

Columbus State University, School of Nursing
Baccalaureate Nursing Program Student Handbook AY22-23



Table of Contents

TOPIC	PAGE
Welcome	6
Nursing Program and Curriculum	7
BSN Mission, Philosophy, and Organizational Framework	7
BSN Program and Level Outcomes	7
BSN Curriculum Schema	7
Nursing Program Admission and Progression Policies	8
BSN Admission Requirements Undergraduate Students	8
How are students selected for the program?	8
How can I receive an application to the nursing program?	8
Criteria of Eligibility	8
Science Policy	9
Essential Abilities and Performance Standards for Students	9
Progression Requirements	10
Readmission to Nursing Courses/Program	11
Clinical Requirements and Policies	12
BSN Nursing Pre-Clinical Requirements	12
Purpose	12
Student Instructions	12
Health History and Physical Examinations	12
Professional Liability Insurance	12
Students with Health-Related Licenses	13
Criminal Background Check & Drug Screen	13
BLS (Basic Life Support) Certification	13
Immunizations	13
Required one time upon admission to BSN and RN-BSN programs	13

Annual Requirements (summary)	14
Clinical Supervision of Nursing Students	14
Clinical Lab Evaluation	15
Confidentiality of Patient Information and HIPAA	16
Skills Validation	16
Purpose	16
Policy	17
School of Nursing Policies	18
Academic Policies	18
Academic Honesty Policy	18
Confidentiality of Student Information and FERPA Policy	19
Grievance Procedure	19
Attendance and Tardiness Policies	20
Classroom Attendance Policy	20
Visitors Attending Class Policy	20
Clinical and Campus Lab Attendance Policy	21
Exam/Grading Policies	22
Exam Absences/Tardiness	22
Achievement Exam and Exam Policy	22
Specialty Achievement Examinations	22
Drug Calculation Proficiency Examination Policy	22
Exceptions to Policy: Extreme Extenuating Circumstances	23
Requests for Exception to Policy (Classroom and/or Clinical)	23
Make Up Exams	24
Make Up Clinical/Campus Lab	24
Evaluation and Grading	24
Summary of Nursing Course Grading Requirements and Rationale	25

Computerized Exam Rationale Review Policy	25
Online Rational Review	26
Graded Assignments and Projects	26
Examination Administration Policy	26
Employment Policy for Students	27
Student Expectations	28
Professional Behavior	28
Class Conduct	28
Professional Behavior Policy	29
Nursing Student Disposition Evaluation Policy	30
Professional Attire and Appearance Policy	30
Website & Online Resources Policy	32
Student Information and Resources	34
Class Officers and Faculty Advisor (Roles, Responsibilities, and Class Officer Elections)	34
Class Faculty Advisors	34
Class Responsibilities	34
Class Officer Responsibilities	34
School of Nursing Representative	35
Elections	35
Community and Professional Service Recognition Policy	36
Background and Purpose	36
Documentation of Volunteerism	36
Nursing Scholarships and Awards	37
Student Professional Travel Guidelines	37
Nursing Program Graduation and Licensure Requirements	40
Graduation Requirements	40
NCLEX-RN and Licensing Application Procedures	40

RN-BSN Program-Specific Policies	41
Pre-Clinical Requirements	41
Progression Requirements	42
State Authorization	42
Forms	44
Campus Lab Referral Form	44
Campus Lab Practice: Campus Laboratory Instructor	45
Clinical Supervision of Students: Student Form	46
Simulation Laboratory Confidentiality and Security Agreement	47
Community Service Hours Validation Form	48
Employment Record of Nursing Students Form	49
Medical / Emergency Care Form	50
Student Handbook and Honor Pledge Form	51
Sample Letter of Exception	52
Student Conference Form	53
Appendices	54
Appendix A - HIPPA	54
Appendix B - Resources (Links)	57
Undergraduate Academic Regulations	57
Academic Appeals and Medical Withdrawal	57
Center for Accommodation and Access	57
Title IX - Information	57
School of Nursing - Faculty and Staff	57
Appendix C - Rubric for the Evaluation of Dispositions	58
Appendix D - School of Nursing Organizational Chart	61

Welcome Future Nurses!

Welcome to the beginning of your career in nursing! You have chosen a very rewarding and challenging profession that will offer you many and varied opportunities. The Columbus State University (CSU) undergraduate nursing program is designed to prepare you to begin your nursing career as a nurse generalist. After graduation and licensure, you will be prepared to advance and specialize in your career through experience and advanced education. We wish you the best as your journey begins with your nursing education, and we are proud that you chose CSU for your nursing education.

This handbook will provide you with policies, procedures, and general information for the Bachelor of Science in Nursing (BSN) program in the School of Nursing at Columbus State University. Students enrolled in the BSN program are required to adhere to all policies and procedures provided herein in addition to information provided in the course syllabi.

The BSN at Columbus State University prepares a nurse generalist for practice that integrates the knowledge, skills, and attitudes from eight essential curricular elements: liberal education; quality care and patient safety; evidence based practice; informatics; health care policy, finance, and regulatory environments; communication and collaboration; clinical prevention and population health; professionalism and professional values

Graduates of the BSN program at Columbus State University will be prepared to assume three major nursing roles: provider of care, designer/manager/coordinator of care, and member of a profession. Within these roles, the baccalaureate nursing program emphasizes the interconnectedness of professional nursing concepts to achieve program outcomes.

The School of Nursing engages in a collaborative process in which both teachers and students are active participants and learners. The teacher serves as a mentor, coach, facilitator, role model, and consultant. Effective teaching is based upon expert discipline knowledge, learning theory and strategies, and respect for learners as self-directed adults.

We welcome you to the School of Nursing!

Sincerely,

School of Nursing Faculty and Staff

Nursing Program and Curriculum

School of Nursing Mission Statement

The mission of the School of Nursing at Columbus State University is to prepare caring, professional nurses who provide safe, evidence-based, patient-centered care, for diverse populations in a variety of settings.

School of Nursing Vision Statement:

The School of Nursing will be a model of nursing education, preparing graduates for a transformational career which encompasses life-long learning and leadership in professional practice and service to others.

BSN Program Learning Outcomes

- Graduates will provide safe, patient-centered care in a variety of settings.
- Graduates will function as a leader within the nursing roles provider of care, manager of care, and member of the profession.
- Graduates will use sound evidence to make appropriate clinical decisions about health care.
- Graduates will integrate informatics into nursing practice in a variety of settings.
- Graduates will apply the quality improvement process to ensure patient safety and to meet desired clinical outcomes.
- Graduates will communicate and collaborate with members of the interdisciplinary health care team in a professional and effective manner, through verbal, non-verbal, written and electronic means to improve patient outcomes and teamwork.
- Graduates will apply concepts of safe practice to ensure optimal patient clinical outcomes.

BSN Curriculum Schema - see the following links provided

- [BSN Course Requirements](#)
- [Program of Study](#)
- [Program Map](#)

Nursing Program Admission and Progression Policies

BSN Admission Requirements Undergraduate Students

How are students selected for the program?

The School of Nursing accepts students to a fall semester cohort once a year through a process of "rolling admission." Students majoring in "nursing" at CSU are reviewed for acceptance beginning in November of each year for the following fall cohort.

Eligible applicants are then selected through the rolling admission process between the months of November and May for the corresponding fall cohort.

Note: Transfer students are included in the review process once they complete the required university admissions process.

Eligible students are evaluated and selected for acceptance based on:

1. Complete Application and Professional Recommendations
2. Review of Nursing Disposition Policy to include review of University BART evaluation
3. Program GPA and Overall GPA
4. Average score of RN Admission Assessment Exam
5. Criteria of Eligibility
6. Review of Degree Progression / Lab sciences completion; this includes review of any lab science failures

How can I receive an application to the nursing program?

Only those students identified as eligible through the "rolling admission" or "academic advising" process will receive an application.

Eligible students who meet the following criteria may receive an application which will be sent to the students' CSU email address.

Criteria of Eligibility

1. Minimum program GPA of 2.75 as well as an overall GPA of 3.0 to request an application (see FAQ #11, Criteria #1).
2. Meet the Degree Progression requirements to include having fewer than 9 hours of elective (non-science) courses remaining in degree progression (see FAQ #11, Criteria #2).
3. Meet the minimum scores of 75% on the three required sections (math, reading, and grammar) of the Evolve Reach A2 Assessment Test (see FAQ #11, Criteria #3).
4. Nursing Disposition Evaluation (see FAQ #11, Criteria #4).
5. Meet the conditions of the School of Nursing Science Policy (see FAQ #18).
6. Applicants are reviewed through a "rolling admission" or "academic advising" process.
7. Three professional and/or academic recommendations are required as part of the application

process. The recommendations are submitted via an online form provided to applicants.

Science Policy

- Students may only FAIL (D or F) or WITHDRAW FAILURE (WF) from one Area D/F science course and be allowed to repeat the course one time. The grade earned from the first attempt (“D, F or WF”) will be averaged with the grade earned from the 2nd attempt. The grade averaged from the two attempts is required to be a “C” or better. Failing two science courses (D, F, or WF) will make a student ineligible to apply for five years.
- A science course that was taken more than seven years prior to acceptance into the Nursing Program MUST be repeated and ONLY the grade earned for the repeated course will be used in the nursing GPA.
- A grade of “C” is required for the following lab science: CHEM 1151/1151L, CHEM 1152/1152L, BIOL 2221K, BIOL 2222K and BIOL 2225K.

Essential Abilities and Performance Standards for Students

The BSN Program’s mission is to prepare nurse generalists with basic competence in all areas of professional nursing practice. The following performance standards are set so that students will understand the essential eligibility requirements for participation and progression in the baccalaureate nursing program at Columbus State University. These standards include intellectual/cognitive, observation, interpersonal/communication, motor, and behavioral functions. The ability to assess and observe, plan, implement, and evaluate nursing care for a patient in a reasonably independent manner is an expectation of the School of Nursing.

ESSENTIAL FUNCTIONS	EXAMPLES OF PERFORMANCE STANDARDS (include, but not limited to the following)
<p>INTELLECTUAL/ COGNITIVE:</p> <p>A student must be able to think clearly and critically in order to make effective decisions and judgments.</p>	<ul style="list-style-type: none"> ● Short- and long-term recall of specifics, ways and means of dealing with specifics, as well as universal and abstract concepts related to nursing. ● Translate, interpret, and extrapolate information. ● Transfer and apply knowledge from one situation to another. ● Analyze elements, relationships, and organizational principles, recognizing unstated assumptions and distinguishing fact from hypothesis. ● Synthesize information and knowledge, producing a unique communication or plan or idea not clearly present before. ● Evaluate by judging in terms of evidence (e.g. logical accuracy, consistency, and other internal criteria) as well as compare to professional nursing standards and other accepted criteria. ● Think in a way that considers and reasons within multiple points of view. <p><i>CSU Dept. of Nursing, BSN Program NLNAC Self-Study, Fall 2002, p. 72 Adapted from Bloom’s Taxonomy of Cognitive Objectives, 1956 Adapted from Morrison et al, Critical Thinking & Test Item Analysis, p. 166</i></p>

