CONNORS STATE COLLEGE
NURSING PROGRAM

Effective January 5, 2018
NURSING STUDENT HANDBOOK

Program Approval and Accreditation Status
CSC Program Code (24400500)

The Associate Degree in Nursing Program at Connors State College is approved by the Oklahoma Board of Nursing, 2915 North Classen Blvd., Suite 524, OKC, OK 73106 (405) 9621800. The program prepares a graduate to be eligible to take the National Council Licensure Examination for licensing as a registered professional nurse.

The Associate Degree in Nursing is currently accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 500, Atlanta, GA, 30326. Phone: (404) 975-5000 Fax: (404) 975-5020

Nursing Department Phone Number: (918) 684-5436   Web: www.connorsstate.edu/nursing
Address: 2501 N 41st Street East, Muskogee, OK 74403

Welcome from the Nursing Faculty and Staff

Dear Nursing Student,

The faculty and staff want to welcome you to our nursing program.

Connors State College's Nursing Program is a great place for you to prepare for a career as an Associate Degree Nurse. Believing that each student is unique, the nursing faculty strive to assist each student to achieve their individual potential. Office hours are posted and appointments can be made by calling (918) 684-5436. An open-door policy is maintained for immediate concerns.

The program is based on End of Program Student Learning Outcomes (EPSLO's) that are carried throughout the program. These will assist you in knowing what is required for successful completion of the program. Nursing is dynamic and based on physical, psycho-emotional, social, spiritual, and cultural concepts. This framework is supported by the application of scientific theory, the mastery of technical and behavioral skills; and, a sensitive approach to care giving which requires a commitment to human welfare. You will use this knowledge to assist man in adapting to and understanding wellness and illness. Caring and experienced faculty are available to assist you in gaining this knowledge.

We look forward to interacting with you during your time in the nursing program. We will share in your happiness as you are awarded your Associate of Applied Science Nursing degree and your nursing pin, and we hope that you will remember Connors State College as the starting point of your professional nursing care.

With warm wishes,

The Associate of Applied Science Nursing Faculty and Staff

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♦ DISCLAIMER STATEMENT

This Nursing Student Handbook contains important policies, procedures, and guidelines that all faculty and students are expected to follow. This handbook, along with the Connors State College Student Handbook is the primary sources of policy information. Faculty and students are expected to be familiar with the materials contained in these documents and to conduct themselves accordingly. Students should address any questions concerning this document to their faculty or to the Program Director.

It is accurate at the time of printing but is subject to change from time to time as deemed appropriate by the nursing program in order to fulfill its role and mission or to accommodate circumstances beyond its control. No materials, however complete, can possibly anticipate every circumstance that a student or faculty member may encounter. Consequently, in implementing the policies, guidelines, procedures, and guidelines set forth in this handbook, faculty, will from time to time, is required to exercise appropriate professional judgment in managing situations as they arise. Students, by following the Chain of Command, should address any questions or concerns through the Chain of Command process: Faculty, Program Director, and Vice -President of Academic Affairs.

The nursing program reserves the right to terminate programs or modify program requirements, content, schedule, delivery methods, and the sequence of the program offerings from semester to semester for educational, financial or other reasons beyond the control of the college or nursing program.

Policies and procedures specific to the Nursing Program are outlined in the Nursing Student Handbook. Students are also responsible for knowing information contained in their syllabi regarding course specific policies and procedures. Changes and updated communication is provided to students via the learning management system, *Blackboard* and/or through their CSC e-mail.

CONNORS STATE COLLEGE
NURSING PROGRAM

MISSION

The mission of the Connors State College Nursing Program is to promote excellence in an associate degree nursing education by providing quality learning, service and leadership experiences designed to prepare a diverse student body for registered nurse licensure that will enable them to succeed in a global society.

PHILOSOPHY

The faculty of the Department of Nursing function as an integral part of Connors State College and in accord with the mission and core values of the college.

The goal of the program of nursing is to provide residents of this community quality career education for licensure as registered nurses which will enable students to succeed in a global society.

The faculty believes **_MAN_** has physical, psycho-emotional, social, spiritual, and cultural needs that fluctuate throughout the life span. Man, although unique, has similar basic needs that follow a sequential and predictable developmental pattern. In an attempt to meet the specific needs necessary for growth and development, the individual continuously interacts with a dynamic environment and requires constant adaptation to achieve optimal health. Nurses recognize the individual's influential factors that affect health and provide care within the context of family, significant others, community, and the society.

The faculty believes that **_HEALTH_** is a dynamic state of physical, psycho-emotional, social, spiritual, and cultural well-being. Health is not a constant state but fluctuates on a wellness-illness continuum, based on the individual's ability to maintain his/her optimal level of wellness. Man's unique strengths and positive attributes afford the potential for adaptive responses to internal and external stressors, thereby maintaining an optimal state of health. When the individual is functioning and adapting effectively, he/she may be considered well. When the individual's ability to adapt effectively becomes impaired, his/her position on the wellness-illness continuum moves toward illness, and the individual may need to enter the health care system for more aggressive assistance. The desire for optimal health may motivate man to seek out the health care system to effect prevention of illness and promotion of wellness.

The faculty believes **_NURSING_** is a practice discipline and provides a caring service to all age levels directed at prevention of health problems, maintenance of health, care of the sick, restoration to optimal health, and provision for a peaceful death. We believe that nursing is also an applied science which incorporates social and scientific principles from the liberal arts and sciences as a basis for providing care to the individual and family.

Nursing, as a profession, seeks to assist individuals and groups to meet basic human needs. Nursing care is directed toward reducing or removing stressors and enhancing the

adaptive potential of the client. The need for nursing care is initiated by the client's potential, or actual, maladaptation to stressors and the inability to meet his/her needs.

Nursing care to promote the adaptive response of the client is based on the use of the nursing process. This process is supported by application of theory, critical decision making (critical thinking), mastery of psychomotor skills, and a caring approach that requires a commitment to human well-being. Professional nursing includes a system of values and ethics that is expressed through the American Nurses Association (ANA) Scope and Standards of Practice, ANA Code of Ethics, and the Oklahoma Nurse Practice Act.

**NURSING EDUCATION** consists of content that has been gleaned from the competencies and skills required in the practice setting for the role of the ADN nurse. Nursing education is a complex discipline, incorporating concepts from other disciplines to build a broad base from which to practice. In response to this belief, nursing education is best suited in an institution of higher learning.

The faculty assumes responsibility for development and implementation of the curriculum and for measuring the program and educational outcomes of the curriculum. The role of the faculty is to facilitate learning by creating an environment that is conducive to learning. This is accomplished by providing experiences that meet the individual learner needs, by allowing freedom of expression, and by stimulating curiosity.

The faculty believes _**LEARNING**_ is a dynamic process which occurs within the learner. It is the acquisition and synthesis of knowledge resulting in a behavioral change necessitating active participation on the student's part to enhance the process as a self-directed learner. The faculty utilizes adult learning principles to create learning experiences that build on the students' previous knowledge base and progress from the simple to the complex. Multiple and innovative teaching methods are used to augment learning and meet individual learning styles. The nursing student is an active participant in the learning experience and incorporates the values of personal and professional development as a lifelong learner. Evaluation is the process utilized to determine the extent of the learning. Faculty believe that ongoing evaluation must be a shared process between the teacher and student to insure clear understanding of the expectations related to the nursing role.

The faculty believes that the graduate of an Associate Degree Nursing Program must be able to practice within five roles as defined in the Oklahoma Board of Nursing's *Educational Outcomes of Associate Degree Nursing Programs: Roles and Competencies* by Educational Level.

As a _**provider of client-centered care**_, the graduate of the Connors State College Nursing Program uses the nursing process as a basis for critical decision-making as a caregiver, advocate, and teacher to clients across the life span. The faculty believes it is essential that the graduate have current knowledge in nursing concepts, skills, and communication techniques in order to make sound nursing decisions, to implement therapeutic nursing interventions, and to practice competently.

As a _**member working within interdisciplinary teams**_, the graduate of the Connors State College Nursing Program is committed to professional growth, continuous learning, and self-development. The faculty believes it is essential that the graduate understands ethical standards

and the legal framework for practice in order to collaborate effectively with the client, significant support person(s) and health care team to achieve positive outcomes.

The graduate from Connors State College Nursing Program will ***utilize evidenced-based practice*** to identify new and existing knowledge for application of relevant research to improve health care and advance the profession. The faculty believes it is essential that the graduate have current knowledge in nursing concepts, skills, and communication that involves collecting, synthesizing, analyzing, and interpreting data to improve client care and client safety.

The graduate will ***apply quality improvement principles*** to assure delivery of safe and competent client care. Safety outcomes use National Patient Safety Goals (NSPG) for client care, staff scheduling, and regulation for work flow. To assure quality care, the graduate participates in and utilizes research from quality improvement studies to improve client care.

As a ***user of informatics,*** the graduate of Connors State College Nursing Program will use information technology for improvement of client care and client safety. The faculty believes it is essential that the graduate have current knowledge in nursing concepts, skills, and communication to understand practices and teaches all aspects of client confidentiality pertaining to informatics.

Additionally, the graduate of Connors State College Nursing program functions as a ***manager of care***, when facilitating and coordinating nursing care for client(s) and groups of clients using management principles. To be competent in the role as manager of care, the faculty believe the graduate must possess the knowledge, skills and communication techniques necessary to make decisions regarding priorities of care, delegation, efficient use of time and resources, and when to seek assistance from more advanced nursing practitioners.

♦ PROGRAM OUTCOMES

1. NCLEX-RN pass rate will be at least 80% for **all** first-time test-takers during the same 12-month period.

2. Within one year of graduation, 90% of respondents surveyed who sought employment are working as registered nurses in a variety of health care settings.

3. Seventy percent (70%) of students will complete the program within 200% of the stated program length beginning with enrollment in the first nursing course.

♦ END OF PROGRAM STUDENT LEARNER OUTCOMES

The graduate of Connors State College with an Associate Degree of Applied Science in Nursing will demonstrate the following:

1. *Provide patient-centered* care by performing evidenced based nursing interventions, including teaching, that are appropriate for diverse patient populations across the life span within healthcare settings.

