



Associate of Applied Science in Nursing Student Handbook 2018-2019



Rogers State University

This Student Handbook is in support of the annual Rogers State University Bulletin (www.rsu.edu/bulletin) and the Rogers State University Student Code (www.rsu.edu/StudentConduct).

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Rogers State University

Rogers State University recognizes its obligation to guarantee equal opportunity to all persons in all segments of University. This commitment stems not only from compliance with federal and state equal opportunity laws but from a desire to ensure social justice and promote campus diversity. The University will continue its policy of fair and equal treatment of all individuals without insidious discrimination based on race, color, national origin, sex, sexual orientation, gender identity, gender expression, genetic information, age, religion, political beliefs, disability or status as a veteran.

RSU is committed to providing students with disabilities access to educational programs and services. Any student who has a disability that he or she believes will require some form of academic accommodation must inform the professor of such need during or immediately following the first class attended. Before any educational accommodation can be provided, it is the responsibility of each student to prove eligibility for assistance by registering for services through Student Affairs.

Students needing more information should contact the Office of Student Disability Services 918-343-6828 or online at www.rsu.edu/disability-services.

Welcome to the Rogers State University Nursing Program

The nursing faculty are looking forward to a productive year of learning and academic work. We value students as individuals and endeavor to be helpful, courteous, and caring in our interactions with each student. We will do our best to keep you informed about your progress and the areas needed for improvement.

A learning environment in which students encounter various experiences of nursing education can be very stressful. Nursing is a rigorous, academic discipline. Students are challenged to adapt to new ways of learning and to manage stress as they progress in their education. If you are experiencing difficulties, speak to a member of the faculty of the course in which you are enrolled.

Included in this handbook are the Nursing Program's philosophy and operational framework for the Associate in Applied Science and Bachelor of Science degree nursing program, departmental policies and information that will be useful during your educational experiences. These policies ensure that the rights and responsibilities of all involved are clearly stated and protected. The nursing faculty adhere to the policies and information in this handbook and reserve the right to make changes through committee action. Please keep informed.

Best wishes as you pursue your nursing degree.

RSU Nursing Faculty

Philosophy Statements

Rogers State University Mission Statement and Purposes

Who We Are

Rogers State University is a regional university, located in northeastern Oklahoma, governed by the Board of Regents of the University of Oklahoma within a state system coordinated by the Oklahoma State Regents for Higher Education. As a university, we are committed to the preservation, transmission, and advancement of knowledge.

Our Mission

Our mission is to ensure students develop the skills and knowledge required to achieve professional and personal goals in dynamic local and global communities. Our commitments, which support the RSU mission, are as follows:

1. To provide quality associate, baccalaureate, and graduate degree opportunities and educational experiences which foster student excellence in oral and written communications, scientific reasoning, and critical and creative thinking.
2. To promote an atmosphere of academic and intellectual freedom and respect for diverse expression in an environment of physical safety that is supportive of teaching and learning.
3. To provide a general liberal arts education that supports specialized academic programs and prepares students for lifelong learning and service in a diverse society.
4. To provide students with a diverse, innovative faculty dedicated to excellence in teaching, scholarly pursuits, and continuous improvement of programs.
5. To provide University-wide student services, activities, and resources that complement academic programs.
6. To support and strengthen student, faculty, and administrative structures that promote shared governance of the institution.
7. To promote and encourage student, faculty, staff, and community interaction in a positive academic climate that creates opportunities for cultural, intellectual, and personal enrichment for the University and the communities it serves.

School of Professional Studies Mission Statement

The mission of the School of Professional Studies (SPS) is to develop students' skills and knowledge so they can successfully perform in their professional career of choice, and to prepare them to be lifelong learners in a diverse society. This is accomplished in a positive academic climate which is supported by academic and intellectual freedom, and faculty who are dedicated to a quality educational experience.

Curricula for the associate, bachelors and graduate degrees are developed by expert faculty who are dedicated to an excellence in teaching, research and university service. The programs in the SPS are dynamic, and foster student achievement of their personal and professional goals reflective of their field of study. Innovative teaching strategies are used across diverse educational platforms to facilitate student learning outcomes.

Department of Health Sciences Mission Statement

The Health Sciences Department supports the mission of RSU. The department mission is to prepare students to achieve personal and professional goals and to educate safe and competent beginning practitioners of selected health fields. The department also prepares students majoring in other fields with health courses to support their degrees.

The faculty is committed to excellence in teaching and student service. Learning is best accomplished by providing students with accurate and reliable information, opportunities for individualized learning experiences, and guidance and direction to support resources. The teacher-learner relationship is enhanced when accountabilities and expected outcomes are clear. Students are supported and guided by the faculty to become active participants in learning to achieve professional and personal goals. The Health Sciences faculty believes that scientific reasoning and critical thinking are reflected as clinical judgment.

The purpose of the RSU Health Sciences Department is to:

1. Provide baccalaureate degrees, associate degrees, and educational opportunities for students, both traditional and non-traditional.
2. Provide opportunities for students to demonstrate competence in written and oral communications, scientific reasoning, and critical thinking, which emphasizes qualitative as well as quantitative skills.
3. Promote and encourage a positive academic climate with students, community, faculty, and staff for instruction and communication.

Nursing Program Mission Statement

The RSU Nursing Program exists to provide selected students with the educational opportunities, in classroom and clinical settings, to prepare for entry into the profession of nursing. Graduates of the RSU Associate Degree Nursing Program are eligible to take the National Council Licensure Examination to become a Registered Nurse. The associate degree graduate is prepared at an entry level of nursing practice and will require on-going education, both formal and informal to advance in the expertise of nursing practice.

The RSU Bachelor of Science Program exists to build on associate degree nursing graduate and diploma graduate educational preparation. The degree provides an opportunity for ADN and diploma registered nurses to achieve academic and personal goals and to develop stronger clinical reasoning and analytical skills to advance their careers. Graduates of the Bachelor of Science Degree in Nursing are prepared for graduate programs in nursing.

Nursing Program Philosophy

The nursing faculty supports the mission of RSU. The faculty believe nursing education is best suited to institutions of higher learning and that evidence-based practice and the use of critical thinking provide the foundation for appropriate clinical decision making. Concepts inherent in the practice of nursing are person, health, environment, and nursing, nursing process, communication, learning, and nursing education at the associate degree and bachelor 's degree levels.

Health is a dynamic state of biological, psychological, behavioral, and social well-being and reflects each patient's ability to adapt to his/her environments. Wellness and illness are based on the person's perception of his/her quality of life at any given time. One's history, culture, heritage, family, community, and environment influence one's self-perception.

Person refers to individuals, families, groups, local and global community populations that are recipients of nursing care. Persons have problems, needs and resources that evolve throughout their development, and are influenced by changing internal and external environments. The person has decision making ability based upon cultural values and beliefs. Persons strive for well-being, are responsible for individual health, and exercise autonomy regarding health needs.

Environment consists of natural, biological, psychological, spiritual, behavioral, social, and cultural factors. The internal environment comprises the biopsychosocial dimensions of the person, and the external environment includes society, which is dynamic and pluralistic.

Nursing is a scientific, practice discipline with a defined body of knowledge based on theories, concepts, and principles from the biological, physical, psychological, social, educational, and nursing sciences. Nursing practice is validated through research and evidence. Nursing practice includes considering the legal and ethical rights and responsibilities of patients, other caregivers, and health care providers. Leadership, collaboration, and consultation among nurses and other health care providers and support systems are critical in meeting patient needs. Nursing practice involves the use of the Nursing Process to promote and maintain health and wellness, prevent illness, diagnose and manage patient responses to potential or actual health problems, facilitate adaptation to health impairments, assist rehabilitation, and maximize the opportunity for dignity in living and dying.

Communication is an ongoing, complex, and interactive process that forms the basis for building interpersonal relationships. Its components include oral, nonverbal, written communication skills and listening. Effective communication is key in all aspects of promoting health with all recipients of nursing care.

Learning/Education: The faculty is committed to excellence and innovation in teaching and student service for traditional and non-traditional students. Learning is best accomplished by providing students with accurate and reliable information reflecting current clinical practice and research. It is a process of acquiring knowledge, beliefs, values, and attitudes that can be reflected in cognitive, affective, and psychomotor domains. Teaching seeks to advance growth through learning experiences that promote a sense of excitement, curiosity, creativity, and discovery. The teacher-learner relationship is enhanced when accountabilities and expected outcomes are clear.

Nursing Education: The nursing faculty believes that nursing education, practice, and research are inextricably intertwined. Faculty provides expertise, models interdisciplinary collaboration for students, and creates opportunities for research. Students are supported and guided by faculty to become active participants in learning to achieve professional and personal goals.

Professional nursing education integrates theories and knowledge from the arts, sciences, and nursing to further develop critical thinking skills that are characteristic of, and provide the foundation of, professional nursing practice. Professional role development is evaluated throughout the nursing educational program. The application of theory, research-based knowledge, and evidence-based practice in direct and indirect nursing care and in the formation of partnerships is evaluated. The faculty supports the need for continuing education in nursing to improve the delivery of health care and knowledge of policies related to health care, and as a means for meeting information needs in rural and underserved areas.

Differentiation of Associate Degree and Bachelor of Science Degrees

Associate Degree Nurse (ADN)

The Associate Degree Nurses functions in the role of caregiver. She/he gives quality care to clients, which is based on scientific knowledge. Associate Degree Nurses assume responsibility for their own actions and participate as collaborative members of the health care team. In a variety of settings, the Associate Degree Nurse utilizes the nursing process and critical thinking as a basis for decision-making; functions as a communicator and educator of health care practices for the client and family; and directs peers and/or other nursing personnel in the aspects of client care. As a member within the discipline of nursing, the Associate Degree Nurse practices within the legal and ethical framework of nursing.

The Associate Degree Nurse functions as designer of care, client advocate, and user of technology. The Associate Degree Nurse is aware of health care policies and trends. The Associate Degree Nurse manages client care in structured health care settings using a variety of resources.

As a member within the discipline, the Associate Degree Nurse commits to a life-long learning process that contributes to his/her professional development. The Associate Degree Nurse participates in collegial relationships to establish a continuity of client care, based on validated research findings.

Baccalaureate Degree Nurse (BSN)

The Baccalaureate Degree Nurse provides theoretically- derived nursing care. She/he uses research-based knowledge to plan, coordinate, implement and evaluate nursing care. The Baccalaureate Degree Nurse functions as an educator by designing, coordinating, implementing and evaluating comprehensive teaching plans for identified populations. The Baccalaureate Degree Nurse uses critical thinking to address complex health issues.

As a manager of care, the Baccalaureate Degree Nurse functions as a client advocate, recognizing and addressing social and legislative issues related to client health care. Baccalaureate Degree Nurses promote optimal use of human and multi-technological health care resources by coordinating client care planning and using multiple technological resources in the delivery of client care within a variety of settings.

As a member within the profession, Baccalaureate Degree Nurses commit to life-long learning and mentorship, which facilitates professional development and, establishes professional networks. The Baccalaureate Degree Nurse collaborates with other health care providers and evaluates published research for application in practice.

Differentiation of roles is further defined by roles and competencies required of graduates. The competencies are derived from American Association of Colleges of Nursing's The Essentials of Baccalaureate Education for Professional Nursing Practice (2008), National League for Nursing's Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing (2010) and Oklahoma Board of Nursing's Nursing Competencies by Educational Level: Guidelines for Nursing Practice and Education in Oklahoma (2010).

