



**TRADITIONAL
BACHELOR OF SCIENCE (BSN)
NURSING STUDENT HANDBOOK**

**2021-2022
FALL EDITION**

Includes Traditional BSN Program information with two entry points for bachelor's degree: Generic and LPN/Paramedic Bridge.

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 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.

Rogers State University 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 about Student Disability Services should contact the Office of Student Affairs at Rogers State University, 1701 W. Will Rogers Blvd., Claremore, OK 74017 (918) 343-6828. [Disability Services webpage](#)

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WELCOME TO THE ROGERS STATE UNIVERSITY NURSING PROGRAM

The nursing faculty is 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. In order to do this, we 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, please speak to a faculty member of the course in which you are enrolled.

Included in this handbook are the Nursing Program's philosophy and operational framework for the Traditional 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

The *RSU Nursing Student Handbook* supports the annual
Rogers State University Bulletin and the
Rogers State University Student Code of Responsibilities and Conduct

See [Student Conduct webpage](#)

I. MISSION/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 Department of Health Sciences is one of ten academic departments at Rogers State University and supports the mission of Rogers State University. 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 through supportive services. 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 in order 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 bachelor's 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 Rogers State University 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 Rogers State University bachelor's degree (BSN) Nursing Program are eligible to take the National Council Licensure Examination (NCLEX) to become a Registered Nurse. The bachelor's degree graduate is prepared to enter nursing practice by being provided a rich foundation in the liberal arts with an emphasis on oral and written communications, scientific reasoning, and critical thinking. The BSN nursing graduate accomplishes RSU's commitment to enhancing regional health care by incorporating principles of health promotion and disease prevention at an entry-level, through the application of professional communication methods and the incorporation of evidence-based practice during the provision of nursing care.

PHILOSOPHY

The nursing faculty supports the mission of Rogers State University. 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.

The philosophy of the School of Nursing is consistent with that of the University's mission as it prepares leaders in health care. The *Essentials of Baccalaureate Education in Nursing* document by AACN provides the basic foundation to the curriculum for BSN entry programs and is thus essential for the practice of professional nursing. This education provides the foundation of liberal arts for the development of professional knowledge.

As innovative faculty dedicated to the excellence of the Rogers State University nursing program, the essential goal is to produce professionals who demonstrate safe patient practice while applying clinical reasoning to health promotion and disease prevention. We believe that our students must be ethically and morally responsible for their actions while collaborating and using professional communication within the healthcare environment. We believe that our students will effectively and efficiently use information management and technology to aid in quality improvement of patient care and integration of healthcare policies affecting current healthcare systems. From our leadership in these areas, we will prepare our *practice from a lens* of cultural competence for the advancement of individuals, communities, healthcare systems, and *ultimately* to promote the profession of nursing.

Description of the Bachelor of Science in Nursing Degree:

Bachelor of Science Degree in Nursing (BSN): The Bachelor's Degree Nurse provides theoretically derived nursing care. The BSN nurse uses research-based knowledge to plan, coordinate, implement, and evaluate nursing care. The BSN nurse functions as an educator by designing, coordinating, implementing, and evaluating comprehensive teaching plans for identified populations. The BSN nurse uses critical thinking to address complex health issues.

As a manager of care, the BSN nurse functions as a client advocate, recognizing and addressing social and legislative issues related to client health care. BSN 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, BSN nurses commit to life-long learning and mentorship, which facilitates professional development and establishes professional networks. The BSN 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)*.

RSU BACHELOR OF SCIENCE NURSING DEGREE OPTIONS/ENTRY POINTS:

Traditional BSN, generic entry. The Traditional BSN is designed to provide education to students leading to registered nursing (RN) licensure. Students may enter the program following the completion of 68 credits of lower-division, prerequisite course work (approximately 4 semesters), followed by the completion of 4 semesters of upper division nursing program courses. Graduates of the Bachelor of Science degree in nursing are prepared for graduate programs in nursing. *See complete course of study on page 17 of this document.*

Bridge Traditional BSN, LPN/Paramedic Entry point. This Traditional BSN sub-option provides advanced standing credit for licensed practical nurses (LPN) or certified Paramedics (NREMT). Students may enter the program following the completion of 66 credits of lower-division, prerequisite course work (approximately 4 semesters), followed by the completion of 3 semesters of upper division nursing program courses. *See complete course of study on page 18 of this document.*

RN2BSN program option. This program option is fully online and designed for diploma or associate degree prepared registered nurses (RNs) who wish to formally advance in the expertise of nursing practice, leadership and research. Graduates of the Bachelor of Science degree in nursing are prepared for graduate programs in nursing. *See complete information at [RN2BSN Webpage](#).*

DISTANCE LEARNING

RSU DISTANCE LEARNING PHILOSOPHY

Mindful of RSU's mission, distance learning at RSU remains committed to excellence in teaching and student service, regardless of the location. Continually evolving and growing, flexibility is the central concept that guides this segment of the RSU campus. *(2019-2020 Bulletin, p.54)*

HEALTH SCIENCES DEPARTMENT DISTANCE LEARNING PHILOSOPHY

The Health Sciences Department supports the University's mission and incorporates a strong commitment to distance learning. The department seeks to meet learners where they are by providing high quality, engaging distance learning opportunities. *(Faculty Governance, 03/11/2020)*

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BACHELOR of SCIENCE NURSING END-of-PROGRAM STUDENT LEARNING OUTCOMES

The graduate of Rogers State University bachelor's degree Nursing Program will be able to:

1. Apply concepts from the liberal arts, social sciences, and nursing science to build an understanding of the human experience in preparation of providing culturally appropriate nursing practice. (*Essentials 1*)
2. Practice accountable leadership and communication skills to promote patient safety and quality improvement initiatives in the provision of safe, high quality nursing care. (*Essentials 2*)
3. Incorporate research-based information to guide clinical decision-making in the provision of evidence-informed care delivery. (*Essentials 3*)
4. Demonstrate skilled inter- and intra-professional communication and collaboration using all modalities including health care technologies, to enhance patient-centered care and health outcomes. (*Essentials 4*)
5. Evaluate the implications of health care policy using an ethical framework on issues of access, equity, affordability, and justice in health care delivery. (*Essentials 5, 7*)
6. Advocate for social justice and implement principles to provide spiritually and culturally appropriate health promotion, disease and injury prevention interventions across the lifespan in diverse populations. (*Essentials 7, 9*)
7. Appraise the core values of professionalism through demonstration of caring and upholding ethical standards in the continuum of healthcare environments. (*Essentials 8*)

II. ACCREDITATION AND APPROVAL

The Rogers State University 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.

