



**ROGERS STATE**  
**U N I V E R S I T Y**

SCHOOL OF NURSING  
AND HEALTH PROFESSIONS

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

**2024-2025 ACADEMIC YEAR**

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

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### **ROGERS STATE UNIVERSITY**

Rogers State University recognizes its obligation to guarantee equal opportunity to all persons in all segments of the 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 accessibility. 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 (40 or older), 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 register with Student Disability Services **before** any educational accommodation can be provided. Please note this process can take several weeks.

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 SCHOOL OF NURSING**

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. To do this, we do our best to keep you informed about your progress and the areas needed for improvement. We encourage students to likewise, communicate early and often.

A learning environment in which students encounter various experiences of nursing education may be 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 as well as School and University policies and information that will be useful during your educational experiences. Please note that the Rogers State University Student Code of Responsibilities and Conduct is incorporated into this Handbook and all Nursing students are subject to it. 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.

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](#)

# MISSION/PHILOSOPHY STATEMENTS

## ROGERS STATE UNIVERSITY

### MISSION STATEMENT AND PURPOSES

I.

#### **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.
8. To assist both freshmen and transfer students through their first year at RSU in their professional and personal goals. Learners, who feel more connected at the university and supported by faculty and staff, are more successful and more satisfied with their overall college experience.

**COLLEGE OF PROFESSIONAL STUDIES**  
**MISSION STATEMENT**

The mission of the College of Professional Studies (CPS) 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 excellence in teaching, research, and university service. The programs in the CPS 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.

**SCHOOL OF NURSING AND HEALTH PROFESSIONS**

**MISSION STATEMENT**

The School of Nursing and Health Professions is one of ten academic departments at Rogers State University and supports the mission of Rogers State University. The School mission is to prepare students to achieve personal and professional goals and to educate safe and competent beginning practitioners of selected health fields. The school 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 to achieve professional and personal goals. The nursing faculty believes that scientific reasoning and critical thinking are reflected as clinical judgment.

The purpose of the RSU School of Nursing and Health Professions 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.



# RSU NURSING

## MISSION STATEMENT

The Rogers State University Nursing Program exists to provide selected students with 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 gaining 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 18 of this document.*

**Bridge Traditional BSN, LPN/Paramedic entry point.** This Traditional BSN pathway 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 19 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. *(2022-2023 Bulletin, p.56)*

### **SCHOOL OF NURSING AND HEALTH PROFESSIONS DISTANCE LEARNING PHILOSOPHY**

The School of Nursing and Health Professions 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)*

## 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, 6*)
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*)

(AACN, The Essentials of Baccalaureate Education for Professional Nursing Practice, 2008)

## 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: <https://www.acenursing.org/contact-us> or [ACEN Website](#)



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](#). Contact information for OBN:

**Oklahoma Board of Nursing**

2501 N. Lincoln Blvd., Ste. 207

Oklahoma City, OK 73105

Telephone: 405.962.1800

Fax: 405.962.1821

Email: [obnwebmaster@nursing.ok.gov](mailto:obnwebmaster@nursing.ok.gov)

## PROGRAM LOCATION

### A. MAIN NURSING PROGRAM CAMPUS

The nursing program is administered from the main campus, at 1701 W. Will Rogers Blvd, Claremore, OK. Offices of the Associate Dean, Undergraduate Program Coordinator, Records & Accreditation Specialist and the Administrative Assistant are located in the School of Nursing Building, Suite 106.

III.

### B. EXTENDED INSTRUCTIONAL SITE

Saint Francis Health System is partnered with RSU to expand our student capacity but offering an extended campus site at the main Saint Francis Hospital (SFH), 6161 S. Yale Ave. Tulsa, OK. At the time of application, students may designate their preferred campus site. Semesters two, three and four are offered at the Saint Francis Site. Fully qualified and credentialed faculty, classrooms, laboratory and simulation space are provided to students at this site. Students seated at SFH extended site will complete all clinical experiences at SFH starting the second semester until completion. For additional information, please visit [RSU Nursing at Saint Francis](#). Once seated at SFH site, students will remain there for the remainder of the program; students may not “bounce” back to the Claremore campus except in rare circumstances and always subject to the approval of the Associate Dean.

## ADMISSIONS & ENROLLMENT

IV.