Nursing Program

Accreditation and Approval

The RSU Nursing Program is accredited by the Accreditation Commission for Education Nursing (ACEN), Inc. ACEN establishes national criteria for nursing education programs throughout the nation. These criteria are aimed at improving and assuring the highest quality of nursing education. Contact information for ACEN:

Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000 phone
404-975-5020 fax
www.acenursing.org

The RSU Associate Degree Nursing Program is approved by the Oklahoma Board of Nursing (OBN). The Board of Nursing, by law, has authority and legal jurisdiction over pre-licensure_educational programs of nursing, nursing practice and nursing licensure in Oklahoma. As students in the RN-to-BSN program are licensed registered nurses, the Oklahoma Board of Nursing does not provide approval over site. The *Oklahoma Nurse Practice Act and Rules* do apply to the Bachelor of Science in Nursing Program and are available on the Oklahoma Board of Nursing website at www.ok.gov/nursing. Contact information for OBN:

Oklahoma Board of Nursing
2915 N Classen Boulevard, Suite 524
Oklahoma City, OK 73106
405-962-1800 phone
405-962-1821 fax

Admissions and Enrollment

Admissions Policy

To be considered for admission into the nursing program, an applicant must:

1. Be a high school graduate or GED equivalent
2. Be admitted to RSU
3. Satisfactorily complete all high school curricular requirements
4. Complete an entry-level assessment and demonstrate basic skill proficiency in the areas of English, mathematics, reading, science and computers. If the required proficiency score is not obtained, the student must successfully complete the appropriate developmental course(s).
5. Have a minimum reading score of: ACT Reading 19; ACT compass 83; Accuplacer 75; or Nelson-Denny grade level of 13.0 or higher.
6. Satisfactorily completed the following prerequisite courses with a grade of "C" or higher:
 - a. ORIE 1151 The College Experience
 - b. BIOL 1144 Cellular Biology
 - c. BIOL 2215 Anatomy and Physiology
 - d. ENGL 1113 Composition I and
 - e. NURS 1191 Dosage Calculation
7. Have a current minimum GPA of 2.5 for the pre-requisite courses listed above.
8. Provide, at the applicant's expense, a background check that must consist of searches of the Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of Investigation (FBI) Criminal History Record Information databases and name index searches of computerized databases containing criminal history records. Students who have been convicted of a felony or other crime that would make the student ineligible for licensure under OBN Regulations shall not be admitted to the Nursing Program.

A. Placement into NURS 1191 Dosage Calculation

Students must have cleared their math deficiency before placement into NURS 1191 Dosage Calculation. Students wishing to challenge the NURS 1191 Dosage Calculation course must have cleared their math deficiency as well. Space in the Nursing Program is limited. Qualified applicants are chosen based on their ranking according to the RSU nursing approved ranking system.

B. Admission of Students with Disciplinary History

Applicants currently under disciplinary action from any academic institution are ineligible for admission. Applicants with a history of disciplinary action or falsification of admission, financial aid, medical, or any other records or documents from any academic institution must present complete documentation of the event. The Nursing Program may request a letter of explanation and documentation from the institution regarding the event and/or request an interview with the applicant regarding the incident. The Program may deny an application for admission or readmission based upon a history of disciplinary action or falsification of university or clinical documents.

C. Readmission

“Re-admission” is defined as any student previously enrolled in a nursing program leading to RN licensure. To be considered for readmission, the student/applicant must have been enrolled in a nursing program within 10 years prior to the anticipated date of admission to RSU Nursing Program.

All applicants for re-admission must meet the following criteria before he or she will be considered for placement into the general Nursing Program applicant pool. Deadline for receipt of these materials is February 1 and, beginning in 2019, October 1. (No extension will be granted.)

Step 1: Submit re-admission application packet with all requested documentation.

1. Complete an application for re-admission with the following:
 - a. Official transcripts of all course work if attended an institution other than RSU.
 - b. A letter describing your plan for success in the event you are readmitted.
 - c. A letter of academic standing from the previous nursing program, if applicable.
 - d. Assessment test results (must have a passing score) as assigned.
 - e. A degree plan for completion of the Nursing program. (The applicant must agree to follow this degree plan without deviation.)
2. If currently enrolled in general education and/or support courses, the applicant must submit a current course grade report from the course faculty.
3. Achieve the same published entrance or admission requirements as the general nursing class entering the Nursing Program.

Step 2: The Nursing Program will review all complete Readmission Applications. An interview with the applicant may be requested by the committee. Readmission applications are considered based on previous academic performance as well as data supporting the probability of success of completing the nursing program and passing the NCLEX-RN examination. The Nursing Program will decide acceptance or denial of the application, subject to review by the Department Head, Health Sciences. The Policies Committee will consider more recent academic performance in the re-admission decision.

Step 3: An applicant approved for readmission will be placed into competition with all other readmission applicants for the spaces available in the program. Once the applicants for available spaces are determined, applicants will be placed into competition with the generic applicants for course ranking. Any readmitted student must have a ranking total no less than the lowest ranked student currently enrolled in the course. The final determination of entry point into the program will be by the Policy Committee.

Applicants who have “exited” a nursing program two or more times for any reason will not be considered for readmission. An “exit” includes any withdraw or unsuccessful completion of a nursing course within the same semester, including dismissals for academic reasons or resulting from disciplinary action of any kind.

Enrollment Requirements

Students must submit the following documents before the first day of class. If the required documents are not submitted on time, the student will not be allowed to begin classes and their admission status will be jeopardized. Any absences accrued because of a student’s failure to provide this documentation shall be counted as unexcused.

1. Document Distribution/Checklist form
2. Immunization Statement & Waiver form
3. Immunization records reflective of contractual requirements
4. Documentation of American Heart Association (AHA) Basic Life Support (BLS) certification
5. Copy of Student Identification Card

Students who do not provide this documentation will not be able to proceed with Nursing Program.

A. Student Acknowledgement and Release

Read and accept the Student Acknowledgment and Release carefully. It is a binding document that outlines your agreement to the policies outlined in this Handbook, identifies outcomes for failure to follow these policies, and holds harmless RSU from any student generated liability.

B. Immunization Records

Students must provide the following immunization records to the RSU Student Health Center prior to beginning the fall semester.

1. Negative PPD Skin Test for TB, annually. Annual dates run through May 15. Results must be read in millimeters and indicated on the immunization record. If positive or history of a positive skin test, clearance from the city/county health department or a Health Care Provider is required. Clearance equates to the submission of the TB screening questionnaire form provided by the city/county health department that has been signed by a Health Department Nurse or designee or a Health Care Provider.
2. Measles, Mumps, Rubella (MMR): Two (2) Vaccinations or positive Mumps, Rubella, and Rubeola Titer screening tests. If participating in a clinical rotation with Jane Phillips Medical Center in Bartlesville, female students of childbearing age must provide a positive rubella titer in addition to MMR vaccinations.
3. Tetanus, Diphtheria and Pertussis (Tdap) for adults.
4. Hepatitis B Vaccine: Three (3) injection series is required or immunity verification (there are three injections at the administration of your healthcare provider's preference).
5. Varicella (chicken pox): Two (2) injection series (2 injections at least 1 month apart) or immunity verification.
6. Influenza vaccination, annually (September through March).

The RSU Student Health Center provides most required immunizations for a nominal fee. Contact the Health Center at 918-343-7614 for an appointment. Additionally, immunizations are offered at little or no charge through your local Health Department, except for the Hepatitis B vaccinations. Contact the Health Department, in the County in which you reside, or your private physician for information about immunizations. A record of all immunizations is maintained in the Student Health Center.

Students who suspect they may be pregnant must consult a physician regarding the advisability of immunization against rubella, rubeola, varicella, and Hepatitis B. Pregnant students must submit rubella and rubeola titers and sign a waiver declining Hepatitis B vaccine if not previously immunized against Hepatitis B.

C. Drug Screening

Students are subject to the Drug Screening Procedures set forth in this policy and shall provide all required documentation no more than 30 days prior to starting field experiences (due to some sites requiring this time frame). **Students are to obtain the required drug screening through the RSU Student Health Center.**

D. Current CPR Certification

Each year, all students are required to present evidence of completion of the American Heart Association's AHA Basic Life Support Certification. CPR certification must remain current throughout the academic year, (July 1- June 30). Students may become CPR certified by participating in classes offered by RSU Health Sciences Department (8 hours), the American Heart Association (8 hours), and area hospitals. A fee is required for RSU's classes.

E. Student Identification Card

A photocopy of the student's current University Identification Card must be provided. The student should carry their Student Identification Card at all times during clinical rotations.

F. Proof of Health Insurance

All students who have field experiences in clinical settings are required to have health insurance throughout their enrollment in the Nursing Program. Acceptable forms verifying health insurance include a card or letter from the insurer that shows the effective dates and the type of coverage. Students with a Certificate of Degree of Indian Blood (CDIB) or tribal enrollment card must present that document along with verification of health insurance provided by such status. Students covered by military insurance must present military identification and an insurance card or eligibility of coverage letter.

Periodically, students may be asked to show proof of coverage. If the student is unable to produce proof of coverage within ten days, the students may, at the sole discretion of Department Head of the Nursing Program, be suspended from classes and/or rotations until proof of coverage is provided. In such an event, these absences will be counted as unexcused, which may prevent the student from successfully completing a particular class, rotation, academic requirement, or semester.

Curriculum

Plan of Study for the Associate of Science in Nursing Degree

- Admission requirements: Reading score: ACT 19 or ACT Compass 83 or Accuplacer 75 or Nelson-Denny 13.
- All academic deficiencies cleared including Microcomputer Applications with a "C" or better or Advanced Standing with a "P".

	Course	Hours
Pre-Requisites	BIOL 1144 Cellular Biology	4
	BIOL 2215 Anatomy/Physiology	5
	NURS 1191 Dosage Calculation	1
	ENGL 1113 Composition I	3
	ORIE 1151 The College Experience	1
	Total Pre-Requisites	14
Semester One - Fall	NURS 1111 Nursing Concepts	1
	NURS 1117 Foundations of Nursing Practice	7
	Guided Elective (Choose one: Speech, Intro to Sociology, Value & Ethics, Logic)	3
	PHAR 2113 Pharmacology	3
	Total Semester One	14
Semester Two - Spring	NURS 1228 Therapeutic Interventions I	8
	BIOL 2124 Microbiology	4
	NUTR 1113 Intro to Nutrition	3
	Total Semester Two	15
Semester Three - Fall	NURS 2138 Therapeutic Interventions II	8
	PSY 1113 Intro to Psychology	3
	ENGL 1213 Composition II	3
	Total Semester Three	14
Semester Four - Spring	NURS 2223 Transition to Nursing Practice	3
	NURS 2246 Nursing in a Complex Environment	6
	History Elective	3
	POLS 1113 American Federal Government	3
	Total Semester Four	15

- *HLSC 1233- Medical Terminology is not required on the degree plan but is highly recommended.
- Many scholarship and loan programs require a minimum of 12 credit hours per semester or full-time student status.
- Math Deficiencies must be cleared before taking NURS 1191 Dosage Calculation.
- NURS 1191 Dosage Calculation must be taken within 2 years preceding entry into the nursing program.
- Dosage Calculation, The College Experience, and Pharmacology must be taken at RSU unless permission for an exception is approved.
- Nursing Program applications must be received by February 1, for admission into the following fall semester nursing courses.

Requirements

Grading Scale

- 89.45 – 100: A (Excellent - 4 grade points)
- 79.45 – 89.44: B (Good - 3 grade points)
- 74.45 – 79.44: C (Average - 2 grade points)
- 64.45 – 74.44: D (Poor - 1 grade point & not considered passing)
- Below 64.45: F (Failure - 0 grade points)

The grades A, B, C, D and F are used in computing grade point averages, **A, B, C and S are the only passing or satisfactory grades.** Grades of D or F are failing. A single earned grade of D or F will result in the student having to withdraw from the program and reapply to the appropriate semester. A student who receives two failing grades at any time during the curriculum, i.e., two D's, one D and one F, or two F's, will be dismissed from the Program for poor academic performance. Any student dismissed for poor academic performance will not be considered for readmission.

S/U (Satisfactory/Unsatisfactory) Grades

The grade of S (satisfactory) is a neutral passing grade. The grade of U (unsatisfactory) is used to indicate that no credit will be given for the course. The S/U designation is used for special studies or directed readings.

I (Incomplete Grades)

An incomplete may be used to indicate that additional work is necessary to complete a course. It is not a substitute for an "F" and no student may be failing a course at the time an "I" grade is issued. To receive an "I", the student should have satisfactorily completed 70 percent of the course work for the semester but be unable to complete the remaining work due to extenuating circumstances. For an "I" to be awarded, a contract, signed by the student and faculty member, must be on file in the Academic Dean's Office. The "I" will revert to an "F" after twelve (12) months of the date of its posting if a student has made no attempt to fulfill course obligations. An "I" is GPA neutral. Additionally:

- A grade of an I in a course which is a prerequisite for other courses will prevent the student from enrolling in those courses.
- Clinical absences are not considered as justifiable circumstances to award an "I".

