send a letter of intent to ASAC to reenter nursing courses based upon GPA, space available, and or completion of course progression.
10. If a student is not in nursing courses for a year, they may be required to repeat a completed course or courses.
11. Requirements for the student requesting a clinical withdrawal from the nursing program:
  - a) The student must provide documentation from a medical provider stating the reason for withdraw.
  - b) The student will be required to withdraw from the university and all courses.
  - c) The students must provide documentation of medical clearance or proof of resolution in order to be eligible for readmission.
  - d) Readmission will be on a space available and GPA.

16. Second degree Baccalaureate students and transfer students who are fully certified in



The following grading scale is applied to all BSN courses taught in the nursing program:

- A 92-100
- B 83-91
- C 74-82
- D 65-73
- E below 65

#### Clinical Evaluation Scale

Student performance in the clinical setting will be evaluated using an evaluation tool based on ANA Standards of Nursing Practice. Each course has adapted an evaluation tool to

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dishonesty, he or she should investigate the instance. The faculty member should then take appropriate disciplinary action.

Disciplinary action may include, but is not limited to the following:

- 1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).
- 2) Lowering the grade or failing the student(s) on the particular exercise(s) involved.
- 3) Lowering the grade or failing the student(s) in the course.

If the disciplinary action results in the awarding of a grade of E in the course, the student(s) may not drop the course.

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Discrimination Statement, this process must be suspended and the matter be directed to the Office of Institutional Diversity, Equity and Access

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#### Course Credit/Clinical Hours

The course credit clinical hour ratio in the BSN Program is 1 credit hour to 3 clinical hours. For example, in NUR 206 (cr) - 3 hours of lecture per week and 9 hours of clinical per week equals 6 credits given for the class.

#### Attendance

Classroom/Laboratory Experiences: Nursing is a professional program of study and students are expected to attend all classes and laboratory experiences. Students absent







### Cell Phone Use Policy

No cell phones will be used in patient care areas unless approved by the faculty or clinical preceptor. Failure to comply or reports of noncompliance via clinical facilities will result in clinical failure.

### Cell phone Use Policy Classroom

See class individual syllabi for direction regarding cell phone policy in the classroom.  
(Effective 10/20/22)

### Drug-Free Environment Policy

Students are expected to maintain and abide by the following drug-free environment policy and any affiliated institution policies.

1. No student will engage in the illegal use, distribution, possession, or sale of drugs.
2. No student will report to class, clinical or other student activities while impaired by intoxicants, nonprescription narcotics, hallucinogenic drugs, marijuana, or other prescription or nonprescription controlled substances.
3. No student will bring any intoxicants, controlled substances without a legal prescription, or illegal substances such as, narcotics, hallucinogenic drugs, or marijuana, into any facility (didactic or clinical), any call-

## Health Policies

All routine immunizations (including rubella and varicella or sufficient antibody titer) CPR, and T.B. testing must be documented prior to the first semester of nursing classes. Annual T.B. testing must be maintained throughout the nursing program. A form to be used for documentation (signed by the health care provider) is available at the MSU Nursing web page. Students must submit immunization records, CPR, and T.B. screening information each semester to nursing faculty in clinical courses including NUR 200. Students must follow clinical facility COVID vaccine or exemption requirements. Failure to keep immunizations, exemptions, insurance, T.B. skin testing, and CPR updated/current could result in failure of a clinical course.

Students in clinical areas may be required to have further screenings and/or treatment to ensure patient safety and adhere to institutional policy. Students are responsible for associated costs and must take responsibility for completing these requirements.

### Non-Discrimination Policy

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, religion, age, veteran status, or disability in employment or application for employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.

In particular and without limiting the preceding and pursuant to and consistent with the [redacted] et seq.; Section 504 of the Rehabilitation Act of 1973 and its regulations 34 CFR 104; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq., and its regulations 34 CFR 106 et seq; and the Age Discrimination Act of 1975 and its regulations 34 CFR 110, Murray State University does not discriminate on the basis of race, color, national origin, sex, handicap, or age in its educational programs and activities. This nondiscrimination in education programs [redacted]

Inquiries concerning the application of these provisions may be referred to: 1) the Executive Director of Institutional Diversity, Equity, and Access/ Murray State University Title IX Coordinator, Murray State University, 103 Wells Hall, Murray, KY 42071 Telephone: (270) 809-3155 Fax: (270) 809-8887; TDD: (270) 809-3361; Email: [msu.titleix@murraystate.edu](mailto:msu.titleix@murraystate.edu)

## Counseling Resources

As a college student, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily life. If you or someone you know is experiencing mental health challenges at Murray State University, please contact the Counseling Center. You can drop by the Center, which is located in C104 Applied Science, any time between 9:00 and 3:00, Monday through Friday, to speak with an on-counselor. You can also call the Center at 270-6851, email them at [msu.counselingcenter@murraystate.edu](mailto:msu.counselingcenter@murraystate.edu), or visit the website at [www.murraystate.edu/counselingcenter](http://www.murraystate.edu/counselingcenter). The services are free and confidential.