### 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. Have a minimum reading score of: ACT Reading 19; ACT compass 83; Accuplacer 75; or Nelson-Denny grade level of 13.0; or a TEAS score of 75. An earned bachelor’s degree waives reading score requirement.
4. Have a current minimum GPA of 2.5 for the pre-requisite courses listed above.
5. Satisfactorily completed the following prerequisite courses **with a grade of “C” or higher**:

#### Program Prerequisites\*

Year 1 Semester 1		Year 1 Semester 2		Year 2 Semester 1		Year 2 Semester 2	
University Experience UNIV 1152	2	Intro. to Statistics MATH 1413	3	Principles of Chemistry CHEM 1104	4	General Education Elective (see bulletin for selection)	3
General Cellular Biology BIOL 1144	4	Microbiology BIOL 2124	4	Human Anatomy BIOL 2285	5	Physiology BIOL 3204	4
Composition I ENGL 1113	3	Composition II ENGL 1213	3	Speech Communications SPCH 1113	3	Global study course (see bulletin for selection)	3
Intro. to Psychology PSY 1113	3	American Federal Gov. POLS 1113	3	Developmental Psychology PSY 3033	3	2 <sup>nd</sup> Humanities course (see bulletin for selection)	3
Humanities course (see bulletin for selection)	3	Intro. to Nutrition NUTR 1113	3	Intro. to Nursing** NURS 2112	2	American History course (HIST 2483 or HIST 2493)	3
<b>Total Credit Hours</b>	<b>15</b>	<b>Total Credit Hours</b>	<b>16</b>	<b>Total Credit Hours</b>	<b>17</b>	<b>Total Credit Hours</b>	<b>16</b>

\*\*NURS 2112 is a pre-nursing course; it must be taken prior to admission to the upper-level BSN program courses.

**Note:** The courses above **do not** have to be taken in the above sequence with the exception of RSU prerequisite requirements.

Certain BIOL courses must be taken within 10 years of intended program start date. Please consult advisor for details.

Computer proficiency requirement satisfied by passing NURS 4433 and NURS 4443

6. 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. For more details, see Section VII.J.
7. 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; a Duolingo score of 107 or higher; or an IELTS score of 6.5 or higher.

*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. Accepted applicants are considered conditionally accepted, pending completion of a background check and drug screening.*

### **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. Have a minimum reading score of: ACT Reading 19; ACT compass 83; Accuplacer 75; or Nelson-Denny level of 13.0; or a TEAS score of 75. Reading score requirement waived if student has previously earned bachelor's degree.
4. Have a current minimum GPA of 2.5 for the pre-requisite courses listed above.
5. Satisfactorily completed the following prerequisite courses **with a grade of "C" or higher**:

#### **Program Prerequisites\***

Year 1 Semester 1		Year 1 Semester 2		Year 2 Semester 1		Year 2 Semester 2	
University Experience UNIV 1152	2	Intro. to Statistics MATH 1413	3	Principles of Chemistry CHEM 1104	4	General Education Elective (see bulletin for selection)	3
General Cellular Biology BIOL 1144	4	Microbiology BIOL 2124	4	Human Anatomy BIOL 2285	5	Physiology BIOL 3204	4
Composition I ENGL 1113	3	Composition II ENGL 1213	3	Speech Communications SPCH 1113	3	Global study course (see bulletin for selection)	3
Intro. to Psychology PSY 1113	3	American Federal Gov. POLS 1113	3	Developmental Psychology PSY 3033	3	2 <sup>nd</sup> Humanities course (see bulletin for selection)	3
Humanities course (see bulletin for selection)	3	Intro. to Nutrition NUTR 1113	3			American History course (HIST 2483 or HIST 2493)	3
<b>Total Credit Hours</b>	<b>15</b>	<b>Total Credit Hours</b>	<b>16</b>	<b>Total Credit Hours</b>	<b>15</b>	<b>Total Credit Hours</b>	<b>16</b>

**Note:** The courses above **do not** have to be taken in the above sequence with the exception of RSU prerequisite requirements. Certain BIOL courses must be taken within 10 years of intended program start date. Please consult advisor for details. Computer proficiency requirement satisfied by passing NURS 4433 and NURS 4443

6. 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. For more details, see Section VII.J.