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

Telephone: 404.975.5000

Fax: 404.975.5020

E-mail: [ACEN Website](http://www.acen.edu)



The Rogers State University Nursing Program is approved by the Oklahoma Board of Nursing (OBN). The Board of Nursing, by law, has authority and legal jurisdiction over basic educational programs of nursing, nursing practice, and nursing licensure in Oklahoma. The *Oklahoma Nurse Practice Act and Rules* are available on the Oklahoma Board of Nursing web site at [Oklahoma Board of Nursing](http://www.oklahomaboardofnursing.com) and apply to the Nursing Program. Contact information for OBN:

Oklahoma Board of Nursing

2915 N Classen Boulevard, Suite 524

Oklahoma City, OK 73106

Telephone: 405.962.1800

Fax: 405.962.1821

Web address: [Oklahoma Board of Nursing](http://www.oklahomaboardofnursing.com)

III. ADMISSIONS & ENROLLMENT

A. ADMISSIONS POLICY TO TRADITIONAL BSN PROGRAM

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

1. Be a high school graduate or GED equivalent
2. Be admitted to Rogers State University
3. 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).
4. Have a minimum reading score of: ACT Reading 19; ACT compass 83; Accuplacer 75; or Nelson-Denny grade level of 13.0 or higher. An earned Bachelor's degree waives reading score requirement.
5. Have a current minimum GPA of 2.5 for the pre-requisite courses listed above.
6. Satisfactorily completed the following prerequisite courses **with a grade of "C" or higher**:

Program Prerequisites*

| Course | credits | Course | credits |
|---|---------|--|---------|
| ENGL 1113 Composition I | 3 | SPCH 1113 Speech Communication | 3 |
| ENGL1213 Composition II | 3 | Humanities (select 2) | 6 |
| UNIV 1152 University Experience | 2 | BIOL 2285 Human Anatomy | 5 |
| BIOL 1144 General Cellular Biology | 4 | BIOL 2124 Microbiology | 4 |
| MATH 1513 College Algebra | 3 | PSY 3033 Developmental Psychology | 3 |
| PSY 1113 Intro to Psychology | 3 | POLS 1113 American Federal Government | 3 |
| NUTR 1113 Intro to Nutrition | 3 | BIOL 3204 Physiology | 4 |
| CHEM 1315 General Chemistry I | 5 | Global Studies (select 1) | 3 |
| SBS 3063 <i>or</i> MATH 2843 Soc/Beh Statistics <i>or</i> Statistics | 3 | HIST 2483 <i>or</i> HIST 2493 American History before 1877 <i>or</i> after 1877 | 3 |
| General Education Elective (select 1) | 3 | NURS 2112 Introduction to Nursing | 2 |

***NOTE:** The courses above **do not** have to be taken in the above sequence with the exception of RSU prerequisite requirements. All BIOL courses must be current within the past 10 years (based on program start date). If a student appeals the 10-year science requirement and is granted, the appeal decision is valid for one application cycle. The appeal must be refiled if the student applies again at a later time.

7. 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.
8. Students who are non-native English speakers must demonstrate English proficiency by presenting a TOEFL score of 85 or higher on the internet-based (TOEFL iBT) with a sub-score of 26 for speaking.

Space in the Traditional BSN Nursing Program is limited, and admission is competitive. Qualified applicants are chosen based on their ranking according to the RSU nursing approved ranking system.

B. ADMISSIONS POLICY FOR LPN/PARAMEDIC BRIDGE TO BSN ENTRY

To be considered for admission into the Bridge nursing entry option, an applicant must:

1. Be a high school graduate or GED equivalent
2. Be admitted to Rogers State University
3. 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).
4. Have a minimum reading score of: ACT Reading 19; ACT compass 83; Accuplacer 75; or Nelson-Denny level of 13.0 or higher. Reading score requirement waived if student has previous earned bachelor’s degree.
5. Have a current minimum GPA of 2.5 for the pre-requisite courses listed above.
6. Satisfactorily completed the following prerequisite courses **with a grade of “C” or higher**:

Program Prerequisites*

| Course | credits | Course | credits |
|---|---------|--|---------|
| ENGL 1113 Composition I | 3 | SPCH 1113 Speech Communication | 3 |
| ENGL1213 Composition II | 3 | Humanities (select 2) | 6 |
| BIOL 1144 General Cellular Biology | 4 | BIOL 2285 Human Anatomy | 5 |
| MATH 1513 College Algebra | 3 | BIOL 2124 Microbiology | 4 |
| PSY 1113 Intro to Psychology | 3 | PSY 3033 Developmental Psychology | 3 |
| UNIV 1152 University Experience | 2 | POLS 1113 American Federal Government | 3 |
| NUTR 1113 Intro to Nutrition | 3 | BIOL 3204 Physiology | 4 |
| CHEM 1315 General Chemistry I | 5 | Global Studies (select 1) | 3 |
| SBS 3063 <i>or</i> MATH 2843 Soc/Beh Statistics <i>or</i> Statistics | 3 | HIST 2483 <i>or</i> HIST 2493 American History before 1877 <i>or</i> after 1877 | 3 |
| General Education Elective (select 1) | 3 | | |

***NOTE:** The courses above **do not** have to be taken in the above sequence with the exception of RSU prerequisite requirements. All BIOL courses must be current within the past 10 years (based on program start date). If a student appeals the 10-year science requirement and is granted, the appeal decision is valid for one application cycle. The appeal must be refiled if the student applies again at a later time.

7. 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.
8. Students who are non-native English speakers must demonstrate English proficiency by presenting a TOEFL score of 85 or higher on the internet based (TOEFL iBT) with a sub-score of 26 for speaking.
9. Possess and active Oklahoma LPN license or be a Paramedic with active National Registry EMT certification (NREMT).
10. Achieve the designated score on a **HESI entrance exam**.

Space in the Traditional BSN Nursing Program is limited, and admission is competitive. Qualified applicants are chosen based on their ranking according to the RSU nursing approved ranking system.

C. ADMISSION OF STUDENTS WITH DISCIPLINARY HISTORY

Applicants currently under disciplinary action from any academic institution are ineligible for admission. Applicants with a past 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.

D. READMISSION

“Readmission” 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. Readmission is not guaranteed.

All applicants for readmission 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 for the Traditional BSN and October 1 for the Bridge LPN/Paramedic Option. (No extension will be granted.)

Step 1: Submit readmission application packet with all requested documentation.