<p>OBSERVATION: A student must be able to independently read and understand written documents and computer screens and to observe a patient accurately using the senses of hearing, smell, vision, and touch.</p>	<ul style="list-style-type: none"> ● <u>Hear</u> heart and breath sounds, blood pressure, normal & faint voices, auditory alarms, and in noisy environments. ● <u>Visualize</u> objects from 20 inches to 20 feet away (including depth perception & peripheral vision) such as patient records, appearance of a wound, skin color, gait) ● Detect the presence of a foul <u>odor</u> ● <u>Palpate</u> an abdomen, a pulse, skin temperature, sizes and shapes.
<p>COMMUNICATION: A student must be able to communicate effectively verbally, non-verbally and in writing and using technology with others (for example: patients, families, peers, faculty, and members of the health care team).</p>	<ul style="list-style-type: none"> ● Establish rapport with patient, family, caregivers, & colleagues, while establishing therapeutic interpersonal boundaries. ● Communicate verbally, non-verbally or in written format with all members of the health care team, peers, and faculty with professionalism, positive attitude, respect and courtesy. ● Elicit information from a patient, family and caregivers. ● Explain care and treatments and provide patient teaching applying teaching & learning principles and methods. ● Demonstrate procedures and regimens.
	<ul style="list-style-type: none"> ● Perceive non-verbal communication of others ● Accurately describe patient, clinical, and other health related situations. ● Communicate using computers and computer technology.
<p>MOTOR: A student must have adequate motor function to effectively work with nursing problems and issues and carry out related nursing care.</p>	<ul style="list-style-type: none"> ● Safely, reliably and efficiently move from place to place and position to position including pushing, pulling, stooping, and bending in order to provide physical aspects of nursing care (e.g. assisting patient ambulation, moving & positioning patients in bed, opening an obstructed airway, applying pressure to stop bleeding, cardiopulmonary resuscitation, pushing wheelchairs/stretchers). ● Safely, reliably and efficiently provide aspects of nursing care requiring manual dexterity (e.g. administration of medications by all routes, changing dressings, providing basic hygiene care).
<p>BEHAVIORAL: A student must possess the emotional health required for total utilization of his/her intellectual abilities</p>	<ul style="list-style-type: none"> ● Tolerate physically and emotionally taxing workloads and function effectively during stressful situations. ● Display flexibility in adapting to ever- changing situations and environments, dealing effectively with the unexpected. ● Safely, reliably and efficiently function in an environment of uncertainty that is inherent in clinical situations involving patients. ● Effectively and efficiently perform multiple tasks concurrently. ● Interact with others in a manner that is positive and promotes trust and confidence in others.

Adapted with permission from: Medical College of Georgia.

Progression Requirements

A student who has failed or withdrawn from a clinical or non-clinical nursing course will be allowed to repeat it only once. A second failure of or withdrawal from the course, or failure of or withdrawal from a second nursing course, will result in exclusion from the BSN program.

The following are BSN Program student requirements that directly affect student progression within the program:

1. Pass required drug calculation proficiency examinations (see Drug Calculation Proficiency Examination policy).
2. Complete specialty predictor examinations in assigned courses and comprehensive predictor exams in NURS 4377 (Preceptorship).
3. Successful completion of Skills Validation (see Skills Validation policy).
4. Compliance with CSU Academic Honesty Policy (see Academic Honesty policy).
5. Evidence of required pre-clinical requirements (see Clinical Agency and Health Related Policy and Student Preclinical Requirements Policy in this handbook).

Readmission to Nursing Courses/Program

***After one course failure, withdrawal, or after exclusion**

The student will be contacted by the Student Services Coordinator with instructions should re-admission be requested. Students who have failed OR withdrawn from one nursing course for any reason may be considered for readmission the next time the course is offered (or as directed by the Director, School of Nursing).

The following rules apply:

1. The student must be eligible to enroll at Columbus State University in good academic standing.
2. The student must have a nursing grade point average of 2.0 or higher for all required courses completed toward the degree.
3. The student will submit a readmission appeal to the COEHP (College of Education and Health Professions) Undergraduate Council. The Student Services Coordinator will provide information on the process.
4. Considerations for granting the appeal by the committee include the following:
 - a. Student performance and disposition during the previous admission to the School of Nursing.
 - b. Resources and space availability in the required course that is to be repeated. This includes course capacity and clinical placement availability.
5. A student who fails to request readmission the next time the course is offered may be allowed to re-apply to repeat the entire program. The application will be considered competitively with all other applicants.
6. After failing two (2) nursing courses the student must wait one (1) year before submitting a readmission appeal to the COEHP Undergraduate Council to return to the program.
7. If a student receives a medical, hardship, or military withdrawal from the university, the student is required to submit a readmission appeal. Receiving a medical, hardship, or military withdrawal from the university does not guarantee readmission to the nursing program.
8. Students who have been granted a readmission appeal by the COEHP Committee must meet the following criteria:
 - a. Provide evidence of current immunizations and either PPD or chest x-ray
 - b. Provide evidence of current BLS card certified by the American Heart Association for health care providers.
 - c. Provide evidence of current health insurance, and current criminal background check and drug screen.
 - d. Attend a mandatory on-campus nursing skills day

Clinical Requirements and Policies

BSN Nursing Pre-Clinical Requirements

Purpose

The purpose of this policy is to provide guidelines to ensure timely submission and verification of all pre-clinical requirements for nursing students, including but not limited to CPR certification, immunizations, criminal background check, urine drug screen, health screening and professional liability insurance. These are clinical facility requirements and completion of each is mandatory prior to being enrolled in clinical nursing courses and participating in clinical experiences within clinical facilities. Failure to comply may result in late registration fees (if compliance occurs but is late) or exclusion from the nursing course (non-compliance with any requirement or not accepted by clinical facilities).

Student Instructions

For those requirements that are renewed annually, students must provide documentation of renewal before the next semester. Students will need a digital copy of each of the required documents. Students will be given document submission instructions in the preclinical packet provided by the Clinical Placement Coordinator. Provide all required documentation by the designated deadline in order to remain enrolled in clinical nursing courses.

All requirements must be current and must not expire before the end of the term. For example, if CPR certification expires in October for a student entering fall semester courses, a new certification that does not expire prior to December 15 must be obtained and presented by the deadline.

Any student not meeting the requirements by the designated deadline will be placed on clinical probation for one week. If the clinical requirements are still not complete, the student will be dropped from the clinical nursing course and would need to refer to the School of Nursing's policies for readmission and/or progression.

Health History and Physical Examination

Students are required to submit a physical examination documented within 6 months prior to beginning junior level nursing courses. The provided student examination form must be used. This is a one time only requirement.

Professional Liability Insurance

Liability insurance provides insurance coverage to pay for legal defense needs stemming from a malpractice lawsuit involving action or inaction while working in the role of a nursing student. It provides coverage ONLY for incidents that occur within the scope of the nursing student role as part of the nursing program at CSU. It does not cover activities outside of the official student role. It is NOT health insurance; it covers only liability stemming from nursing practice as a student. Students must carry at least \$1 million coverage, which is a clinical agency requirement. This coverage must be renewed each year with the specific company selected by the School of Nursing (SON). The vendor is chosen based

on quality of coverage for all program activities as well as price.

When funds are available, the premiums are paid for by the School of Nursing.

Students with Health-Related Licenses: Requirement

Students with health-related licenses must bring the license to the office of the SON Director for visualization (Georgia Board of Nursing requirement). A copy of the license will be made for the student's record for future reference.

Criminal Background Check & Drug Screen

Clinical facilities require that every student pass a criminal background and urine drug screen prior to being allowed to enter the facility for clinical experiences. This background check must be performed by a vendor designated and approved by all involved healthcare facilities.

- Because all CSU nursing students rotate through all major clinical facilities in order to gain required learning experiences, a student not accepted by one of the major facilities based on the review of their criminal background will be unable to complete clinical requirements and will thus be excluded from the nursing program.
- A urine drug screen that is deemed positive following review by the Medical Review Officer will result in exclusion from the program.
- If the urine drug screen is inconclusive, the test may be repeated once within 48 hours of notification.

Due to the nature of the clinical experiences in the nursing program, students may be required to submit to drug testing if there is reason to believe, from a reliable source, that the student is under the influence of a substance that has impaired judgment and/or ability to care for patients. Any substance, whether prescribed or not, that impairs the student's ability to fully function in the care of vulnerable populations should not be used prior to or during clinical experiences. Completing the background check and drug screen is an annual requirement.

BLS (Basic Life Support) Certification

All nursing students must show proof of American Heart Association Health Care Provider level BLS certification. If current certification expires before the end of the semester for which the student is being enrolled, the student must provide proof of renewal of BLS certification.

Immunizations

It is the student's responsibility to provide original documentation of meeting all immunization requirements. Students are emailed a letter at the time of acceptance into the program specifying immunization requirements. Students must have met all immunization requirements and present annual TB skin testing results and proof of immunization as applicable. Immunization requirements are per the clinical facilities.

Required one time upon admission to BSN and RN-BSN programs

- **MMR** (measles, mumps and rubella) two series vaccine **OR** positive blood titer for each.
- **Hepatitis B Series** (series of 3 injections may be in progress rather than complete

when starting clinicals).

- **Varicella** two series vaccine OR positive blood titer for Varicella.
- **Tdap:** The CDC recommends Tdap x 1 as an adult then Td booster every 10 years. (<https://www.cdc.gov/vaccines/schedules/hcp/imz/adult.html>); there is a statement that if guidelines change per CDC, they will be enforced to assure patient safety (for example the year we had to get 2 flu shots 1 regular and 1 for H1N1).
- **Negative PPD** (TB Skin test) QuantiFERON and T-Spot test are accepted.
 - Positive PPD or history of TB: must show evidence of follow-up evaluation with negative chest x-ray within program year (not older than 2 years) AND a TB Questionnaire (last page of the physical exam). The TB Questionnaire is an annual requirement for any student with a history of TB or positive TB skin test. This also includes any student who has had the BCG vaccine.

Annual Requirements (summary)

- **Certification in BLS (Basic Life Support) for HealthCare Providers**
 - Includes adult, child, infant and adult/child AED.
 - Must be an American Heart Association course
- **Negative TB skin test or negative T-spot or negative QuantiFERON Gold blood**
- **History and Physical Examination**
 - Health history and physical examination must be done on an annual basis (once-a-year).
- **Background check and drug screen.** This must be completed annually with the school's approved vendor.

NOTE: Preclinical requirements may be added at any time due to new health facility requirements.

Clinical Supervision of Nursing Students

The purpose of this policy is to provide guidelines for compliance with the Georgia Nurse Practice Act and the Georgia Board of Nursing Rules and Regulations, and to protect public safety during undergraduate nursing student clinical learning experiences.

Policy

1. This policy applies to all nursing students and nursing faculty members, both full and part time, and registered nurses (RN) accepting the role of preceptor for undergraduate nursing students.
2. Students may perform the following activities only under the direct supervision of a faculty instructor or RN preceptor, or another RN in the clinical teaching area who has been designated by the faculty instructor or RN preceptor (this specifically excludes supervision by any NON-registered nurse, such as LPN, Physician's Assistant, or Physician):
 - a. Invasive procedures
 - b. Administration of medication by any route (e.g. PO, ID, SQ, IM, IV)
3. Students may administer medications by any route ONLY after all medication rights have been verified by the faculty instructor or RN preceptor, or another RN in the clinical teaching area who

has been designated by the faculty instructor or RN preceptor.

4. The registered nurse (faculty member, RN preceptor, or designated RN) who supervises a nursing student in the performance of any nursing activity will co-sign all related entries into the patient record made by the student. This includes, but is not limited to:
 - a. administration of medications by any route
 - b. performance of any invasive procedure
 - c. nurses note of any type
5. Legal signatures in patient records
 - a. Faculty Member: *First name, Last name, RN, CSU*
 - b. Nursing Student: *First name, Last name, CSU-NS*

Clinical Lab Evaluation

Students are clinically evaluated according to established clinical objectives, which flow from level objectives and are specified in course-specific clinical evaluation tools. Students earn a clinical evaluation rating of satisfactory or unsatisfactory.