AW (Administrative Withdrawal) Grades

The grade of AW may be assigned to indicate that a student has been "involuntarily" withdrawn by the institution during the designated semester for disciplinary or financial reasons, or inadequate attendance. Examples of instances in which the grade of AW may be recorded are:

- **Disciplinary:** Violation of alcohol and drug abuse, or racial or ethnic harassment policies.
- **Financial:** Failure to pay fees/tuition before the last day of a current term can be limiting in nursing program progression. A student may be reinstated for a term by paying all fees, tuition, and penalties owed, if paid within one year of the last day the term for which charges remain outstanding. Upon reinstatement within one year, grades originally assigned will be included on the student's transcript. Reinstatement into RSU does not guarantee re-admission into the nursing program.
- **Attendance:** Absences seriously affecting a student's academic performance are reported by faculty to the appropriate dean and an administrative withdrawal from the course may be initiated.

W Grades

A grade of "W" is issued when a student initiates a withdrawal during the allowable withdrawal period. The University's withdrawal period for an automatic "W" begins after the add/drop period. After the close of the withdrawal period, the student will be awarded the grade earned in the course. That grade will be calculated in the student's GPA. The grade of "W" is GPA neutral.

Students experiencing a cumulative theory grade of 74% or below are encouraged to make an appointment with their advisor or the Department Head, Health Sciences, before the last day to withdrawal. In the event a student withdraws from any nursing course, the student automatically exits the program. The student must apply to re-enter the nursing program. Re-admission to the nursing program is not guaranteed to ANY student. Refer to the policy concerning re-admission for further information.

Minimum GPA

Minimum academic requirements for retention in the Nursing Program are:

1. A cumulative grade point average of 2.0 (on a 4.00 scale) and,
2. A grade of "C" in all courses on the Nursing Plan of Study.

A grade of D is considered a failing grade. A student who receives two failing grades, i.e., two D's, one D and one F, or two F's, will be dismissed from the Nursing Program for poor academic performance. Failure to maintain the minimum GPA or failing to earn a final course grade of less than "C" in required coursework according to the Nursing Plan of Study, is subject to dismissal and may not progress to the next semester.

Grade Appeals

See the Academic Policies and Procedures Manual for RSU, 4.3 Grade Appeal Process.

Ineligible to Progress and Dismissal

A student failing to maintain a semester cumulative grade point average of 2.0 on a 4.0 scale or any student who obtains a grade of D or F in a nursing course is ineligible to progress in the nursing program and must reapply to the appropriate semester. A second grade of D or F in any nursing course will result in immediate dismissal from the program.

Attendance

The student is responsible for the content, assignments, and material of any course in which she/he is officially enrolled. Because of the unique nature of the materials, classes, clinical rotations, and seminars, practical experiences cannot be repeated. In case of absence, the student is required to notify the instructor PRIOR to the beginning of the class or clinical time.

1. Students are expected to meet course participation requirements as described in course syllabi. Lack of participation may compromise the student's ability to meet course objectives.
2. Practicum -- Students are expected to attend all scheduled clinical practicum activities.
3. Absences may adversely affect the student's grade.

Progression

A student's progression in the Nursing Program must be consistent with the Nursing Plan of Study in effect at the time of admission or re-admission. Nursing courses and other courses, as listed on the plan by semester are pre-requisites to the next required course sequence (semester) of the program. Any student earning a final course grade of less than "C" in a required nursing course, a required concurrent nursing course, or a concurrent non-nursing course by the semester indicated will exit the Nursing Program and not progress to the next semester.

To graduate, a student must achieve a "C" or higher in each course specified on in the degree plan and a minimum GPA of 2.0.

General

Projected Expenses

It is the responsibility of the student to register and pay fees on the dates specified on the Academic Calendar. Questions about tuition and fee payment should be directed to the Bursar at 918-343-7558. Estimated cost of tuition and fees can be located on the RSU website at www.rsu.edu/tuition.

Transfer Students

Transfer students must meet the university requirements for transfer before being considered for the nursing program. Pre-requisites, General Education, and Nursing course work will all be evaluated for congruency with the nursing program requirements. All student academic work will be evaluated on an individual basis.

Advanced Placement

Advanced Placement Testing (APT) allows a student to receive college credit by “testing out” of classes. All students requesting APT must have completed at least 12 credit hours from RSU before advanced standing credit will be placed on the RSU transcript. The grade registered will be Pass/Fail; therefore, all APT’s are grade point neutral. The Health Sciences Department allows APT for the following department courses:

- HLSC 1813 First Aid
- HLSC 1223 Medical Terminology
- NURS 1191 Dosage Calculation
- PHAR 2113 Fundamentals of Pharmacology
- NUTR 1113 Introduction to Nutrition

APT requires instructor approval and may also require written documentation of previous education or relevant work experiences. APT must be conducted prior to the first scheduled date of the course being challenged. The student may take an advanced placement exam for a given class only one time or by permission of Health Sciences Department Head. To take an APT, contact the Department Head or designee for further information.

Evaluations

Student participation in faculty, course, and program evaluations is both the student's right and responsibility. The process of evaluation is viewed as the student's opportunity for input into curriculum development and the assessment of faculty effectiveness and student learning needs. Students are therefore encouraged to participate in all evaluations.

Student evaluation of faculty is completed at the end of each semester. Students evaluate faculty with whom they have had frequent contact with through classes and field experiences. Student assessments are anonymous and considered in the faculty's evaluation process.

Time Extensions

If the student is unable to meet the due date of an assignment, the student must discuss this with the faculty member BEFORE the assignment is due. The faculty member may decide at his/her own discretion whether to grant an extension of the due date. If an extension is granted the faculty member and student will fill out a Time Extension form with a designated deadline for submission. The student's grade may be affected if established deadlines are not met.

Exit Interviews

All students exiting the program, for whatever reason, may be asked to participate in an exit interview to discuss the reason for the exit, the exit's effect on readmission, and to assist the student with other educational goals and opportunities.

Testing/Examinations

Nursing Course Examinations consist of questions related to theory content, campus skills laboratory content, nutrition, pharmacology, and dosage calculation questions. Refer to course syllabi for additional information regarding course examinations.

Standardized Testing occurs each semester in selected nursing courses. The RSU Nursing program uses a variety of standardized exams from proprietary sources. Refer to course syllabi for additional information regarding standardized tests.

Test Procedure

The examination experience simulates that which the student will have when taking the examination for licensure as a Registered Nurse. Test security and assurance that all test results are valid evidence of the individual student's knowledge are critical issues to the nursing program.

1. The student is expected to arrive on time for the examination. A student arriving after the beginning of the examination will not take the exam at that time and will be directed to take the examination during the make-up period.
2. Students must sign in at the beginning of each exam and will remain sequestered until dismissed.
3. On-line testing is the approach used for most nursing examinations. If it is a paper and pencil examination, the student is to bring a number two pencil.
4. Students are not allowed to bring ANYTHING in to the testing room. Students are responsible for leaving items in a secure place prior to the exam. Scratch paper and pencils will be provided. Cell phones, iPads, electronic devices/watches, etc. are not allowed during the examination. Keys may be left on the check-in table. Eating and drinking are not allowed during the examination or examination review period.
5. Students will be observed at all times by the exam proctors while taking the examination.
6. Students may bring and wear ear plugs.
7. If you need assistance, raise your hand and remain in your seat. No questions about the exam are allowed.

Test/Exam Review

At the completion of the exam, students will have access via computer to review the exam questions. The student is encouraged to use the challenge form if there is a concern about a missed question.

Students who have questions about individual exam questions are encouraged to schedule an appointment with the faculty member who presented that content.

Following the completion of the exam and test review students may not reopen the exam for any reason. Should the exam icon be visible at any time, clicking on the icon will be tracked by faculty and may result in charges of academic misconduct.

Make-Up Testing/Examinations

It is the student's responsibility to verbally notify full time faculty PRIOR to the beginning of the exam if the student will be absent from the scheduled exam.

A make-up examination will be scheduled at the discretion of faculty within one week of the originally scheduled exam. The make-up exam may be given by computer, paper and pencil, or other format as determined by faculty, and may include multiple choice, short answer, and/or essay questions.

Proof of qualifying event must be provided by the time of the make-up exam. If proof is not provided then points may be deducted from exam score, as indicated in the syllabus. A grade of zero will be assigned in the event a student does not take a make-up examination.

Test/Exam Remediation

Students earning less than a 75% on any exam MUST complete the remediation assignment posted in the course management system and make an appointment for review with a fulltime faculty member.

Post-Exam Review

Post-exam reviews are offered at the discretion of the faculty. To protect exam integrity, students will not be allowed to record or write notes during the review. No form of review of exam questions should occur if the faculty does not directly observe the student during the review. After examination grades are posted, the examination may be reviewed by students at a time specified by the course faculty. The date and time of the exam review will be communicated to the students before the exam is taken. This specified time is the only opportunity for student review of examinations.

Professional Standards and Technical Requirements

Professional Standards for Nursing Students

All nursing students are expected to comport themselves in a manner consistent with the standards of the nursing profession. Students engaged in unprofessional conduct are subject academic sanctions, up to and including, probation, suspension, or dismissal from the program. Unprofessional conduct is nursing behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the nursing profession and which could jeopardize the health and welfare of the people which shall include but not be limited to the following:

1. Inaccurate recording, reporting, falsifying or altering client records; or
2. Verbally or physically abusing clients; or
3. Falsely manipulating drug supplies, narcotics or client records; or
4. Appropriating, without authority, medications, supplies or personal items of the client or agency; or
5. Falsifying documents submitted to the University or Nursing Program; or
6. Leaving a nursing assignment without properly advising appropriate personnel; or
7. Violating the confidentiality of information or knowledge concerning the client; or
8. Conduct detrimental to the public interest; or
9. Discriminating in the rendering of nursing services; or
10. Aiding and abetting the practice of practical nursing, registered nursing or advanced practice nursing by any person not licensed as a Licensed Practical Nurse, Registered Nurse or recognized as an Advanced Practitioner; or
11. Impersonating a licensed practitioner, or permitting another person to use her/his nursing student identification for any purpose; or
12. Aiding, abetting or assisting any other person to violate or circumvent any law, rule or regulation intended to guide the conduct of a nurse or nursing student.
13. Forging a prescription for medication/drugs; or
14. Presenting a forged prescription; or
15. Selling or attempting to sell a controlled dangerous substance or otherwise making such drugs available without authority to self, friends, or family members; or
16. While caring for a client, engaging in conduct with a client that is sexual or may reasonably be interpreted as sexual; in any verbal behavior that is seductive or sexually demeaning to a client; engaging in sexual exploitation of a client; or
17. Obtaining money, property or services from a client through the use of undue influence, harassment, duress, deception or fraud; or
18. Engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws; or
19. Allowing own value system to interfere with client care/well-being.
20. Engaging in verbally abusive language or may be reasonably interpreted as verbally abusive with a client, staff member, faculty, or fellow student.

American Nurses' Association Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth, and personal attributes of every person, without prejudice
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice, makes decisions, and takes action consistent with the obligation to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective action, establishes, maintains, and improves the moral environment of the work setting and the conditions of employment, conducive to quality health care.
7. The nurse, whether in research, practice, education, or administration, contributes to the advancement of the profession through research and scholarly inquiry, professional standards development, and generation of nursing and health policies.
8. The nurse collaborates with other health professionals and the public to protect and promote human rights, health diplomacy, and health initiatives.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Technical Standards

The University is committed to full compliance with the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990. An applicant for the Nursing Program must have the essential abilities and skills in the five areas listed below. Accommodations will be made for qualified individuals with disabilities, providing such accommodation does not pose an undue hardship, would not result in a fundamental alteration in the nature of the program, service, or activity, or pose an undue financial or administrative burden. All applicants must meet the fundamental technical standards of the program set forth below. Applicants accepted for the Nursing Program will be expected to demonstrate proficiency and continue to meet the required technical standards in these five areas over the course of the program.