In a crisis situation, or after hours, please contact Murray Swfm [(A P)20 (o (e)4 (l)-2 495 13.8 )-5

2. Faculty will then monitor that student's progress on remediation. Students that fail to complete remediation will have ~~point~~ deduction from the final grade.

b. HESI Specialty testing:

1. Based on rubric score, if students score in the top percentile (900 or above) AND if they have a 74% test average after the final exam, the lowest unit exam score will be dropped and replaced with the HESI score.

2. For HESI specialty ~~exams~~, faculty may choose the better score achieved from the HESI conversion score OR HESI rubric for HESI test grade assignment.



≤ 699	<p>a. Student makes an appointment with faculty regarding the areas of weakness and develop a remediation plan.</p> <p>b. Student will select 150 questions in low content area</p> <p>c. Student will develop four 10 question custom quiz in Adaptive Quizzing in two content areas of weakness based on the HESI Exam Student Report and take quizzes in that content area until 80% is achieved.</p>
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\*\*Students that do not complete remediation will have a 0.5 deduction from the final grade. \* (Updated 5/15/23)

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### CLINICAL EXPERIENCES

#### Practice Parameters for Student Nurses

The Commonwealth of Kentucky has a mandatory licensure law. An individual cannot practice nursing without proper licensure by the Kentucky Board of Nursing. The Kentucky Board of Nursing (KBN) has issued an Opinion Statement regarding the practice of nursing in Kentucky. The Board of Nursing requires that students achieve a minimum of 80% on the nursing licensure exam. The Board of Nursing also requires that students complete a minimum of 100 hours of clinical experience.



facilities, students may be asked to show proof of vaccinations or other clinically required documents via the electronic document reporting system.

### Planning for Clinical Experiences

Faculty work with clinical agencies in advance to plan clinical experiences, thus students must follow a plan of study arranged with an adviser. Students who do not follow this plan, or who must repeat a nursing class will be accommodated on a space available basis.

Students should expect travel to clinical sites and are responsible for their own transportation, lodging (if required), and related costs. Furthermore, students are responsible for the cost of their own health care insurance and for health-related expenses. It is required that each student maintain current immunizations, TB testing, and American Heart Association CPR certification. Failure to keep immunizations, insurance, TB skin testing, and CPR updated/current could result in failure of a clinical course. Students must follow clinical facility requirements regarding COVID 19 vaccines or exemption submission.

During the final semester, students will be enrolled in a clinical practicum designed to facilitate the transition from school to practice. As students may be in clinical assignments throughout the week, it is necessary to have completed all nursing courses prior to the final semester. It is possible that some experiences off campus may be used, and students are advised to plan accordingly.

### Absences

Please notify your instructor at home the night before or the morning of your scheduled clinical day. If the instructor cannot be reached, the student is expected to call the assigned facility and report her/his absence, and the instructor should continue to notify the clinical instructor.

### Accountability

Students are responsible for arriving at the clinical agency on time and prepared for the day's activity. Failure to do so may result in exclusion from class or from clinical experience and/or failure.

### End of Shift Report

Students are expected to have a post conference with their instructor before leaving the clinical agency. Any pertinent information relating to the student's clients should be related to the agency personnel before leaving as this provides continuity of care. Reporting off provides the facility's caregiver the opportunity to ask questions of the student as the facility maintains responsibility of the client's care once the student leaves.

### Student Parking

Specific parking instructions relative to each agency will be given to students prior to the first clinical day.

### CPR Policy

American Heart Association CPR (cardiopulmonary resuscitation) certification for health care providers is a prerequisite for admission to the nursing program. It is the student's responsibility to maintain certification for the duration of the program. A copy of the student's certification card will be submitted to electronic document system. The certification card should also be carried to clinical sites by the student. If a student fails to maintain CPR certification they are not eligible to participate in clinical activities which can lead to failure of the course.

### Transportation

Students should expect to travel to clinical sites, and are responsible for their own transportation, lodging (if required), and related costs. Students are expected to provide their own transportation to clinical experiences in all nursing courses. Pooling with other nursing students is possible and will reduce costs but is not always available. In no event will the University or its employees assume responsibility for injuries to a student arising out of personal transportation whether provided by student, faculty member or outside individual.