Formative Clinical Evaluation occurs during nursing courses with feedback to students, which can be part of the day-to-day student-instructor interaction or a formal conference. During the formative evaluation process, students are given reasonable opportunities to correct weaknesses and deficiencies. As the course progresses, students are expected to consistently improve clinical performance. During formative evaluation, students may earn an “S” (satisfactory), “NI” (needs improvement), “U” (unsatisfactory), or “NA” (not available). Students are given feedback about their strengths, weaknesses, and suggestions for improvement.

Students who are deemed, at any point in the course, to be practicing in an unsafe manner or who are weak in clinical performance may be placed on clinical probation. This is formal notification to students that they are at risk of a clinical failure if performance is not improved significantly. A student placed on clinical probation will receive a letter informing that student of the probation. The student will be informed of any weaknesses and related requirements for improvement. Students will be officially notified (in writing) when their performance improves to the point of meeting clinical objectives and/or safe practice. Students who are practicing in an unsafe or unprofessional manner may be immediately sent from the clinical site with a grade of “F” for the course.

Summative Clinical Evaluation is completed at the conclusion of the course. Any “U” rating or any “NI” rating not improved to an “S” by the end of the course results in an “U” for that objective and a clinical failure, thus course failure. If a student fails the clinical component of any nursing course, the entire course must be repeated upon its next offering (on a space-available basis) in order to remain in the program (as long as the student is eligible to return to the program).

A grade of “satisfactory” is earned by students who demonstrate safe nursing practice and consistently perform care related to clinical objectives safely, competently, and with decreasing guidance over time, while applying concepts and skills from previous learning experiences and courses. Safe practice is defined as that practice which will keep the patient, staff, instructor, and student free from threat, danger, harm or loss.

A grade of “unsatisfactory” is earned by students who demonstrate unsafe nursing practice and/or who fail to consistently perform care related to clinical objectives safely, competently, with decreasing guidance over time, or who are inconsistent in clinical performance and/or the application of concepts and skills from previous learning experiences and courses. Unsafe practice is defined as those actions or inactions which put the patient, staff, instructor or student in jeopardy either physically, mentally or legally.

Confidentiality of Patient Records and Information: HIPAA Requirements

Patient records and all patient information are strictly confidential. The following rules to protect patient privacy and confidentiality must be followed at all times.

1. Students are to discuss information related to patients only with appropriate health care personnel caring for the patient and only during pre-conference, post-conference, and during the clinical day as it pertains to providing care.
2. Students are prohibited from discussing any information related to a patient or his/her health at any other time or to any other persons. Students are also prohibited from photocopying any portion of a patient’s health record. This even includes verifying a patient’s presence in a healthcare facility of any kind. It also means never discussing patients at lunch, in the elevator, with your friends, family or anyone, or in any place where you could be overheard. If a student violates this rule, he/she will have violated the Health Insurance Portability and Accountability Act (HIPAA) of 2002.
3. Before discussing any information found in a patient’s record with him/her or the family, discuss the information with your instructor and obtain approval. The patient has a right to access to his medical information, but timing and type of explanation are often crucial in providing effective care.

HIPAA - Please see Appendix A

Skills Validation Policy

Purpose

The purpose of clinical skills testing is to validate that students have correctly performed these clinical skills at least once at designated points during the nursing program. The skills included for testing have been selected and designated by the faculty as essential to nursing practice. There are many skills taught as part of basic nursing education that are important for practice, thus the validated skills alone do not prepare students for nursing practice. In addition, passing a skills test does not guarantee competence in future skill performance. Passing a skills test merely reflects the one-time correct performance of a skill as verified by an instructor. It is each student’s responsibility to maintain competence in skills once passed and to apply these skills in future clinical situations.

Policy

Students must be tested and pass each skill in the course that is outlined in the skills sheets.

Each skill is taught in a nursing course and opportunities to practice the skill, either in a campus lab simulation or a clinical situation, are provided. During skill practice opportunities, it is each student's responsibility to seek guidance and feedback from faculty. After practicing a skill, each student is expected to be prepared to test on that skill.

Once in the testing situation, the students indicate when they are ready to begin and end the exam. Once a skills test is in progress, the instructor will provide no guidance in skill performance. Once a skills test is in progress, only the instructor can terminate without penalty. Each skill is broken down into "critical elements" for evaluation purposes. Failure to perform any one of these critical elements results in failure of that skill. Each time a skill is attempted, the entire skill must be completed and is again re-tested. A skills test can be repeated two times if necessary after remediation. If the third attempt is unsuccessful, this constitutes a course failure with a grade of "F".

School of Nursing Policies

The following School of Nursing regulations are followed to protect the quality and validity of nursing student's grades and degrees.

Academic Policies

Academic Honesty Policy

Plagiarism is prohibited and copyright infringement is unlawful and prohibited. Written assignments (care plans, clinical pathways, variance reports, teaching projects, etc.) and other requirements for a grade must be the original work of the student submitting the assignments. Please refer to the current APA manual for further information. Written work or other assignments may not be borrowed or purchased for submission in lieu of the student's own efforts.

1. No student shall obtain and furnish to any other student, any materials which can be shown to contain the questions or answers to any examination scheduled to be given at any date in any course offered in this program.
2. No student shall knowingly receive and use materials, which can be shown to contain the questions, or answers to any examination. Students are responsible for keeping their eyes on their exam, covering their answer sheet, and securing belongings in their assigned locker or vehicle.
3. No student shall give or receive assistance in preparation of any assignment, laboratory report, or examination to be submitted as a requirement for any academic course in such a way that the submitted work can no longer be considered the personal effort of the student who submitted the work. If a student is uncertain about the requirement for the assigned work, it is the student's responsibility to clarify this with the instructor before the due date.
4. Any person taking, or attempting to take, steal, or otherwise procure in any unauthorized manner any material pertaining to the conduct of a class, including examinations, laboratory equipment, roll books, etc., shall be in violation of these regulations and will receive a zero for the assignment and/or possible exclusion from the course, nursing program and the university. This includes the printing of exams from any online course that delivers online examinations.
5. The student should also be aware that all instances of plagiarism, in addition to other SON penalties, will be reported to the Provost and VPAA office.
6. The nursing faculty believes that nurses must maintain a high level of integrity. Integrity is demonstrated by honesty, fairness, respect, and trust. As a measure of accountability, students are required to sign the Honor Pledge which is printed on the last form in this handbook acknowledging that he/she has read and understands the handbook. Breaches in academic honesty may result in permanent dismissal from the Baccalaureate Nursing Program.

Definitions:

Cheating: Wrongfully giving, taking, altering or fabrication of any course work (examinations, written reports, care plans, etc.) for the purpose of gain for self or others. **Plagiarism:** The act of copying, stealing, or using another's ideas, words, or specific substances as one's own without giving credit to

the source.

Copyright Infringement: The act of copying, stealing, or using another's ideas, words, or specific substances as one's own without written permission and giving credit to the source.

Misrepresentation: Work submitted improperly or falsely to meet course requirements.

Confidentiality of Student Information and FERPA Policy

The purpose of this policy is to protect student privacy and right to confidentiality in accordance with institutional policy and the Federal Educational Rights and Privacy Act (FERPA).

DEFINITIONS:

“Record” means any information recorded in any way, including, but not limited to, handwriting, print, Computer media, video or audio tape, film, microfilm, and microfiche. “Personally, identifiable information” includes, but is not limited to:

- The student's name;
- The name of the student's parent or other family member;
- The address of the student or student's family;
- A personal identifier, such as the student's social security number or student number;
- A list of personal characteristics that would make the student's identity easily traceable; OR
- Other information that would make the student's identity easily traceable.

POLICY

1. Student records (including personally identifiable information) are private and confidential and will be maintained in secured (locked) areas within the nursing building offices. Students' School of Nursing files will be maintained in the Student Services Coordinator Office. Student Course files will be maintained in faculty offices.
2. Only faculty and full-time administrative staff of the School of Nursing will have access to student records in order to conduct the normal course of business for the department and the institution.
3. An individual student has the right of access to his/her own record. No one else (including other students, parents, spouse or any other person asking for access to student records) will be allowed access to student records (other than those persons described in the above item).
4. **Exceptions:** FERPA does provide for exceptions to this policy in very specific circumstances. If anyone requests access to student records citing an allowed exception, he/she will be referred to the Director, SON for verification, in consultation with the Office of the Registrar, that an exception can be made. Only the Chair, School of Nursing (or designee in his/her absence) will verify exceptions and allow access to student records based on an exception to FERPA.

Academic Grievance Procedure

Outlines the University's policies for students who wish to file an academic grievance and/or grade appeal.

Attendance and Tardiness Policies

Attendance in class, clinical laboratory experiences and campus lab is expected and necessary to meet course and clinical objectives. As part of professional behavior, students are expected to arrive on time for class, clinical experiences and campus labs.

- **Tardiness:** Arriving late for class, clinical or campus labs should occur only in unavoidable, unforeseen extreme extenuating circumstances (defined below), which are rare, and should never become a pattern. A pattern of tardiness disturbs class and reflects lack of time management, disrespect for peers and instructors as well as irresponsibility, and is not acceptable. A pattern of tardiness for clinical experiences demonstrates a lack of respect for peers, patients, and members of the healthcare team, as well as irresponsibility in meeting patient care requirements.
- **Absence:** Missing class time, clinical time or campus lab time should occur only in unavoidable, unforeseen extreme extenuating circumstances (defined below), which are rare, and should never become a pattern. A pattern of absences, even for valid reasons described below, prevents participation in essential learning activities necessary for success in the nursing program.

Classroom Attendance Policy

Class Absences: Students will be excluded from the course and receive a “WF” for excessive absence when the hours of class absences exceed 10% of the total class hours for the course. Total class hours are calculated by multiplying the class hours per week by 15 weeks in a semester.

Example: NURS 3275 (4-9-7) meets a total of 60 class hours during the semester (4 hours per week X 15 weeks). A student may miss ONLY 6 hours of class during the entire semester. Students who are absent for more than 6 class hours in this course will receive a grade of “WF” for the course.

Class Tardiness: Students are expected to be in their seats, have needed books and materials open, and be prepared to begin class at the time the class is scheduled to begin. Anyone who arrives late for class disrupts the instructor and distracts other students. Once class has begun, students will be asked to wait to enter the classroom when the next break occurs. Tardiness will be recorded in increments of 1 hour and counted toward absent hours. It is the student’s responsibility to notify the instructor when arriving for class (at the break). Failure to do so may result in being counted absent for the entire class.

Visitors Attending Class Policy

It is inappropriate for students to bring visitors to any nursing class and they will not be allowed to attend the class. This policy will be enforced at all times. Only students enrolled in the nursing program can attend course related activities.

Clinical and Campus Lab Attendance Policy

Attendance and participation in clinical experiences, including campus labs, is essential for gaining competence required for the safe practice of nursing.

Clinical and Campus Lab Absence: Any absence from clinical experiences or campus labs may result in clinical failure and a grade of “F” for the course.

Clinical and Campus Lab Tardiness - Students are expected to be at the clinical unit/facility or campus lab and belongings put away, ready to begin at the time the experience is scheduled to begin. This is particularly important in the clinical setting because students are responsible for the care of assigned patients. Failure to arrive on time and assume that responsibility causes undue hardship on peers and unit staff, as well as disrupting patient care. If *unavoidable, unforeseen extreme extenuating circumstances* occur that will make a student late, the student MUST:

- Phone the clinical unit/facility and inform them of anticipated arrival time and reason for tardiness
- Obtain the name of the person to whom the message was given and request that they pass the information on to the clinical instructor
- Contact the clinical instructor (by whatever means he/she has instructed) and inform him/her of anticipated arrival time and reason for tardiness.

Consequences for a pattern of tardiness OR for a single incidence of significant tardiness will be determined by the instructor / teaching team. Consequences may range from a documented verbal warning to clinical probation. The decision to allow a tardy student to remain for the experience will rest with the instructor, based on the situation at the time.