The following qualifications are necessary to be considered for admission into and progression through the Nursing Program. Each applicant/student must have the:

Observation

1. Visual acuity with or without corrective lenses to observe and assess patient behavior.
2. Ability to identify cyanosis and absence of respiratory movement in a patient.
3. Ability to accurately read monitors and respond to signals, alarms, and other displays indicating urgent patient need, and take immediate action.
4. Ability to accurately prepare and administer medication dosages.

Communication

1. Ability to speak, write, and comprehend the English language proficiently. The ability to perform activities requiring accurate and efficient interpretation and communication of information in English, both written and spoken. For example:
 - a. Responding to a physician's order;
 - b. Reading and recording information;
 - c. Directing assistive staff.
2. Hearing ability with or without auditory aids to understand normal speech without viewing the speaker's face. (This ability is necessary to insure the nurse will be able to attend to a patient's call for help).
3. Auditory acuity sufficient to hear instructions, requests, monitoring alarms, and to auscultate heart tones, breathe sounds, and bowel sounds.
4. Ability to communicate clearly in oral and written form, and in a professional manner with patients, families, visitors, and members of the health care team.
5. Ability to speak, to hear, and to observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications.

Motor

1. Sufficient physical ability (minimum impairment of upper and lower extremities) to perform cardiopulmonary resuscitation. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
2. Ability to perform motor skills safely, such as:
 - a. Lifting, bathing, positioning, and transporting patients;
 - b. Moving efficiently enough to meet the needs of several patients in a timely fashion;
 - c. Lifting, positioning, or moving an unconscious patient to perform lifesaving procedures; and
 - d. Ambulating independently with or without assistive devices in clients' rooms and in work areas.
3. Ability to lift weights of up to 35% of recommended body weight independently.
4. Manual dexterity sufficient to accurately draw up a solution from a vial into a syringe.
5. Ability to exercise basic computer skills (e.g. - electronic medical record "EMR").
6. Good hand-eye coordination and manual dexterity in order to perform various tasks associated with the movement/utilization of various pieces of equipment, supplies, assistance in patient care and procedures.

Intellectual-Conceptual, and Quantitative Abilities

1. Ability to think critically and use problem solving skills.
2. Ability to analyze data, calculate, and measure.
3. Ability to perceive all manner of sensory stimuli, including verbal, written, visual, auditory, somatic, tactile, and olfactory.
4. Ability to synthesize and integrate the aforementioned sensory inputs and apply them to objective and subjective examinations of patients in a timely manner.
5. Ability to perform all of this with stress/stressful distracters present, consistent with the health care environment.

Behavioral and Social Attributes

1. Full utilization of intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of professional and caring relationships with patients.
2. Ability to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties involving the clinical problems of many patients.
3. Personal qualities of integrity, concern for others, and ability to demonstrate interpersonal skills with patients, families, visitors, and members of the health care team.

The functions and skills listed above are fundamental to the nature of the Nursing Program. All applicants must:

1. have the ability to perform the functions and skills specified, with or without reasonable accommodations, and
2. meet the published criteria for admission required for all applicants.

The Nursing Program is not permitted to make any inquiries regarding disability at the time of application.

A student who discloses a disability and requests accommodation must provide appropriate documentation to substantiate the disability and any functional limitations related to the disability that require reasonable accommodation. The Nursing Program, in accordance with University Policy, will provide reasonable accommodation to otherwise qualified individuals with disabilities, but is not required to make modifications that would result in a fundamental alteration to the nature of the program, service, or activity; cause undue hardship; or result in undue financial or administrative burdens. To proceed with or continue in the curriculum, a student must be able to meet all the technical standards that are fundamental to the nature of the program. An inability to successfully meet these standards will lead to a withdrawal of admission offer or dismissal. Requests for accommodation by applicants or current students should be initiated with the Office of Disability Services at www.rsu.edu/disability-services.

Clinical Experience

Students are required to participate in the clinical experience. Clinical experiences are divided into rotations. The number of rotations per semester and the number of weeks in a rotation is course dependent and will be discussed during each course orientation session.

Before entering the clinical setting, students are required to pass all basic testing (including Chemical Safety, Hazardous Communication, Blood Borne Pathogens, TB, HIPPA, Dosage Calc) with a grade of 80% or higher. Students are **allowed three attempts** on any basic test with remediation given prior to the third attempt. Students **unable to pass all basic testing** will NOT be allowed to enter the clinical setting. *Inability to enter the clinical setting will result in clinical failure, failure of the nursing course, and an exit from the Nursing Program.*

Clinical Experience Objectives and Expectations

Courses may have formative or terminal clinical objectives. In courses where the clinical objectives are formative, the student must pass the last rotation of the semester to pass clinical and to pass the course. In courses where the clinical objectives are terminal, the student must pass each clinical rotation to pass clinical and to pass the course. Specific requirements for successful completion of this part of the clinical experience:

1. Attendance: Attendance is REQUIRED for all sessions of the clinical experience. The clinical faculty will evaluate the student's ability to meet the clinical objectives. This evaluation can only be accomplished if the student is attending all clinical sessions.
2. Preparation for clinical: The student is expected to come to clinical each week prepared to meet weekly clinical objectives.
3. Compliance with uniform dress code: Uniforms are required for all clinical experiences unless instructed otherwise. Uniforms are to be neat, clean, and comply with the dress code.
4. Uniforms must be purchased from the RSU Nursing Faculty pre-approved brand.
5. Provide safe care to assigned patient/patients.
6. Timely completion of all weekly objectives.
7. Timely completion of all written assignments.

The goal of the facility clinical experience is to provide the student with a supervised learning experience in which knowledge from classroom learning, independent learning, and the campus clinical laboratories can be applied directly in the care of patients using the nursing process. The student should expect to complete care for an assigned patient each week while in the facility clinical assignment. This care will be progressive across the semester and will include, but may not be limited to, such activities as hygienic and other physical care, interview, history taking, care planning, and documentation of patient care and progress. To successfully complete this portion of the clinical assignment students shall:

1. Come to clinical prepared to actively interact with patients, facility staff, and the faculty to achieve care of the patient.
2. Submit a completed assignment.
3. Comply with the policies of the facility.

A student who is unprepared for the clinical care of the patient may be recorded as "Absent from clinical due to lack of preparation for patient care". The facility clinical faculty may make this evaluation when the student is unprepared as evidenced by:

1. Lack of adequate verbalization of plan of care,
2. Lack of knowledge related to the patient's basic needs regarding safe nursing care, and/or
3. Inability to safely care for the assigned patient.

Failure to meet facility clinical objectives will result in failure of the facility clinical rotation and will result in exit from the nursing program.

The Nursing Program has a contractual agreement with a several hospitals, extended care facilities, and community health agencies within northeastern Oklahoma. Students are responsible to check with the clinical instructor regarding the protocol and routine to be used at each specific facility. Student learning is adapted to the patient's situation, resources, and protocol of each clinical area.

Assignment and Supervision

The student will be assigned to clinical sites typically within a fifty-mile radius of Claremore or Bartlesville, respectively. Clinical assignments may not necessarily conform to car pools or student preference. Rotations are created to expose the student to a variety of clinical experiences.

The faculty member will assign the student to care for a patient(s) based on the course and clinical objectives and other student criteria. The faculty member has the option to re-assign a student in the event of any changes or new information. If the patient refuses to agree to working with the student, or the student believes there is a problem, the instructor should be notified immediately. The faculty member is available to the student in the clinical area and the student is to seek supervision or consult with the faculty member to assure safe patient care.

The nursing faculty reserves the right and retains the responsibility to alter student clinical assignments based on several factors. These factors include, but are not limited to: student clinical objectives, student clinical performance, and faculty teaching load.

Safe Clinical Practices

Unsafe nursing practice is defined as jeopardizing the life, health or safety of self or others, engaging in unprofessional conduct or violation of the ethical code for nurses. Unsafe nursing practice includes but is not limited to the following behaviors of the student nurse:

Failure to follow safe guidelines during patient care activities as exemplified by:

1. Failure to exercise technical competence in carrying out nursing care
2. Failure to use appropriate judgment in administering nursing care in accordance with level of nursing preparation
3. Failure to assume responsibility and accountability for individual nursing judgments and actions
4. Delegating or accepting delegation of a nursing function or any other health care function when the delegation or acceptance could reasonably be expected to result in unsafe or ineffective client care
5. Failure to supervise adequately the performance of acts by any person working at the nursing student's direction
6. Failure to follow universal precautions, including hand-washing, during patient care activities
7. Failure to monitor, report to proper channels or follow up on changes in patient's psychological status
8. Performing new nursing techniques or procedures without proper education, preparation, and faculty or faculty approved supervision
9. Engaging in practices which do not fall within the scope of nursing practice
10. Failure to demonstrate adequate preclinical preparation for care of assigned client(s)

Failure to follow proper policies and procedures regarding medication administration as exemplified by:

1. Failure to follow the eight rights during medication administration (patient, time, drug, dose, route, documentation, reason, response)
2. Unauthorized alterations of medications
3. Falsely manipulating drug supplies, narcotics or client records, or unauthorized diversion of medications
4. Forging a prescription or presenting a forged prescription
5. Selling or attempting to sell a controlled dangerous substance or otherwise making such drugs available to self, friends, family, or others

Failure to follow guidelines for professional conduct as exemplified by:

1. Failure to follow established guidelines for notification of agency and instructor regarding absence from clinical setting
2. Discrimination in the rendering of nursing care services or allowing own value system to interfere with client care/well being
3. Failure to record or inaccurate recording, reporting or copying of client records
4. Alteration of client records
5. Appropriating without permission supplies or personal items of client, agency, or school
6. Falsifying documents submitted to the College of Nursing
7. Abandonment of patient or leaving a nursing assignment or clinical agency without properly advising appropriate personnel
8. Verbally or physically abusing clients, staff, fellow students, instructors or others

9. Engaging in behavior that can be defined as sexual harassment
10. Endangering the welfare of self or client through own physiological or mental health status
11. Making derogatory remarks about the clinical facility/staff

Engaging in practices which are detrimental to the public interest as exemplified by:

1. Failure to act to safeguard the client and public when health care and safety are affected by the incompetent, unethical or illegal practices of any person
2. Impersonating a licensed practitioner, or permitting another person to use his/her student nursing identification for any purpose
3. Aiding, abetting or assisting any other person to violate or circumvent any law or rule or regulation intended to guide the conduct of a nurse or nursing student
4. Conviction for committing a felonious act

Nursing faculty will take the following actions if concerns about unsafe practice by a nursing student are raised:

1. Provide a detailed, progressive, and written evaluation of the unsafe practice.
2. Clearly identify problems with failure to meet standards for safe practice.
3. Document specific recommendations for achieving student improvement in collaboration with student.
4. Provide definitions of expectations of the clinical that are not being met.
5. Communicate with the Chair of the program to inform of potential student problems and seek consultation and support.

If a nursing student demonstrates unsafe behavior in a course or courses, the nursing faculty may impose any of the following sanction(s):

1. Immediate suspension from the setting
2. Additional learning assignments designed by the faculty to contribute to the achievement of course objectives and change unsafe behavior
3. Failing grade for the course
4. Immediate dismissal from the course

Disclose Errors

The clinical segment of the program is a learning experience for the student. In disclosing errors, the student and faculty members can review the incident and learn from the experience. Failing to disclose an error may result in clinical failure. The student is to immediately report to the faculty member any critical incident or error which occurs in the clinical area. Faculty will notify the Department Head, Health Sciences, immediately, any time a critical incident occurs in clinical, particularly if an incident report is filed with the hospital. The faculty will immediately complete an Incident Report and Risk Management form. These forms are to be filed with the University administration on the same day of the incident.

Clinical Dress Code

Professional dress and appearance is required. The designated uniform is the selected **navy-blue style top and slacks**. Uniforms must be purchased from RSU Nursing Faculty pre-approved company. Clothing should be sized to accommodate active movements required in patient care.

A navy-blue lab coat is a recommended uniform component. Lab coats must be purchased from RSU Nursing Faculty pre-approved company. Lab coats must be short; collared or no collared, with lapels or no lapels. It is recommended that the lab coat have $\frac{3}{4}$ length sleeves. Lab coats are not to be confused with sweaters or sweatshirts; neither of which are approved uniform attire.

Students are required to wear their RSU student ID as a nametag any time they are in uniform. The student will be excused from the facility or campus clinical when a nametag is not worn. Pin nametag holders are permissible. Neck lariat nametag holders are not to be worn.