- A. Complete an application for re-admission with the following:
 - 1. Official transcripts of all course work if attended an institution other than RSU.
 - 2. A letter describing your plan for success in the event you are readmitted.
 - 3. A letter of academic standing from the previous nursing program, if applicable.
 - 4. Assessment test results (must have a passing score) as assigned.
 - 5. A degree plan for completion of the Nursing program. (The applicant must agree to follow this degree plan without deviation.)
- B. If currently enrolled in general education and/or support courses, the applicant must submit a current course grade report from the course faculty.
- C. 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 on the basis of previous academic performance as well as data supporting the probability of success of completing the nursing program and passing the NCLEX-RN examination. The Policy Committee will review all submitted documentation and provide a recommendation of readmission to the full-time nursing faculty to determine readmission or no readmission, subject to review by the Department Head of Health Sciences.

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, if applicable. 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 a vote of the Nursing Policy Committee, subject to review by the Department Head of Health Sciences.

Applicants who have “exited” a nursing program two or more times for any reason will not be considered for readmission. An “exit” includes any withdrawal or unsuccessful completion of a nursing course and/or dismissals for academic reasons or resulting from disciplinary action of any kind. Prior instances of academic misconduct or non-academic misconduct may be considered in readmission decisions.

E. ENROLLMENT REQUIREMENTS

Students must submit the following documents before the first day of class:

1. Clinical Packet Checklist
2. Immunization Statement & Waiver form
3. Criminal Background Check
4. Immunization Records
5. Drug Screening
6. Current CPR Card – American Heart Association, Basic Life Support
7. Student Identification Card, copy
8. Proof of Health Insurance

❖ *See descriptions below*

If the required documents are not submitted on time, *the student will not be allowed to begin classes and their program admission status will be jeopardized.* Any absences accrued because of a student’s failure to provide this documentation shall be counted as unexcused.

1. Clinical Packet Checklist

Allows for tracking of all needed documents and ensures that items are complete.

2. Immunization Statement & Waiver

This waiver is completed by student and is a binding document that students have full understanding of immunization policies, risk of infectious disease, and waivers for some immunizations.

3. Criminal Background Check

4. Immunization records

Students must provide the following immunization records to the Health Sciences Records and Accreditation Specialist prior to beginning any field experiences.

- a. **Negative PPD Skin Test or QuantiFERON TB Gold blood 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.
- b. **Measles, Mumps, Rubella (MMR)**: Two (2) Vaccinations or positive Mumps, Rubella, and Rubeola Titer screening tests.
- c. **Tetanus, Diphtheria and Pertussis (Tdap)** for adults.

- d. **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).
- e. **Varicella (chicken pox):** Two (2) injection series (2 injections at least 1 month apart) or immunity verification.
- f. **Influenza vaccination,** annually (September through March).

The RSU Student Health Center (Utica Park Clinic) provides most required immunizations for a nominal fee. Contact the **Health Center at 918-343-7614** for an appointment. Additionally, immunizations are offered at local Health Departments and Urgent Care Centers.

Rogers State University does not control the vaccination policies of the facilities, hospitals, or physician groups that provide our students' clinical experiences. If you are not allowed to participate in a particular clinical experience because you have not received a vaccine or declined a vaccine required by the clinical site, the University may not be able to find you an alternate clinical experience without fundamentally altering the program. If you are unable to complete the required clinical experiences, you would be unable to fulfill the requirements of your program, eliminating the opportunity to fulfill the requirements for graduation. In other words, although you may be able to participate in the didactic portions of the program, if you have not received the vaccine or decline required vaccinations, the University cannot guarantee that you will be able to continue with or ultimately graduate from the program. *University of Oklahoma legal counsel, fall 2021.*

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.

5. Drug Screening

Students are subject to the Drug Screening Procedures set forth in this policy (see section VI – Drug Screening) and shall provide all required documentation no later than the published deadline. Students are to obtain drug screening through the RSU Health Center.

6. 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, (June 1- May 31). Students may become CPR certified by participating in classes offered by Rogers State University Health Sciences Department (8 hours), the American Heart Association (8 hours), and area hospitals. A fee is required for RSU's classes.

7. Student Identification Card

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

8. Proof of Health Insurance

All students who have assignments 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 class, rotation, academic requirement, or semester.

Student Acknowledgement & 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 Rogers State University from any student generated liability.

F. CURRICULUM- Nursing Plans of Study

Traditional BSN Curriculum (2021-2022)- generic entry

Program Prerequisites*

| Year 1 First Semester | Year 1 Second Semester | Year 2 First Semester | Year 2 Second Semester |
|---|---|-----------------------------------|---|
| Composition I ENGL 1113 3 | Composition II ENGL 1213 3 | Anatomy BIOL 2285 5 | Physiology BIOL 3204 4 |
| General Cellular Biology 4 BIOL 1144 | Intro to Nutrition NUTR 1113 3 | Speech SPCH 1113 3 | Humanities (select 1) 3 |
| College Algebra 3 MATH 1513 | General Chemistry I CHEM 1315 5 | Microbiology BIOL 2124 4 | Global Studies (select 1) 3 |
| Intro to Psychology 3 PSY 1113 | Social/Behavioral Stats or Statistics 3 SBS 3063 or MATH 2843 | Developmental Psych 3 PSY 3033 | Am History Before 1877 OR After 1877 3 HIST 2483 or HIST 2493 |
| University Exp 2 UNIV 1152 | Humanities (select 1) 3 | Am Federal Govt. 3 POLS 1113 | Intro to Nursing 2 NURS 2112 |
| | | | Gen Ed Elective 3 |
| Total CH 15 | Total CH 17 | Total CH 18 | Total CH 18 |

NOTE:

The courses above **do not** have to be taken in the above sequence with the exception of RSU prerequisite requirements. All BIOL courses must be current within the past 10 years (based on program start date).

Nursing Program Courses

| Year 3 First Semester | Year 3 Second Semester | Year 4 First Semester | Year 4 Second Semester |
|-------------------------------------|--|---|---|
| Pharmacology 3 NURS 3113 R | Medical/Surgical Nurs I 6 NURS 3216 | Medical/Surgical Nurs II 5 NURS 4315 | MGMT/Leadership in Nurs 4 NURS 4414 |
| Fundamentals of Nurs 5 NURS 3125 | Pathophysiology 3 NURS 3323 R | Nurs Role Comm Support 4 NURS 4324 | Nurs Care of Critically ill 4 NURS 4424 |
| Health Assess/Promo 4 NURS 3134 | Mental Health Nursing 4 NURS 3234 | Nurs Care Child/Family 6 NURS 4336 | Nurs Sci/Evidence Practice 3 NURS 4433 |
| | Cont Nurs Practice 3 NURS 3243 R | | Professional Roles in Nurs 3 NURS 4443 R |
| Total CH 12 | Total CH 16 | Total CH 15 | Total CH 14 |

NOTE: Nursing program courses **must** be taken in the above sequence. R= Online course.