Exam/Grading Policies

Exam Absences/Tardiness

Attendance for all examinations is expected & required.

- If a student anticipates or knows that he/she will be tardy or absent from an exam due to *unavoidable, unforeseen extreme extenuating circumstances (defined below)*, the student must notify the School of Nursing office (706-507-8560) as soon as possible. **Students who are absent for an examination will receive a zero (0) for that exam.**

Students who arrive late for an exam will have only the remaining time to take the exam.

Achievement Exam and Exam Policy

The purposes of the Nursing Achievement Examinations are to:

- To provide ongoing feedback to students and faculty regarding student achievement in the nursing program.
- Evaluate overall knowledge and competence related to NCLEX-RN.
- Prepare students for success on the NCLEX-RN.

Specialty Achievement Examinations

A series of Specialty Achievement Exams are given at selected points throughout the program and include a comprehensive exam for NURS 4377, the capstone nursing course at the end of the program. The examination process provides not only testing, but also feedback and remediation of exam content. Courses may use the achievement exam as the final exam for the course and/or for points counted into the course grade.

Drug Calculation Proficiency Examination Policy

Purpose: The purpose of this policy is to ensure student proficiency in drug calculations.

- A calculation exam is required in NURS 3175 Pharmacology in Nursing and will be counted as 5% of the total course grade.
- Seniors take a calculation exam in the Fall Semester, and have three attempts to pass (90% or higher) before clinical starts. If not successful, a remediation plan is required.

The following criteria will be required for the drug calculation proficiency exam:

- Problems on the exam will be related to p.o. (oral) medications, as well as injectable medications through the IV (intravenous), SC (subcutaneous), and IM (intramuscular) routes.
- Students should be prepared for calculation with various types of measurements that could be used such as milligrams, grams, and ounces, or drip rates such as with IV fluids. .

Exceptions to Policy: Extreme Extenuating Circumstances (Classroom and/or Clinical)

Very rarely, unforeseen, uncontrollable extenuating circumstances may cause absence from, or tardiness for, class, clinical laboratories, or campus lab. Such circumstances include:

- **Illness** of student or immediate family member requiring his/her care. Documentation will consist of a medical statement with date, on letterhead, and signature of the care provider. A letter of exception to policy is required from the student to accompany the above documentation or an exception will not be considered.
- **Death** of a family member. Documentation will consist of the newspaper obituary. A letter of exception to policy is required from the student to accompany the above documentation or an exception will not be considered.
- **Unforeseen emergencies** preventing the student from attending class or lab (e.g. house fire, vehicle collision, etc.). Documentation will consist of a signed statement from the appropriate agency or office. A letter of exception to policy is required from the student to accompany the above documentation or an exception will not be considered.

Requests for Exception to Policy (Classroom and/or Clinical)

A formal request for an exception to the attendance policy may be made by a student. Such requests must be submitted to the Course Coordinator in a timely manner in the form of a formal letter with attached, required documentation.

- Formal letter includes date, salutation, body, and signature and must be hand delivered to the appropriate individual. This is the only format accepted...no emails.
- Include in the letter of request the exception you are requesting and a detailed rationale for your request.
- State if you are requesting make-up clinical time or a make-up exam.
- Attach official, dated documentation of extenuating circumstances to the letter.

The course teaching team will make the decision to grant or deny the request based on a case-by-case review of individual circumstances. Patterns of past attendance, absence and tardiness will be considered in this decision. In general, do not expect the request to be granted because excessive absence from class, even for valid reasons, results in insufficient learning experiences to gain the knowledge, skills and abilities required for safe clinical practice or NCLEX-RN success.

Make Up Exams

If permission to take a make-up exam is granted, the time and type of examination will be determined by the teaching team. Make up exam items may be of any type including short answers and essays.

Make Up Clinical/Campus Lab

If a request to make up lab time is granted, the makeup clinical experience or campus lab may be scheduled at any time the clinical facility and instructors are available (including weekends and nights) and the student will be expected to attend. The student will attend clinical with the instructor assigned with no special requests related to instructor, site, or time on the part of the student considered.

Evaluation and Grading

The School of Nursing overall grading policy for all nursing courses is outlined below. Students, however, are responsible for reading each nursing course syllabus for detailed information regarding grading for the course. The grading scale used by the SON is as follows:

NUMERIC GRADE	LETTER GRADE	COMMENT
90.00 - 100	A	PASS
80.00 – 89.99	B	PASS
75.00 – 79.99	C	PASS
67.00 – 74.99	D	FAIL
66.99 and below	F	FAIL

Students earn one grade for each nursing course. Nursing courses with a lab component are graded as one course, thus students receive one grade for the combined classroom/laboratory course. Nursing course grades are earned based on a point system that is outlined and explained in each course syllabus. The three major areas of student performance that are evaluated in a nursing course include:

1. Exams
2. Graded assignments
3. Clinical laboratory performance.

In order to pass a nursing course, students must demonstrate a minimal level of knowledge by achieving a passing average on all nursing exams and by passing the clinical portion of the course. Once students have met these minimal requirements, other points they have earned are added to the exam grades for a course grade. The total points/percentage must also be 75% or more in order to pass the course. Grades are **not** rounded. The table below summarizes these requirements and their rationale.

Summary of Nursing Course Grading Requirements and Rationale

Summary of Nursing Course Grading Requirements and Rationale	
Passing (75%) Exam Average (simple average of all unit exams and final exam)	Students must demonstrate ability to pass exams similar to the NCLEX-RN multiple-choice exam required for RN licensure, which reflect knowledge and clinical decision-making ability.
Passing Clinical Performance	Students must demonstrate a basic ability to transfer and apply knowledge and skill to actual clinical situations in order to protect patient safety and meet legal standards of nursing practice. They must be able to “think on their feet”.
Passing (75%) Course Grade Exam Points + Assignment Points + <u>Passing Clinical Performance</u> Course Grade (75% to pass)	Passing course grade reflects at least a basic level of ability in nursing knowledge / clinical decision making (exams) and clinical practice (clinical). Assignment points allow students the opportunity to earn points in a variety of ways rather than by exams alone.

Exams

Because students must demonstrate ability to pass exams similar to the NCLEX-RN multiple-choice exam required for RN licensure, they must at least achieve a passing (75%) average on exams (simple average of all unit exams and final exam) alone in order to pass a nursing course. In any nursing course, the teaching team may require students to pass the final comprehensive exam with a minimum specified grade in order to pass the course. If so, this will be specified in the course syllabus. Once a student has met exam passing requirements, other assignment points are added. Exams consist primarily of items written at the application or higher cognitive level, which requires “multi-logical thinking” in order to assess critical thinking, nursing judgment and clinical decision-making skills (Morrison et al., 1996). It is not enough to “recall” or “know” facts; the student must recall facts and use them to make decisions in a given situation.

Computerized Exam Rationale Review Policy:

The purposes of exam reviews are to clarify student misunderstandings related to exam items and provide feedback to faculty about exam items in order to help improve future exam items.

Online Rationale Review

All nursing course exams are administered online (unless technical difficulties require paper and pencil exam). After online exam completion, students will be able to access their score as well as correct answers and rationales for items missed. Review of rationales is an important part of the learning process. Be sure to take advantage of this activity.

- Students scoring less than 85% are strongly encouraged to review their missed exam items and rationales. Meeting with the assigned faculty mentor to seek additional help is also encouraged.
- The teaching team will meet and review each exam and its statistics within one week of the exam, unless extenuating circumstances prevail. On rare occasions, credit may be given for more than one answer or an item might be discarded, but only if the item statistics reflect the need and/or the faculty team arrive at a team decision to do so.
- If a student thinks an error was made in grading, he/she should contact the Course Coordinator within a 7-day period to request a review of the assignment or exam.

Graded Assignments and Projects

A variety of graded assignments and projects are included in nursing courses in order to foster self-directed learning, to evaluate student learning from multiple perspectives, and to encourage creativity and critical thinking. Such assignments increase in number and complexity as students' progress through the program, and may include:

- Written case studies, cognitive/concept maps, reports, research papers, clinical pathways, reflective journals, research critiques and other similar assignments.
- Oral presentations, teaching projects, poster presentations and other similar assignments.
- Group projects such as community health fair and research critique / presentation and other similar assignments.

Examination Administration Policy

All nursing courses will enforce the following procedure when administering examinations:

1. Students are expected to arrive at the testing room on time.
2. Do **NOT** bring the following items into the testing room (items need to be placed in the student's locker prior to entering the testing room):
3. Cell Phones or other electronic devices
4. Watches (regardless of brand or type i.e. smart watches)
5. Beverage bottles/containers/mugs, etc.
6. Food containers
7. Paper/pens/pencils (this will be provided by the faculty)
8. Hats (any style)/other head coverings
9. Purses
10. Jackets Book bags
11. Glasses (subject to inspection)

Upon completing the examination, it is highly recommended that rationales from missed questions be immediately reviewed after the examination.

The teaching team will complete an examination review. The review will consist of reviewing content that needs further clarification.

Employment Policy for Students

(Including requirements for students with health-related licenses)

Upon successful completion of the first clinical nursing course, students may be hired as a nurse technician/nurse aide by some of the health care agencies. LPN-RN students may also be employed while in the nursing program. The Bachelor of Science Nursing Program at CSU disavows any and all responsibility for the actions of nursing students who are employed in these positions. This includes internships, externships, and any other job offered to students. Clearly stated job descriptions for these positions are the sole responsibility of the employing institution. The employing institution also assumes legal and ethical responsibility for the actions of these employees. In these roles students are not allowed to wear CSU uniforms, name tags, patches or any other item identifying them as CSU nursing students.

Student Expectations

Professional Behavior

As a student member of the nursing profession, nursing students are expected to exhibit professional appearance and behavior at all times during school related activities. This policy is based upon the fundamental principle of behavior that reflects courtesy and respect for others. Students should act respectfully and honestly.

Students are expected to be ready when class starts. If the professor is late, or otherwise distracted with responsibilities, you are encouraged to engage in small talk or other civil behavior. Once they signal the class that they are ready to begin, please be ready with pen and notebook, homework, etc. If a break is given during class, please be back at your desk and ready to begin within the allowed time (usually 10 minutes). If you need to excuse yourself during class (coughing, restroom, etc.), please do so with minimum disruption. No apology or explanation will be expected.

You should expect faculty to dismiss the class in a timely fashion. It is rude to begin packing your things up before the class ends while faculty or guests are still talking. In general, it is a good habit to take notes of whatever happens in the class, especially when the professor is talking. Students are expected to be on time for class and stay for the entire class.

Class Conduct

Students and faculty share the responsibility for maintaining an appropriate, orderly, learning environment. Students who fail to adhere to the behavioral expectations stated by the faculty may be subject to discipline in accordance with the procedures described in the [Student Handbook](#). Approved electronic equipment (laptops, audio recorders) will be permitted at the faculty member's discretion. Cell phone use is not permitted during class time. If a phone call is deemed an emergency, the student must leave the classroom. Communicating with classmates, whether by picture, writing, or speech during class is inappropriate.

In general, students should be prepared to begin class when the faculty arrives and begins class. Students should be attentive to the faculty member and to any student recognized to speak in class. Students should remain attentive to the class until dismissed. In return the faculty should be prompt and prepared and should conduct an orderly class. The faculty should provide reasonable opportunities for students to ask questions and make comments. The faculty should dismiss the class on time or earlier if the class plan has been completed.

Faculty reserve the right to exclude a student from lectures, class exercises, or other student activities, if the student is or has been guilty of disruptive behaviors. A sanction of exclusion will never be imposed without a warning (if delay is reasonable, such a warning will be given privately). Disruptive behavior is subject to the normal rules governing CSU's Students' Rights and Responsibilities. The faculty has a responsibility to use judgment in making rulings as they seek to preserve the decorum of the classroom. The faculty will make a reasonable attempt to advise a student of problems so that the student will not violate expectations that they have for all students.