2. Participate as a *member within interdisciplinary* teams to foster communication, respect, and shared decision making, using ethical standards and the legal framework for practice to collaborate effectively with patients, significant support person(s), and healthcare teams to achieve positive outcomes.

3. Utilize *evidenced-based practice* to plan, coordinate, implement, and evaluate nursing care to improve patient care safety in the healthcare setting.

4. Apply *quality improvement* principles and national patient safety resources to assure the delivery of safe and competent patient care.

5. Apply *information technology* to ethically manage data, communicate effectively, and improve patient care and safety.

6. Accept accountability for nursing practice as a *manager of care* and responsibility for *professional growth*.

1. EDUCATIONAL PARTNERSHIP

♦ **LEARNER RESPONSIBILITY**

- Participate actively in the learning and evaluation processes
- Integrate and apply previously learned knowledge
- Examine underlying assumptions
- Communicate effectively
- Use technology to support outcomes
- Implement decisions derived from theory and research
- Apply evidence based practice
- Collaborate as a member of a team
- Demonstrate professional integrity

♦ **FACULTY RESPONSIBILITY**

- Facilitate and support student success in the pursuit of knowledge
- Pursue excellence in nursing practice through evidence based teaching
- Recognize the varying backgrounds, skills, and learning styles of students
- Foster the development of nursing judgment
- Provide an environment conducive to active learning
- Demonstrate and role model professional integrity
- Participate regularly in scholarly activities
- Provide formative evaluation by giving regular feedback

2. COURSE OVERVIEWS AND LEARNING EXPERIENCES

The nursing theoretical content requires students to relate information from required courses to the process of interpreting client data and planning effective interventions. To develop critical thinking and the application of the nursing process, a variety of learning experiences and teaching strategies are utilized which includes patient simulations, case studies, and cooperative learning. Since the application of nursing knowledge to nursing practice requires more than just learning a specific skill or task, students are asked to demonstrate problems and action with appropriate rationale; address individual patient differences; review legal and ethical considerations; and teach others how to perform the necessary skills. These behaviors require utilization of critical thinking and application of the nursing process.

Courses are designed to progress sequentially from the application of simple concepts to complex concepts. Each course sequence has learning objectives designed to assist students in meeting the requirements of the Connors State College's Associates of Applied Nursing Program.

NURS 1117 Foundations in Nursing - Hybrid

Skills Lab/Clinical/Communication Lab. This course introduces the student to the roles of the nurse as a provider of care, a manager of care, and a member within the discipline of nursing. As a provider of care the student learns to assist the geriatric patient to meet his/her needs when health fluctuates on the wellness-illness continuum. An overview of the nursing process is presented as a method for planning care for patients throughout the life span. Emphasis will be placed on establishing nurse/patient relationships and therapeutic communications. Skills associated with the role of the nurse are the primary focus.

NURS 1132 Mathematics for Nurses - Hybrid

Prerequisite: Concurrent enrollment in NURS 11117 Foundations of Nursing.
Math for Nurses is designed to introduce the nursing major to the mathematical skills essential for calculating medication dosages. Content includes conversion between metric and household systems of measurement; calculation of oral and parenteral dosages; intravenous flow rate calculations; pediatric calculations; and critical care calculations.

NURS 1228 Adaptations of the Family – Hybrid

Prerequisite: NURS 1117 – Foundations of Nursing and NURS 1132 – Math for Nurses. NURS 1228 must be taken concurrently with NURS 1223 Clinical Practicum. Students will acquire knowledge of the nursing process in the practice of safe nursing care of families experiencing childbearing, childrearing, and selected medical/surgical problems. Focus will be placed on meeting basic needs and applying developmental theory. The role of the student as a member within the profession will be expanded through recognition of accountability for nursing practice and identification of the need for personal/professional development.

NURS 1223 Clinical Practicum

Prerequisite: NURS 1223 Clinical Practicum must be taken concurrently with NURS 1228 Adaptations of the Family. Clinical experiences provide students with the opportunity to apply the nursing process in caring for patients and families experiencing childrearing, childbearing, and selected medical-surgical problems.

NURS 2223 Transitions to Professional Nursing – Hybrid – (Career Ladder Program)

Prerequisite: Acceptance into the Career Ladder program. This course is especially designed to provide career mobility for the eligible licensed practical nurse and/or paramedic. The course provides an introduction to the nursing process with a focus on man's adaptation to meet his basic needs. Professional nursing skills will be developed through special emphasis on communication, the role of the professional nurse, legal accountability, nursing ethics, and role change. The course content also introduces the nursing major to the mathematical skills essential for calculating safe medication dosages (SP)

NURS 2137 Maladaptive States I – Hybrid (Traditional Program and Career Ladder Program)

Prerequisites: NURS 2223 – Transitions to Professional Nursing or NURS 1228 – Adaptations of the Family AND NURS 1223 – Clinical Practicum. By amplifying on the application of the nursing process, the student will utilize theoretical knowledge and clinical skills to meet the physical, psycho-educational, social, spiritual and cultural needs of individual adults experiencing medical-surgical and psychiatric disorders. Theory related to an expanded assessment is presented and emphasis is placed on the students functioning more independently when providing patient care within an interdisciplinary framework. Professional growth and personal accountability are stressed throughout the course.

NURS 2133 Clinical Practicum I - (Traditional Program and Career Ladder Program)

NURS 2133 must be taken concurrently with NURS 2137 Maladaptive States I. The course utilizes theory content from NURS 2137 Maladaptive States I. Theory and campus laboratory skills enable the student to plan and provide care for patients with acute and chronic illnesses in clinical setting.

NURS 2247 Maladaptive States II - Hybrid (Traditional Program and Career Ladder Program)

Prerequisites: NURS 2133 – Nurse Practicum I and NURS 2137 – Maladaptive States I. This course focuses on the provisions of advanced care for adult patients in complex settings. The student will demonstrate an internalization of the nursing process in the coordination of care for individuals and groups of client patients. In the roles of provider and manager of care, the student will be provided the opportunity to practice accountability for own nursing judgments and actions.

NURS 2243 Clinical Practicum II - (Traditional Program and Career Ladder Program)

NURS 2243 must be taken concurrently with NURS 2247. Selected clinical laboratory experiences provide management and critical care opportunities for the student to apply concepts, principles, and skills acquired in related theory classes.

NURS 2252 Trends and Issues in Nursing – ONL (Traditional Program and Career Ladder Program) Prerequisites*: NURS 2137 – Maladaptive States I and concurrent enrollment in NURS 2247 – Maladaptive States II.* The student will use the nursing process to analyze current trends and issues in nursing influencing nursing. The course will examine the impact of social and scientific changes in relation to the nursing profession and discuss ethical and legal issues; analyze concepts common to effective leadership and management; and explore the status of nursing research in a seminar format.

3. ASSOCIATE OF APPLIED SCIENCE IN NURSING CURRICULUM

GENERAL EDUCATION REQUIREMENTS		CREDIT HOURS: 30	
English	6 cr	ENGL 1113	English Composition I
		ENGL 1213	English Composition II
American History	3 cr	HIST 1483	US History to 1865 or
		HIST 1493	US History since 1865
US Government	3 cr	POLS 1113	Am. Fed. Government
Support & Related Courses	18 cr	PSYC 1113	General Psychology
		FCSE 1213	Introduction to Nutrition
		BIOL 1314	Anatomy & Physiology I
		*BIOL 1324	Anatomy & Physiology II
		*BIOL 2124	General Microbiology
RECOMMENDED ELECTIVES			
	3 cr	NURS 1003	Medical Terminology
	3 cr	MATH 1513 or	College Algebra **or**
		MATH 1473	Applied Mathematics
	3 cr	COMS 1133	Fundamentals of Computer Usage
	5 cr	*CHEM 1315	Chemistry I
	2 cr	NURS 1002	Success In Nursing Education
	6 cr	HUMN	Humanities (2 courses)
	3 cr	*STAT 2013	Elementary Statistics
PROGRAM REQUIREMENTS CREDIT HOURS: 42			
# *Nursing	7 cr	NURS 1117	Foundations of Nursing
	2 cr	NURS 1132	Math for Nurses
		NURS 1113	ONL-Study of Diseases and Disorders (*Elective with NURS 1117*)
	8 cr	NURS 1228	Adaptations of the Family
	3 cr	NURS 1223	Clinical Practicum
		NURS 1112	ONL-Lab and Diagnostics (*Elective with NURS 1228*)
	7 cr	NURS 2137	Maladaptive States I
	3 cr	NURS 2133	Nurse Practicum I
		NURS 1232	ONL-Pharmacology (*Elective with NURS 2137*)
	7 cr	NURS 2247	Maladaptive States II
	3 cr	NURS 2243	Nurse Practicum II
	2 cr	NURS 2252	Trends & Issues
LPN/Paramedic to RN Career Ladder		#*NURS 2223	Transition to Professional Nursing
*Course has pre-requisite (See course description section of catalog) #Require acceptance into the Nursing Program		**MINIMUM TOTAL CREDIT HOURS: 72**	

Students desiring an Associate of Science degree will need the following courses in addition to those listed for the Associated of Applied Science in Nursing: Humanities (6 hours); College Algebra (3 hours) Microcomputers or Fundamentals of Computer Usage (3 hours)

4. CONNORS STATE COLLEGE'S NURSING PROGRAM CONSIDERATIONS

It is expected that students will be pro-active in their own learning process. To encourage student success you should consider:

1. Home commitments: It is demanding to meet the needs of a family while carrying a full college schedule. Course schedules may require evening and weekend hours, and clinical shifts are up to nine (9) hours.

2. Work commitments: Work requirements may interfere with student success. Full-time and part-time work schedules may make academic success difficult.

3. Health requirements: you are required to submit an up to date health record prior to registration of NURS 1117 and prior to NURS 1228, NURS 2137, and NURS 2247. The health requirements are necessary to meet the expectations of each clinical agency. The deadline to submit the entire health requirement is prior to the start of the appropriate course as noted in acceptance letter, course welcome letter, or re-admission letter. Students returning to the program will need to have their health status and other records up to date to ensure students can meet the requirements of the clinical setting. Proof of this documentation must be uploaded into CastleBranch

4. (CSC nursing program health records management system).