The application cycle is November 1st through February 1st each year. The program begins each fall. All upper division nursing classes (NURS 3000, 4000 level) require competitive admission or special permission to enroll in the class.

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LPN/Paramedic Bridge to Traditional BSN (2021-2022)- entry option

Program Prerequisites*

| Year 1 First Semester | Year 1 Second Semester | Year 2 First Semester | Year 2 Second Semester |
|---|---|-----------------------------------|---|
| Composition I ENGL 1113 3 | Composition II ENGL 1213 3 | Anatomy BIOL 2285 5 | Physiology BIOL 3204 4 |
| General Cellular biology 4 BIOL 1144 | Intro to Nutrition NUTR 1113 3 | Speech SPCH 1113 3 | Humanities (select 1) 3 |
| College Algebra MATH 1513 3 | General Chemistry I CHEM 1315 5 | Microbiology BIOL 2124 4 | Global Studies (select 1) 3 |
| Intro to Psychology PSY 1113 3 | Social/Behavioral Stats or Statistics SBS 3063 or MATH 2843 3 | Developmental Psych PSY 3033 3 | Am History Before 1877 OR After 1877 HIST 2483 or HIST 2493 3 |
| University Exp UNIV 1152 2 | Humanities (select 1) 3 | Am Federal Govt. POLS 1113 3 | Intro to Nursing NURS 2112 -2 |
| | | | Gen Ed Elective 3 |
| Total CH 15 | Total CH 17 | Total CH 18 | Total CH 16 |

NOTE:

The courses above **do not** have to be taken in the above sequence with the exception of RSU prerequisite requirements. All BIOL courses must be current within the past 10 years (based on program start date).

Nursing Program Courses

| Year 3 First Semester | Year 3 Second Semester | Year 4 First Semester | Year 4 Second Semester |
|-------------------------------------|---|---|---|
| Pharmacology NURS 3113 R 3 | Medical/Surgical Nurs I NURS 3216 6 | Medical/Surgical Nurs II NURS 4315 5 | MGMT/leadership in Nurs NURS 4414 4 |
| Fundamentals of Nurs NURS 3125 5 | Pathophysiology NURS 3323 R 3 | Nurs Role Comm Support NURS 4324 4 | Nurs Care of Critically ill NURS 4424 4 |
| Health Assess/Promo NURS 3134 4 | Mental Health Nursing NURS 3234 4 | Nurs Care Child/Family NURS 4336 6 | Nurs Sci/Evidence Practice NURS 4433 3 |
| | Cont Nurs Practice NURS 3243 3 | | Professional Roles in Nurs NURS 4443 R 3 |
| Total CH 3 | Total CH 7 | Total CH 15 | Total CH 14 |

NOTE: Nursing program courses **must** be taken in the above sequence. R = Online course

*The courses with the strikethrough are those for which advanced standing credit will be granted due to licensure or certification. Advanced standing fees must be paid prior to beginning final semester of program, or enrollment eligibility will be placed on hold.

The Bridge application cycle is June 1 through October 1 each year. Students enter each spring.

G. GRADES AND ACADEMIC REQUIREMENTS

Grading Scale:

| | | |
|-------------|---|---------------------------|
| 89.5-100% | A | Excellent- 4 grade points |
| 79.5-89.4 | B | Good- 3 grade points |
| 74.5-79.4 | C | Average- 2 grade points |
| 64.5-74.4 | D | Poor- 1 grade point |
| 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 P/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 exit from the program; and may reapply to the appropriate semester.

Following Chain-of-Command

To prevent frustration and confusion, students should become informed about chain-of-command, or where to begin the communication sequence regarding a problem or concern. Students should start communications with the faculty member who is closest to the problem (i.e. the faculty who taught a class that the student is struggling with) then moving up the chain to the course leader, Undergraduate Clinical Coordinator, Department Head or Dean respectively. This process gives the person closest to the problem an opportunity to know about, work on and solve the problem efficiently and without unnecessarily involving faculty and administrators distant to the problem.

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. In order 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 (Withdrawal) 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 74.4% or below are encouraged to make an appointment with their advisor or the Department Head of Health Sciences, before the last day to withdrawal to discuss their situation. 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. 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. Failure to maintain the minimum GPA or earning 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

Grade appeals must be formally initiated following the process set forth in the *Academic Policies and Procedures Manual* for Rogers State University, section 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 has to reapply to the appropriate semester.

Due to an obligation to ensure safe patient care, if a student fails to pass an essential skill demonstration as outlined in the course's syllabus, the student will be required to immediately withdraw from the course or, if past withdrawal date, will be assigned the grade earned at that point in the semester. The student may no longer attend that class, or participate in any related activities or exams for that class. The student may remain enrolled in other, concurrent nursing classes and will receive the grade earned. However, the student may not progress to the next semester of the program; but must apply for readmission and repeat the class in which they were unsuccessful.

H. 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. Absences may adversely affect the student's grade. *See page 28 regarding clinical attendance requirements.*

Students are expected to meet course participation requirements as described in course syllabi. Lack of participation in class, laboratory or clinical practicum may compromise the student's ability to meet course learning outcomes.

I. 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.**

J. 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 payments should be directed to the Bursar at 918-343-7558. Estimated cost of tuition and fees can be located on the RSU Website at [Nursing, Estimate Costs](#).

Students must have a personal laptop computer for use during the nursing program. Uses of the computer include but are not limited to: examination taking, online quizzes, assignment submission using Office or Google suite products, doing internet database research and accessing MyRSU. For computer specifications, please see *Laptop Computer Requirements Policy* posted on the Nursing webpage and distributed at new nursing student orientation.

Transfers

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 Standing Credit or CLEP

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 Rogers State University before advanced standing credit will be placed on the Rogers State University 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
- NUTR 1113 Introduction to Nutrition
- CIS 1113 Microcomputer Applications

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. Advanced Standing fees apply (see *RSU Bulletin*).

Evaluations

Students are given the opportunity to participate in faculty, course, and program evaluations. It is both the student's right and responsibility. 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 clinical 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 or exam, 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.

IV. TESTING/EXAMINATIONS

Nursing Course Examinations consist of questions related to theory content, campus skills laboratory content, nutrition, pharmacology, and dosage calculation. 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.