7. 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; a Duolingo score of 107 or higher; or an IELTS score of 6.5 or higher.
8. Possess and active Oklahoma LPN license or be a Paramedic with active National Registry EMT certification (NREMT).
9. LPN/Paramedic licensure must remain in good standing, continuously while admitted to program. Should licensure status change, it is the responsibility of the student to immediately notify the School of Nursing and Associate Dean.

*Space in the Bridge BSN Nursing Program is limited, and admission is competitive. Qualified applicants are chosen based on the RSU nursing approved ranking system. Accepted applicants are considered conditionally accepted, pending completion of a background check and drug screening.*

Applications are submitted via the online application portal, which may be found at [Nursing Application](#). Students should select the semester (fall/spring) that they want to begin the upper division nursing course (competitive admission). The pre-nursing advisor can advise students about when to apply. Nursing application cycles:

- November 1 - February 1 for Traditional BSN **Fall** entry
- April 1 - July 1 for Traditional BSN **Spring** entry
- June 1 - October 1 for **Bridge** LPN/Paramedic entry to Traditional BSN program

(No extension will be granted.)

### **C. TRANSFER STUDENTS POLICY/COURSE TRANSFER**

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.

1. Academic work/transcripts will be evaluated on an individual basis by the Nursing Policy Committee.
2. Nursing program admission for transfer students is evaluated as outlined in this Handbook.
3. Transfer students must be in good academic standing with a previous nursing program and will provide documentation stating such, by the program Director or Dean from their previous school.
4. Transfer students admitted to RSU nursing program are allowed **one admission** only withstanding all prerequisites and conditional admission standards are met. If admitted to the nursing program and later dismissed from the program for any reason, students will not be eligible for readmission.
5. Prospective transfer students in good standing with previous nursing program, may be permitted to take:
  - NURS 3111-Dosage Calculation
  - NURS 3113-Pharmacology
  - NURS 3323-Pathophysiology

as a non-admitted student, if needed, the semester prior to being admitted to the full-time nursing program. This allowance will be made on a case-by-case basis by the Nursing Policy Committee.

### **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 School of Nursing & Health Professions allows APT for the following courses:

- NURS 3111 Dosage Calculation

APT requires instructor approval and may also require written documentation of previous education or relevant work experience. 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 once or by permission of School of Nursing Associate Dean. To take an APT, contact the Associate Dean or designee for further information. Advanced Standing fees apply (see *RSU Bulletin*).

#### **D. ADMISSION OF STUDENTS WITH DISCIPLINARY HISTORY**

Applicants currently under disciplinary action from any academic institution may be ineligible for admission. Applicants with a history of disciplinary action or falsification of admission, financial aid, medical, or any other records or documents from any academic institution must present complete documentation of the event. The Nursing Program may request a letter of explanation and documentation from the institution regarding the event and/or request an interview with the applicant regarding the incident. The Program may deny an application for admission or readmission based upon a history of disciplinary action or falsification of university or clinical documents. Applicants who are denied admission on this basis will receive notice of the basis for the denial. Applicants who have been denied admission on this basis may submit a written appeal to the Nursing Policy Committee within five days of receiving notice of the denial.

#### **E. READMISSION**

“Readmission” is defined as any student previously enrolled in a nursing program leading to RN licensure. The student/applicant seeking readmission must have been enrolled in a nursing program within **10 years** prior to the anticipated date of admission and have a minimum GPA of 2.5. **Readmission is not guaranteed.** Every readmission request is reviewed by the Nursing Policy Committee.

*Applicants who have “exited” a nursing program two or more times for any reason within the last ten (10) years, 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, Professionalism Concerns Reports (PCRs), and number of courses failed may be considered in readmission decisions.*

If an applicant has “exited” a nursing program two or more times for any reason, academic forgiveness and consideration for readmission *may be granted, if ten (10) or more years has elapsed since the second program exit.* Nursing program forgiveness decisions are made on a case-by-case basis by the Nursing Policy Committee.

Students dismissed from a nursing program as a result of unsafe laboratory or clinical practice, breach of confidentiality or as a result of unprofessional behavior may not be readmitted to the program.

#### Procedure for readmission:

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 Traditional BSN Fall entry

- July 1 for Traditional BSN Spring entry (beginning Jan 2023)
- October 1 for Bridge LPN/Paramedic entry to Traditional BSN program

(No extension will be granted.)