5. Students are expected to have a valid Healthcare Provider CPR card provided by the American Heart Association Health (AHA), which must include adult, child and infant CPR.

6. Students are required to have a Certified Criminal Background Check completed prior to the start of NURS 1117. If the Criminal Background check is positive there is not guarantee of acquiring a license from the state of Oklahoma. **NOTE**: If there is a lapse in enrollment from the nursing program for one year or more, the student will be responsible for completing the Criminal Background check and urine drug screen again.

7. Computation skills: Preparation and administration of medications requires an ability to accurately and quickly compute dosage calculations. Weakness in application of the four basic mathematical operations (addition, subtraction, multiplication, and division) should be remedied prior to admission to the program. Please contact the Success Center for math assistance.

8. Students will be assigned to clinical sites at the beginning or the end of each semester. Clinical assignments will not be changed after receiving the clinical assignment.

****Clinical sites and times may change due to an institutions inability to host Connor's nursing students. Clinical requests are sent months in advance for confirmation. In some instances, agency changes have occurred just prior to the start of school. ****

 ****The first day of class may not be the same as what is listed in Blackboard (BB). The first day that class's resume on campus is the start of the session. This may mean that students are in clinical orientation prior to class session. ****

5. PHYSICAL AND MENTAL REQUIREMENTS FOR PARTICPATION IN THE DEPARMENT OF NURSING

The following essential physical and mental requirements are necessary to be considered for admission into and progression through the Connors State College Nursing Program but are not limited to:

1. The ability to lift weights of up to 35% of recommended body weight independently.
2. The ability to move around the clients' rooms and in work areas to administer various procedures.
3. Visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and accurately read monitors.
4. Auditory acuity sufficient to hear instructions, requests, and monitoring alarms, and to auscultate heart tones, breathe sounds, and bowel sounds.
5. The motor ability necessary to manipulate equipment and supplies and to utilize palpation and percussion in client assessment.
6. Communication abilities sufficient for interactions with others in verbal and written form such as explaining treatment procedures, initiating health teaching, documenting and interpreting nursing actions and client responses.
7. The ability to communicate in a professional manner, establish rapport with clients and colleagues, use problem solving skills, and function effectively under stress.
8. Perform within a crisis situation providing care to meet physical, emotional, or psychosocial needs of the patient/client
9. Critical thinking abilities sufficient for clinical judgment to identify cause/effect relationships in clinical situations.

6. ESSENTIAL JOB FUNCTIONS FOR CLINICAL ROTATIONS

Physical activities required to complete essential functions of the position:

- **Standing/walking:** Standing and walking is required for the majority of time spent in the clinical area (6-12 hours). Standing in one position is required while performing certain aspects of patient care. Walking occurs on vinyl, tile, linoleum, or carpeted floors.
- **Sitting:** Sits while charting or entering data into computer. May sit while receiving/ giving verbal report at start/end of shift. May also sit during breaks and meal period. Total sitting is less than two hours for each eight-hour shift, depending on clinical assignment.
- **Lifting:** Regularly lifts medical supplies, medications, patient supplies or patient charts, weighing up to ten pounds. Also lifts CPR equipment and other medical equipment weighing at least 50 pounds. Required to assist in lifting and transferring patients of varying weights and is expected to request assistance when lifting, ambulating and repositioning patients. Must be able to support at least 75 pounds to reposition, transfer, and ambulate patients safely.
- **Carrying:** Occasionally carries certain medical equipment weighing up to 50 pounds.
- **Pushing/Pulling:** Pushing/pulling 71-100 pounds is required when administering patient therapy and care, as well as when pushing equipment such as oxygen tanks and monitors, and when transporting patients in wheelchairs, beds, or gurneys. Pushing required at 3.5 pounds of pressure when administering CPR. Full manual dexterity of both upper extremities required.
- **Bending:** Required when administering patient care. Must be able to bend to touch floor to remove environmental hazards.
- **Reaching:** Reaching above head required when performing aspects of care such as hanging and adjusting IV bags.
- **Squatting/Kneeling:** Required when operating medical equipment and performing aspects of patient care, such as CPR.
- **Speaking:** Must be able to clearly speak English to communicate, assess and educate patients/families. Must also be able to communicate verbally with physicians and other professionals involved in patient care.
- **Hearing:** Must have normal hearing (aide permitted) in order to perform physical assessments, including listening with a stethoscope for bowel, heart, and lung sounds. Must also be able to hear to detect subtle yet critical information regarding patient condition including alarms and to communicate with physicians and other professionals involved with patient care. Normal hearing required for discussion with others by telephone.
- **Visual Acuity:** Required within normal limits (glasses or contacts permitted) for monitoring equipment, reading medical data, preparing and administering

medications and injections, performing physical assessments of patients including subtle changes in color.

- **Depth Perception:** Required for fine tasks such as administering injections, sterile catheter insertions (urinary, IV), nasogastric tube insertions.
- **Fine Motor Skills:** Must have fine motor skills of all fingers and be able to grasp and control medical equipment and to perform precise procedures such as sterile dressing changes. Must be able to grasp objects such as a pen to prepare handwritten reports.
- **Tactile Sensation:** Must be able to assess patients through palpation with fingers and hands; must be able to distinguish warm/cold and be able to feel vibrations.
- **Smell:** Must have normal sense of smell to detect odors indicating unsafe conditions or changing patient status.
- **Driving Required:** Students are responsible for their own transportation to and from affiliating clinical agencies.

7. PROGRESSION

To progress and graduate from the program, a student must maintain a "C" or better in all required nursing courses, general education, and support courses. Students must also achieve "Satisfactory (S)" ratings on clinical objectives described in the Clinical Evaluation Tool for clinical experience. Also, required skills in the laboratory setting must be satisfactorily mastered. Nursing students who are identified at risk will be counseled and encouraged to develop a plan for success. Advanced standing credit earned by LPN and Paramedic students will be submitted to the registrar when attending 4th semester.

♦ **GRADING SCALE**

A = 91.5 – 100 %
B = 83.2 – 91.4%
C = 74.9 – 83.1%
D = 66.6 – 74.8%
F = 66.5% and below

♦ **CONCURRENT THEORY AND CLINICAL COURSES**

One of the standards required by the Oklahoma Board of Nursing is that "Classroom content shall be taught currently with or prior to related clinical experiences". The curriculum of the CSC nursing program is designed to meet this requirement. Clinical objectives correlate with theory objectives so that students can experience a practical application of didactic material. To meet these objectives, students must be involved in **both** classroom and clinical activities. It is not possible to satisfactorily meet the objectives of only one component. For this reason, if a student has to repeat a semester, he/she must enroll in both theory and clinical components, regardless of whether a passing grade has been earned in one component previously.

Because of the close correlation between clinical and theory objectives, the faculty are concerned about patient safety when a student is not demonstrating an understanding of theory. ***Therefore, if a student has an "F (66.5%)" for a theory grade average at mid-term, or thereafter, or if the clinical evaluation is unsatisfactory, it is not considered safe for the student to continue attending clinical, and the student is expected to withdraw from the course.*** He/she will be allowed to continue auditing the theory component of the course, if desired, in order to promote success when the course is repeated.

♦ **STARS (Subject Test Assessment Resource Service) – Kaplan Nursing**

To aid in the progress and success of our students, while lowering our program's attrition rate and strengthening the NCLEX-RN pass rate, Connors Nursing Program utilizes STARS, Kaplan Nursing's online integrated testing program for nursing schools. STARS is comprised of a series of tests designed to evaluate the knowledge of students in a basic nursing curriculum leading to RN licensure. The results enable nursing faculty to identify students with

knowledge deficits in specific content areas so that early intervention can positively influence student outcomes. It is important that students remediate questions they missed on each individual secure exam.

STARS (Kaplan) assignments and tests are outlined in the course syllabus and/or course calendar. Failure to complete assignments and tests as assigned will result in not meeting the requirements of the program.

To encourage preparation and performance on the exams, bonus points for scores will be given at the end of the semester as follows.

55th - 64th percentile	3 points
65th - 74th percentile	6 points
75th - 84th percentile	9 points
85th - 100th percentile	12 points

Bonus points from Kaplan scores are only added in at the end of the semester, if the students' overall average is passing ($\geq$ 74.9). Exam average must be passing before Kaplan bonus points are added and the final course grade is calculated. Bonus points can raise a students' course grade from a C to a B or from B to an A, but never from a D to a C.

A Nursing School Success section is available to students during their entire enrollment in the program. Students can access How to Study and a Dosage and Calculation Workshop. Students are encouraged to use these resources throughout their time in nursing school. Kaplan Focus Review Tests are non-secured banks of questions that the student may use for practice to enhance learning.

The Kaplan NCLEX review course will be given during the last week of Maladaptive States II. **Attendance is mandatory** for the entire review course. Students not completing the entire review course will receive an "I" for Maladaptive States II.

♦ **RE-ENTRY POLICY**

Policy:

Students may apply for re-entry into the Nursing Program following withdrawal from a nursing course within one academic year of exit. If re-entry is sought one year after academic year of exit, the student must submit a new application and abide by application procedures outlined for new entry students. The exception would be if the student was dismissed from the program. Refer to section D.

Re-entry procedures are the responsibility of the student. The Director of Nursing and Nursing Faculty will assist the student as needed in the process.

Approval to re-enter the Nursing Program is based on space availability, cumulative GPA, reason for withdrawal or dismissal, extenuating circumstances, and student behavior (absences, student counseling, tardiness, etc.). Requests for re-entry received after the deadline will not be considered. Refer to "Procedure" for details.

Students may only repeat a course one time. If the second attempt of the same course or a subsequent course results in a failure and/or withdrawal, the student will be withdrawn from the program.

If a student has been out of the Nursing Program for a minimum of three years, the student may apply for entry into the Foundations course.

Re-entry into the Nursing Program is not guaranteed.