A. EXAM PROCEDURE

The examination experience simulates that which the student will have when taking the examination for licensure as a Registered Nurse (NCLEX-RN). 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 and present a photo ID at the beginning of each exam and will remain sequestered until dismissed.
3. Online testing is the platform used for most nursing examinations.

4. Students are not allowed to bring ANYTHING into the testing room. Students are responsible for leaving items in a secure place prior to the exam. Scratch paper and pencils will be provided. Personal laptops used for the exam session are allowed. Cell phones, iPads, electronic devices/smart 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 wear noise-cancelling headphones provided by department or soft, disposable foam earplugs.
7. If you need assistance, raise your hand and remain in your seat. No questions about the exam are allowed.
8. Students may not wear hats or hoodie sweatshirts while taking an examination.
9. During testing time students are expected to remain quiet in their seats and to be respectful of others still testing until released by a faculty member. When finished reviewing the test, students are expected to show a faculty member the green checkmark prior to exiting ExamSoft, and will not be allowed to use the computer or electronic reading devices.
10. Sharing test information, via Facebook, email, smartphone or any other means, is not professional nor allowed and may result in charges of academic misconduct. This includes passing test questions to future nursing students. Possession of test questions that are distributed as your own is grounds for charges of academic misconduct.
11. 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.

B. STUDENT POST-TEST/EXAM REVIEW

Upon completion of the exam, students will have access via computer to review their incorrect questions through ExamSoft. Students may not ask questions about exam items while in testing area, at the time of the exam session. Students with questions about particular, individual exam questions are encouraged to schedule an appointment with the faculty member who presented that content.

In days following each exam, the course faculty will offer an exam review to provide remediation to students for frequently missed exam items (based on aggregated data) or content areas needing review. Students scoring less than 75% on the exam are required to attend; all students are welcome to attend. Faculty will post an announcement about the time, date and location of the review. The review session will be completed prior to the next exam. Review sessions will not be provided for the final examination.

Further, students may schedule an individual appointment with their advisor to go over test-taking strategies or other academic concerns of a specific nature.

C. FACULTY POST-EXAM REVIEW

Following each exam, faculty review an item analysis and aggregate student test performance. The final examination score is figured after faculty review procedures are completed and will be posted on MyRSU for the student appraisal. Grades are not distributed by telephone or email. Under no circumstances will grade reports be given to another student.

D. 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 or as soon as possible if an emergency occurs.

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.

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, select all that apply, short answer, and/or essay questions. See course syllabi for specific guidelines regarding make-up examinations.

E. TEST/EXAM REMEDIATION

Students earning less than a 75% on any exam MUST complete the remediation assignment posted in the course management system and attend the student exam review.

V. PROFESSIONAL STANDARDS AND TECHNICAL REQUIREMENTS

A. 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. This shall include but is not 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.

B. AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES (ANA, 2015)

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.

C. 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:

- **Observation**
 - a. Visual acuity with or without corrective lenses to observe and assess patient behavior.
 - b. Ability to identify cyanosis and absence of respiratory movement in a patient.
 - c. Ability to accurately read monitors and respond to signals, alarms, and other displays indicating urgent patient need, and take immediate action.
 - d. Ability to accurately prepare and administer medication dosages.
- **Communication**
 - a. 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:
 - Responding to a physician's order
 - Reading and recording information
 - Directing assistive staff
 - b. 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).
 - c. Auditory acuity sufficient to hear instructions, requests, monitoring alarms, and to auscultate heart tones, breath sounds, and bowel sounds.
 - d. 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.
 - e. 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**
 - a. 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.
 - b. Ability to perform motor skills safely, such as:
 - Lifting, bathing, positioning, and transporting patients;
 - Moving efficiently enough to meet the needs of several patients in a timely fashion;
 - Lifting, positioning, or moving an unconscious patient to perform lifesaving procedures; and
 - Ambulating independently with or without assistive devices in clients' rooms and in work areas.
 - c. Ability to lift weights of up to 35% of recommended body weight independently.
 - d. Manual dexterity sufficient to accurately draw up a solution from a vial into a syringe.
 - e. Ability to exercise basic computer skills (e.g. - electronic medical record "EMR").
 - f. 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**
 - a. Ability to think critically and use problem solving skills.
 - b. Ability to analyze data, calculate, and measure.
 - c. Ability to perceive all manner of sensory stimuli, including verbal, written, visual, auditory, somatic, tactile, and olfactory.
 - d. Ability to synthesize and integrate the aforementioned sensory inputs and apply them to objective and subjective examinations of patients in a timely manner.
 - e. Ability to perform all of this with stress/stressful distracters present, consistent with the health care environment.
- **Behavioral and Social Attributes**
 - a. 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.
 - b. 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.
 - c. 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 Disability Services Office ([RSU Disability Services](#)).

Each semester, it is the student's responsibility to provide documentation to faculty prior to the first exam and/or clinical and/or laboratory experience that outlines the required accommodations.

D. RSU STUDENT NURSES ASSOCIATION

The RSU Student Nurses Association (SNA) was established in 1986. The purpose of the SNA is as follows:

1. To contribute to nursing education in order to provide and promote quality health care;
2. To provide programs representative of fundamental and current professional interest and concern;

3. To aid in the development of the whole person and his/her responsibility for the health care of people in all walks of life.

The function of the SNA shall include the following:

1. To influence health care, nursing education, and practice through legislative activities;
2. To promote and encourage nursing student participation in local and state affairs; encourage activities towards improved health care and resolution of related social issues;
3. To promote and encourage participation in student activities and educational opportunities regardless of race, color, national origin, sex, age, religion, disability, sexual orientation or status as a veteran in any of its policies, practices, or procedures.

All students in the Rogers State University Nursing Program are members of the local chapter. Election for offices is conducted generally after the first two weeks of class have been completed. Representatives from the SNA will inform incoming students of opportunities and elections via class announcement, e-mail, and/or SNA bulletin board.

VI. 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 varies and is dependent upon many factors that will be discussed during each course orientation session.

In the first and third semesters, before entering the clinical setting, students are required to pass all basic testing including *Fire Safety*, *Hazardous Communication*, *Blood Borne Pathogens*, *TB*, *HIPAA* with a grade of 80% or greater and a *Dosage Calculation* competency quiz with a grade of 90% 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 exit from the Nursing Program.