RSU Nursing Program Patch(es) may be purchased through the Student Nurses' Association or designated location. If a lab jacket is purchased, a nursing program patch must be sewn two inches down from the top of the shoulder (centered).

Other dress code specifics:

1. Nails: Nails are to be short and clean, with no artificial or polished nails.
2. Tattoos: Tattoos must be covered at all times.
3. Piercings: One pair of posts in the ears is permissible. Facial and oral piercings should be covered or removed during the clinical time.
4. Undergarments: For warmth or coverage, a t-shirt may be worn under the scrub top. It must be white without a logo or design. All other undergarments should be appropriate and contained within the uniform.
5. Shoes: Standard white, all leather, nursing or athletic shoes are required with quiet soles, strong material, and closed toe and heel. They must remain clean during the laboratory and clinical experiences.
6. Hair: Hair should be off the shoulders and away from the face. Hair color must be maintained in a neutral or natural color. Facial hair must be well-groomed and hygienic. Beards longer than one inch must be covered or secured.
7. Jewelry: Jewelry is limited to wedding/engagement rings only.
8. Gum: Gum is not permitted in the clinical setting at any time.
9. Perfume, cologne, and aftershave: Scents are not allowed in the clinical setting.
10. Personal hygiene: Students must come to class and clinicals having attended to their personal hygiene each day with clean clothes and hair, and free from unpleasant odors.
11. The community uniform: For clinical experiences in the community or where scrubs are not appropriate, the students will wear RSU approved apparel. The shirts will be worn with khaki or black dress slacks/pants. No jeans allowed. Shoes must be a solid conservative color, appropriate for the setting, closed toe and heel, with no boots or heels allowed. Name badge and tag are required.

Many clinical sites have dress codes that exceed these uniform requirements. Student and faculty will comply with the dress code of the agency in which clinical learning activities are scheduled. Dress code guidelines are distributed during clinical orientation.

Failure to arrive at any clinical experience requiring the RSU nursing student uniform, or facility required dress, shall result in immediate dismissal from the clinical experience with no opportunity to return that day. This action will result in a clinical failure for that day.

Medication Administration Policy

The purpose of this policy is to assure safe and appropriate medication administration according to course objectives. Failure to follow the policy may result in a clinical failure, course failure, and exit from the Nursing Program.

Knowledge and skills student is to apply in medication administration:

1. Dosage calculation skills.
2. Eight Rights of medication administration and responsibility to inform patient why medication is being administered.
3. Safety measures, including application of principles related to developmental needs and age of the patient, and/or mental condition of the patient.
4. Appropriate sites of administration.
5. Correct technique of administration of medications.
6. Legal rights of the patient and ethical issues related to medication administration.
7. Reporting of any error related to medication administration.

Students may not administer medications without instructor approval. This applies to all medications of any type or form. The clinical instructor has the final decision on the student's medication administration opportunities.

Student preparation prior to the administration of any medication includes the ability to correctly describe the following concerning medications:

1. Classification
2. Action
3. Desired response
4. Appropriate dosage
5. Untoward effects
6. Appropriate nursing precautions

Nursing students will be allowed to perform IV starts in the clinical area after the following circumstances have been met:

1. The student has attended the campus clinical laboratory class on IV placement and care and received a satisfactory evaluation.
2. The clinical facility has an existing policy that allows nursing students to place IV catheters.
3. The RSU clinical faculty member must be present for all IV starts performed in the clinical area.
4. The RSU clinical faculty member is granted discretion on allowance of the skill performance.

Restrictions on medication administration/access devices are as follows:

1. Students are not to prepare or administer any drug classified as an antineoplastic such as an alkylating agent, antimetabolite or a plant alkaloid.
2. Students are not to prepare or administer any drug used in emergent situations. Common examples include epinephrine, atropine, bicarbonate, and calcium chloride.
3. Students are not to prepare or administer any drug used for the purpose of conscious sedation. Common examples include Versed and Fentanyl.
4. Students **MAY ONLY ADMINISTER IV PUSH or PICC LINE MEDICATIONS** under the direct, personal supervision of the nursing instructor. The clinical preceptor or staff nurse **MAY NOT SUBSTITUTE** for direct faculty supervision during administration of IV push medications. This activity is at the discretion of the clinical faculty.
5. Students **MAY NOT ACCESS or INITIATE ACCESS to ANY ARTIFICIAL VENOUS PORT**. For example, a subcutaneous port such as a Port-a-cath.
6. Students are not to have narcotic drugs or the narcotic keys in their possession other than to directly obtain an ordered medication for a patient and properly administer the medication. The instructor or assigned nursing staff member is to co-sign the Narcotic Record each time the student signs out a narcotic for administration to a patient. Any time any portion of a narcotic drug must be "wasted," this is to be witnessed by the instructor or assigned staff member and co-signed.
7. Students are not to administer blood or blood products. The only exception is albumin. RhoGAM is considered a blood product. The student may monitor a patient who is receiving a blood product, if prepared to observe for and report the potential complication of this therapy immediately to the staff.
8. Students are not allowed to discontinue central venous access devices or arterial lines.

NOTE: Safe medication administration is essential for safe nursing practice. Students are required to report any error related to medication administration, including errors of omission and commission. Any student who fails to follow this policy is subject to suspension and immediate dismissal from the nursing program.

Occupational Exposure and Injuries

The faculty at RSU have made efforts to ensure that the best and most current information concerning the growing problem of infectious disease is provided to our students. A policy has been developed to assist our students to continue to provide safe quality patient care. The purpose of the policy is to provide a consistent approach to the management and handling of body substances from all patients. Exposure of students and/or personnel to blood or other body fluids via skin, mucous membranes, or parenteral contact represents a hazard for transmission of those infections. To minimize student and faculty contact with blood and body fluids, the following policy is in effect.

1. All patients' blood, body fluids or tissues will be considered to be potentially infectious; therefore, Standard Precautions will be used on all patients.
2. Student are required to use those precautions as indicated by the Center for Disease Control and Prevention (CDC) guidelines:
 - a. Hand washing
 - Wash hands after touching blood, body fluids, secretions, excretions, and contaminated items, whether or not gloves are worn. Wash hands immediately after gloves are removed, between patient contacts, and when otherwise indicated to avoid transfer of microorganisms to other patients or environments. It may be necessary to wash hands between tasks and procedures on the same patient to prevent cross-contamination of different body sites.
 - Use a plain (nonantimicrobial) soap for routine hand washing.
 - Use an antimicrobial agent or a waterless antiseptic agent for specific circumstances (e.g., control of outbreaks or hyperendemic infections), as defined by the infection control program at the facility.

- b. Gloves
 - Wear gloves (clean, nonsterile gloves are adequate) when touching blood, body fluids, secretions, excretions, and contaminated items. Put on clean gloves just before touching mucous membranes and nonintact skin. Change gloves between tasks and procedures on the same patient after contact with material that may contain a high concentration of microorganisms. Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces, and before going to another patient, and wash hands immediately to avoid transfer of microorganisms to other patients or environments.
 - c. Mask, Eye Protection, Face Shield
 - Wear a mask and eye protection or a face shield to protect mucous membranes of the eyes, nose, and mouth during procedures and patient-care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, and excretions.
 - d. Gown
 - Wear a gown (a clean, non-sterile gown is adequate) to protect skin and to prevent soiling of clothing during procedures and patient-care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, or excretions. Select a gown that is appropriate for the activity and amount of fluid likely to be encountered. Remove a soiled gown as promptly as possible and wash hands to avoid transfer of microorganisms to other patients or environments.
 - e. Patient-Care Equipment
 - Handle used patient-care equipment soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and transfer of microorganisms to other patients and environments. Ensure that reusable equipment is not used for the care of another patient until it has been cleaned and reprocessed appropriately. Ensure that single-use items are discarded properly.
 - f. Environmental Control
 - Ensure that the facility has adequate procedures for the routine care, cleaning, and disinfection of environmental surfaces, beds, bedrails, bedside equipment, and other frequently touched surfaces, and ensure that these procedures are being followed.
 - g. Linen
 - Handle, transport, and process used linen soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures and contamination of clothing and that avoids transfer of microorganisms to other patients and environments.
 - h. Occupational Health and Bloodborne Pathogens
 - Take care to prevent injuries when using needles, scalpels, and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles. **Never recap used needles**, or otherwise manipulate them using both hands, or use any other technique that involves directing the point of a needle toward any part of the body; rather, use either a one-handed “scoop” technique or a mechanical device designed for holding the needle sheath. Do not remove used needles from disposable syringes by hand, and do not bend, break, or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades, and other sharp items in appropriate puncture-resistant containers, which are located as close as practical to the area in which the items were used, and place reusable syringes and needles in a puncture-resistant container for transport to the reprocessing area.
 - i. Use mouthpieces, resuscitation bags, or other ventilation devices as an alternative to mouth-to-mouth resuscitation methods in areas where the need for resuscitation is predictable.
3. Students who have exudative and/or open lesions or weeping dermatitis WILL REPORT THIS TO APPROPRIATE FACULTY and may be required to refrain from all direct patient care and from handling patient care equipment until the condition resolves.
 4. All patients’ blood, body fluids, or tissue specimen spills will be cleaned up promptly using an agent specified according to institutional policy. Call Housekeeping personnel for large spills. Discard internally placed tubes or dressings in a biohazard container.
 5. Needle stick, mucous membrane or cutaneous blood/body fluid exposure to a student nurse will be promptly reported to the faculty person, the University and to the facility’s Employee Health Service or appropriate personnel/preceptor so investigation and any necessary follow-up can be instituted.

6. The student will remove the soiled clothing and change into a scrub uniform from the clinical area when a student sustains a splash of blood or other body fluid on his/her uniform or lab coat. The student will carry soiled clothing in a plastic bag and will wash any soiled uniform/lab coats separately in the appropriate wash cycle. If the fabric can be bleached, an additional safeguard is to launder in a 1:10 bleach water solution.
7. The instructor who will follow the blood borne pathogen policy will direct presence of food/drink in the laboratory.

Patient Confidentiality

The student is to maintain patient confidentiality at all times. The patient's rights must be considered and use of the medical record should be to obtain the information needed for the care plan and care of the patient. Breach of patient confidentiality is a violation of ethics and course/program objectives and may result in academic or disciplinary action as well as immediate dismissal from the Nursing Program. In addition, breach of patient confidentiality may be grounds for legal action by patients against nursing students for invasion of privacy. Many facilities require students to sign the facility's confidentiality agreement. **UNDER NO CIRCUMSTANCES SHALL A STUDENT COPY OR REMOVE PATIENT MEDICAL RECORDS.** Before entering the clinical experience, students must execute the *Affiliation Confidentiality Agreement*.

Insurance

Professional Liability Insurance - Nursing students are covered under the University's blanket Professional Liability Insurance Policy while in the clinical setting during scheduled clinical experiences. A professional liability fee is assessed for this coverage.

Health Insurance – As described above, to participate in the clinical experience, students must provide proof of health insurance upon request, which must remain current through the academic year.

Clinical Experience Background Checks and Drug Testing

Each clinical facility may have specific requirements related to background checks or drug testing of students and employees unique to that facility. Such background checks and drug tests are rotation practice site requirements, not requirements of the University or Nursing Program.

The Nursing Program is responsible for providing acceptable training sites for its students, preparing students appropriately for required board or licensure exams, and providing students with the appropriate knowledge to practice their profession. It is the student's responsibility to comply with the criminal background check and drug test requirements of the facilities in which the student rotates. Lack of timeliness in supplying the required documentation and testing to the facility may delay the student's participation in the scheduled clinical experience.

The Nursing Program is not responsible for finding rotation practice sites for students who are unable to meet the requirements for rotation practice sites, including passing background checks or drug screens; nor does it assure that a graduate will be allowed to register for required exams or obtain required licenses to practice. Students should be aware that failure to pass a background check or drug test, as determined by each facility, will prevent the student from participating in that clinical experience and may delay the student's completion of the degree program requirements or prevent the student from completing the degree program.