## Bloodborne Pathogens Policy

Students of the SONHP at MSU must seek appropriate treatment, ~~follow~~ counseling after exposure to blood or body fluids.



## Sigma Theta Tau

The Murray State University Honor Society in Nursing held its charter ceremony on March 1, 1980. The Murray State University Chapter is known as Delta Epsilon and was the first official Chapter of Sigma Theta Tau in the Commonwealth of Kentucky. Membership in this organization is the highest academic honor in the profession of Nursing.

The purposes of this chapter are to:

1. Recognize superior achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Encourage creative work.
5. Strengthen commitment to the ideals and purposes of the profession.

Prospective members are invited to apply, are screened by the Eligibility Committee, recommended to the organization and upon acceptance are received by induction. Members are selected from those students who have completed at least one

1. Provides for communication between students and faculty.
2. Considers student issues and brings recommendations to the Faculty Committee.
3. Provides recommendations ~~to~~ the Student Ambassador program to assist in recruitment activities.
4. In concert with KANS, plans social events for the SON.
5. Report SPAR data to the committee and Faculty Committee for review.

B. Membership

The Committee will consist of four faculty members. There shall be one representative each from the BSN, ~~BSN~~, and DNP Programs.

C. Term

The terms are on an annual basis.

D. Chairperson

The Chairperson shall be assigned by the ~~com~~

### Undergraduate Academic Standards and Admissions Committee (ASAC)

The purpose of this committee is to direct the admission, readmission, progression, and retention of all undergraduate students

A. Functions

1. Review and recommend admission criteria for the BSN and ~~BSN~~ programs as needed and present them to the Faculty ~~Com~~mittee for approval.
2. Make decisions regarding BSN and ~~BSN~~ admissions, readmission, progression, and retention. Communicate decisions to students.
3. Report Systematic Plan of Assessment and Review (SPAR) data to the committee and Faculty Committee for Review.
4. Collect demographic data of BSN and ~~BSN~~ students.
5. Update recruitment literature, WEB site, application forms, handbook, etc. as needed to keep current.



## Membership

The committee shall consist of six faculty members and a Kentucky Association of Nursing Students (KANS) representative and a Student Affairs student representative.

### B. Membership

### C. Term

The terms are on an annual basis.

### D. Chairperson

The chairperson shall be appointed by the Dean.

## BSN Pre-licensure Curriculum Committee

The purpose of this committee is to provide oversight for the BSN pre-licensure curriculum in accordance with the SON mission, goals, and expected student outcomes. The committee will assure that the curriculum follows state regulatory requirements and accreditation standards.

### A. Functions

1. Plan, implement, and evaluate the pre-licensure BSN curriculum.
2. Present proposed curricular to the Faculty Committee for approval.
3. Review and revise materials relevant to the pre-licensure BSN curriculum.
4. Interact and collaborate with other university departments as needed to assure curricular quality.
5. Report SPAR data to the committee and Faculty Committee for review.
6. Assume leadership in stimulating faculty discussion of curricular trends.

### B. Membership

Faculty members shall have teaching responsibilities in the BSN curriculum. Membership shall be representative of the undergraduate curriculum. Two undergraduate students solicited from the KANS organization will serve as members of the committee.

### C. Term

The terms are on an annual basis.

## RN-BSN Curriculum Committee

The purpose of this committee is to provide oversight for the RN-BSN curriculum in accordance with the SON mission, goals, and expected student outcomes. The committee will assure that the curriculum follows state regulatory requirements and accreditation standards.

### A. Functions

1. Plan, implement, and evaluate the RN-BSN curriculum.
2. Present proposed curricular changes to the Faculty Committee for approval.

4. Interact and collaborate with other university departments as needed to assure curricular quality.
- 5.

The selection will be by secret written ballot. The ballots will be placed in an envelope, sealed, and given to the BSN Program Director. The selection will be announced during the Recognition Ceremony and an engraved plaque will be given to the honoree.

## GRADUATION

A candidate for graduation is required to obtain the application for degree and other materials for graduation from the office of the registrar. This takes place the semester before graduation. The student's adviser should be of aid in completing the degree application. This application procedure is the responsibility of the student.

### Commencement

Murray State University conducts a Commencement Ceremony each semester. The date and time are printed in the schedule of classes and is available on the MSU website. Information regarding Commencement is available both from the School of Nursing and Health Professions and University Administration. The School of Nursing and Health Professions strongly encourages every graduate to attend Commencement. Academic regalia and invitations are available through the University Bookstore.