### First Semester Readmission

1. A Traditional BSN RSU nursing student that is unsuccessful in either of the following courses:

- **NURS 3125**-Fundamentals of Nursing
- **NURS 3134**-Health Assessment

taken during the first semester of RSU's nursing program is required to submit a readmission application to the program during the scheduled BSN Traditional application cycles of **Nov.1-Feb1 for Fall** admission or **April 1-July 1 for Spring** admission. An applicant approved by the Nursing Policy Committee for readmission will be placed into competition with the generic applicants for course ranking.

2. Traditional BSN RSU nursing student that is unsuccessful in one of the following first semester courses:

- **NURS 3111**-Dosage Calculation
- **NURS 3113**-Pharmacology

may fill out the *Intention to Readmit* form and request permission to repeat these courses as a *non-admitted* nursing student in the subsequent semester. This policy is void if unsuccessful in either **NURS 3125** or **NURS 3134**. (see #1)

3. ALL readmission applications and *Intention to Readmit* forms must be approved by the RSU School of Nursing Policy Committee. Approval to take the courses as a non-admitted student must be approved by the Policy Committee, on a case-by-case basis.

4. No **NURS** course may be taken more than twice, as an admitted or non-admitted nursing student; this includes withdrawal (W) or non-passing grade (D, F).

5. **All Junior first semester (J1) courses must be successfully completed to progress in the program with the exception of the support course:**

- **NURS 3323R**-Pathophysiology for the Health Professional (online class)

Readmission student capacity to junior semester one (J1) level is 10% maximum of total student capacity for that level. The Nursing Policy Committee will review any readmission above the 10% maximum capacity on a case-by-case basis.

Individuals seeking to apply for **readmission to the second, third or fourth semester** who have been in the RSU Traditional BSN program, must submit an *Intention to Readmit* form. Students who are approved by the Nursing Policy Committee for readmission to the second, third or fourth semester will be placed into competition with the readmission applicants within their desired semester for ranking. Approved applicants will be inserted into a seat, as clinical, lab and class space are available.

If a student is applying for readmission *from a nursing program other than RSU*, regardless of desired entry point, the student must complete a program application for the desired entry cycle. Students who have not been enrolled in the Rogers State University nursing program *within the past two years*, regardless of desired semester of entry, must complete a program application for the desired entry cycle, fall or spring, to the BSN Traditional program.



The Nursing Policy Committee 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. PCRs may be considered in readmission decisions. The Policy Committee will review all submitted documentation and provide a recommendation to the full-time nursing faculty to determine readmission or no readmission, subject to review by the Associate Dean of the School of Nursing. If approval for readmission is recommended, the Policy Committee may specify conditions of readmission for the returning student.

#### **F. ENROLLMENT REQUIREMENTS**

Students must submit the following documents before the first day of class. Applicants are considered conditionally accepted until they have met the following requirements:

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

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. It is the student's responsibility to maintain currency of all the above requirements.

Readmitted students may be required to resubmit some or all of the above documents and may have to repeat drug and/or background screening, at their own expense.

##### **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 students 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:** See Section VII.J.

##### **4. Immunization records**

Students must provide the following immunization records to the School of Nursing 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. **COVID-19** vaccination basic series. (1 or 2 injections, based upon manufacturer)
- g. **Influenza vaccination**, annually (September through March).

Immunizations are offered at local Health Departments and Urgent Care Centers.

Students who wish to apply for one or more vaccine exemption/s must follow the Vaccine Declination procedure outlined in the *Student Vaccine Policy*. Declination forms are submitted to the Office of Student Affairs or Office of Disability Services for consideration. Students who decline a vaccine may be subject to additional requirements or restrictions by the school or clinical site, including but not limited to additional Personal Protective Equipment (PPE), restriction from patient-facing activities in cases of outbreak, or quarantine in cases of exposure.

Even if the University accepts a student's declination, external rotation sites each have their own vaccination requirements. If a student is prohibited from rotating at an external site due to the student's vaccination status, the student's academic progress may be hindered. If after reasonable efforts an appropriate rotation site cannot be found to meet the student's academic requirements, the student may not be able to complete the requirements of their academic program and may be unable to graduate. Please review vaccine policy at [RSU Vaccine Policy](#).

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 School of Nursing 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.

### **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.

Periodically, students may be asked to show proof of coverage. If the student is unable to produce proof of coverage within ten days, the student may, at the sole discretion of the Associate Dean of the School of Nursing, 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.