Campus Skills Laboratory

The Campus Skills Laboratory experience is designed to allow students to investigate, discuss, and practice clinical skills in a controlled, supportive environment. Specific requirements for successful completion of this portion of the clinical experience include:

1. Attendance at all assigned sessions
2. Preparation for the laboratory experience through completion of the "Student Preparation" section listed with each laboratory outline
3. Physical and verbal participation in the laboratory session
4. Successful completion of the skills laboratory practicum.
5. Uniforms must be worn to all campus skills labs, including front loaded labs.

A student who is unprepared for participation in the Campus Skills Laboratory experience may be recorded as receiving a failing grade for that session. The campus laboratory faculty may make this evaluation if the student:

1. Lacks basic, preparatory knowledge of the skills being discussed (knowledge that would have been obtained through required readings)
2. Is unwilling to participate in laboratory practice and discussion
3. Is inattentive during the clinical laboratory session.
4. Come to the laboratory session without all the necessary supplies and/or paperwork.

Each campus laboratory week students will complete a skills verification following practice of the skill. If the student does not earn a pass (P) score, the student will have the opportunity to remediate the same skill with a faculty member and perform a repeat skills verification attempt. If the student does not pass the weekly skills verification by the third attempt, the student fails the campus laboratory portion of the course.

At the end of the semester for the campus laboratory portion of nursing clinical classes, students will participate in a Skills Test Practicum and will perform one skill covered during the course of the semester. If the student does not earn a pass (P) score, the student will have the opportunity to remediate with a faculty member. If the student is unable to perform the Skills Test Practicum satisfactorily on the second attempt, the student fails the campus laboratory portion of the course.

University and Clinical Supplies and Equipment

Skills laboratory and clinical experiences may require use of specific supplies and equipment. Students will be expected to participate in setting up and returning equipment and supplies, and seeking specific experiences, under the direction of the clinical faculty. Equipment and supplies are not to be removed from the facility or skills laboratory. Removal of such supplies will subject the student to immediate dismissal from the program. Equipment is to remain in the skills lab unless specific arrangements have been made with the Skills lab instructor. Electronic items and other demonstration models are to be used only under the supervision of a qualified instructor.

Clinical Documentation

The student must retain copies of all required immunizations, TB skin test results, Varicella results, CPR card, drug test results, and Criminal Background Check. Students may be required to submit this documentation upon arrival at each clinical site on or before the first day of the assignment. The student will not be allowed to attend the facility clinical rotation until the documents are submitted.

General

1. **Absences** – Two or more unexcused absences from the clinical experience or the campus skill laboratory is considered unsatisfactory completion of these requirements and may cause the student to fail the clinical/campus laboratory portion of the course, leading to failure of the nursing course. Each failure to arrive to clinical lab experience on time indicates one unexcused absence.
2. **Transportation** - The student is responsible for his/her own transportation to and from the clinical assignment site.
3. **Weather** - Campus closings due to weather are announced on major local television stations and through the RSU Emergency Alert System. Students are responsible to judge the safety of traveling in their area.
4. **Family/Friends** - Family members, children, and friends are not to visit the student during class, campus laboratories, or at the clinical site during learning periods. Children may not be brought to the clinical sites.
5. **Parking at Clinics** - Many sites have designated parking areas for students. Check with your clinical faculty member regarding designated parking areas prior to the learning experience. Clinical site students illegally parked may have vehicles towed.
6. **Valuables** - Valuables should be guarded at all times during the clinical learning experiences. Neither the clinical facility nor RSU are responsible for lost, stolen, or damaged valuables. It is recommended that valuables be left at home.

Drug Screening

Scope/Designated Programs

The information in this policy is intended for all RSU students/accepted applicants admitted to designated degree programs that include or may include a clinical component at a health care facility that requires drug screening as a condition of its affiliation with the University. Students should check with their school and/or degree program for specific requirements.

Policy

Drug screening(s) are required of all students/accepted applicants in designated programs effective Fall Semester 2008, as defined in Scope/Designated Programs above. As applicable, students/accepted applicants who do not pass the drug screening may be unable to complete degree requirements or may be denied admission to or suspended or dismissed from the degree program.

Rationale

1. Health care providers are entrusted with the health, safety, and welfare of patients; have access to confidential and sensitive information; and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student's or accepted applicant's suitability to function in a clinical setting is imperative to promote the highest level of integrity in health care services.
2. Clinical facilities are increasingly required by the accreditation agency Joint Commission on Accreditation of Healthcare Organizations (JCAHO), to provide a drug screening for security purposes on individuals who supervise care, render treatment, and provide services within the facility.
3. Clinical rotations are an essential element in certain degree programs' curricula. Students who cannot participate in clinical rotations due to a positive drug screening are unable to fulfill the requirements of a degree program. Therefore, these issues must be resolved prior to a commitment of resources by the university or the student or accepted applicant.
4. Additional rationale includes
 - a. meeting the contractual obligations contained in affiliation agreements between RSU and the various health care facilities;
 - b. performing due diligence and competency assessment of all individuals who may have contact with patients and/or research participants;
 - c. ensuring uniform compliance with JCAHO standards and agency regulations pertaining to human resource management;
 - d. meeting the public demands of greater diligence in light of the national reports on deaths resulting from medical malpractice and medical errors.

Timing and Procedures of the Drug Screening

Accepted Applicants (as defined in Scope/Designated Programs)

1. The respective university/program designee will provide accepted applicants to designated programs with the necessary procedures and consent forms for the required drug screening.
2. Accepted applicants in designated programs must complete the following prior to the start of classes or clinical assignment:
3. Complete and sign the Drug Screen Consent and Release Form and return form to drug screening vendor.
4. Successfully pass the drug screen with sufficient time for the vendor to provide clearance documentation to the university program designee.
5. If an accepted applicant fails to complete the above prior to the first day of classes, he/she will not be allowed to begin classes and will jeopardize admission status in the program.

Current Students (as defined in Scope/Designated Programs)

1. Current students in designated programs will be drug-tested at the beginning of each academic year or more frequently if required by the clinical rotation site or by RSU.
2. Students who need to complete drug screening will be provided with the necessary procedures and consent forms for the required drug screening by the respective university designee.
3. Students who fail to adhere to the drug testing deadline set by the university will be suspended from all classes until the vendor (see below) provides RSU with clearance documentation to the university or program designee.

Identification of Vendors

RSU will designate an approved vendor(s) to perform the drug screenings. Results from any company or government entity other than those designated by RSU will not be accepted.

Allocation of the Cost

Students and accepted applicants must pay the cost of the drug screenings.

Period of Validity

Drug screenings will generally be honored by RSU for a period of one year but may be required on a more frequent basis depending on the requirements of a clinical rotation site. Students who have a break in enrollment may be required to retest before they can re-enroll in any courses. A break in enrollment is defined as non-attendance of one full semester (Fall or Spring) or more.

Drug Screening Panels

The drug screening shall include testing for at least the following drug panels plus alcohol:

1. Amphetamines
2. Barbiturates
3. Benzodiazepines
4. Cocaine Metabolite
5. Opiates
6. Phencyclidine (PCP)
7. Marijuana (THC) Metabolite
8. Methadone
9. Methaqualone
10. Propoxyphene

Reporting of Findings and Student/Accepted Applicant Access to Drug Screening Report

The vendor will provide the university or program designee with a list of those students who passed a drug screen test. The vendor will also provide the student/accepted applicant with the results of the drug screening report. Students with a positive drug screen will have an opportunity to consult with a Medical Review Officer, provided by the vendor, to verify whether there is a valid medical explanation for the screening results. If, after review by the vendor's Medical Review Officer, there is a valid medical explanation for the screening results, the vendor will notify the University of a clear test. If, after review by the Medical Review Officer, there is not a valid medical explanation for the positive screen, then the test results will stand. Any appeal right based on a positive screen rests solely among the student/accepted applicant, the Medical Review Officer, and the vendor.

Positive Drug Screen

An "offense" under this policy is any instance in which a drug screening report shows a positive test for one or more of the drugs listed above in the Drug Screening Panels section.

Accepted Applicants

Accepted applicants with a positive drug screen will not be allowed to begin classes or clinical assignments until the vendor provides clearance documentation to the university or program designee. The university may defer admission to a future semester or require the student to reapply for a future semester if not cleared by the drug screening vendor. Accepted applicants with a positive drug screen who eventually enroll at RSU will be considered to have committed their first offense. Students should be aware that failure to pass drug screening, as determined by each facility, will prevent the student from participating in that clinical experience and may delay the student's completion of the degree program requirements or prevent the student from completing the degree program.

Current Students

First Offense: Any student with a positive drug screen may be suspended for the remainder of the semester and be administratively withdrawn from all courses and/or suspended for the following semester at the university's or program's discretion. Random drug screenings may be required by RSU for the remainder of the student's enrollment. The university may impose additional sanctions and students are encouraged to check with the university for specific details on these possible additional sanctions.

NOTE: Students who are suspended may not be able to progress to the next semester based on specific program requirements (i.e., many programs are "lock-step" with completion of one semester a pre-requisite for progression to the next semester.)

Second Offense: Any student who has a second positive drug screen will be dismissed from the degree program.

Falsification of Information

Falsification of information will result in immediate removal from the accepted applicant list or dismissal from the degree program.

Confidentiality of Records

Drug screening reports and all records pertaining to the results are considered confidential with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act [FERPA] regulations. For additional information on FERPA, please see <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Recordkeeping

Reports and related records (both electronic and paper media) shall be retained in a secure location in the respective college or program office for the timeframe listed below, unless otherwise required by law.

1. Current Students – 5 years
2. Accepted Applicants – 2 years (provided no pending complaint)

Probation, Suspension, Dismissal, and Other Sanctions

Conduct Resulting in Sanctions

The following conduct by a student may result in sanctions by Nursing Program:

1. Any incident or action by the student that is unsafe or negligent as judged by the Faculty
2. Violation of this policy.
3. Failure to maintain the required GPA or satisfy the other program requirements outlined in this policy.
4. Violation of the ANA Code for Nurses or Standards of Nursing Practice including any academic or clinical dishonesty, and/or lack of professional behavior.

5. Violation of the RSU Student Conduct Code or other University policy or bulletin.
6. Adjudication of guilt in any incident of fraud, deceit, or a felony or any offense that shall constitute a felony.
7. Deliberate omission of fact on any academic or clinical record.
8. Falsification of any clinical or academic record.
9. Violation of state or federal laws, particularly those laws pertaining to patient care, i.e., HIPAA.
10. Refusal of student access to patients or premises by clinical site authorities.
11. Failure to pass the required basic safety tests (e.g., Dosage Calculation) with an 80% within the specified time frame or number of testing opportunities.

Probation

Academic Probation

A student failing to satisfy the academic requirement (an exam average of less than 75%) set forth in this policy will be placed on academic probation. Remediation with a faculty member/advisor is required for any student on nursing academic probation. Students **MUST MAKE AN APPOINTMENT** for the remediation and the remediation appointment must be scheduled not more than 2 weeks after the latest exam.

Clinical Probation

A student who demonstrates unsafe nursing practices, unprofessional conduct, repeated absences, and continued lack of preparation may be placed on clinical probation. In such instances of student conduct, an instructor with knowledge of the conduct will recommend to the Department Head that the student be placed on clinical probation. The Department Head shall select three instructors (not to include the reporting instructor) to form a committee to review the report and other information, including a written response by the student, to determine whether probation is warranted, and if so, the length of the probation, objectives that should be met, and evaluation criteria that will be applied. This determination shall be made within 5 class days of the initial report.

If a student is placed on clinical probation, the faculty will counsel the student regarding the specific behaviors that are problematic, performance goals, strategies for success and re-evaluation time frame. If the student does not correct the behaviors identified on the faculty report form by the time frame specified, the student will not pass the facility clinical rotation and may not pass the course. See course syllabi for specific course requirements and clinical evaluation tools.

A follow-up review will be conducted by the committee at the conclusion of the probation. The committee may recommend that the probation be removed, that it is necessary to continue the probation, or that the student failed to complete the probationary terms and should be dismissed from the program.

Suspension

In the event the Department Head has reasonable cause to believe that a student poses (1) a danger to the safety of the student, patients, other persons, or University or clinical property; (2) poses a substantial disruption to a clinical facility or (3) a clinical facility requests that a student not return, the Department Head may place immediate, temporary restrictions upon the student's ability to participate in the clinical experience. Upon the decision to impose temporary restriction, the student shall be notified by the most expeditious means available. When temporary restrictions are imposed, the Department Head shall immediately initiate the procedures provided in this policy and any conference or other decision affecting the student's progress in the Program shall be held or no later than five (5) class days after the restrictions are made.