A. CLINICAL EXPERIENCE OBJECTIVES AND EXPECTATIONS

Students must meet the clinical objectives to pass each clinical rotation for each course that contains a clinical component. Each clinical rotation must be passed with a "C" or greater to progress to the next rotation and to the next semester. To be successful in clinical experiences:

- a. **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 present and available to observe. Most semesters, one facility clinical "make-up day" is schedule for the end of the semester, *but there is no guarantee that students will have opportunities for clinical make-up* due to the constraints placed upon nursing education programs in securing clinical sites.
- b. **Preparation for clinical:** The student is expected to arrive on time and prepared to actively participate in patient care with patients/family, facility staff and faculty to meet weekly clinical objectives.

- c. **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.
- d. Uniforms must be purchased from the RSU Nursing pre-approved brand.
- e. Provide safe care to assigned patient/patients.
- f. Timely completion of all weekly objectives.
- g. Timely and appropriate completion of all written assignments.
- h. Compliance with policies of the facility.

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.

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:

- a. Lack of adequate verbalization of plan of care,
- b. Lack of knowledge related to the patient’s basic needs regarding safe nursing care, and/or
- c. Inability to safely care for the assigned patient
- d. Sleeping or appearing to be asleep while in clinical setting

Failure to meet facility clinical objectives will result in failure of the 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.

B. ASSIGNMENT AND SUPERVISION

The student will be assigned to clinical sites typically within a sixty-mile radius of Claremore. Clinical assignments may not conform to carools or student preference. Rotations are created to best meet the learning needs of students and expose them to a variety of clinical experiences.

The faculty member will assign the student to care for a patient(s) based on the course, 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 ensure 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, facility factors, and faculty teaching load.

C. 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 standard precautions, including hand hygiene, 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
 - a. Engaging in practices which do not fall within the scope of nursing practice
9. 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 Department Head or Undergraduate Program Coordinator 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 weekly assignment or course
4. Immediate dismissal from the course

D. DISCLOSURE OF 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 and/or Undergraduate Program Coordinator immediately when 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.

E. CLINICAL DRESS CODE

Professional dress and appearance is required. The designated uniform is the selected **navy blue style top and slacks**. Clothing should be sized to accommodate active movements required in patient care. A **navy blue lab** coat is a recommended uniform component. Scrubs and lab coats must be purchased from the RSU Nursing Faculty pre-approved company. Scrubs must be embroidered with the approved logo and title. 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, fastened above the waist, any time they are in uniform. The student will be excused from the facility or campus clinical when a nametag is not worn. Pin/clip nametag holders are permissible. Neck lanyard/lariat nametag holders are unsafe and should not be worn.

Rogers State University 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 left shoulder (centered).

Other dress code specifics:

- **Nails** are to be short and clean, with no artificial or polished nails.
- **Tattoos** must be covered at all times.

- **Piercings:** One pair of posts in the ears is permissible. Facial and oral piercings should be covered or removed while in uniform in any setting.
- **Undergarments:** For warmth or coverage, a short or long-sleeved T-shirt may be worn under the scrub top. It must be white without a logo or design. Undergarments should be appropriate and contained within the uniform.
- **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 laboratory and clinical experiences.
- **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.
- **Jewelry** is limited to wedding/engagement rings only.
- **Gum** is not permitted in the clinical setting at any time.
- **Perfume, cologne, and aftershave:** Scents are not allowed in the clinical setting.
- **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.
- **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 dressed appropriately, 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.

F. MEDICATION ADMINISTRATION POLICY

The purpose of this policy is to assure safe and appropriate medication administration according to course objectives.

KNOWLEDGE AND SKILLS STUDENT NEED TO APPLY IN MEDICATION ADMINISTRATION:

1. Dosage calculation skills.
2. The *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 medication administration technique.
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, documented on Skills Checklist.
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 procedural sedation. Common examples include versed, propofol 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 an implanted 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; RhoGAM is considered a blood product. The only exception is albumin. 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.

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, clinical failure, course failure, and/or immediate dismissal from the nursing program.

G. OCCUPATIONAL EXPOSURE AND INJURIES

The faculty at Rogers State University 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 are considered potentially infectious; therefore, *Standard Precautions* will be used on all patients.
2. Students are required to use precautions as indicated by the Center for Disease Control and Prevention (CDC) guidelines:
 - a. **Hand Hygiene**

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, using safety needles is recommended. 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.

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 must 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 clinical faculty, 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.

H. 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 facility's designated confidentiality agreement.

I. INSURANCE

- a. **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.

- b. **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.

J. CRIMINAL BACKGROUND CHECK 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 screens are contractual clinical site requirements, not requirements of the University or Nursing Program.

- **Cost of Background Check- approximately \$52 just prior to beginning first clinical semester- student pays directly to CoreScreening®**
- **Cost of Drug Screening- approximately \$26 just prior to start of each fall semester of nursing program- included in student fees**

The Nursing Program is responsible for providing quality training sites for students, preparing students for required licensure exams, and providing students with the appropriate knowledge to be a safe, beginning registered nurse. 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.

The Nursing Program is not responsible for finding rotation practice sites for students who are unable to meet the contractual requirements of a clinical site, 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.

K. 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. Comes to the laboratory session without all of 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, thus preventing the student from progressing in the nursing course. The student will be required to immediately withdraw from the course or, if past withdrawal date, will be assigned the grade earned at that point in the semester. The student may no longer attend that class, or participate in any related activities or exams for that class. The student may remain enrolled in other, concurrent nursing classes and will receive the grade earned. However, the student may not progress to the next semester of the program; but must apply for readmission and repeat the class in which they were unsuccessful.

L. LABORATORY 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. 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.

M. STUDENT CLINICAL DOCUMENTATION PACKET

The student must retain copies of all required immunizations, TB skin test results, Varicella titer 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.

N. GENERAL CLINICAL INFORMATION

- a. Absences – Clinical attendance is vital to success. See page 28 of this handbook for details.
- b. Transportation - The student is responsible for his/her own transportation to and from the clinical assignment site.
- c. 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.

- d. 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.
- e. Parking at Clinical Sites - Many sites have designated parking areas for students. Check with your clinical faculty member regarding designated parking areas prior to the learning experience. Some sites may have illegally parked vehicles towed.
- f. Valuables – Bring only necessary supplies to clinical sites as there is minimal storage area for students. Valuables should always be guarded during the clinical learning experiences. Neither the clinical facility nor Rogers State University are responsible for lost, stolen, or damaged valuables. It is recommended that valuables be left at home.