#### ***G. PROJECTED PROGRAM 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 Cost Estimate](#).

A personal laptop computer is required 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.

#### ***H. EXIT INTERVIEW***

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.

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## I. CURRICULUM- Nursing Plans of Study

### Traditional BSN Curriculum (2023-2024)- generic entry

#### Nursing Program Curriculum

Semester 1 (Year 3)		Semester 2 (Year 3)		Semester 3 (Year 4)		Semester 4 (Year 4)	
Dosage Calculation NURS 3111	1	Medical/Surgical Nurs. I NURS 3216	6	Medical/Surgical Nurs. II NURS 4315	5	Nurs Community Support NURS 4324	4
Pharmacology NURS 3113-B	3	Mental Health Nursing NURS 3234	4	Nurs. Care of Child/Family NURS 4336	6	Mgmt./Leadership in Nurs. NURS 4414	4
Fundamentals of Nursing NURS 3125	5	Contemporary Nur Practice NURS 3243-R	3	Nurs. Sci./Evidence Practice NURS 4433	3	Nurs. Care of Critically Ill NURS 4424	4
Health Assess./Promotion NURS 3134	4	Pathophysiology NURS 3323-R	3			Professional Roles in Nurs. NURS 4443-R	3
<b>Total Credit Hours</b>	<b>13</b>	<b>Total Credit Hours</b>	<b>16</b>	<b>Total Credit Hours</b>	<b>14</b>	<b>Total Credit Hours</b>	<b>15</b>

R-Online courses

B-Blended/Hybrid courses

**Note:** Nursing program courses **must** be taken in the above sequence.

Admission into the BSN program is required to enroll in all NURS courses except NURS 2112. Admission is competitive.

Generic students may enter the program either fall or spring.

### LPN/Paramedic Bridge to Traditional BSN (2023-2024)- Bridge entry option

#### Nursing Program Curriculum

Spring Year 3		Fall Year 4		Spring Year 4	
Dosage Calculation NURS 3111	1	Medical/Surgical Nurs. II NURS 4315	5	Nurs. Community Support NURS 4324	4
Pharmacology NURS 3113-B	3	Nurs. Care of Child/Family NURS 4336	6	Mgmt./Leadership in Nurs. NURS 4414	4
Mental Health Nursing NURS 3234	4	Nurs. Sci./Evidence Practice NURS 4433	3	Nurs. Care of Critically Ill NURS 4424	4
Pathophysiology NURS 3323-R	3			Professional Roles in Nurs. NURS 4443-R	3
<b>Total Credit Hours</b>	<b>11</b>	<b>Total Credit Hours</b>	<b>14</b>	<b>Total Credit Hours</b>	<b>15</b>

R-Online courses

B-Blended/Hybrid courses

**Note:** Nursing program courses **must** be taken in the above sequence.

Admission is competitive. Bridge students enter the second semester of the Traditional BSN program.

Bridge students enter the program each *spring*. The LPN/Paramedic (NREMT) Bridge facilitates the transition to RN by granting twenty (20) hours of 3000-level advanced standing credit. Advanced standing fee of \$35 per credit hour must be paid prior to final semester of program.

## J. GRADES AND ACADEMIC REQUIREMENTS

### Grading Scale:

90-100%	A	Excellent- 4 grade points
80-89%	B	Good- 3 grade points
75—79%	C	Average- 2 grade points
65-74%	D	Poor/not passing- 1 grade point
0-64%	F	Failing- 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 results in the student having to exit the program. Students may appeal a final grade of course as outlined in RSU's Final Grade Appeal Process, found in Section X.B. Students may be eligible for readmission to the program. Students who are readmitted will have to repeat the course in which they earned a failing grade.

### 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 Program Coordinator, Associate Dean 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 and is not passing. The S/U designation is used for special studies or directed study.

### I (Incomplete) Grades

A grade of "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. See *RSU Catalog* for details. 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. The final withdrawal date for each grading period is published in RSU's academic calendar and on course syllabi.

Students with a grade of C or below are encouraged to make an appointment with their faculty advisor or the Associate Dean of the School of Nursing, before the last day to withdrawal to discuss their situation. In the event a student withdraws from any nursing course, the student may stay enrolled in concurrent classes, but may not attend anything related to the withdrawn class. However, the student may not progress to the next semester of the nursing program. The student must apply to re-enter the nursing program. Re-admission to the nursing program is not guaranteed. Refer to readmission policy 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.