Dismissal

The below process applies to all dismissals from the Nursing Program.

A. Notice

The student will be served with a notice of dismissal. Service may be made via the student's University email; in person; or by certified mail to the student's last known address. This notice shall include specific references to the conduct which is resulting in the dismissal, pertinent policy provisions, and the date of a mandatory conference. This notice shall be sent at least 3 days before the conference.

B. Conference

Attendance at the conference by the student is mandatory. At the conference, the Department Head shall advise the student of all facts and policy violations that form the basis of the notice of dismissal. The student shall be given an opportunity to put explain their conduct and put it in context.

The student may present additional written evidence or documentation. All evidence and documentation shall be relevant to the complained conduct or behavior and be provided to the Department Head at least three (3) days before the conference. Character evidence shall not be allowed. It is within the Department Head's sole discretion to allow testimony from individuals with knowledge of the complained conduct or behavior; otherwise, all statements must be made in writing.

The student is entitled to have parents, legal guardians, and/or a legal advisor present during the hearing. Advisors may support the student and provide advice. During the conference, the advisor may talk quietly with the student or pass notes in a non-disruptive manner. The advisor may not intervene in the conference, directly address the Department Head, nor may they make objections. If student desires to have attorneys serve as their advisors, they may do so at their own cost. The student shall advise the Department Head that they are bringing an advisor before the conference. The Department Head may request legal counsel for the University be present in an advisory capacity.

C. Final Adjudication

After the conference, based solely on the evidence presented, the Department Head shall determine whether dismissal is appropriate. If not, the student shall be reinstated to the program. If dismissal is deemed appropriate, the Department Head shall prepare a letter to the student notifying the student of the finding. The letter shall include a statement of facts and references to the policy that was violated. This letter shall be served on the student within five (5) days of the conference.

Informal Conferences

Informal conferences may be warranted for policy violations which do not warrant probation, suspension, or dismissal. An informal conference is used whenever a faculty member or the Department Head determines that an educational and safety focused response to student conduct, rather than a disciplinary consequence, will better serve the student, the University, and the nursing community. An informal conference may be appropriate, but is not limited to, when a student: engages in unprofessional behavior or unsafe clinical practices; is experiencing difficulty with classes or the clinical experience; consistently engages in disruptive behavior; is repeatedly late or absent; shows a need to reinforce verbal feedback previously given by an instructor; or violates the University policy.

The informal conference is used for warnings, faculty reports, evaluation and problem solving. These conferences are an inherent element of the total nursing program and the student is required to participate in all scheduled conferences and evaluations. Only the student, faculty member, Department Head, or those designated by the Department Head are to be present during conferences. Conferences involving clinical issues are scheduled at the end of the clinical rotation, and as needed, based on the student's progress and performance.

The student will be notified of request for an informal conference by email. The request is dated for the student to respond within five working days, and it is the student's responsibility to make an appointment with the instructor within that time frame. The student is REQUIRED to respond to the request. Failure to respond may result in disciplinary action. If the student is unable to keep the scheduled appointment, the student must email the faculty member to reschedule the appointment.

The faculty member will prepare a report of the conference detailing the reason for the conference, expected outcomes, and other pertinent information. The report shall have a place for the student's signature. The signature does not indicate that the student agrees with the feedback given during the conference, but it does indicate that the conference did take place in the presence of the student. In the event that the student is not willing to sign the faculty report form, the student is requested to make a note at the bottom of the page stating that the conference took place and the student has reviewed the information. If the student does not desire to do this, the instructor should indicate this at the bottom of the form. The student is also free to add further comments on the back of the faculty. The faculty report shall be placed in the student's file.

Faculty reports are non-disciplinary; however, they do have consequences. Students who accumulate faculty reports for repeated similar occurrences or who fail to make corrective action may be referred for disciplinary action.

Academic and Non-Academic Misconduct

Students are expected to follow university policies as set forth in Student Code of Responsibilities and Conduct. Academic misconduct violations and sanctions will follow the policies and procedures as described in Student Code. Faculty are responsible for reporting violations of the student code (academic and non-academic) and other violations of University policy. If a policy violation is suspected, the faculty will submit alert the appropriate University official.

Violations of University policy may also result in sanctions being imposed by the Nursing Program, which shall be in addition to other sanctions. Students are required to immediately report Academic and Non-Academic conduct sanctions to the Department Head. Failure to report such sanctions is a violation of this policy.

Notice of Arrest

Students must notify the Department Head of any felony arrest or other arrest that may impact the student's ability to obtain an Oklahoma nursing license with 48 hours. Failure to notify the Department Head may result in dismissal from the nursing program.

National Council Licensure Examination (NCLEX)/Oklahoma Licensure

NCLEX

Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. The NCLEX examination is a computerized national examination designed to test knowledge, skills, and abilities essential to safe and effective practice of nursing at the entry level.

The Oklahoma Board of Nursing, as do Boards of Nursing nationally, use NCLEX results to make decisions about licensure. Candidates who receive a passing level on the NCLEX may use the legally protected title, Registered Nurse, and are entitled to practice nursing with the scope of practice of the Registered Nurse.

NCLEX Application Process

Prior to graduation, students will be provided the NCLEX Candidate Bulletin containing the registration form for licensure by examination along with the Oklahoma Board of Nursing Licensure Application and an Oklahoma State Bureau of Investigation (OSBI) Criminal Record search form. Students will be required to meet background check requirements as applicable in the state for which they are applying for licensure. All applicants applying for licensure must complete the NCLEX registration form at <https://www.ncsbn.org/nclex-application-and-registration.htm>

NCLEX Candidate Guidelines for those with a History of Arrests/Convictions/Prior Disciplinary Action

The following policy and procedure was adopted by the Oklahoma Board of Nursing in January 2000.

Candidates for licensure in Oklahoma who have been arrested or convicted of any offense including a deferred sentence or expunged offense within the past five (5) years; or have ever been convicted of a felony; or have ever had disciplinary action taken against another health-related license; or have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing prior to being approved to write the National Council Licensure Examination (NCLEX). Failure to report such action may be a violation of the Oklahoma Nursing Practice Act.

Adherence to the following procedure will expedite processing the application:

1. Candidate submits letter to the Board describing circumstances of the offense, date, court action taken and candidate's current status at the **beginning of the last semester/term of the program**. Letter should include name of program and expected date of completion.

2. Submitted information is reviewed by Board staff and response sent to candidate stating:
 - a. that no further action is needed, and application will be approved; or
 - b. additional information is requested, i.e. certified copy of court documents for each offense (available from county or federal court house where offense occurred).
3. After review of additional information in Board office, candidate is notified of any additional action that must be taken prior to receiving approval to write examination.
4. Candidate may be required to appear before the Board to request permission to write the examination. If so, additional documentation to be submitted will include:
 - a. NCLEX or AUA application and fee;
 - b. official transcript/cumulative record complete to the date submitted;
 - c. letters of reference from clinical faculty and Director/Dean of program;
 - d. reference letters from probation officer, employer and/or other professional references.
5. Candidate may **NOT** be eligible for licensure or endorsement to surrounding states due to individual states' restrictions.

Nursing Licensure Requirements

Oklahoma Licensure

Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. §567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6].

Information for Applicants for Licensure with History of Arrests, Convictions, or Prior Disciplinary Action

Applicants for licensure in Oklahoma who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; **or** have ever had disciplinary action taken against another health-related license or certification; **or** have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing. Failure to report such action may be a violation of the *Oklahoma Nursing Practice Act*. All applicants for licensure as a registered nurse or licensed practical nurse must have submitted a criminal history records search conducted by the Oklahoma State Bureau of Investigation not more than three (3) months prior to submission of the application [59 O.S. §567.5]. Effective November 1, 2003, a candidate for a license to practice as a registered nurse or licensed practical nurse shall submit to the Oklahoma Board of Nursing “certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received” [59 O.S. §567.5]. **Therefore, applicants for licensure in Oklahoma with one or more felony convictions cannot apply for licensure for at least five years after completion of all sentencing terms,**

including probation and suspended sentences, unless a presidential or gubernatorial pardon is received. The applicant must submit the following information to the Board:

1. Application for licensure and licensure fee
2. A signed letter from the applicant describing the location and circumstances of the offense, date, court action taken and current status
3. OSBI criminal history search not more than three (3) months old
4. If applicable, certified copies of the Affidavit of Probable Cause, Information Sheet, Charges, Judgment and Sentence, and verification that the sentencing requirements are complete (these documents may be obtained from the courthouse in the county in which the arrest took place). Please ensure that the copies are certified, e.g., they are stamped with the court seal.

Failure to submit the above information in a timely manner may result in a delay in processing the application. After Board staff reviews this information, the applicant will be notified of any additional action that must be taken. The applicant may be required to appear before the Board. Additional documentation that may be requested prior to this appearance, includes, but is not limited to, letters of reference from a clinical faculty member, the director/dean of program, a probation officer, employer or others. Please be aware that an applicant may **not** be eligible for licensure or endorsement to surrounding states due to individual states' restrictions, even if the applicant is able to be licensed in Oklahoma. Individuals who plan to apply for licensure in other states must check with that state's board of nursing to obtain information on requirements.

Other States Licensure

Many other state boards of nursing require verification of graduation. Responses to requests for verification of graduation requires evidence of authorization by the graduate/student. Completion of these forms is handled on a timely basis. If there are any holds, academic or financial, transcripts and verification forms will not be released until the holds have been removed.

Social Media

This policy applies to students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and theory course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are **not limited to** LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Facebook, Instagram, Snapchat, and YouTube.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and university reputations.

As students you will want to represent the University and the Program in a fair, accurate and legal manner while protecting the brand and reputation of the institution. When publishing information on social media sites remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others. As one person remarked, "If you wouldn't put it on a flier, carve it into cement in the quad or want it published on the front of the Wall Street Journal, don't broadcast it via social media channels. "

A. Policy

1. Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a nursing student.

2. Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the university. For guidance, visit the University's Libraries site or seek consultation through the Copyright Office, Libraries.
3. Do not use RSU or Nursing Program marks, such as logos and graphics, on personal social media sites. Do not use RSU's name to promote a product, cause, or political party or candidate.
4. Use of the Nursing Program marks (logos and graphics) for university-sanctioned events must be approved (posters, fliers, postings) by administration.
5. It is expected that during clinicals and classes use of PDA and other devices employed for social media will be used only as authorized by faculty. If a PDA is combined with a cell phone, it is expected that the cell phone aspect of the device is silenced.
6. No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
7. Use of computers (PDAs, Notebooks, etc.) shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
8. No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility.
9. Be aware of your association with RSU in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on RSU's behalf, unless you are authorized to do so in writing.
10. HIPPA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
11. Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.

B. Considerations

1. There is no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
2. Future employers hold you to a high standard of behavior. By identifying yourself as an RSU student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
3. Nursing students are preparing for a profession which provides services to a public that also expects high standards of behavior.
4. Respect your audience.
5. Adhere to all applicable university privacy and confidentiality policies.
6. You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).
7. Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
8. Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
9. Don't use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
10. You are responsible for regularly reviewing the terms of this policy.

C. Consequences

1. Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
2. Students who share confidential information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.

3. Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted inform.

Harassment and Discrimination

The University has a policy of internal adjudication of student grievances relating to alleged discrimination or harassment on the basis of race, color, national origin, sex, sexual orientation, gender identity, gender expression, genetic information, age, religion, political beliefs, disability or status as a veteran. Any student who believes that she or he has been subjected to any form of harassment or discrimination should immediately contact University Equal Opportunity Officer or Title IX at 201 Centennial Center, Claremore Campus, 918-343-7599.

Complaints

For complaints other than those relating to harassment or discrimination, shall follow the process outlined herein.

The formal line of communication is student to nursing instructor; then, student to Department Head, Health Sciences. However, students should feel free to communicate their needs and concerns to the Department Head if they are not satisfied with the outcome of any experience in the program. Either a verbal discussion or a signed written complaint form may be used. The student may be required to document the concern in writing. The student may schedule an appointment with the Department Head, Health Sciences, through the Health Sciences Office. The student is requested to follow this process in seeking methods to meet needs and express concerns.