Procedure:
A. **General requirements**:
1. After ascertaining the candidates for re-entry have satisfactorily completed the re-entry requirements, re-entry priority will be based on a point system. Ranking will be based first (1) on space availability and reason for withdrawal, (2) cumulative GPA, (3) content of the re-entry paperwork, (4) student behavior, including absences, student counseling, and tardiness, and (5) participation in mentoring. Refer to the Point System for Re-Re-entry, (page 24). Extenuating circumstances may also be considered at the discretion of the Director of Nursing and Nursing Faculty. Refer to Section C.
2. If more than one candidate for re-entry has the same number of points calculated from the point system, each candidate's "Clinical Evaluation Tool" will be reviewed and decision for re-entry will be based off of the candidate's clinical performance.
3. Space must be available in the course the student is requesting re-entry into. An enrollment limit per course is in place to ensure an optimal learning environment.
4. Cumulative GPA is based on the average of general education requirements for the Nursing Program and all completed nursing courses, **NOT** including the semester the student is withdrawing from.
5. The student requesting re-entry into the Nursing Program must submit a letter requesting re-entry to the program addressed to the Director of Nursing. A personal "Plan for Success" form must also be completed and submitted. These two documents must be received by the first Wednesday in May for Fall re-entry or the first Wednesday in December for Spring re-entry.
6. Student behavior will be considered when there are more candidates for re-entry than space availability. Students who have excessive absences or tardiness, or who have had verbal or written counseling documented may not be considered for re-entry.
7. The Nursing faculty will meet in a closed-session faculty meeting to consider the candidate's request for re-entry.
8. The candidates for re-entry will be notified in writing of the faculty's decision within ten business days of the meeting. The notification will contain requirements that must be completed by specified due dates. If the specified requirements are not completed by the date indicated on the re-entry letter, the student will forfeit their space in the program.

B. **The returning student's responsibilities**:
1. Complete a letter addressed to the nursing director requesting re- entry into the course indicating the course number and name, and the semester and year. The letter must also include a detailed description of the reason for withdrawal, including personal and/or academic reasons, and actions the student has taken to ensure success upon re-entry to the program. (Documents located at http://www.connorsstate.edu/nursing select admissions then scroll down to "Re-Entry Policy.)"
2. Complete a "Plan for Success", (page 25) a plan of care written about the student, which includes self -assessment, analysis, goals, and plan of action to ensure success upon re-entry into the program.
3. Students returning to NURS 1117 Foundations, NURS 1228 Adaptations, or NURS 2223 Transitions must enroll in NURS 1002 Success in Nursing Education, if not taken previously.
4. Complete assigned Kaplan remediation as outlined in the re-acceptance letter.
5. Students accepted to return to the program who have a lapse of enrollment for one year or more will be required to complete a new drug screen and background check prior to re-entry. All students accepted to return must be current with BLS and on all health requirements as outlined through If the specified health requirements are not completed, the student will forfeit their space in the program.

C. **Extenuating Circumstances:**
1. Extenuating circumstances **may** be considered for student re-entry by the Director of Nursing and Nurse Faculty. Proper documentation and notification of the faculty of the circumstances must be made prior to the student's withdrawal, or if this is not possible, notification of faculty must be made within seven days of the extenuating circumstance.
2. Examples of extenuating circumstances *may* include, but are not limited to the birth of a child, the student's own serious health condition, immediate family member's (spouse, child, parent) serious health condition, or death of an immediate family member.

D. **Permanent dismissal:**
1. Re-entry into the Nursing Program will not be considered for students who have been permanently withdrawn from the Nursing Program. Reasons for permanent withdrawal include, but are not limited to:
   a. Documented incidents of unsafe practice as defined in the Nursing Student Handbook
   b. Academic dishonesty as defined in the Nursing Student Handbook
   c. Other administrative issues as defined in the Connors State College Student Handbook.

POINT SYSTEM FOR RE-ENTRY

Space availability will first determine how many students may be re-admitted into each semester. Once space availability is verified, points will be determined based on the below point system for each student desiring re-entry. Students will be ranked by points awarded for re-entry. Extenuating circumstances may also be considered.

GPA (Calculated only on required nursing courses completed, not to include the nursing course the student withdrew from)	
2.5-2.7	1
2.8-3.0	2
3.1-3.4	3
3.5-3.7	4
3.8-4.0	5
Readmission Paperwork	
Completed letter to the nursing director (including a detailed description of reason for withdrawal & actions taken for success)	
Very detailed, complete	5
Somewhat detailed, mostly complete	3
Minimally detailed, incomplete	1
Plan for Success (complete, detailed, individualized, and cited)	
Very detailed, complete	5
Somewhat detailed, mostly complete	3
Minimally detailed, incomplete	1
Student Behavior	
Documented Absences (theory and/or clinical)	
0-2	5
3-5	3
6 or more	0
Documented Tardiness (theory and/or clinical)	
0-2	5
3-5	3
6 or more	0
Documented Counseling (for any reason other than absences/tardiness)	
None	5
1 offense	3
2 or more offenses	0
Mentoring	
More than 3 sessions	5
1-2 sessions	3
None	0
Total Possible Points:	**35**

PLAN FOR SUCCESSS

Name				
Assessment	**Nursing Diagnosis**	**Goal(s)**	**Intervention**	**Rationale with References**

NOTE: *The nursing program must be completed within 200% of the stated program length for all students beginning with enrollment into NURS 1117 Foundations in Nursing. Career Ladder students must complete the program within 200% of the stated program length for all students beginning with enrollment into NURS 2137 Maladaptive States I.*

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8. STUDENT CODE OF CONDUCT

The mission of Connors State College is to provide an opportunity for education to all its students. In order to achieve this mission, it is important to define a standard or a code of conduct for behavior which will enable students to work together and with the faculty, staff and administration in a positive manner.

Enrollment at Connors State College is not compulsory. The voluntary entrance of a student into the College means that the student also voluntarily assumes obligations of performance and behavior reasonably imposed by the College. The discipline of students at Connors State College is, in all but the case of expulsion, a part of the educational process. Disciplining students is intended to be instructional and to help them ultimately to discipline themselves.

Connors State College is an institution of higher learning. The rules and regulations are designed to ensure optimal conditions for learning for all students. The standard or code of conduct for students is seen as a foundation of behavior rather than arbitrary limits on behavior. Students in the Nursing Program are subject to the academic and disciplinary rules and regulations of Connors State College.

The nursing faculty of Connors State College have adopted a code of honor that describes the expectations for students entering the nursing program. Each student will be asked to read and sign this pledge as a contract of professional behaviors. Refer to the signed 'Honor Code Pledge' located in "Verified Credentials" individual student documents.

♦ DISCIPLINARY ACTIONS/STUDENT COUNSELING/PROBATION

Students who are unable to succeed academically, meet clinical objectives, or violate school/department policy will enter the student-counseling pathway. (See Appendix B) Students exhibiting academic dishonesty and/or unprofessional behavior may be placed on probation **OR** required to withdraw from the program.

♦ DISMISSAL

Unprofessional conduct or repeated unsatisfactory clinical performances may result in probation **or** dismissal from the program. A student may be placed on probation only once during a semester, not to exceed two (2) times while in the nursing program.

A student who is dismissed from the program may appeal to the Vice President of Academic Affairs. (See *Connors State College Catalog*)

♦ ACADEMIC DISHONESTY

Academic dishonesty is intentional participation in deceptive practices regarding one's academic work or the work of another. Dishonest behaviors include acts such as lying, cheating, and plagiarism, alteration of records, forgery, false representation, and knowingly assisting another person in dishonest acts. (Gaberson & Oermann, 2010). This includes more than student

grades. It encompasses all faculty and student activities that are necessary for continuing intellectual and professional growth in an academic setting. Dishonest acts should be taken seriously because they can have harmful effects on patients, learners, faculty-student relationships and the education program.

1. <u>Cheating</u>. Cheating is an act of using unauthorized assistance in an academic activity, or using prohibited aids when writing papers: e.g., a student copies portions of a classmate's case study analysis and presents the assignment as their own work. A student asks for a staff member's assistance to calculate a medication dose but tells the instructor that he did the work alone is cheating. (Gaberson, 2010)

2. <u>Unauthorized possession of an exam;</u>

3. <u>Plagiarism</u>. Plagiarism is the use of published or unpublished work or specific ideas of another person without giving proper credit: e.g., a student paraphrases portions of a published teaching pamphlet without citing a source; self-plagiarism (Gaberson, 2010).

4. <u>Lying</u>. The deliberate act of deviating from the truth, e.g., a student states that she attempted a home visit and the patient was not at home. In fact, the student overslept and did not make the home visit; (Gaberson, 2010)

5. <u>Altering a document</u>. Inaccurate recording, falsifying or altering of patient, agency, and/or personal records;

6. <u>False representation</u>. An untrue or incorrect representation of fact.

7. <u>Collusion</u>. A student knowingly or intentionally helps another student perform an act of academic dishonesty. Dishonesty will be disciplined in the same manner as the act itself.

Reference: (Academic Honesty Policy. Retrieved from www.goldenwestcollege.edu/admissions/honesty.html. 12/4/10)

♦ UNPROFESSIONAL CONDUCT

1. Illegal possession, sale or distribution of drugs or other wrongful conduct relating to drugs;

2. Illegal possession of weapons;

3. Theft;

4. Charges and/or conviction of a felony;

5. Excessive tardiness or absenteeism;

6. Administering medication and/or treatment in a negligent manner or without the permission of the instructor;

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7. Violating the confidentiality of information or knowledge concerning the patient;
8. Use of profanity in clinical area;
9. Repeated violation of the dress code;
10. Any activity that would jeopardize the health, safety, and/or welfare of the patient, the hospital staff, instructor, other students, or self;
11. Being under the influence of mind-altering drugs, use of illegal drugs, and/or the use of alcohol while in class or in the clinical area;
12. Misappropriating supplies, equipment and drugs;
13. Violent or threatening behavior against any student, faculty or any staff of CSC verbally, physically, in writing or electronic media.
14. Leaving a nursing assignment without properly advising appropriate personnel and instructor;
15. Discriminating in the rendering of nursing services as it relates to human rights and dignity of the individual;
16. Committing an act that a reasonable and prudent student would not perform at his/her level in the program;
17. Omitting an act that a reasonable and prudent student would be expected to perform at his/her level in the program;
18. Failure to disclose errors to hospital responsible party and clinical instructor;
19. Conduct detrimental to public interest; and,
20. While caring for a patient, engaging in conduct with a patient that is sexual or may reasonably be interpreted as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient, or engaging in sexual exploitation of a patient.