## **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 final grade of D or F in a nursing course is ineligible to progress in the nursing program. If eligible for readmission, the student must 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 and will be automatically dismissed at the end of the semester. Should the student successfully apply for readmission, if applicable, the student must repeat the class in which they were unsuccessful.

#### **K. ATTENDANCE**

Students are responsible for the content, assignments, and material of any course in which they are enrolled. Because of the unique nature of the materials, classes, clinical rotations, simulation and labs, many of these practical experiences cannot be repeated. In case of absence, the student is required to notify the instructor **PRIOR** to the beginning of the class/experience. Unexcused a 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, simulation or clinical practicum may compromise the student's ability to meet course learning outcomes.

#### **L. 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 program core 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 automatically be dismissed from the Nursing Program and not progress to the next semester.

All junior first semester (J1) courses must be successfully completed to progress to second semester courses with the exception of NURS 3323R Pathophysiology for the Health Professions (an online support course), which may be taken as a non-admitted nursing student, with the approval of the Nursing Policy Committee.

### **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 School of Nursing Department Office. Forms are located in the School of Nursing Office. The student must maintain a current name, phone number and mailing address with the School of Nursing 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 (at least every 24 hours) to avoid missing important messages. Email delivery of a notice to the student shall serve as notice.

## **C. INCLEMENT WEATHER- Didactic/Classroom learning**

Due to the tight schedule of classes, laboratories, simulation and clinicals in the nursing program, if the RSU campus closes due to inclement weather, didactic (classroom) coursework may transition to remote learning. This remote learning may be synchronous attendance via video conferencing or asynchronous viewing of recorded class content.

If a student is unable to access the internet or has technical difficulties due to weather, students must notify faculty and arrangements will be made to ensure content delivery.

This does not apply to laboratories, simulation, or clinical components. Faculty will provide students with a make-up plan for non-classroom learning activities.

## **D. COURSE/FACULTY 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.

## **E. 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.

## **F. ARTIFICIAL INTELLIGENCE (AI) POLICY**

**Acceptability and guidelines for the use of Artificial Intelligence (AI)** in courses, on assignments, activities or other course related work is designated by the faculty in the course syllabus. The four categories of use below will be designated by the course faculty.

- *Use Prohibited*
  - Students are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E-2) on assignments in this course. Each



student is expected to complete each assignment without substantive assistance from others, including automated tools.

- *Use with prior permission*
  - Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E-2) on assignments in this course IF instructor permission is obtained IN ADVANCE. Unless given permission to use these tools, each student is expected to complete each assignment without substantive assistance from others, including automated tools.
- *Use only with acknowledgement*
  - Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E-2) on assignments in this course if that use is properly documented and credited. For example, text generated using ChatGPT-3 should include a citation such as: “Chat-GPT-3. YYYY, MM DD of query). “Text of your query.” Generated using OpenAI. <https://chat.openai.com/>” Material generated using other tools should follow a similar convention.
- *Use is freely permitted with no acknowledgement*
  - Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E-2) on assignments in this course; no special documentation or citation is required.

*Duke University, 2024*

### **G. STUDENT-FACULTY RELATIONSHIPS**

The relationship between a student and faculty member is based on trust, 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 and is *not a social relationship*.

### **H. 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 the time most conducive to contact with students. Faculty members at the SFH site will keep office hours at the SFH site. 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.

Faculty members may be off campus during clinical rotation supervision. However, some faculty members may schedule up to two office hours immediately following or prior to clinical rotation assignment times in addition to six on-campus hours.

### **I. 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 are not allowed to attend clinical, simulation or skills laboratories, theory classes or other course related activities until the status is lifted. Any deficiencies must be rectified before the status is rescinded. Absences due to “Administrative Estoppel” status are considered unexcused absences.

## **J. MOBILE/CELLULAR PHONES AND PERSONAL ELECTRONIC DEVICES**

A non-distracting classroom environment is a key factor in the learning process. Cell 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.

## **K. TOBACCO POLICY**

The University is a tobacco-free campus. All forms of tobacco, including e-cigarettes/vapes, 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.

## **L. DRUG AND ALCOHOL POLICY**

Refer to the Student Code of Responsibilities and Conduct at [Student Code of Responsibilities and Conduct](#).