Create Care – The Create Care Team helps with identification, prevention, assessment, management, and reduction of threats to be sure a safe environment is being provided for students, faculty, staff, and visitors to the CSU campus. A Create Care Report or Referral for interpersonal or behavioral threats can be submitted at: <https://cm.maxient.com/reportingform.php?ColumbusStateUniv>

Professional Behavior Policy

Purpose: To support a positive environment conducive to quality patient care and student learning, all students are expected to comply with the following behavior requirements:

1. Active attention and participation in class, clinical and other learning activities.
2. Speak one at a time in class or group meetings so that all can hear.
3. Voice opinions and ideas in a calm, courteous manner.
4. When disagreeing with others, do so in a firm, but tactful and courteous manner.
5. Refrain from side conversations or remarks during class or any group learning activity.
6. Arrive for class, clinical and other scheduled learning activities at least 5 minutes early and be prepared to begin on time.
7. Arrive back to class, clinical unit or learning activity on time from breaks.
8. All electronic devices, such as cell phones and other sound producing devices must be silenced during class or clinical activities. These devices include, but are not limited to: iPods, iPads, cellular phones of any type, electronic reading devices, and any other sound producing devices. The type of device prohibited may be left to the discretion of the nursing faculty.
9. Do not conduct phone conversations, texting or other electronic communication during class, clinical or other learning activities.
10. Laptop computers may be used for classroom activities; however, these devices are to be used as a learning resource during class and should not be disruptive. Use of social networking websites during class time is prohibited.
11. Demonstrate respect for patients, families and faculty by addressing them by title and last name (Dr., Mr., Ms., etc.). Exceptions may be made for pediatric patients and adult patients who prefer to be called by a given name.
12. Maintain a professional attitude by demonstrating respect and courtesy with patients, families, and all members of the health care team. If issues arise that students are unable to resolve calmly alone, seek the assistance of the nursing faculty.
13. To protect patient safety and maximize the educational experience, students must arrive for clinical experiences prepared. The preparation required varies with course, agency and clinical experience.
14. Demonstrate initiative and eagerness to maximize the learning experience by actively seeking out learning experiences during all clinical experiences.
15. Demonstrate a desire to resolve problems according to the chain of command when attempting to resolve differences (See Grievance Procedure).

Nursing Student Disposition Evaluation Policy

Nursing and pre-nursing students will be evaluated using the Disposition Evaluation Form on an as needed basis for inappropriate behavior and/or unprofessional communication by the student. This assessment may be completed by faculty, advisors, preceptors and/or administrators and may supplement the clinical performance evaluation.

The Rubric for the Evaluation of Dispositions is used as a guideline for evaluation. Expected performance by a student being evaluated will be at least a score of 3 for each element included on the Disposition Evaluation Form. If this expectation is not achieved, then the following actions will be taken.

- Evaluator and student will meet regarding low scoring elements.
- A “Student Success Plan” plan will be developed and agreed upon by both parties.
- A repeat disposition evaluation will be performed with the date specified in the action plan.
- Course and level coordinators will be notified for students receiving an action plan who are enrolled in nursing courses.
- Patterns of low performance may impact preceptor placement, scholarship endorsements, and/or progression in the nursing program.
- Any score of 1 (one) in any section on the disposition form will be reviewed by the School of Nursing leadership team and may be determined to be serious and/or extreme resulting in immediate dismissal from the nursing program.
- Completed disposition evaluations will be filed in the student’s permanent record and will be considered when letters of recommendation are requested by the student/graduate.

Professional Attire and Appearance Policy

Purpose: To project a positive image, respect and trust, students are expected to comply with the following attire and appearance requirements, which are based on clinical agency dress codes for nursing personnel.

1. Maintain a professional appearance when functioning as a student in the CSU BSN program. This includes attending class, visiting any clinical agency for any purpose (e.g. observational assignments, clinical assignments, teaching project).
2. The CSU nursing student uniform consists of a red top and galaxy blue pants. If students select a dress or skirt, the hem should be at least mid-knee. Students may wear a white t-shirt under their scrub top.
3. Efforts should be taken to prevent undergarments from showing when bending over due to low rise scrub pants and/or shorter scrub tops.
4. A school patch must be sewn onto each uniform and lab coat (ordered and sewn on through Famous Brands Uniforms). ROTC students may also sew the ROTC patch onto their uniform.
5. A name tag with individual photo and CSU logo must be worn on all uniforms at all times when at the clinical facilities (Name tag obtained through CSU).
6. Professional white or navy-blue shoes with white socks or hosiery. Shoes should be purchased for comfort rather than style and must have closed toe. Clogs are not ace

7. Tattoos must be covered.
8. Each student is expected to maintain neat and clean personal grooming as related to hair, beards, and mustaches. Hairstyles or cuts such as spikes and Mohawks and similar extremes are not acceptable. Long hair must be pulled up or confined. No bows, hair ribbons, turbans (except for religious purposes), etc. should be worn during clinical experiences. Hair colors of a natural tone are acceptable, while unnatural colors (greens, bright reds, pinks, etc.) are not acceptable.
9. Fingernails should be trimmed short and kept clean. Natural nail tips should be kept to ¼ inch in length. No fingernail polish allowed. Length of nails should not protrude above the top of the fingertip when viewed from the palm side of the hand. Nail length is important because even after careful handwashing, Health care workers (HCWs) often harbor substantial numbers of potential pathogens in the subungual spaces. Numerous studies have documented that subungual areas of the hand harbor high concentrations of bacteria, most frequently coagulase-negative staphylococci, gram-negative rods (including *Pseudomonas* spp.), corynebacteria, and yeasts. A growing body of evidence suggests that wearing artificial nails may contribute to transmission of certain healthcare associated pathogens. Healthcare workers who wear artificial nails are more likely to harbor gram-negative pathogens on their fingertips than are those who have natural nails, both before and after handwashing. Therefore, artificial nails should not be worn when having direct contact with high risk patients.
https://www.cdc.gov/HandHygiene/download/hand_hygiene_core.pdf
10. Makeup, if worn, must be used in moderation. No strong perfume or aftershave colognes should be used, as they may make patients nauseated.
11. No false eyelashes or eyelash extensions will be allowed due to the risk of infection.
12. Jewelry – One or two small stud earrings per ear. No dangling earrings will be allowed. No facial piercing. Ex: nose, tongue, lip(s) and/or eyebrow(s). A wedding ring or band or one simple ring may be worn. No bracelets are allowed. One necklace is acceptable but may not be worn on the outside of the uniform. Jewelry may not display symbols, emblems, or other designs which represent sexist, racist, drug, alcohol, or organizations which may be offensive to others.
13. Watch – students must possess a watch with a second hand. Preferably the watch should be waterproof, have a date indicator, and have all twelve Arabic numerals printed on the dial.
14. Dual-head stethoscope – Any color is acceptable. Students should put some type of identification on the stethoscope.
15. Bandage scissors – Scissors should be taken to each clinical experience. Some way to identify the scissors should be made.
16. Penlight – May buy disposable or reusable penlight.
17. Black ink pen and small notepad.

Students will wear the designated scrub uniform with name tag or a lab coat and name tag over street clothes (as instructed by faculty) whenever entering a facility in the role of nursing students. Apparel that is not acceptable in a healthcare environment includes sweatshirts, hoodies, zip up jackets, cardigans, sweaters, blue jeans, t-shirts, shorts, short skirts, athletic, camouflage, capri-length pants, tank tops, crop tops, low cut blouses, baseball caps, jelly shoes, beach type shoes, and/or high heels. Apparel that is see-through, low-cut, too short, skin-tight, or excessively baggy, is torn, patched, or discolored in an irregular manner, exhibits slogans, advertising, etc. is also not acceptable.

A student may be asked to modify their appearance or leave the clinical area if any of the above policies are not adhered to. Following instructions is a part of the students' clinical evaluation.

Web-Sites and Online Resources Policy

(Including copyright and fair use)

The purpose of this policy is to outline basic guidelines and expectations of students for use of BSN program course websites and online learning resources.

CSU nursing students are expected to use course websites and online learning resources to support and enhance the educational program and their learning experiences. Health care agencies are rapidly moving toward a "paperless" record keeping system which requires knowledge, skill and ability in the use of computer technology. Thus, computer literacy (the ability to communicate and to access and input information using computer technology) is a learning outcome related to the program outcome "communication".

Course Web-Sites

The CSU BSN program uses **CougarView** as the course management system for nursing course web-sites. Each nursing course has a web-site. The following guidelines outline expectations for all nursing students related to use of course web-sites.

1. **Computer Access** – There are numerous computer labs across campus for student use. Of course, many students prefer to access course web-sites and online resources from the convenience of home or work. Be aware that if the computer is more than 2 or 3 years old or the internet service provider uses a phone line rather than a cable modem, there may be difficulty accessing some of the online course materials. In this case, using a university computer lab may be more efficient.
2. **Enrolling in Course Websites** – Students are automatically enrolled in the course website after registering for the course itself. If there are problems accessing a course website, notify the instructor immediately.
3. **Course Website Email**
 - a. Students are to use only the CSU CougarView email system for coursework communication.
 - b. Every student is responsible for reading and complying with all communications through CSU CougarNet email and for knowledge of materials and information posted on the course web-sites. Students are expected to check their email and announcements daily.
 - c. Faculty will respond to emails in a timely manner during the school week, generally within 48 hours. If there is a question that requires more than a brief answer, request an appointment to talk with the instructor. Instructors cannot "re-teach" material via email but are happy to meet to help with difficult material. Individual instructors will provide further guidelines regarding email.
4. **Posted Materials** – Each student is responsible for accessing and using all information and materials posted on the course websites. Student responsibilities include:
 - a. **Log onto course websites daily during the week** to check for **new**

announcements and information.

- b. **Check email daily during the week** for new messages and information related to course requirements and learning experiences.
- c. **Students are to use the CSU CougarNet email account for official school email unrelated to a particular course.**

5. **Netiquette** – “Netiquette” is a term coined to mean “*internet etiquette*”. Students are expected to become familiar with principles of netiquette and abide by them. A few major examples are listed below:

- a. Avoid using ALL CAPS when posting to a discussion board or sending email as this can be interpreted as yelling.
- b. Avoid the use of emojis.
- c. Use formatting to include addressee, body of message, and salutation.

6. **Online Grade Access** – Grades will be posted on each course website in the online grade book.

Student Information and Resources

Class Officers and Faculty Advisor (Roles, Responsibilities, and Class Officer Elections)

Class Faculty Advisors

A full time nursing faculty member will be assigned as advisor to the junior class at the beginning of the fall term.

Class faculty advisor responsibilities:

1. Provide guidance & direction for class officers and the class as a whole as they participate in activities as a class.
2. Supervise the earning, holding, and disbursement of funds, ensuring the class complies with institutional and state guidelines.
3. Serve as liaison with the Director, SON and the nursing faculty as a whole regarding issues the class wishes to address with either.

Class Responsibilities

1. The junior nursing class is responsible for:
 - a. Sponsoring the Nursing Pinning Ceremony held each spring
 - b. Raising funds to support the Nursing Pinning Ceremony
2. The senior nursing class is responsible for:
 - a. Sponsoring Junior Night for the junior class during the fall semester.
 - b. Raising funds to support Junior Night activities

Class Officer Responsibilities

President

The President of the class will be responsible for:

1. Presiding at class meetings
2. Coordinating activities of class officers, committee chairs, and committees.

1st Vice President

The 1st Vice President of the class will be responsible for:

1. Presiding at class meetings during any absence of the President
2. Work with President on any issues and help organize/run meeting

2nd Vice President

The 2nd Vice President of the class will be responsible for:

1. Coordinating development of community activities
2. Coordinating public relations

Secretary

The secretary of the class will be responsible for:

1. Recording, printing, and distributing minutes of each class meeting to
 - Faculty Class Advisor
 - “Minutes” book for the class
2. Providing written correspondence required for class activities (sub-committees may handle their own correspondence for special projects, but should provide a copy to the secretary for the records) and maintaining records of such correspondence.
3. Providing summary of fund-raising activities
4. Maintaining log of student volunteer hours and review with faculty advisor monthly or more frequently when asked. Submit completed roster to faculty advisor at end of each semester.