Reference:
Gaberson, K.B. & Oermann, M.H. (2010). *Clinical Teaching Strategies in Nursing*. 3rd Ed. New York: Springer Publishing Co.

♦ AMERICAN NURSES ASSOCIATION (ANA)

Six (6) Tips for Nurses Using Social Media

Social networks and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse's career, but also the nursing profession.

ANA's Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional nurse-patient boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

6 Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

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Reference:
American Nurses Association. (2011, September). *Principles for Social Networking and the Nurse*. Silver Springs, MD: Author.
National Council of State Boards of Nursing. (2011, August). White Paper: A Nurse's Guide to the Use of Social Media. Chicago, IL: Author.

9. NURSING PROGRAM POLICIES AND GUIDELINES

♦ ATTENDANCE and CLASSROOM LEARNING

Class attendance is necessary for successful completion of the program. Students are expected to be on time and prepared prior to the class session, by completing assigned readings, reviewing the unit objectives and previewing the material provided by the Faculty. Consistent absences could result in unsuccessful progression in the program. If a student is tardy or absent for a quiz, the quiz may not be made up and the student will receive a zero for the quiz. Consistent tardiness or absenteeism is unacceptable and may necessitate counseling from faculty.

In case of an unavoidable absence, the instructor(s) must be notified prior to the class, lab or clinical. It is the student's responsibility to obtain information presented during a class that is missed. Theory material presented in class will not be repeated; however, a student may get faculty approval to have a classmate tape the theory material presented in class.

♦ HEALTH POLICIES

The safety of students and patients are very important, since the presence of infectious diseases may not be readily apparent. Health policies are created to address this concern.

- Possible exposure to infectious materials: (See Appendix, A) Exposure Control Plan
- Student Illness: With any illness (physical, emotional, mental) or condition (pregnancy), the nursing program may recommend/require that the student request documentation from a physician and /or counselor certifying the student is able to perform all the duties expected of a student nurse. The student may not be able to continue in the program until such a statement is received.
- Hospitalization: Following any required hospitalization, the student needs to submit to the nursing faculty a written letter from the relevant physician certifying that the student can return to school and to perform all the duties expected of a student nurse. This letter must be received before the student may resume participation in classroom and/or clinical activities.
- Expenses related to illness: The student is responsible for any expenses s/he incurs while performing in the capacity of a student. For example, if a student sticks himself/herself with a contaminated needle, s/he will be responsible for all expenses related to treatment.

♦ COLLABORATIVE GROUP WORK

Over the course of the nursing program students will participate in a variety of group activities. To be most effective, all students should prepare for discussions in advance and actively participate in group processes. Also, collaborative writing and presentation assignments are utilized throughout the program. These assignments develop critical thinking and team-building skills. All assignments completed by a group must be identified as such, and all students are accountable for the content.

♦ INCLEMENT WEATHER

Classes will remain in session during inclement weather unless otherwise announced by the news media. Students can sign up for emergency notifications issued from the college.

♦ CELL PHONES

All cell phones must be turned off or set to vibrate during instructional and lab/skill practice time. It is not acceptable for a student to text message during a class, or to leave class to answer a call unless prior arrangements are made regarding an emergency situation. Return calls must be made at break or after class is over. No cell phones are allowed in the testing area during test sessions.

♦ CHILDREN IN CLASS

Children will not be permitted in the classroom or open lab while class is in session. Also, children are not to be left unattended in any Connors State College building for any reason.

♦ ACADEMIC ADVISEMENT

All students declaring a nursing major are assigned to the Department of Nursing for advisement. Students may schedule an appointment to see an advisor through the departmental secretary. It is always best to schedule an appointment since it will guarantee that an advisor will be available.   Each nursing faculty post office hours and advisement schedules outside their office door.

♦ COURSE SYLLABI

A syllabus is prepared by the instructors for each nursing course. The syllabus includes a description and overview of the course, course objectives, and requirements to meet these objectives, teaching methods, evaluation, grading procedure, and required texts. The syllabus, class schedule, calendar and class outlines and objectives are located on Blackboard (BB) for viewing/printing. Expected behaviors and specific protocols as well as guidelines for clinical experiences are outlined. The syllabus requirements must be fulfilled to pass the course.

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THEREFORE, IT IS IMPERATIVE THAT <u>THE STUDENT READ AND REFER</u> <u>TO THE SYLLABUS THROUGHOUT EACH COURSE.</u> Assignments and calendars are subject to change without prior notice.

♦ E-BOOKS

E-Book requirements are specified in each course syllabus along with supplemental references. E-Books must be purchased at the College Book Store by each student individually.

♦ LIBRARY FACILITIES

The Library Learning Center on the Warner Campus and the Library Service Center at the ICTC/Three Rivers Port Campus provide resources to accommodate student needs by offering selected reference works, videos, computers, computer programs, and professional journals. Students may obtain instructions and passwords from the library for accessing electronic databases from remote computers.

Library Learning Center	(Warner)	(918) 463-6210
Library Service Center	(Muskogee)	(918) 684-5408

♦ COMPUTER LAB

The Connors State College Nursing Department Computer Lab is open to nursing students, staff and faculty. C-Key Account Activation is required for computer use, e-mail, and Wi-Fi access. All users are required to sign in with their own username and password. (C-Key Activation Instructions are available at http://connorsstate.edu/newstudent/). Blackboard is currently used within the nursing program as the course learning management system. If you need assistance obtaining a login name and password, please contact Kevin Isom (kevinwi@connorsstate.edu).

- Connors State College is not responsible for any files that are lost, stolen or deleted using equipment in the computer lab. Users are encouraged to back up files to a memory stick.
- No food or beverages, including bottled water, are allowed in the computer lab.
- This is a quiet area. Please silence cell phones.
- Do not attempt to fix any malfunctions of equipment. Notify a member of the nursing staff.
- It is the responsibility of every user to ensure that the computer lab equipment is not being abused, damaged, or used in a manner other than what it is intended for.
- Computers are for educational/professional use, and not for personal use or use by friends or family. It is assumed that users will not access pornographic or illegal info using Connors State College resources.

♦ STUDENTS WITH DISABILITIES

If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodation from Jody Butler, ADA Coordinator at 918.463.6215 as soon as possible to ensure timely implementation of appropriate accommodations. Faculty has an obligation to respond when they receive **official** notice of a disability, but are under no obligation to provide accommodations prior to verification or to make accommodations retroactive. More information can be found in the ADA Handbook that can be accessed on the CSC Website at http://connorsstate.edu/ada/handbook

♦ NON-DISCRIMINATION POLICY

Connors State College is committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, sexual orientation, or other non-merit reasons, in admissions, educational program or activities and employment, as required by applicable laws and regulations. Please see the *CSC Catalog* for additional information.

♦ COMPLAINT/GRIEVANCE PROCEDURE

The Nursing Program faculty and staff are available and interested in helping you navigate through the program and complete your degree. Feel free to address your concerns and questions to your instructors and/or your Nursing Program Advisor.

In accordance to the policy of Connors State College, students who have complaints or grievances related to nursing course grades, conduct of classes or other course matters should address those complaints first with the instructor of the course. If the student is not satisfied with the resolution, the grievance can then be taken to the nursing Program Director. If resolution is not achieved there, the student may then go to the Vice-President of Academic Affairs. Grievances related to non-nursing courses should be taken first to the course instructor, then to the Division chairperson, and finally to the Vice-President of Academic Affairs. For more information on complaints and grievances, see Student Complaints page in the Connors State College Student Handbook.

♦ STUDENT DEVELOPMENT

The SUCCESS CENTER is available for enhancement of reading, study skills, and test taking abilities. Contact the Retention Specialist at (918) 684-5444. A student can access Student Support Services by calling (918) 463-2931, ext. 6267. Offices are in Room 138 Gatlin Hall in Warner and Room 110 at Three Rivers Port Campus.

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10. TESTING POLICIES

♦ **ABSENCES**

Major examinations are scheduled in the course syllabus and will be announced at least one week in advance. It is unreasonable to expect the examinations be rescheduled except in the case of an *EMERGENCY* absence (i.e. death in the immediate family or significant illness of the student). In the case of an *EMERGENCY* absence, the student is responsible for notifying the instructor prior to test time unless incapacitated in a manner that would prevent the student from notifying the instructor. It is the responsibility of the student to make arrangement for a make-up exam missed related to an *EMERGENCY* absence. Make-up exams will be taken within 2-3 days of the missed exam. Failure to make arrangements for a make-up exam will result in a grade of "zero" recorded for the examination missed. Bring appropriate documentation (i.e., doctor's statement, obituary).

If an examination is missed related to a *NON-EMERGENCY* absence, the missed exam will be taken the same day ASAP. Failure to take the exam the same day will result in 5 points per calendar day deducted from the student's exam score until the exam is taken, including weekends. The student is responsible for making arrangements for make-up exams. Failure to make arrangements for a make-up exam will result in a grade of "zero" recorded for the examination missed. In addition, the student will be required to come before the Nurse Faculty Organization (NFO) for *NON-EMERGENCY* exam absences.

The instructor reserves the right to give an alternate make-up examination for either EMERGENCY or NON-EMERGENCY absence.

♦ **EXAM POLICIES and PROCEDURES**
- Plan to arrive early since the exam will begin at a specified time.
- The instructor may choose to bar entry after a designated time to prevent disruption of testing environment. This may result in a score of "zero" for the late student.
- Tardiness for an exam may be penalized.
- Please use the restroom prior to taking the exam and before any exam review time begins so that valuable testing time is not wasted and you are not disruptive to others.
- The faculty has the right to assign seating for the exam.
- Students will receive their exam results approximately one week after original exam time.
- Time allowed for each unit exam will be one-hour and forty-five minutes. Time allowed for comprehensive final will be two-hours and thirty minutes.
- All questions for unit exams and comprehensive final will be delivered "one at a time" with no back tracking.
- Students who believe a question may have an incorrect answer will need to fill out an Exam Clarification Form explaining the rationale and citing the reference. The Exam Clarification Form must be completed and submitted prior to leaving the computer lab on

exam day. Exam Clarification Forms without appropriate cited reference will not be considered for review.