VII. DRUG SCREENING

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| Scope/ Designated Programs | The information in this policy is intended for all Rogers State University (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 | <ol style="list-style-type: none"> 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 (TJC) 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 include (a) meeting the contractual obligations contained in affiliation agreements between <u>RSU</u> 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 TJC standards and agency regulations pertaining to human resource management; (d) |

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| | meeting the public demands of greater diligence in light of the national reports on deaths resulting from medical malpractice and medical errors. |
| <p>Timing and Procedures of the Drug Screening</p> <p>Accepted Applicants: (as defined in Scope/ Designated Programs)</p> <p>Current Students: (as defined in Scope/ Designated Programs)</p> | <ul style="list-style-type: none"> ● The respective university/program designee will provide accepted applicants to designated programs with the necessary procedures and consent forms for the required drug screening. ● Accepted applicants in designated programs must complete the following prior to the start of classes or clinical assignment: <ul style="list-style-type: none"> - Complete and sign the Drug Screen Consent and Release Form and return form to drug screening vendor. - Successfully pass the drug screen with sufficient time for the vendor to provide clearance documentation to the university program designee. <p>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.</p> <ul style="list-style-type: none"> ● 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. ● 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. ● 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 | <p>The drug screening shall include testing for at least the following drug panels plus alcohol:</p> <ol style="list-style-type: none"> 1. Amphetamines 2. Barbiturates 3. Benzodiazepines 4. Cocaine Metabolite 5. Opiates 6. Phencyclidine (PCP) 7. Marijuana (THC) Metabolite 8. Methadone 9. Methaqualone 10. Propoxyphene |

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| <p>Reporting of Findings and Student/Accepted Applicant Access to Drug Screening Report</p> | <p>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.</p> <p>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.</p> <p>Any appeal right based on a positive screen rests solely among the student/accepted applicant, the Medical Review Officer, and the vendor.</p> |
| <p>Positive Drug Screen</p> <p>Accepted Applicants:</p> <p>Current Students First Offense:</p> <p>Second Offense:</p> | <p>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.</p> <ul style="list-style-type: none"> ● 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. ● 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.) ● Any student who has a second positive drug screen will be dismissed from the degree program. |
| <p>Falsification of Information</p> | <p>Falsification of information will result in immediate removal from the accepted applicant list or dismissal from the degree program.</p> |

| | |
|-----------------------------------|--|
| 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 Family Educational Rights & Privacy Act- FERPA |
| 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. <ul style="list-style-type: none"> • Current Students – 5 years • Accepted Applicants – 2 years (provided no pending complaint) |

Approved by OU Board of Regents Sept. 2008

Medical Marijuana Policy

Marijuana use, regardless of if it is used for medicinal purposes, remains illegal under the federal Controlled Substances Act of 1970 (CSA). Rogers State University, and our clinical partners adhere to the federal law in regard to marijuana use.

VIII. PROBATION, SUSPENSION, DISMISSAL, AND OTHER SANCTIONS

A. 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 *Rogers State University 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 with an 80% and/or the Dosage Calculation competency test with a 90% or greater within the specified time frame or number of testing opportunities.

B. 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. The Nursing Program follows the Academic Probation

policy of RSU outlined in the *Bulletin* on page 44. Remediation with a faculty member/advisor is required for any student on nursing academic probation.

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 classroom learning experience or 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 a 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 no later than five (5) class days after the restrictions are made.

C. DISMISSAL

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

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 three (3) days before the conference.

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 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, spouse and/or a legal advisor present during the hearing. Legal advisors may support the student and provide advice. During the conference, the advisor may talk quietly with the student or pass notes in a nondisruptive manner. The advisor may not intervene in the conference, directly address the Department Head, nor may he/she make objections. If student desires to have attorneys serve as their advisor, 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.

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.

D. 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; or violates a 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. If the student is not willing to sign the faculty report form then 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, then 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 form. 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.

E. ACADEMIC AND NON-ACADEMIC MISCONDUCT

Students are expected to follow university policies as set forth in *Student Code of Responsibilities and Conduct*. Academic conduct violations and sanctions will follow the policies and procedures as

described in the *Student Code*. See: [Academic Policies & Procedures Manual- Academic Misconduct 4.2](#) and [Non-Academic Student Conduct](#). 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, then the faculty will submit alert to 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. **Nursing program sanctions may include, but are not limited to:**

- 1) Providing a learning opportunity for the student related to violation
- 2) A zero (0) on the assignment
- 3) Dismissal from the nursing program

Students are required to immediately report academic and non-academic conduct violations to a faculty member or the Department Head. Failure to report such violations is a breach of this policy.

F. 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.

IX. NATIONAL COUNCIL LICENSURE EXAMINATION (NCLEX-RN) and Oklahoma Licensure

A. NCLEX

Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination for registered nurses (NCLEX-RN). 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 within the registered nurse scope of practice.

NCLEX Application Process: [National Council of State Boards of Nursing](#)

Prior to graduation, students are provided a class about the NCLEX containing multiple resources related to NCLEX testing. Including:

- Registration form for licensure by examination
- Oklahoma Board of Nursing Licensure Application
- Oklahoma State Bureau of Investigation (OSBI) Criminal Record search form

Students are 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.

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.

B. NURSING LICENSURE REQUIREMENTS

Oklahoma Licensure

Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. A single-state license or a multi-state Compact License may be obtained in the State of Oklahoma. 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.

All applicants will find licensure information for the Oklahoma at: [Oklahoma Board of Nursing Website](#)
Applicants with a history of arrests/felony/convictions must go to: [OBN- Special Circumstances](#) to determine appropriate steps that must be taken to determine eligibility.

There are rare criminal history backgrounds that disqualify a candidate from ever receiving a nursing license in Oklahoma. If a prospective or current student wishes to have the Oklahoma Board of Nursing review their criminal conviction history ahead of time to determine their ability to obtain licensure in the state of Oklahoma, students may access the Initial Determination of Licensure or Certification for Individuals with History of Criminal Conviction form. The application fee is \$95. Go to: [Initial Determination of Licensure Eligibility](#).

Other States

RSU nursing meets the Oklahoma State Board of Nursing's requirements to become a candidate for licensure in the state of Oklahoma. Students who wish to practice nursing in another state or Washington D.C. may find general disclosure information about programs meeting licensure requirements on the RSU website at: <https://www.rsu.edu/academics/schools-departments/school-professional-studies/department-of-health-sciences/professional-licensure-disclosures/> or at the National Council of State Boards of Nursing website at: [NCSBN Licensure Compact](#).

Some state boards of nursing require verification of graduation. Students must give RSU authorization to provide information to other states by completing a release form. If there are holds, academic or financial, transcripts and verification documents will not be released until the holds have been removed.