Treasurer

The class treasurer will be responsible for:

1. Maintaining a register of class fund receipts and disbursements and provide a monthly written treasurer’s report to the class (with copy for minutes & copy for class advisor).
2. Depositing receipts and writing requisitions for disbursements in accordance with CSU Business Office requirements.

School of Nursing (SON) Representative

The SON Representative, as a representative of the student perspective, will be responsible for:

1. Attending scheduled nursing faculty meetings.
2. Obtaining nursing student body input/opinion when requested by the faculty committee.
3. Providing input from the student perspective regarding items discussed at faculty meetings.

Note: This is not the place to discuss individual student issues or other concerns that should be handled at the course level.

Elections

Class officers will include:

- President (elected)
- 1st Vice President (elected)
- 2nd Vice President (elected)
- Secretary (elected)
- Treasurer (elected)
- Nursing Faculty Committee Representative (appointed by faculty)

Each nursing class (junior and senior) will elect officers at the beginning of the fall term. The Nursing Faculty Committee Representative will be appointed by faculty and is necessary to build shared governance in the undergraduate programs.

Class elections will be supervised by the class faculty advisor and conducted according to the following guidelines.

1. Each office will be elected separately, beginning with president & progressing in the sequence listed above, by secret written ballot.
2. Nominations will be made from the floor until someone moves the nominations to be closed.

3. Any person nominated who declines will so indicate at the time they are nominated, and his/her name will not be added to the list of candidates.
4. Nominees will be given a few minutes to introduce themselves and give any comments they wish.
5. Nominees will leave the room during voting and will retain their right to submit a secret written ballot.
6. Votes will be cast by secret written ballot and counted by the faculty advisor. Students not running for the given office may assist the advisor in vote counting.
7. The candidate receiving the majority of the votes will be elected. In the event of a tie, a run-off vote will be conducted in the same manner as the initial vote.
8. A student who was nominated for an office but not elected is eligible to be nominated and run for subsequent offices.

Community and Professional Service Recognition Program

Background and Purpose

Because the BSN program faculty members are committed to professional and community service, they encourage and support volunteer service. Students and graduates of this program are expected to participate in volunteer community service, defined as voluntary participation in health care related, professional, and/or political activities. Junior and senior level outcomes are derived from this overall program outcome (see below).

To foster a commitment to public and community service in students, a Community Service Recognition Program has been developed to recognize those students who meet or exceed a defined number of volunteer community service hours (see below).

Junior Level Outcome	Senior Level Outcome
Service hours goal for junior year = 10 or more	Service hours goal for senior year = 10 or more

Documentation of Volunteerism

1. Each nursing student is responsible for

- a. Completion and submission of an application for student volunteer activity (see handbook section “Forms”). This must be completed by each student or student group prior to participation and the activity must be approved by the teaching team.
- b. Seeking and volunteering for appropriate service activities
- c. Maintaining documentation of hours worked, approved by faculty and signed by an appropriate official for the service activity, using the form provided (see handbook section “Forms”).
- d. Maintaining own personal records of documented community service hours for review at the end of each semester.

2. Nursing class secretary is responsible for:

- a. Maintaining a log of each student in his/her class tracking event, date, and hours

worked (see Class Secretary Role description).

b. Submitting the completed log to the class Faculty Advisor at the end of each semester.

3. Faculty Class Advisor is responsible for:

a. Reviewing the log of student volunteer hours periodically for accuracy, completeness, and compliance with guidelines of this policy

b. Submitting a summary of class volunteer hours to School of Nursing Faculty at the end of the academic year. Certificates will be awarded to students exceeding the required number of service hours.

4. Approved service activities

a. Active participation in professional organizations / activities

- Officer = 2 hours
- Committee Chair = 1 hour
- Active member (attends minimum of 4 meetings) = 1 hour
- Participation in organization sponsored events (hours worked)

b. Volunteer hours for varied health related activities (hours worked)

This service must require knowledge / skill as a nursing student OR as a member of a professional nursing organization, and may not be an activity that anyone without such education/membership could perform.

- Health Fairs & Screenings (Excluding those required for course work)
- First aid stations

c. Any activities not clearly fitting the criteria above will be decided by the faculty at the next department meeting.

Nursing Scholarships and Awards

Students are identified by the Scholarship Committee as being eligible either to receive a designated award based on criteria or eligible to apply for specific scholarships based on criteria. Eligibility may include a minimum overall and/or program GPA, number of hours completed in the nursing program, financial hardship, etc.

The scholarship committee will send information to eligible students in April of each year regarding scholarship opportunities. Only those students who meet requirements of scholarships, based on the scholarship description, will receive notification of a scholarship opportunity.

Student Professional Travel Guidelines

The purpose of this policy is to foster fair and timely planning of student professional travel by:

1. providing guidelines for requesting student professional travel
2. outlining approval process for student professional travel
3. providing guidelines for completion of documents required for processing approved student travel
4. describing timelines for submission of documents related to approved travel

Definitions

“Professional student travel” includes travel away from CSU campus for the purpose of participating in approved professional nursing activities.

“Active participation” in a student organization includes:

- attendance at over 50% of organization meetings, *AND*
- active service within the organization by serving on an active committee, holding an office, volunteer participation in an organization project, or similar active contributions to the organization.
- Final determination of whether a student has been an “active participant” rests with the organization officers and the faculty advisor.

Requesting Student Professional Travel

Requests for student professional travel will be submitted to the student organization faculty advisor at least 3 months prior to the activity to allow adequate processing time for approved travel. The request will include: Registration costs, Lodging costs, and Travel costs.

Student organization faculty advisors will recommend approval/disapproval based on accepted criteria outlined below. Requests they approve will be submitted to Director, SON at least 2 months prior to the activity:

SNA Conventions – to attend, a student must:

- 1) have a minimum GPA 2.50
- 2) be passing all nursing courses in which he/she is enrolled
- 3) provide evidence of active participation in the CSU SNA during the past year.

Other professional activities – to attend, a student must meet the criteria specified by the faculty advisor for the organization.

Approval Process for Student Professional Travel

1. The student organization faculty advisor will either approve or disapprove student travel requests based on established criteria and submit to Director, SON at least **2 months** prior to the activity.
2. The Director, SON will approve or disapprove student travel requests based on established criteria and availability of needed funds.

NOTE: Once this approval process has reached this point, no additional students may be added to the travel request UNLESS they agree in writing to pay for all of their expenses.

For approved travel requests, the Director of the SON will verify student organization sources of funding, determine department funds available to support the travel, and request additional needed funding through the Dean of COEHP. If approved, the organization faculty advisor will be notified and will then continue travel processing.

Document Processing Required for Approved Student Travel

Once travel is approved and all funding sources are identified, the student organization faculty advisor is responsible for ensuring each student who will be traveling has a completed Student Travel Request form and will submit it through the Director of the SON as soon as travel and funding sources are

approved.

Required Forms

1. **Student Travel Application** (available on CSU Intranet under Forms, Administrative)
2. **Student Activities Fund, Team/Group Travel Authorization/Payment Request** (available on CSU Intranet under Forms, Administrative)

Nursing Program Graduation and Licensure Policy

Graduation Requirements

Please visit the [Graduation Website](#) for information related to graduation.

Students must meet the following criteria to graduate from the BSN program:

1. Maintain grade point average of 2.0 or better.
2. Complete all university requirements for graduation with a minimum of 123 earned credit hours required for degree completion.
3. Comply with all procedures for application for graduation, which are listed in the Columbus State University Catalog.

NCLEX-RN and Licensing Procedures

Refer to the [National Council of State Board of Nursing](#)

Permission to take the NCLEX-RN rests with the Georgia Board of Nursing. Passing the criminal background check to participate in clinical experiences does not guarantee Georgia Board of Nursing approval for licensure

RN-BSN Program Policies

Clinical Requirements

RN-BSN Pre-Clinical Requirements:

- Verification of professional employment prior to entering clinical courses (NURS 4698 Senior Project).
 - If unemployed, the student must provide a current BLS card in place of employment verification.
- Verification of unencumbered RN license - If the license is limited or restricted, the potential applicant must disclose the terms of the consent order and any restriction on practice as a condition of admission. The RN-BSN Admissions and Progression Committee will review these students on an individual basis.
- Approximately 3 months prior to entering the nursing classes, students identify where they want the primary clinical site to be for NURS 4698 Senior Project.
- If the students plan to complete clinical outside the state of Georgia - contact the nursing advisor.
- A clinical supervisor form is given to the student to provide to the facility. A Registered Nurse with a BSN and/or 3 or more years' experience as an ADN can sign the form with his/her contact information, previous education (location, degree, year conferred, field of study), RN license number, State, Expiration date, place of employment, phone number, e- mail, and I agree to serve as a supervisor for the student. The nurse also signs he/she agrees there are no remuneration or fringe benefits attached to this role. Also, on the form is the clinical agency name, address, phone number, office manager and contact information, legal name of the clinic/group/physician and who we need to contact in the event a contract is needed.
- The Clinical Placement Coordinator can/will assist you in obtaining the needed agreements prior to your clinicals.
- The Clinical Placement Coordinator will file all contracts and ensure appropriate signatures and dates.
- All students will have a background check prior to entering clinical using the school designated vendor.
- All students will be drug tested prior to entering clinical using the school designated vendor.

Required one time upon admission to RN-BSN programs:

- **MMR** (measles, mumps and rubella) two series vaccine **OR** positive blood titer for each.
- **Hepatitis B Series** (series of 3 injections may be in progress rather than complete when starting clinicals).
- **Varicella** two series vaccine OR positive blood titer for Varicella.
- **Tdap:** The CDC recommends Tdap x 1 as an adult then Td booster every 10 years. (<https://www.cdc.gov/vaccines/schedules/hcp/imz/adult.html>); there is a statement that if guidelines change per CDC, they will be enforced to assure patient safety (for example the year we had to get 2 flu shots 1 regular and 1 for H1N1).

- **Negative PPD** (TB Skin test) QuantiFERON and T-Spot test are accepted.
 - Positive PPD or history of TB: must show evidence of follow-up evaluation with negative chest x-ray within program year (not older than 2 years) AND a TB Questionnaire (last page of the physical exam). The TB Questionnaire is an annual requirement for any student with a history of TB or positive TB skin test. This also includes any student who has had the BCG vaccine.

***Definition of Clinical Supervisor** will sign the form agreeing to help the student complete his/her clinical goals and activities/projects for the class. The clinical supervisor will know each time the student is in the facility and will help facilitate networking and/or space to carry out community and/or leadership projects, assignments, or teaching.

Progression Requirements

A student who has failed 1 (one) course with a grade of D or below, may be ineligible to remain in the program if there has been a documented history of inadequate performance in previous courses. A SEADS disposition will be completed for any inadequate behavior such as non-participation or being routinely late submitting assignments and placed in the student's permanent file. These disposition forms will be utilized to determine readmission to the program. After failing two (2) courses the student must wait one (1) year before re-applying to return to the program. A letter of consideration for re-admission must be submitted. If the student is readmitted, they will be placed on probationary status if they meet the criteria and minimum expectations.