- Nursing students who make less than 74.9% on any major nursing exam are responsible for making an appointment with their course faculty advisor and develop a plan to improve their study skills and future testing performance. The focus of this session is on student learning behaviors; it is not for review of exam questions.
- All students are encouraged to come to mentoring sessions if they are not making a passing grade. Each student will be asked to read and sign a mentoring contract. Refer to the signed 'Mentoring Contract' located in ![CastleBranch] individual student records. Note: Mentoring is open to any student, regardless of their grade, and is encouraged.
- Specific policies unique to each course are outlined in the course syllabi.
- No cell phones or electronic media devices are allowed in the testing session.
- Personal items including, but not limited to, water bottles, eye glass cases, jackets, purses, and hats should not be brought to the exam area.
- Student's progression in the program is determined by academic testing.
- For a student to pass a nursing course, the final cumulative average of all exams must equal a 74.9% or greater and the additional components as outlined in the syllabus. Averages will be recorded to the tenth and will not be rounded.
- Remediation activities may be required because of unsatisfactory exam performance.

♦ **CHEATING**
- Any student caught cheating on the examination or any assignment will be given a "zero."
- Plagiarism is subject to disciplinary action by the Nursing Faculty Organization. (See ACADEMIC DISHONESTY in this Student Handbook).
- If paper examinations are given, all will be numbered and counted before students can leave the room.
- When students review tests, no notes may be taken, photographed or recorded.

♦ **GRADE APPEAL PROCEDURE**
        The student may appeal a grade or decision by discussing it with the instructor, course coordinator, then the Nursing Program Director. If no satisfaction is obtained, a further appeal may be made through the established procedure found in the *Connors State College Catalog.*

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11. COLLABORATIVE EXAM POLICY

♦ **POLICY STATEMENT**

      Collaborative testing is a method of learning in which students work together on an exam. Courses in the nursing program will implement collaborative testing for posttest review following all unit exams in the nursing courses. Collaborative testing will not be used following the final exam.

♦ **PURPOSE**

- Promotes intense engagement with theoretical content, which increases retention of content.
- Fosters collaboration and group process skills; a required nursing competency.
- Decreases exam anxiety, particularly for those students whose levels of anxiety compromise their ability to perform on exams.

♦ **PROCEDURE**

- Upon completion of individual exam, all students will leave the classroom and reconvene when instructed to do so.
- Collaborative testing is used in each nursing course following the administration of each individual exam.
- Student groups are formed by the instructor.
- Number of students per group is at the discretion of the instructor teaching the course.
- Group members are subject to change with each collaborative test at the discretion of the instructor teaching the course.
- New separate test/exam booklet is used during collaborative testing; one booklet per group.
- Students within the group are awarded the following points based on their group test scores:
  - 90%-100% = 2 points
  - 80%-89% = 1 point
- It is the student's responsibility to write their name on the group answer sheet. Any student name missing from the group's answer sheet will not be awarded the group points.
- Points earned on collaborative tests are added into the total of the exam just completed.

R.I.S.E. (Reaching for opportunities while implementing a Successful Education)
The faculty of the Nursing Department believes it is the dual responsibility of the school and participants to retain students in the program and enhance NCLEX success. Also, to aid the student in learning and remediation, each student will complete a test analysis after every regular exam. The faculty, working with the student, can help identify individual learning styles, weak content areas, and provide tutorial help.

12. CLINICAL POLICIES

♦ **DRESS CODE**

Connors State College Nursing Program Dress Code will be enforced in the clinical setting
> The dress code for the skills/clinical experience and simulation settings are as follows:
> 1. Orange (unisex) scrub top with college embroidered insignia over left upper chest and black uniform pant or skirt. Scrub top must be long enough to cover midriff and backside at all times.
> 2. Orange lab jacket with college embroidered insignia is available but not required.
> 3. Black long sleeve undershirt may be worn under uniform top.
> 4. **Name ID Badge (mandatory):** orange with black lettering which designates the student and college; and/or student identification card. Students without name badges will be sent home.
> 5. Mandatory items to bring to clinical that are considered part of clinical dress:
>   - Watch with second hand
>   - Stethoscope
>   - Penlight
>   - Bandage scissors
>   - Electronic device with e-books for reference and clinical documents
> 6. Neutral hosiery;
> 7. Black leather shoes (no sandals, canvas shoes, etc.);
> 8. The following can constitute a hazard to a patient's welfare and are not allowed:
>   - large rings
>   - offensive perfumes
>   - excessively long fingernails
>   - chipped nail polish
>   - artificial or gel nails
> 9. Hair must be neat, clean, and off the shoulders

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10. Jewelry must be limited to simple, non-dangling jewelry
11. Pierced jewelry may be visible <u>only</u> in the ears
12. Tattoos should be covered whenever possible. The Nursing faculty or clinical agency management reserves the right to determine if tattoos require covering.
13. Students are expected to comply with clinical agency policies.

Students are expected to know and conform to the protocol of the clinical facility of assignment. Students may have to be in the clinical area to select a patient or review patient records and are to be attired in nursing program uniforms with appropriate student identification. At **NO time will jeans** or T-shirts, or open toe shoes be acceptable attire in the clinical area.

At **<u>NO</u>** time will jeans or T-shirts be acceptable attire when participating in scheduled professional nursing functions. Students not obeying the dress code for professional functions will be asked to leave.

♦ **ATTENDANCE**

Clinical attendance is mandatory for progression in the program. Students may have both an on-campus orientation session and a clinical agency orientation. The orientation sessions are mandatory and will include introductions to key individuals and review of expectations. Some agencies may have orientations online, which students are expected to complete. If students do not attend mandatory clinical orientations they will not be able to attend clinical thus be unable to pass the course.

Absences impede the clinical evaluation process and may lead to a non-passing clinical grade. A student **must** notify the clinical instructor and the facility/unit of clinical assignment as early as possible if a clinical absence is unavoidable. It is suggested that the student retain the name of the nurse being notified for verification. It is the student's responsibility to notify the **clinical instructor**, not request a fellow student to report the absence. Students are required to present a physician's release, without restrictions, to return to clinical following surgery or a major illness. All absences require "make-up" in a clinical setting. If space is not available, then student will complete two (2) virtual clinical excursions (VCE). When completing a VCE the student will be required to arrive at the nursing campus by 8:30 a.m. and will be at the campus until 4:30 p.m. The student will dress in full clinical uniform.

♦ **CLINICAL TARDINESS**

To promote professional accountability, students will arrive at the clinical facility on time. A counseling form will be completed and placed in the student's file for the first tardy recorded. If a second tardy occurs the student will be referred to NFO. Tardiness will be reflected in the clinical evaluation and will seriously jeopardize the clinical grade. Students are expected to call the instructor (*not a fellow student to report tardiness/absence*) as early as possible if clinical tardiness is unavoidable. If s/he is more than 15 minutes late, the student may be sent home at the faculty's discretion with an unsatisfactory clinical day.

♦ **PREPARATION**

Students must show evidence of clinical preparation, as per instructions in syllabus. See course syllabus for guidelines. Failure to demonstrate clinical preparation will result in dismissal from the clinical facility and an unsatisfactory evaluation for that day. A progress report will be completed showing the unsatisfactory evaluation and the unexcused absence for that day, and will be placed in the student's file.

♦ **GRADING**

A "Satisfactory" or "Unsatisfactory" grade will be given for the clinical experience. Goals are specified for each course by means of the clinical objectives described in the clinical evaluation tool. A "Satisfactory" grade is required for successful course completion. See course syllabi for specific clinical grading.

♦ **CLINICAL ASSIGNMENTS**

Assigned activities, experiences, care plans and/or concept maps must show evidence of individualized care for the assigned patient(s). Course syllabi outline specific guidelines for each course.

♦ **DUE DATE POLICY**

ALL assigned clinical coursework is due at time listed in course syllabus. A student who submits an assignment after the due date, as listed in the clinical syllabus, will receive ten (10) points off per calendar day for each day passed the due date. Regardless of the overall course grade, all assigned work must be completed. Failure to submit any required assignments results in a failing grade for the course, regardless of theory grade.

♦ **CLINICAL EVALUATION TOOL**

Evaluation of performance in the clinical setting is measured through the objectives on the Clinical Evaluation Tool. The Clinical Evaluation Tool (CET) is based off of the Student Learning Outcomes. The CET is provided in each syllabus for the clinical nursing courses. The grading scale for the clinical setting is a Satisfactory/Unsatisfactory. A clinical "Unsatisfactory" will result in a grade of 'No-Pass (NP)' for the course regardless of scores in theory.

Students will self-evaluate at mid-way and at the end of each clinical rotation. Faculty will provide feedback at those points as well. If a student is not passing clinical at mid-term or improvement is needed, a Student Success Plan will be initiated at that time to assist the student to pass the clinical rotation.

♦ **CARE PLANS**

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The Care Plan process is part of the Nursing Process. The American Nurses' Association describes the Nursing Process as, "The common thread uniting different types of nurses who work in varied areas is the nursing process—the essential core of practice for the registered nurse to deliver holistic, patient-focused care." (2013, ANA). The Nursing Process develops and transcends subconsciously as nurses move across the continuum from novice to expert. As students move through the nursing program, the Care Plan assignment will change based on the growth of the expectations.

The Care Plan assignments will be completed based upon actual patient encounters in the clinical setting, the selection of which must be approved by the clinical instructor. All data must be collected during the assigned clinical rotation time. Please follow syllabi instructions for completion of Care Plans.

Assigned Care Plans must be legibly submitted electronically and show evidence of individualized care for the assigned patient(s). Course syllabi outline specific policies for each course. Additional information may be required by each instructor. All course work will be submitted per syllabi guidelines. All clinical paperwork is to be submitted electronically as per syllabi guidelines. Submission of paper documents is not allowed.