### Baccalaureate and Graduate Degrees Recognition Ceremony

As a celebration of student accomplishment, a ceremony is held at the end of each semester recognizing students completing the Baccalaureate and graduate degrees in Nursing. Students are recognized for outstanding scholastic achievement and leadership in school and professional organizations. Students receiving other school honors or awards are recognized.

The B.S.N. and graduate students wear academic robes without caps. The highlight of the program for the Baccalaureate graduate is giving the school pin. Graduate candidates are awarded the appropriate hood. Parents and friends are invited to attend and share this occasion with the graduates.

The administrative assistant plans the recognition ceremony with informational input from the graduating senior and graduate degree classes.

## LICENSING EXAMINATION PROCEDURE

Licensure as an RN in any state requires that the applicant sit for and pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) developed by the National Council of State Boards of Nursing (NCSBN) and administered through Pearson Vue. Information regarding the NCLEX-RN as well as instructions for application and resources available to the candidate can be found at: <https://www.ncsbn.org/nclex.htm>

The following guidelines will assist with the examination and licensure procedure:

1. Obtain National Council Licensure Examination NCLEX-RN booklet from the NCSBN web site. State board of nursing licensure forms are available on the

APPENDIX A

Applicants for Licensure with Criminal Convictions  
MANDATORY REPORTING  
OF CRIMINAL CONVICTIONS

State law requires that licensed individuals report criminal convictions to the Kentucky Board of Nursing within thirty (30) days of the conviction, KRS 314.109. Kentucky Board of Nursing

Administrative Regulation 201 KAR 20:370, application for licensure and registration, also require applicants to report criminal convictions and states what must be submitted when reported. This brochure addresses the most commonly asked questions by individuals with criminal convictions. For additional information, contact the Board office or visit our website.

KENTUCKY BOARD OF NURSING

312 Whittington Pkwy, Suite 300

Louisville, KY 40222-5172

1-800-305-2042 or 502-429-3300, Ext. 238 or 243

<http://kbn.ky.gov>

Will KBN verify my criminal history?

Yes. KBN requires a criminal history search on licensure applicants which may include an FBI fingerprinting analysis. The record search is NOT the official court record. Discrepancies related to criminal convictions or failure to report a criminal conviction will delay the processing of the application.

What criminal convictions must I report to KBN?

The Kentucky Board of Nursing requires that applicants for licensure report all criminal convictions, including those that are sealed, expunged, or pardoned, to the Board of Nursing. This includes convictions for crimes involving moral turpitude, crimes involving the health, safety, or welfare of the public, and crimes involving the financial interests of the public. For more information, please contact the Board of Nursing at 502-429-3300 or visit our website at <http://kbn.ky.gov>.

How do I know whether I've been convicted of a crime?

You have been convicted if you have pled guilty to, entered an *Alford* plea or *Contendre* plea, or were found guilty of a criminal offense in any court. You should contact the court to determine whether the conviction was a violation, misdemeanor or felony offense.

Will my conviction make me ineligible for a nursing license?

Not necessarily. The statute states that KBN may take ~~action~~ criminal convictions that bear directly on an individual's qualifications or ability to practice. 2 Tw -(l)-2 (ur)3 ( )]TJ sIT6.1 h rnTc





Do I report the conviction if it has been expunged?

You do not need to report convictions that have been removed from your record as a result of a formal court ordered expungement. You must check with the court to make sure it was actually expunged before answering "NO" to the conviction question on your application.

Do I report a conviction that has been appealed?

You should report the conviction to KBN and let KBN know that the case has been appealed.

How will my conviction be reviewed?

There are three methods of criminal conviction review: 1) Staff Member Review; 2) Board Member Review; and 3) Credentials Review Panel. For criminal convictions that meet the criteria for the staff or Board review process, a Board member or KBN staff person will review the application and other information concerning your criminal conviction history. The Board member or staff person will consider the nature of the crime, the circumstances and length of time since the conviction occurred, and whether the conviction would have a bearing on your ability to practice nursing. A determination will be made to approve your application, request additional information, request a personal interview with you, or refer the matter to the Credentials Review Panel. The Credentials Review Panel is a panel of three Board members that meet monthly. The panel reviews the submitted information and decides to approve the application, request additional information, recommend terms for licensure, or recommend that a hearing be held. It may take up to three or more months to review your information depending upon various factors, including the completeness of the information you submit regarding the conviction. You may be contacted by mail if additional information is needed.

When will I be able to sit for the licensure examination?

You will not be eligible to take the National Council Licensure Examination (NCLEX) until KBN has made a final determination about your conviction. All other requirements for entrance to the examination must also be met prior to testing.