- The student must be enrolled at Columbus State University and be in good academic standing.
- The student must have a nursing grade point average of 2.0 or higher for all required courses completed toward the degree.
- Student performance and disposition during the previous admission to the School of Nursing will be highly considered during the readmission process, therefore reacceptance is not guaranteed
- Upon returning to the RN-BSN program from the exclusion period, the student must make a grade of C or higher in all nursing courses. One additional nursing course failure will result in permanent exclusion from the RN-BSN program.

State Authorization

Online programs must seek State Authorization *and* Board of Nursing authorization to offer programs in other states (besides Georgia). If during the program, you will be physically living in, or planning to practice in a state other than Georgia or where you currently lived when you were accepted, please let the RN to BSN program coordinator and the RN to BSN advisor know as soon as possible.

We will need to make sure we have authorization from that state to offer the program and/or to learn if there are any requirements we need to fill. For more information on State Authorizations visit our Program State Authorizations and Approvals page.

[Program State Authorizations and Approvals](#)

NURS 4698 Senior Project Course -Please note: You must be licensed in the state you plan to complete Senior Project.

The State Authorization office will now approve foreign nursing clinical placements, taking place outside of the U.S., for students located overseas on U.S. Military bases. Three conditions must be met in order for these clinical placements to be approved:

1. The student must be active duty military, or the spouse or dependent of someone who is active duty military, and must be physically living on a U.S. Military base.
2. The student must conduct all clinical work at a facility that is located on a U.S. Military base.
3. The student must hold an appropriate, unencumbered RN license to legally practice nursing at a U.S. Military facility.

**RN-BSN nursing courses expire in 7 years. RN-BSN students who do not graduate within 7-years of taking their first RN-BSN nursing course will be required to retake any expired courses. Ex. Student takes NURS 3197 Jan-Mar 2022; this course expires March 2029.

**Columbus State University School of Nursing
Campus Lab Referral**

This form is to be used to refer students in need of additional clinical practice / remediation to the campus lab. The **referring clinical instructor** is to complete the form, have the student sign it, give the original to the student and retain a copy for the student's clinical record. The **student** is to make an appointment with a campus lab instructor for the required practice, attend the practice session with this form _____ is being referred to the campus lab for
(Student Name)

supervised practice by _____ of _____.
(Name of Clinical Instructor)

Description of specific practice needed:

Student Signature: _____ **Date Received:** _____

Printed Student Name: _____

Clinical Faculty Signature: _____

*clinical instructor is to make a copy of the signed form and retain for student records

Campus Lab Practice

Campus Laboratory Instructor Complete Below:

The above-named nursing student has practiced the procedure(s) listed above **satisfactorily** in campus lab under my supervision on _____.
(Date)

Instructor Signature: _____

Student Signature: _____

The above-named nursing student has practiced the procedure(s) listed above in campus lab under my supervision and has performed **unsatisfactorily** on _____.
(Date)

I make the following recommendations to the student:

Instructor Signature: _____

Student Signature: _____

*Campus laboratory instructor – make a copy and file in nursing office with the School of Nursing administrative assistant.

Nursing Student: _____

Student must return this form to the clinical instructor.

Clinical Instructor Signature: _____

Date Form Returned: _____

*Attach to clinical evaluation (clinical instructor)

Columbus State University School of Nursing

Clinical Supervision of Nursing Students: Student Form

Purpose

The purpose of this policy is to provide guidelines for compliance with the Georgia Nurse Practice Act and the Georgia Board of Nursing Rules and Regulations, and to protect public safety during undergraduate nursing student clinical learning experiences.

Policy

1. This policy applies to all nursing students and nursing faculty members, both full and part time, and registered nurses (RN) accepting the role of preceptor for undergraduate nursing students.
2. Students may perform the following activities ONLY under the direct supervision of a faculty instructor or RN preceptor, or another RN in the clinical teaching area who has been designated by the faculty instructor or RN preceptor (this specifically excludes supervision by any NON-registered nurse, such as LPN, Physician's Assistant, or Physician):
 - a. Invasive procedures
 - b. Administration of medication by any route (e.g. PO, ID, SQ, IM, IV)
3. Students may administer medications by any route ONLY after all medication rights have been verified by the faculty instructor or RN preceptor, or another RN in the clinical teaching area who has been designated by the faculty instructor or RN preceptor.
4. The registered nurse (faculty member, RN preceptor, or designated RN) who supervises a nursing student in the performance of any nursing activity will co-sign all related entries into the patient record made by the student. This includes, but is not limited to:
 - a. administration of medications by any route
 - b. performance of any invasive procedure
 - c. nurse's note of any type
5. Legal signatures in patient records
 - a. Faculty Member: *First name, Last name, RN, CSU*
 - b. Nursing Student: *First name, Last name, CSU-NS*

I have read and understand my responsibilities outlined in the above policy.

NURSING STUDENT – PRINTED NAME

NURSING STUDENT – SIGNATURE

DATE

JG/jg Clinical Supervision Policy 05/16/04 Reviewed by Education Consultant, Georgia Board of Nursing, July 2004; Updated 7/26/10; Reviewed 7/14/2011, 8/14, 7/21

Columbus State University School of Nursing

Nursing Clinical Simulation Laboratory Confidentiality and Security Agreement

I understand that, the facility in which I am a student, I have a legal and ethical responsibility to safeguard the privacy of all simulated patients and protect the confidentiality of their simulated patient health information, the same as HIPAA regulations are regarded in any healthcare setting.

1. I will not disclose or discuss any Confidential Information with anyone who does not have need to know, including other students, family and friends.
2. I will not discuss Confidential Information where others can overhear the conversation even if the simulated patient's name is not used.
3. I agree that my obligation under this Agreement will continue even after graduation.
4. I understand the violation of this agreement may result in disciplinary action, up to and including receiving an **unsatisfactory** in clinical. Satisfactory in clinical performance is required to pass the course.
5. Information about violations of this agreement can be submitted anonymously or not to SimLab faculty via email/suggestion box.

In signing this document, I acknowledge that I have read the agreement and I agree to comply with all the terms and conditions stated above. Any questions and/or issues with personal experiences in the SimLab are welcomed by the SimLab faculty.

STUDENT PRINTED NAME

DATE

STUDENT SIGNATURE

FACILITY NAME: COLUMBUS STATE UNIVERSITY

APPROVED

DISAPPROVED

FACULTY SIGNATURE: _____

Columbus State University School of Nursing

Community Service Validation Form

STUDENT NAME: _____ **JUNIOR** **SENIOR**
(Clearly Print Full Name)

Instructions

1. **Prior** to participating in a service activity for which you wish to earn points within the School of Nursing, it is advised that you have your CLASS FACULTY ADVISOR sign & date approval of the activity.
2. When you participate in the approved service activity, you must have an official at the event sign validation of your hours contributed.
3. Upon Completion of the service activity, save this original form for submission at the end of the semester. It is recommended that you save a copy of every form submitted for your own records.

Note: It is your responsibility to obtain required validation signatures and save these forms for validation of community service hours. Credit for service hours will only be granted for those hours documented accurately and presented on this form. NO credit will be given for lost forms.

Name of Service Activity: _____	
Sponsor of Service Activity: _____	
Location of Service Activity: _____	
Date/Time of Service Activity: _____	
_____	_____
Approval of Class Faculty Advisor – Signature	Date

<u>Validation of Service Hours Worked</u>	
# Hours Volunteered Service: _____	
_____	_____
Signature & Title of Official Representative	Date

Columbus State University School of Nursing

Employment Record of Nursing Students

Requirement: Nursing students are required to complete this form and keep it updated. A form will be completed when students are first enrolled in the program and filed in the student's permanent record in the School of Nursing office. It is the student's responsibility to update this form in the department office if any changes to employment status occur while the student is enrolled in the nursing program at CSU.

Student Name: (Print)	Date:
Health Related Licenses: Do you hold a current license in a healthcare field?	<input type="checkbox"/> YES <input type="checkbox"/> NO (If answer is NO, go to next part of form.)
If so, what license do you hold? _____ Practical Nurse (LPN, LVN) _____ Emergency Medical Technician (EMT) _____ Paramedic _____ Therapist (any type): name type _____ _____ Other: Name of license _____ License #: _____ State: _____	
**Take the <u>original license</u> to the School of Nursing office and the administrative assistant will make a copy for our records. You may not bring a copy that you have made. The original must be viewed by the department.	
Employment: Are you employed in any capacity while a student in the BSN Program? <input type="checkbox"/> YES <input type="checkbox"/> NO (If the answer is NO, stop here and sign form.)	
Name of employing institution: _____ Average # of hours worked per week: _____	
My signature below indicates that the above information is true and current And that I understand the requirement to take my original license(s) to the nursing office for photocopying.	
Student Signature: _____	Date: _____

**Columbus State University
School of Nursing
Medical/ Emergency Care**

I understand that as a nursing student at CSU I am not covered by workman's compensation, nor is the clinical facility responsible for any injuries I might incur when functioning in this role. If medical care is needed I may select the facility and physician and will be responsible for the financial arrangements of such treatment:

I have been advised to obtain personal health insurance, though I have the right to waive it. I am indicating below my decision regarding health insurance by initialing the appropriate statement.

My signature indicates that this information has been explained to me and any questions answered to my satisfaction.

_____ I have obtained health insurance for myself.

_____ I decline to obtain health insurance and assume full responsibility for costs and financial arrangements for all health care I receive.

Student Signature: _____ **Date:** _____

Witness Signature: _____ **Date:** _____

***All medical or health care (emergency or otherwise) that a student or SON faculty member receives at the Facility will be at the expense of the individual involved.**

From: Memorandum of Understanding Concerning Affiliation of Students for Clinical

**Columbus State University
School of Nursing
Student Handbook and Honor Pledge Form**

I have read and understand the contents of the BSN Nursing Student Handbook and agree to abide and be governed by the policies set forth and described in this handbook.

Honor Pledge

I understand and agree that all work to which I put my name and submit as my work will be my own original work. I further agree that I am responsible for reporting, and will report, any suspected or known instance wherein others have cheated or violated this pledge.

Student Printed Name

Student Signature

Date

**** Every nursing student must read this handbook, sign this statement, and submit to the designated Course Coordinator by the end of the first week of class each fall.**

Sample Letter of Exception

Date

Dear Dr./Mr./Ms. _____, **(Course Coordinator)**

I am requesting an exception to the attendance policy as stated in the Columbus State University School of Nursing Student Handbook. I have missed 8 hours of class time and 12 hours of clinical time due to illness. I was unable to attend class or clinical due to an elevated temperature and productive cough for 4 days. I am providing a dated, signed note from my physician as documentation of my extenuating circumstances (see attached). I would like to request to make-up the 12 hours of clinical time. I would also like to be allowed to continue in the course, Professional Clinical Nursing I, NURS 3275.

Thank you for your consideration in this matter.

Sincerely,

Student's Name
Student's CSU ID#

**Columbus State University
School of Nursing
Student Conference Form**

Date: _____ **Class:** _____

Student: _____

Faculty/Student Coordinator: _____

Assistant Director: _____

Concern/Issue: _____

Intervention: _____

Outcome (re-evaluation): _____

Student Signature

Date

Authorized Signature

Date

APPENDIX A - HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) was enacted by the U.S. Congress in 1996.