♦ **UNSATISFACTORY PERFORMANCE**

Students unable to achieve the objectives in a clinical experience will receive a written unsatisfactory clinical evaluation, which will be signed by both the faculty member and the student. Any student with an unsatisfactory clinical evaluation will be referred to the Nursing Faculty Organization Committee for review and disciplinary action. An unsatisfactory clinical evaluation may result from excessive absences or tardiness, lack of preparation, inappropriate attire, unprofessional conduct, etc.

♦ **ACCOUNTABILITY IN CLINICAL AREAS**

Performance and practice in the clinical setting constitutes a large portion of the student's assigned time in the program. Students need to be prepared for each clinical experience and procedure in order to ensure safe delivery of patient care. If at any time a student demonstrates behavior jeopardizing patient safety, or practices nursing in a grossly negligent or incompetent manner, the student will be removed from the clinical setting and may be dismissed from the nursing program. If the student is not prepared for the clinical experience, he/she will be asked to leave the clinical setting.

Students are responsible for being aware of and complying with, the clinical agencies' policies and procedures regarding fire, disaster, cardiac arrest, incident reporting, confidentiality, infection control and standard precautions.

Throughout the program, the student will be held accountable for his/her actions or lack of actions. Professionalism is expected at all times. Overall, the student is responsible and accountable for his/her educational success. Students are to be proactive in seeking assistance, and educational opportunities in the clinical environment.

Students **will be responsible** to their instructors as well as to the clinical staff for ensuring patient safety, in the following:

- Care given to the patient
- Report immediately to the instructor any incident affecting a patient
- Reporting all urgent needs of the patient promptly
- Reporting and completing the required documentation for the college and clinical site
- Report immediately to the instructor and designated hospital personnel, any accident or injury or near-miss involving the student
- Reporting on the condition of the patient before leaving the clinical area
- Following the procedure established by the faculty for breaks
- Arranging for nursing supervision of the patient when the student is off the assigned unit
- Demonstrating courteous, professional behavior
- Follow hospital policies and procedures

A student will be referred to the Nursing Faculty Organization Committee for an unsafe performance per clinical instructor's judgment, in which could endanger the patient's wellbeing, e.g., performing an invasive procedure without the instructor's approval, failure to report errors, etc. An unsafe performance or excessive unsatisfactory performances will result in failure of the course and dismissal from the program.

♦ SKILLS LABORATORY POLICIES

A student <u>will</u> satisfactorily demonstrate safe performance skills in the laboratory setting prior to performing procedures in the clinical setting. Laboratories are available for practice to students at any level. Students should make arrangements with a lab instructor. Leave the lab area clean after use.

Audio-visual equipment and computers are available in the Library Learning Centers (ICTC/Three Rivers Port Campus and Warner Campus) for the student's use during posted hours. A computer lab is available in the nursing department for student use. Students are expected to view each film/DVD and complete activities as listed in the syllabus. Students should report misplaced or damaged videos/DVD, non-working equipment, or any other problem to the library or nursing personnel.

♦ CLINICAL RECORDS

Clinical facilities require the nursing department to maintain specified documents/information on each student. On acceptance to the program, all students are required to create an account with health records management system. Students must have the following health

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information on file with CastleBranch prior to each semester. Each student will be responsible for updating their health information. The nursing department administrative assistant and/or instructor will refer to CastleBranch for completed records during the first week of class. **If these are not current, students will not be permitted to go to clinical (NO TOLERANCE) and will be withdrawn from the program.**

Submit copies to CastleBranch of the following:

1. Proof of two (2) MMR immunizations **or** positive rubella titer.
2. Two (2) varicella vaccinations or a positive varicella titer.
3. Proof of Tdap vaccine (Diphtheria/Pertussis/Tetanus)
4. Proof of tuberculosis (TB) testing. Spring entry students test date must be January and Fall entry students test date must be August. (Renew every year while in program.)
   a. If the student has history of positive TB test (PPD), they will need a chest x-ray within the last five (5) years, and approval for public contact from the Health Department or healthcare provider.
5. Proof of Hepatitis B three (3) dose vaccine series or a signed declination statement.
6. Influenza vaccination will be required.
7. Proof of CPR/BLS certification (American Heart Association Health Care Provider (HCP) card, which must include adult, child and infant CPR. Name, course level and expiration date is to be indicated. Must be good for two (2) years of program length.
8. Background check including a sex offender registry search (OSBI/FBI) and a drug screen are required within 3 months prior to the first day of class. If the report indicates a felony charge, or registration on the sex offender registration list, or positive drug screen, the student will need to contact the nursing department for further instructions. The student may need to contact the Board of Nursing and discuss whether s/he will be eligible to sit for the licensing exam.
   a. Should a student be convicted of an offense while in the program, they may be subject to dismissal.
   b. All pre-licensure students will complete another OSBI/FBI background check including fingerprints when they apply to sit for the licensing exam. **NOTE:** Students repeating a course with a lapse of enrollment of one (1) year or greater will be required to repeat a drug screen and background check.

Completing your health requirements and providing proof of completion is the STUDENTS' responsibility. If health requirements are not complete prior to the start of a clinical semester, the student will not be allowed to begin that semester and will be withdrawn from the program. In addition, it is the students' responsibility to MAINTAIN these health requirements throughout the program. If they expire, it is the students' responsibility to provide proof of a current requirement for progression in the program. If this does not occur, the student

will not progress through the program until the health requirements are met and may be withdrawn from the program.

♦ LIABILITY INSURANCE
Each student is required to have liability or malpractice insurance. Seabury and Smith are the insurance providers for the nursing program. Annual notification for payment of premium is sent to students via a letter. Payment of the premium is made by money order to the departmental administrative assistant who then submits the payments to the insuring company. Insurance policy is maintained on file in the nursing department.

♦ OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)
All students must complete the National Safety Council Blood Borne & Airborne Pathogens Course when first entering into the nursing program and when entering NURS 2137 Maladaptive States I.

♦ HIPAA COMPLIANCE
All those in health care must comply with federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individual identifiable patient information be disclosed on a need to know basis only.

Clinical agencies are mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation. Each student will be required to read and sign the School of Nursing's HIPAA form that states the student understands the HIPAA regulations. Refer to the signed 'HIPAA' form located in "Verified Credentials" individual student records.

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13. GENERAL INFORMATION

♦ **COMMUNICATION**

All nursing students **must** activate their CSC student email account. Major changes in policy and procedures, major announcements, etc., will be communicated through this email address. If you are not in the habit of checking this account frequently, please have all email from this address forwarded to your personal email accounts**.** Messages in Blackboard may be used as well to communicate notices within the specific course. Students may leave messages as necessary. Notices may be posted on a communications board near the entrance to classrooms.

♦ **STUDENT EMPLOYMENT**

Most students find it difficult to maintain employment while progressing through the program. **Responsibilities such as employment are not considered acceptable excuses for a student's inability to meet any program requirement.**

The college accepts no legal responsibility for a student's performance of nursing duties in a health care agency unless that student is under the supervision of a faculty member during a scheduled clinical experience.

♦ **STUDENT NURSE ASSOCIATION**

Connors State College Student Nurses' Association (CSC-SNA) is the officially recognized organization for nursing students. All Nursing students are members in the CSCSNA. Activities related to leadership, education, and community service are emphasized.

♦ **STUDENT COMMITTEE REPRESENTATION**

Nursing students are represented at the Nursing Faculty Organization meetings. A representative is selected at each class level. The selection is made from interested students. The representative is responsible for presenting student viewpoints and suggestions to the Organization and for providing feedback to the student body.

♦ **COMMUNITY PROJECT GUIDELINES**
- All *nursing classes* participate in a project that involves giving back to a community of interest with a need.
- A *project* is an activity to do something for a community ....which is a great way to give back to the community.
- A *community* is identified as a group of people living in the same place or having a particular characteristic in common.

So you may ask what is the reason or purpose for participating in a project or service that gives back to a community with a need. Well, as stated above it is a great way to give back to a community in need, as well as a dynamic way to understand how to help with societal problems.

A community project/service provides unique opportunities to link what you learn in the classroom to real world situations in the community. Often, the experiences

push you out of your comfort zone to see the world in new ways. It helps you to learn and serve together with your classmates/peers. It is process that grows empathy and fosters identities as engaged citizens.

Each semester each class identifies a project or service to help make a difference in a community with a need.

The process for identifying a class project/service starts **after** the election of the class officers and a class representative.

Class officers include a president (primary spokesperson), vice-president (assist the president), secretary/treasurer (keeps minutes, records, monies collected), and historian (pictures and videos). The officers elected should be those that are willing to be leaders and represent the class as a whole, as well as be good communicators.

Also, a class representative will be elected. The class representative will have the opportunity to attend the Nurse Faculty Organizations (NFO) meetings to present class concerns, issues, or updates and have input in some decisions by the NFO.

The class officers will seek out ideas from the class as a whole on a need or service for a community of interest. The president can request a few minutes at the beginning of a class period to take a vote on a couple of projects agreed upon by the class. Before any further action is to be taken, the class idea should be presented to the course nursing instructor. Once approved by the course nursing instructor, it is presented to the Division Chair for Nursing for final approval.

It is most important for the president or vice-president to keep all (class officers, class, and instructors) involved......informed of updates/progress of the class community project at all times.

Any monies collected will be held by the secretary/treasurer and may be locked up in the administrative assistant's office. Any items collected can be stored in one of the storage rooms.

Monies collected should be given directly to the secretary/treasurer not sent to the community project location.

If at any time there are questions, nursing instructors are available to help guide the process.

NOTE: this is not inclusive just some suggestions or ideas to get you started thinking on a community project that involves collecting donations, hosting events, or doing a good deed for someone or group.

1. Collect and donate gently used clothes or household goods in good condition to a women's shelter.
2. Collect and donate to a local food bank.
3. Collect and donate new toys and stuffed animals to a children's hospital ward.
4. During the holiday season, as a class answer letters to Santa for needy children. You can visit the local participating post office to get a letter from an underprivileged kid, buy a gift, and mail the packages.
5. Host a dance class at your local senior center or nursing home.