X. 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 Family Educational Rights and Privacy Act (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, Facebook, Instagram, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Tick Tok 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, please 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 the individual. Since social media typically enables two-way communications with an audience, one has less control of how materials will be used by others.

A. POLICY

- 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.
- 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.
- 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.
- Use of the Nursing Program marks (logos and graphics) for university-sanctioned events must be approved (posters, fliers, postings) by administration.
- It is expected that during clinicals and classes use of electronic devices employed for social media will be used only as authorized by faculty. If a device is combined with a cell phone, it is expected that the cell phone aspect of the device is silenced.

- No personal phone conversations or texting are allowed while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, then the student is asked to leave the classroom and respond as deemed necessary.
- Use of computers (PDAs, Notebooks, etc.) shall be restricted to note taking, exams, and classroom activities. Use otherwise may be distracting for not only the student involved in the activity, but those in the immediate area/vicinity.
- 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.
- 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.
- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.

B. CONSIDERATIONS

- 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, then review the suggestions in this policy and seek guidance.
- 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.
- Nursing students are preparing for a profession which provides services to a public that also expects high standards of behavior.
- Respect your audience.
- Adhere to all applicable university privacy and confidentiality policies.
- 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).

- 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.
- 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.
- Don't use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are responsible for regularly reviewing the terms of this policy.

C. CONSEQUENCES

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

XI. 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 at the Dr. Carolyn Taylor Center, Claremore Campus, 918-343-7707. Title IX Officer, Jeana Ray Conn, jconn@rsu.edu.

XII. COURSE OR PROGRAM COMPLAINTS

Students wishing to express a concern about a course or academic issue should follow this process:

First, talk with the class Instructor. If the situation is such that the student is concerned about potential discomfort or retaliation, then the student is welcome to move to the next step and contact the Course Lead Faculty member without talking with the instructor first.

Second, if the Instructor and Course Lead are unable to resolve the issue, the student may talk with the Department Head, located in Health Sciences, Office 108. Please schedule appointment at 918-343-7631.

Third, if the Department Head is unable to resolve the issue, then the student is welcome to contact the Dean's office in Herrington Hall, Office 109. Please schedule appointment at 918-343-7520.

Finally, if the Dean is unable to resolve the issue, the student may contact Academic Affairs. It is important that the student initiate action (not parents, partners, or other relatives) and begin at the faculty or department head level as most issues can be resolved there.

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

Ph# 405.962.1800

www.ok.gov/nursing

Accreditation Commission for Education in Nursing, Inc. (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

Ph# 404.975.5000

Fax# 404.975.5020

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

Ph# 800.621.7440

Fax# 312.263.7462

The Higher Learning Commission

XIII. GENERAL POLICES AND PROCEDURES

A. 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 Office. Forms are located in the Health Sciences Office. The student must maintain a current name, phone number and mailing address with the Health Sciences Department office and other pertinent offices (Registrar, Bursar, Financial Aid) across campus to ensure that vital communication is received by students.

B. 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.

C. 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.

D. 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 eight (8) 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 may be off campus on Mondays, Tuesdays and/or Fridays during clinical assignment. However, some faculty members may schedule up to two office hours immediately following or prior to clinical assignment times in addition to six on-campus hours.

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.

E. 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.

F. 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:
 - Personal electronic devices may be used in the classroom setting at the discretion of the supervising faculty member.

- Personal electronic devices may be used in the clinical laboratory campus setting at the discretion of the supervising faculty member,
- Personal electronic devices may be used in the clinical setting at the discretion of the supervising faculty member in accordance with individual facility policy.
- Supervising faculty may request that the student refrain from using a personal electronic device at any time.

G. TOBACCO POLICY

The University is a tobacco-free campus. All forms of tobacco, including e-cigarettes/Vapors, are 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/or clothing. Appropriate measures should be taken to prevent offending patients, staff, peers, or faculty.

H. DRUG AND ALCOHOL POLICY

Refer to the Student Code of Responsibilities and Conduct at [Non-Academic Code of Conduct](#)

I. FACULTY ADVISOR

Students will be assigned a faculty advisor at the beginning of the junior, fall semester and 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.

J. 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.

K. EMERGENCY CONTACT

In an emergency situation, the Nursing Program and Health Sciences Department will attempt to contact the student. FOR THIS REASON, IT IS VERY IMPORTANT THAT **CURRENT** NAME, ADDRESS, PHONE NUMBER, AND INFORMATION REGARDING ANOTHER CONTACT PERSON BE ON FILE WITH THE HEALTH SCIENCES OFFICE.

L. 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 Release of Information form and submit back to the Health Science Department Office

M. NOTIFICATION OF POLICY CHANGES

Each student documents understanding of this policy by signing the *Student Acknowledgement and Release*. Policy revisions are communicated to students electronically within 10 working days of the revision. Students are responsible for frequently checking email for communication and updates from the Department of Health Sciences.

N. 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.

O. 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: | Monday-Thursday | 7:30 a.m. | to | 10:00 p.m. |
| | Friday | 7:30 a.m. | to | 6:00 p.m. |
| | Saturday | 12:00 p.m. | to | 8:30 p.m. |
| | Sunday | 1:30 p.m. | to | 10:00 p.m. |

| | | | | |
|---|---------------|-----------|----|-----------|
| When classes are not in session: | Monday-Friday | 8:00 a.m. | to | 5:00 p.m. |
|---|---------------|-----------|----|-----------|

The Library is not open during Fall or Spring Break or during Holidays.

P. 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. The student should refer to the *RSU Bulletin* section, specifically "Student Cost and Financial Aid". Students should be aware of the credit hour limitation for federally funded financial aid. [Financial Aid & Scholarships webpage](#).

Q. 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 Financial Aid Department to the attention of LaKeitta Matos (lmatos@rsu.edu) 918-343-7556 or Lori Deardorff (ldeardorff@rsu.edu) 918-343-7573.

R. INTELLECTUAL PROPERTY

It is a common misconception that material on the Internet is free and may be shared, referenced and reproduced freely. 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.

S. COPYRIGHT POLICY

The materials on this course website are provided for the educational purposes of students enrolled in the Nursing Science & Research at Rogers State University. 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.
4. Participants are expected to represent their identities in a truthful manner. Falsifying your identity is grounds for disciplinary action of all parties involved.

Rev. 07/01/2021 CL

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XIV. STUDENT ACKNOWLEDGEMENT AND RELEASE

Review this form, sign, and submit to course faculty
Rogers State University Nursing Program
Student Acknowledgment and Release

I have agreed to participate in the Rogers State University'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 Rogers State University *Traditional BSN 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 Rogers State University 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 associated 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

Printed name