The Privacy Rule ensures a national floor of privacy protections for patients by limiting the ways that health plans, pharmacies, hospitals and other covered entities can use patients' personal medical information. The regulations protect medical records and other individually identifiable health information, whether it is on paper, in computers or communicated orally. Key provisions of these standards include:

- **Access to Medical Records.** Patients generally should be able to see and obtain copies of their medical records and request corrections if they identify errors and mistakes. Health plans, doctors, hospitals, clinics, nursing homes and other covered entities generally should provide access to these records within 30 days and may charge patients for the cost of copying and sending the records.
- **Notice of Privacy Practices.** Covered health plans, doctors and other health care providers must provide a notice to their patients how they may use personal medical information and their rights under the new privacy regulation. Doctors, hospitals and other direct-care providers generally will provide the notice on the patient's first visit and anytime thereafter upon request. Patients generally will be asked to sign, initial or otherwise acknowledge that they received this notice. Health plans generally must mail the notice to their enrollees upon initial enrollment and again if the notice changes significantly. Patients also may ask covered entities to restrict the use or disclosure of their information beyond the practices included in the notice, but the covered entities would not have to agree to the changes.
- **Limits on Use of Personal Medical Information.** The Privacy Rule sets limits on how health plans and covered providers may use individually identifiable health information. To promote the best quality care for patients, the rule does not restrict the ability of doctors, nurses and other providers to share information needed to treat their patients. In other situations, though, personal health information generally may not be used for purposes not related to health care, and covered entities may use or share only the minimum amount of protected information needed for a particular purpose. In addition, patients would have to sign a specific authorization before a covered entity could release their medical information to a life insurer, a bank, a marketing firm or another outside entity for purposes not related to their health care.
- **Prohibition on Marketing.** The Privacy Rule sets restrictions and limits on the use of patient information for marketing purposes. Pharmacies, health plans and other covered entities must first obtain an individual's specific authorization before disclosing their patient information for marketing. At the same time, the rule permits doctors and other covered entities to communicate freely with patients about treatment options and other health-related information, including disease-management programs.
- **Stronger State Laws.** The federal privacy standards do not affect state laws that provide additional privacy protections for patients. The confidentiality protections are cumulative; the Privacy Rule sets a national "floor" of privacy standards that protect all Americans, and any state law providing additional protections continues to apply. When a state law requires a certain disclosure -- such as reporting an infectious disease outbreak to the public health authorities -- the federal privacy regulations does not preempt the state law.
- **Confidential Communications.** Under the Privacy Rule, patients can request that their doctors, health plans and other covered entities take reasonable steps to ensure that their communications with the patient are confidential. For example, a patient could ask a doctor to

call his or her office rather than home, and the doctor's office should comply with that request if it can be reasonably accommodated.

- **Complaints.** Consumers may file a formal complaint regarding the privacy practices of a health plan or covered provider. Such complaints can be made directly to the covered provider or health plan or to HHS' Office for Civil Rights (OCR), which is charged with investigating complaints and enforcing the privacy regulation. Information about filing complaints should be included in each covered entity's notice of privacy practices. Consumers can find out more information about filing a complaint at [HIPAA](#) or by calling (866) 627-7748.

HIPAA: HEALTH PLANS AND PROVIDERS

The Privacy Rule requires health plans, pharmacies, doctors and other covered entities to have policies and procedures to protect the confidentiality of protected health information about their patients. These requirements are flexible and scalable to allow different covered entities to implement them as appropriate for their businesses or practices. Covered entities must provide all the protections for patients cited above, such as providing a notice of their privacy practices and limiting the use and disclosure of information as required under the rule. In addition, covered entities must take some additional steps to protect patient privacy:

- **Written Privacy Procedures.** The rule requires covered entities to have written privacy procedures, including a description of staff that has access to protected information, how it will be used and when it may be disclosed. Covered entities generally must take steps to ensure that any business associates who have access to protected information agree to the same limitations on the use and disclosure of that information.
- **Employee Training and Privacy Officer.** Covered entities must train their employees in their privacy procedures and must designate an individual to be responsible for ensuring the procedures are followed. If covered entities learn an employee failed to follow these procedures, they must take appropriate disciplinary action.
- **Public Responsibilities.** In limited circumstances, the rule permits -- but does not require -- covered entities to continue certain existing disclosures of health information for specific public responsibilities. These permitted disclosures include: emergency circumstances; identification of the body of a deceased person, or the cause of death; public health needs; research that involves limited data or has been independently approved by an Institutional Review Board or privacy board; oversight of the health care system; judicial and administrative proceedings; limited law enforcement activities; and activities related to national defense and security. The Privacy Rule generally establishes new safeguards and limits on these disclosures. Where no other law requires disclosures in these situations, covered entities may continue to use their professional judgment to decide whether to make such disclosures based on their own policies and ethical principles.
- **Equivalent Requirements for Government.** The provisions of the rule generally apply equally to private sector and public sector covered entities. For example, private hospitals and government-run hospitals covered by the rule have to comply with the full range of requirements.

HIPAA: OUTREACH AND ENFORCEMENT

HHS' Office for Civil Rights (OCR) oversees and enforces the new federal privacy regulations. Led by OCR, HHS has issued extensive guidance and technical assistance materials to make it as easy as possible for covered entities to comply with the new requirements. Key elements of OCR's outreach and enforcement efforts include:

- **Guidance and technical assistance materials.** HHS has issued extensive guidance and

technical materials to explain the Privacy Rule, including an extensive, searchable collection of frequently asked questions that address major aspects of the rule. HHS will continue to expand and update these materials to further assist covered entities in complying. These materials are available at [Health Information Privacy](#)

- **Conferences and seminars.** HHS has participated in hundreds of conferences, trade association meetings and conference calls to explain and clarify the provisions of the privacy regulation. These included a series of regional conferences sponsored by HHS, as well as many held by professional associations and trade groups. HHS will continue these outreach efforts to encourage compliance with the privacy requirements.
- **Information line.** To help covered entities find out information about the privacy regulation, OCR has a toll-free information line. The number is 1-800-368-1019.
- **Complaint investigations.** Enforcement is primarily complaint-driven. OCR investigates complaints and works to make sure that consumers receive the privacy rights and protections required under the regulations. When appropriate, OCR will impose civil monetary penalties for violations of the Privacy Rule provisions. Potential criminal violations of the law are referred to the U.S. Department of Justice for further investigation and appropriate action.
- **Civil and Criminal Penalties.** Congress provided civil and criminal penalties for covered entities that misuse personal health information. For civil violations of the standards, OCR may impose monetary penalties up to \$100 per violation, up to \$25,000 per year, for each requirement or prohibition violated. Criminal penalties apply for certain actions such as knowingly obtaining protected health information in violation of the law. Criminal penalties can range up to \$50,000 and one year in prison for certain offenses; up to \$100,000 and up to five years in prison if the offenses are committed under "false pretenses"; and up to \$250,000 and up to 10 years in prison if the offenses are committed with the intent to sell, transfer or use protected health information for commercial advantage, personal gain or malicious harm.

The guidance issued today must be updated annually but HHS may update and reissue it this year, after public comment is considered and at the same time HHS's breach notification regulation is published.

APPENDIX B - RESOURCES (Links)

[Undergraduate Academic Regulations](#)

Students in the School of Nursing are required to adhere to the University's Undergraduate Academic Regulations.

[Academic Appeals and Medical Withdrawal](#)

[Center for Accommodation and Access](#)

The School of Nursing adheres to the University's guidelines for accommodation and access.

If you have any questions, or you need to register with the Center for Accommodation and Access, please contact:

[Title IX - Information](#)

[School of Nursing - Faculty and Staff](#)

Appendix C

College of Education and Health Professions School of Nursing Rubric for the Evaluation of Dispositions

Disposition	Exceeds Expectations	Meets Expectations	Below Expectations
Exhibits sound judgment and moral reasoning	Always models language that is exemplary and deals respectfully and professionally with others while maintaining a warm and caring attitude	Uses no objectionable language; demonstrate respect and professionalism when communicating with others	Uses objectionable language; does not demonstrate respect and professionalism when communicating with others
Interacts appropriately and positively with others in all forms of communication	Interactions with peers, colleagues, or authority figures are appropriate,	Interactions with peers, colleagues, or authority figures are appropriate and positive.	Interactions with peers, colleagues, or authority figures are at times negative, demeaning,
Communication to include social media	Positive, and respectful of differing opinions.		Sarcastic, combative, or inappropriate.
Treats others professionally with courtesy, respect and open-mindedness	Treats others with courtesy, respect and open-mindedness. Listens to and shows interest in the ideas and opinions of others.	Treats others with courtesy and respect. Words and actions are polite and professional.	At times treats others rudely and with disrespect. Words or actions are insulting or show contempt for others
Displays the ability to work with diverse individuals	Displays the ability to work with diverse individuals and may seek opportunities to include or show appreciation for those excluded.	Works harmoniously and effectively with diverse individuals to include peers, faculty, and others.	Communicates an inability or unwillingness to work with diverse individuals to include peers, faculty, and others.
Displays maturity and independence by following appropriate protocol when seeking solutions to problems	Seeks solutions independently and/or identifies the faculty or staff member who can assist; addresses the problem with the appropriate person and is prepared with any necessary documentation; uses discretion in discussing the problem; focuses on seeking solutions rather than assigning blame.	If unable to resolve a problem independently, enlists the help of faculty or staff in identifying the appropriate person to assist; follows through with that person to seek a resolution; uses discretion in discussing the problem; focuses on seeking solutions rather than assigning blame.	Enlists participation of other individuals to seek solutions on his/her behalf; fails to identify the appropriate personnel with whom to address the problem; focuses on blaming others rather than seeking solutions.

Accepts and uses constructive criticism (feedback)	Is receptive to constructive comments, implements	Is receptive to constructive comments and implements changes.	Is not receptive to constructive comments and shows no sign of
	Changes, and seek feedback from others.		Implementing change.
Demonstrates enthusiasm, confidence, and initiative	Is enthusiastic, confident, and takes initiative beyond what is expected in classroom and/or clinical settings.	Exhibits enthusiasm and confidence in classroom and/or clinical settings and takes initiative.	Lacks enthusiasm and confidence in classroom and/or clinical settings and does not take initiative.
Demonstrates behavior that is not disruptive, threatening, or concerning in nature that would potentially impede their own or others' ability to function successfully or safely.	Demonstrates behavior that is not disruptive, threatening, or concerning in nature that would potentially impede their own or others' ability to function successfully or safely in adverse situations.	Demonstrates behavior that is not disruptive, threatening, or concerning in nature that would potentially impede their own or others' ability to function successfully or safely.	At times demonstrates behavior that is disruptive, threatening, or concerning in nature that would potentially impede their own or others' ability to function successfully or safely.
Demonstrates acceptable professional appearance and uses appropriate hygiene	Is a role model of professionalism through personal appearance, attire and hygiene	Appearance, attire, and hygiene are appropriate.	Appearance, attire and/or hygiene are often inappropriate.
Maintains confidentiality of records, correspondence and conversations	Maintains confidentiality of patient records and of professional correspondence and conversations, and does not tolerate gossiping or abuses of confidentiality by others.	Maintains confidentiality of patient records and of professional correspondence and conversations; refrains from gossiping.	Does not maintain confidentiality of records; participates in gossip about patients, peers, faculty, or other clinical/CSU personnel; does not respect confidentiality of professional correspondence or conversations.
Meets deadlines and adheres to the SON attendance policy	Always abides by deadlines for assignments including projects and presentations; is rarely or never tardy/absent from class/clinical experiences.	Consistently abides by deadlines for assignments, including projects and presentations; is tardy/absent on rare occasions and independently offers the faculty reasons for the tardiness/absence; adheres to the policy for notification regarding tardiness/absences.	Does not consistently abide by deadlines for assignments, including projects and presentations; has a pattern of tardiness/absences from class/clinical experiences; does not follow the policy for notification regarding tardiness/absences.

Exhibits a strict code of honesty related to exams, assignments, and other activities	Always demonstrates behaviors that exemplify honesty and integrity.	Consistently demonstrates behaviors that exemplify honesty and integrity.	Has knowingly plagiarized, cheated on an exam, copied another's work or allowed someone to copy.
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