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6. Gift Card Give Back.....collect gift cards to donate to domestic violence shelters.
7. Band-Aid Brigade....collect Band-Aids and other items to stock a shelters first-aid supply or a free health clinics supply.
8. Trick-or-Treat for TP ......collect toilet paper for a food bank while trick-or-treating.
9. Blessing bags.....donate bags of daily essentials (toothpaste, combs, brushes, toothbrushes, shampoo, etc.) to a local homeless shelter.
10. Blood Drive.....host one at the school and help stock blood banks.
11. Glamorous Grannies....host a manicure party at a senior center to fight isolation.

♦ STUDENT LIFE

Students in the Nursing Program have the opportunity for involvement in campus activities and organizations. Campus functions can be found at http://www.connorsstate.edu on the school's website calendar.

♦ CNA CERTIFICATION EXAMINATION

Students who are not CNA's, but wish to obtain this certification and be qualified to work as a CNA, may take the certification exam after successful completion of the first semester of the nursing program. An application form can be obtained from the Nursing Website or any faculty member.

♦ PINNING CEREMONY

Pinning is a traditional ceremony during which the nursing graduates receive their nursing pins. All graduating students, family and friends are invited to attend the ceremony. The Connors State College Nursing faculty and the Program Director will plan the ceremony in collaboration with the students. The Pinning Ceremony is not a substitute for commencement.

Graduates are required to wear white uniform/scrub top, black scrub pants, and black leather shoes. Graduates will select a faculty member to do their pinning.

Graduates may choose to organize and develop a slide show featuring pictures of the group while in the program or other pictures of the student. The nursing faculty will not participate in the creation of this slide show; however, they will review the slides prior to the pinning ceremony and approve or edit as necessary to avoid inappropriate content.

Graduates will be asked to write their "thank you" which will be printed in the Pinning Ceremony Program. The note must be typed legibly and kept to a 75-word maximum. The "thank you" note must be submitted to the 4th semester instructor coordinating the pinning ceremony as directed.

Nursing Program music will be played while students are walking in and exiting. The song "Go Light Your Candle" will be played during the lighting of the lamp.

The Pinning Ceremony is scheduled for the Friday of "finals week" each semester. The ceremony is held at the Fine Arts Building in Warner, Oklahoma at 2 p.m.

♦ FEES AND EXPENSES

Information regarding college fees and expenses are found in the college catalog. Special expenses for nursing students include:

- background check(s) and drug screening(s)
- testing fees
- liability insurance
- laboratory supply packet
- uniform requirements (See *Dress Code*)
- specified medical equipment
- transportation to and from the clinical facilities
- all meals at the clinical facility
- printing costs (handbooks, records, forms etc.)
- pinning/graduation requirements
- portable electronic devices

♦ FINANCIAL AID

Information concerning financial aid may be found in the college catalog. Students seeking information regarding specific programs should consult the Financial Aid office. Students may obtain financial aid packets, verify filing deadlines, and get assistance filing forms from the Financial Aid office, (918) 463-2931 ext. 6220 or (918) 684-5402. Students are responsible for following financial aid guidelines. If there is a question, see a financial aid advisor.

Additional information specific to nursing scholarships may be found on the CSC nursing website: www.connorsstate.edu/nursing/finaid.

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14. DEPARTMENT INFORMATION

Each student is expected to clean up and help maintain a clean environment. All CSC campuses are smoke and VAPE free. Respectful behavior is expected at all times.

♦ **ADDITIONAL INFORMATION**

Students with questions or concerns about their nursing education can contact:

- Oklahoma Board of Nursing (405) 962-1800

- Accreditation Commission for Education in Nursing (404) 975-5000

The director of the department of nursing can be contacted at:
        Phone: (918) 684-5436
        Fax: (918)-684-5459
        Ms. Johnson at E-mail: joycesj@connorsstate.edu

APPENDICES

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APPENDIX A

EXPOSURE CONTROL PLAN

I. METHODS OF COMPLIANCE

A. <u>Campus lab</u>: Students must sign a "Lab Supply Packet Release Form" agreeing to use lab supplies only on inanimate objects. It is not necessary to practice invasive skills on each other in the lab, as mannequins are available for practice and demonstration. Students desiring to practice invasive skills on each other must sign a "Release of Responsibility", adhere to Standard Precautions, and practice only under the direct supervision of their instructor.

B. <u>Clinical lab</u>: Students will be instructed in infection control   policies/procedures of the assigned institution during orientation, and will be expected to adhere to institutional policies and procedures.

II. POST EXPOSURE EVALUATION AND PROTOCOL

A. Immediate Treatment
   1. Wound Care/First Aid
   2. Clean wound with soap and water.
   3. Flush mucous membranes with water or normal saline solution
   4. Other wound care as indicated

B. Go to the nearest hospital emergency room for evaluation and treatment. If indicated, treatment should begin as soon as possible, preferably within one hour, or at the most, within two hours of possible HIV exposure.

C. Notification of Responsible Parties
   1. Faculty: Notify lead instructor or director of nursing.
   2. Students: Notify lab/clinical instructor.

D. Complete a Post Exposure Evaluation and Follow-up form within 48 hours or as soon as possible. The form will be kept with the program director, with a copy going into the faculty member's/student's personnel file in the Nursing Department.

E. Financial Responsibility
   1. Faculty: The cost incurred with a faculty member exposure will be the responsibility of Connors State College unless covered by the clinical facility.
   2. Students: The cost incurred with a student exposure will be the responsibility of the student, unless covered by the clinical facility.

APPENDIX B

STUDENT COUNSELING PATHWAY

When a student fails to meet the requirements of the Nursing Program, the Student Counseling Pathway will be initiated. The flow chart demonstrates the procedure which will be used to assist and guide students who are not making progress. Serious violations involving patient safety and/or unprofessional conduct will result in immediate probation or suspension from the program and may result in dismissal from the program. Repeated minor infractions will be considered a serious violation.

OPTION I
UNSATISFACTORY
PERFORMANCE

OPTION II
UNSAFE
PERFORMANCE

PROCEDURE:
a. Discuss recommendations
b. Document meeting
c. All participants sign form
d. Follow-up conference date set

PERSONS PRESENT:
a. Student
b. Faculty member(s) involved

PROCEDURE:
a. Document meeting
b. All participants sign form
c. Set up conference for further review
d. Possible suspension from clinical

FOLLOW-UP CONFERENCE

STUDENT IMPROVES   ←   →   *STUDENT DOES NOT IMPROVE*

Process terminated with condition: performance must be maintained at acceptable level. If not, probationary period may be established.

PROCEDURE:
a. Possible suspension from clinical
b. Document meeting
c. All participants sign form
d. Set up conference date

PRESENT:
a. Student
b. Faculty member(s) involved or other faculty member if L.I. involved
c. Lead instructor

PROBATION   ←   →   **RECOMMEND DISMISSAL**

PROCEDURE:
a. Prepare contract with recommendations
b. All participants sign contract
c. Set follow-up conference date
d. Suspension lifted

PROCEDURE:
a. Document meeting
b. All participants sign form
c. Set up meeting date for faculty conference
d. Give student written notice
e. Suspension from clinical

FOLLOW-UP CONFERENCE

STUDENT IMPROVES
TERMS OF CONTRACT MET   ←   **STUDENT DOES NOT IMPROVE**
TERMS OF CONTRACT NOT MET

Probation lifted with condition: performance must be maintained at acceptable level. If not, student is subject to dismissal.

PROCEDURE:
a. Suspension from clinical
b. Faculty conference date set
c. Give student written notice

PRESENT:
a. Student
b. Faculty member(s) involved
c. Full-time faculty members
d. Director of Nursing

DISMISSAL   ←   →   **FINAL PROBATION**
(Go to *Probation*)

Student may appeal to Executive Vice President (See College Catalog)

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APPENDIX C

OKLAHOMA BOARD OF NURSING
2915 North Classen Blvd., Suite 524
Oklahoma City, OK 73106
(405) 962-1800

1.   **INSTRUCTIONS FOR PRACTICAL NURSE EQUIVALENCY ANDIDATES APPLYING FOR LICENSURE BY EXAMINATION**

   GO TO: http://www.ok.gov/nursing/nclex7.pdf

2.   **INFORMATION FOR APPLICANTS FOR LICENSURE OR AUA CERTIFICATION WITH HISTORY OF ARRESTS, CONVICTIONS, OR PRIOR DISCIPLINARY ACTION**

   GO TO: http://www.ok.gov/nursing/nclex 9/pdf

3.   **Guidelines for employment of individuals enrolled in or non-licensed graduates of nursing education programs.**

   GO TO: http://www.ok.gov/nursing/ed-guide.pdf

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APPENDIX D
HANDBOOK SIGNATURE SHEET

As a student in the Associates Degree Nursing Program, I understand that I must:

1. Know and abide by the policies of the Connors State College nursing program as presented in this handbook.
2. Respect the learning environment provided at the college and the clinical sites. This includes compliance with information technology and social media policies/guidelines.
3. Comply with the laboratory policies.
4. Complete clinical participation activities by deadlines(s) noted, e.g. CPR verification, criminal background checks, and all health requirements. This includes complete and accurate uploading of defined material to the required data management system, i.e. Verified Credentials.
5. Authorize confidential sharing of student identification required by clinical agencies.
6. Demonstrate professional code of conduct at all times and in all settings used for student learning and participation activities, i.e. registration, classroom lab, and clinical sites.
7. Engage as an active participant in the leaning process, including coming to learning and assessment situations prepared.
8. Use the services of nursing faculty academic advisor as needed.
9. Assume responsibility for performing essential functions independently or with reasonable accommodations. This means notification of instructors of authorized accommodations needed in a timely fashion.

My signature (below) acknowledges my receipt of this information, and the understanding that I am held accountable for knowing and abiding by all items noted on this list. I am aware that this is not an exhaustive list. I realize that a breach of any one of these could result in disciplinary action up to and including dismissal from the program.

I further agree to follow all addenda as distributed and discussed by nursing faculty and understand that these addenda are enforced on the date distributed. I understand it is my responsibility to obtain and review any addendum with a faculty member if I am absent when the addendum is distributed. Failure to obtain an addendum will not excuse me for any infractions after the addendum's instituted date.

_____   _____

Student Signature   Date

_____

Student Name (Please Print)