A complaint may be filed when a student is not satisfied with an experience or outcome related to a nursing course or the Nursing Program. Appropriate forms to file a complaint are located in the Health Science Department Office. Information submitted as a complaint is to be factual, accurate, and complete. Prior to filing a complaint, a student is encouraged to explore other ways to resolve the situation or problem. A complaint, once filed will be reviewed and sent through the appropriate channels of communication to determine the best way to resolve the situation. All complaints must be written, dated and signed by student in order to be addressed.

If a student has a concern that the nursing program is not in compliance with education expectations, he/she may write to any of the agencies listed:

Oklahoma Board of Nursing (OBN)
2915 N Classen Boulevard, Suite 524 Oklahoma City, Ok 73106
405-962-1800
www.ok.gov/nursing

Accreditation Commission for Education in Nursing, Inc. (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000 phone
404-975-5020 fax
www.acenursing.org

The Higher Learning Commission (HLC), North Central Association of Colleges and Schools (NCA)
230 North La Salle St. Ste. 7-500 Chicago, IL 60604-1411
800-621-7440 phone
312-263-7462 fax
www.ncahlc.org

General Policies and Procedures

Change of Name, Address, and Contact Information

Students with a change of name, address or contact information should provide this information to the Health Sciences Department. Forms are available in the Health Sciences Office. The student must maintain a current name and mailing address with the department office.

University Email

Each student is provided a University email address. The University email address is the official means of electronic communication between administration, faculty and students. As a result, all communications to students regarding scholarships, policies, events, discipline, etc. are sent via the University email system. Administration and faculty expect that students check their campus email frequently to avoid missing important messages. Email delivery of a notice to the student shall serve as notice.

Student-Faculty Relationships

The relationship between a student and faculty member is based on principles of caring and principles of adult learning. Students are expected to assume responsibility as active participants in their learning and be self-directed learners. Faculty members are to give feedback regarding student progress in learning, both positive and negative, and support the student toward growth. The relationship is a professional, student/faculty relationship. The relationship is not a social relationship.

Office Hours and Communications

Nursing faculty members' office hours will be posted outside their office door. Full-time faculty members will post a minimum of six (6) office hours per week on campus at time most conducive to contact with students. These hours may vary from week to week. Students should plan to visit faculty members during these times or by appointment. Students may communicate with faculty members by calling the faculty member or sending an email message.

Faculty members are off campus on Mondays and Tuesdays during clinical assignment. However, some faculty members may schedule up to two office hours immediately following or prior to clinical assignment times.

Students should make appointments with faculty during the faculty member's office hours. It is unprofessional and inappropriate to try to "catch" a faculty member in the hallway or classroom and begin a discussion about academic issues that should be best discussed in private. Professional behavior is respectful of the time issues of others.

Students have multiple methods to communicate with faculty and advisors regarding academic issues. One of the most effective methods is through student's RSU email account to contact full time faculty. Students may also leave a voice mail message; however, remember that most nursing faculty are not on campus on Mondays and Tuesdays and the message may not be returned for several days. Students may visit faculty members during their office hours or make an appointment for another time.

Full time and Adjunct faculty arrive 30 minutes before the agency clinical laboratory and remain 30 minutes at the conclusion of the session. Students may meet with the faculty during these times according to the faculty member's appointment schedule.

Faculty members are not to be contacted (called) at home at any time. As adult learners, students must plan ahead and contact faculty according to the guidelines cited above.

Administrative Estoppel

Students are expected to meet all deadlines associated with completion of administrative records. In the event a student does not meet the announced deadline, they will be placed on "Administrative Estoppel" status. Students who are on "Administrative Estoppel" status will not attend clinical or skills laboratories, theory classes or other course related activities until the status is lifted.

Any deficiencies must be completed before the status is rescinded. Absences due to “Administrative Estoppel” status are considered “unexcused absences.”

Mobile/Cellular Phones and Personal Electronic Devices

A non-distracting classroom environment is a key factor in the learning process. Cellular phones are to be put away and set without audible rings. Cell phones may be checked at break time. Emergency phone calls are viewed as necessary; however, they are expected to be rare. In addition, all students will refrain from texting in the classroom setting. The supervising faculty may ask a student to leave the classroom if texting.

Personal electronic devices and laptop computers:

1. All students must follow the following procedure when using a personal electronic on campus and clinical laboratory settings:
 - a. Personal electronic devices may be used in the classroom setting at the discretion of the supervising faculty member.
 - b. Personal electronic devices may be used in the clinical laboratory campus setting at the discretion of the supervising faculty member,
 - c. Personal electronic devices may be used in the clinical setting at the discretion of the supervising faculty member in accordance with individual facility policy.
 - d. Supervising faculty may request that the student refrain from using personal electronic devices at any time.
2. All students must follow the following procedure when using a personal electronic devices laptop computer in campus and clinical laboratory setting:
 - a. Personal electronic devices and laptop computers may be used in the classroom setting at the discretion of the supervising faculty member.
 - b. Personal electronic devices and laptop computers may be used in the clinical laboratory campus setting at the discretion of the supervising faculty member.
 - c. Personal electronic devices and laptop computers SHOULD NOT BE used in the clinical setting.
 - d. Supervising faculty may request that the student refrain using personal electronic devices and laptop computers at any time.

Tobacco Policy

The University is a tobacco-free campus. All forms of tobacco, including e-cigarettes/Vapors, prohibited on campus, including parking lots. Students are not allowed to use tobacco during clinical hours. The student is reminded that the odor of cigarette smoke may linger on the breath, hands, hair, and clothing. Appropriate measures should be taken to prevent offending patients, staff, peers, or faculty.

Drug and Alcohol Policy

Refer to the Student Code of Responsibilities and Conduct at www.rsu.edu/StudentConduct.

Faculty Advisor

Students will be assigned a faculty advisor at the beginning of the fall semester. Students will be informed as to their advisor via e-mail. Students are encouraged to communicate frequently with their faculty advisor to ensure timely completion of their degree plan.

Visitors/Children in Class

Visitors are not allowed in class unless it is a guest speaker or faculty guest. Students may NOT bring children to the classroom, skills laboratory, or any clinical experience. Young children cannot be left unattended in the building or on the Campus. **Do not bring young children to conferences with faculty.** These conferences are academic and require the full attention of the student and instructor.

Emergency Contact

In an emergency, the Nursing Program and Health Sciences Department will attempt to contact the student. Make sure that your personal and emergency contact information is up to date in our offices.

References and Recommendation Letters

All faculty and students must follow the following procedure when a reference/recommendation letter is requested.

1. The student must get verbal permission from the selected faculty.
2. The student will complete the request form and submit back to the Health Science Department Office
3. This form is placed in the selected faculty mailbox.
4. Faculty will complete standard reference form and submit it to the Health Science Department Administrative Assistant.
5. A copy will be placed in the student files.
6. The letter will be mailed/e-mailed to the appropriate recipient by the Health Science Department.

Notification of Policy Changes

Each student documents understanding of this policy by acknowledging the *Student Acknowledgement and Release*. Policy revisions are communicated directly to each student by email within 20 days of the revision. Students are responsible for periodically checking their email for communication and updates from the Department of Health Sciences.

Student Representation on Faculty Committees

Students are selected by their peers for representation on the Nursing Faculty Governance Committee. The purpose of this representation is to assure student input to the Nursing Faculty that may be considered in the development of policies and procedures, curriculum and program evaluation.

Stratton Taylor Library

The Stratton Taylor Library is available on the main campus for student use. Library hours typically are as follows.

When classes are in session:

- Mon-Thu: 7:30 am – 10:00 pm
- Fri: 7:30 am – 6:00 pm
- Sat: 12:00 pm – 8:30 pm
- Sun: 1:30 pm – 10:00 pm

When classes are not in session:

- Mon-Fri: 8:00 am – 5:00 pm

The Library is closed during Holidays.

Financial Aid Information

Financial aid is available to students through a variety of sources including grants, scholarships, loans, and part-time employment from federal, state, institutional and private sources. Refer to the *RSU Bulletin* section for Student Cost and Financial Aid. Students should be aware of the credit hour limitation for federally funded financial aid.

Emergency Loans

The RSU Foundation has established an Emergency Student Loan Fund to provide temporary assistance for students while they await disbursement of their financial aid. All requests for assistance under this program should be directed to the Office Financial Aid Department at 918- 343-7553 or finaid@rsu.edu.

Intellectual Property

It is a common misconception that material on the Internet is free. That is false. All intellectual property laws apply. Students are expected to post only material that is theirs by right of creation. Proper credit must be given for any material used which the student does not personally create. This includes images. For example, professionally done photos belong to the photographer and not the subject who only buys copies.

Copyright Policy

The materials on this course website are provided for the educational purposes of students enrolled in the Nursing Science & Research at RSU. These materials are subject to U.S. copyright law and are not for further reproduction and transmission.

PRIVACY: The internet may change or challenge notions of what are private and what isn't. Although the course is protected by a password, such as tools are not perfect as human beings are using them. The student is relatively protected by the password, but no one can guarantee privacy on-line.

1. Course software enables the instructor to know which students have logged in, where in the course site they have visited, and how long they have stayed. The technology support people have access to information posted at the site.
2. Course Security: In the event the student uses a public terminal (for example, at a hotel or library) the student needs to completely close the browser software when finished. This will prevent another person from accessing the course using the student's identification, doing mischief in the student's name, and violating the privacy of other students. The student is not to allow access to the course to those not registered in the course. Passwords should be guarded.
3. Students sometimes want to discuss their grade via e-mail. E-mail is NOT secure or private. If an individual student requests his/her grade, the instructor cannot legally send to that student his/her grade through e-mail without a legal signature from that student on a permission form. The instructor may e-mail the typical group listing with obscured names. [To instructors: For more information about student rights, see Student Code of Conduct at www.rsu.edu/StudentCode].
4. Participants are expected to represent their identities in a truthful manner. Falsifying your identity is grounds for disciplinary action of all parties involved.

Student Acknowledgment and Release

Review these form for electronic submission within your course. I have agreed to participate in the RSU's Nursing Program for the current academic year ("the Program"). In consideration for being permitted to participate in the Program, I hereby acknowledge and represent that:

1. I have been provided an electronic copy of the RSU Nursing Program Student Handbook and have had an opportunity to review its contents. I agree, as a student enrolled in the Program, to adhere to the policies and guidelines set forth. I understand that the policies and procedures are subject to change during my course of study and it is my responsibility to keep abreast of these changes. I acknowledge and understand that any violation of the Handbook may result in academic sanctions, up to and including, probation, suspension, or dismissal from the program.
2. I have health insurance to provide adequate coverage for any injuries or illness that I may sustain or experience while participating in the program and have supplied proof of this insurance. By my electronic submission of this form, I certify that I have confirmed that my health care coverage will adequately cover me for the duration of this program. I hereby release the University, the employees and or agents from any responsibility or liability for expenses incurred by me for illness or injuries during my participation in this program.
3. I understand that, although the University will attempt to maintain the program as described in its publications and brochures, it reserves the right to change the program, including the itinerary, travel arrangements or accommodations at any time and for any reason, with or without notice, and that the University, or the employees or agents of the University, shall not be responsible or liable for any expense or losses that I may sustain because of these changes.
4. I grant RSU permission to reproduce all photographs, video, movies, or sound recordings taken of me during my participation in the Program.
5. I understand that there are unavoidable risks associate with the Program and certain education activities, including but not limited to, exposure to communicable or other infectious diseases, and I hereby release and promise not to sue the University, or the employees and agents of the University, for any damages or injury (including death) caused by, derived from, or associated with my participation in the Program, except for such damages or injury as may be caused by the gross negligence of willful misconduct of the employees or agents of the University.
6. I can, or with the assistance of a reasonable accommodation, meet all the technical standards of the program as set forth in the Handbook.
7. I agree that, should any provision or aspect of this agreement be found to be unenforceable, all remaining provisions of the agreement will remain in full force and effect.
8. I represent that I am at least eighteen (18) years of age, or if not, that I have secured below the signature of my parent or guardian, as well as my own.

Student Signature

Date