When will I receive a temporary work permit?

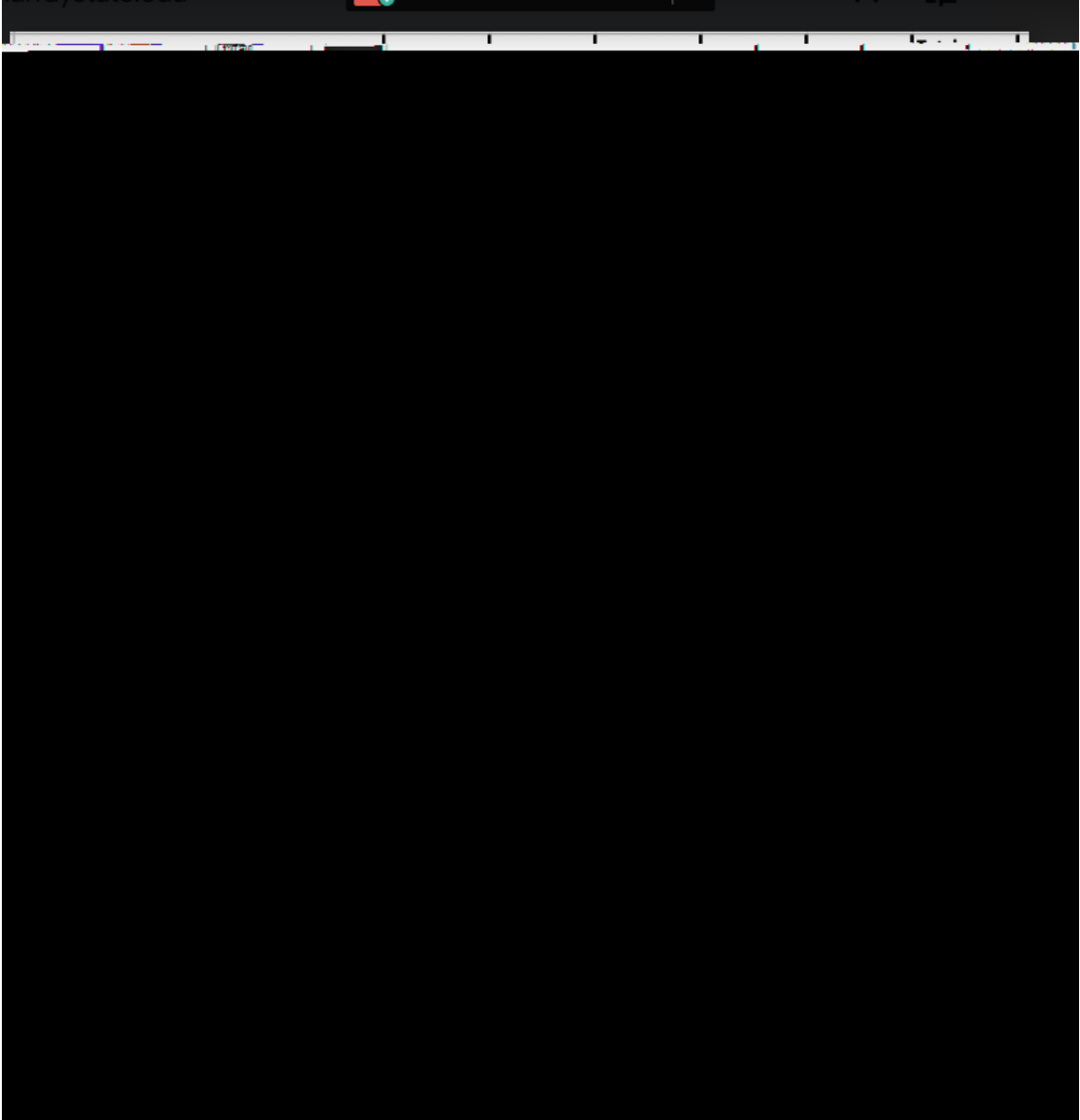
If you are applying for licensure by endorsement, you will not be issued a temporary work permit until KBN has made a final determination and all other requirements for the temporary work permit have been met. Temporary work permits are no longer issued for applicants for licensure by examination.

What if KBN previously reviewed my conviction?

You should attach a letter of explanation to the application to alert KBN staff about previous KBN review, and to affirm that you have no additional criminal convictions to report. Contact the KBN for more information.

APPENDIX B

BSN Estimated Expense Sheet



## APPENDIX C

### Verification of Acknowledgement and Acceptance of the Policies and Procedures Set Forth in the BSN Nursing Students' Handbook

Printed below is the verification of acceptance and acknowledgment of the