## **M. FACULTY ADVISOR**

Students will be assigned a faculty advisor at the beginning of their first junior semester in the program and will be informed as to their advisor during the first week of class via email. Students are encouraged to communicate frequently with their faculty advisor to ensure timely completion of their degree plan.

## **N. VISITORS/CHILDREN IN CLASS**

Visitors are not allowed in class unless they are a guest speaker or faculty guest. Students may not bring infants or children to the classroom, simulation, skills laboratory, or any clinical experience. A student may appeal this policy by writing a letter to the Associate Dean asking for a time-limited exception. The letter should state the circumstances and timeframe for the request. The Associate Dean will consider the request and notify the student of the final decision.

Children cannot be left unattended in the building or on the campus. Do not bring children to conferences with faculty without prior permission from the faculty with whom you are meeting. These conferences require the full attention of the student and instructor.

#### **O. EMERGENCY CONTACT**

In an emergency situation, the Nursing Program and School of Nursing 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 SCHOOL OF NURSING OFFICE.

#### **P. 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 it to the School of Nursing office. The form is found at [Nursing Student Release of Information](#).

#### **Q. NOTIFICATION OF POLICY CHANGES**

Each student documents their understanding of the policies contained herein by signing the *Student Acknowledgement and Release*. Should a policy require revision, or a new policy be developed, changes are communicated to students electronically within 10 working days of the revision/addition. Students are responsible for frequently checking email for communication and updates from the School of Nursing and Health Professions.

#### **R. 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.

#### **S. STRATTON TAYLOR LIBRARY**

The Stratton Taylor Library is available on the main campus for student use. Library hours and information about services are available at [RSU Libraries](#). The library is not open during Thanksgiving break, Spring break or during Holidays.

#### **T. 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](#).

#### **U. 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 at 918-343-7553 [finaid@rsu.edu](mailto:finaid@rsu.edu).

#### **V. INTELLECTUAL PROPERTY**

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

#### **W. COPYRIGHT POLICY**

The materials on this course website are provided for the educational purposes of students enrolled in the Traditional BSN program 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. 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 allowed to access to the course to those not registered in the course. Passwords should be guarded.
3. Participants are expected to represent their identities in a truthful manner. Falsifying your identity is grounds for disciplinary action of all parties involved.

#### **X. 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. Officer elections are typically conducted 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.

## 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.

VI. **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

RSU faculty-written exams simulate the experience the student will have when taking the RN licensure examination (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. Please arrive on time for all examinations. Students arriving after the exam has begun will be directed to reschedule the examination for another day/time of faculty's discretion.
  2. Students must sign-in and present a photo ID at the beginning of each exam and will remain sequestered until dismissed.
  3. Computer-based testing is the platform used for most nursing examinations.
  4. Once a question is answered and they move to the next question, they may not go back.
  5. *Forward progression* only—mimics NCLEX.
  6. Students are not allowed to bring ANYTHING into the testing room aside from laptop, ID and keys. Students are responsible for leaving any other items in a secure place prior to the exam.
  7. Scratch paper and pencils will be provided.
  8. Cell phones, iPads, electronic devices/smart watches, etc. are not allowed during the examination.
  9. Eating and drinking are not allowed during the examination or examination review period.
  10. Students may not wear hats or hoodie sweatshirts while taking an examination.
  11. Students are constantly observed by exam proctors while taking the examination.
  12. Students may wear noise-cancelling headphones provided by department or soft, disposable foam earplugs provided by student.
  13. If assistance is needed during exam, raise hand and remain seated and a proctor will come. No
  14. questions about the exam/content are allowed while in testing session.
  15. When finished with their exam, students are to remain sitting quietly and be respectful of others still testing until released by a faculty member.
  16. After student has reviewed their exam, they must show a test proctor the **green checkmark** prior to exiting ExamSoft. This ensures that exam was uploaded properly.
  17. Student will see a *preliminary* score earned on the exam after submission. This grade is subject to change after faculty review.
  18. While waiting to be dismissed from testing room, students may not use the computer until they have exited room.
- Sharing exam 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.

After 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, please report to faculty immediately. Clicking on the icon will be tracked 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<sup>19</sup> questions through ExamSoft. This is a wonderful learning opportunity! Students may not ask questions about exam items while in the testing area during the exam session. Students with questions about 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 a C or less 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 data of student test performance. The final examination score is figured after faculty review procedures are completed and will be posted on Blackboard gradebook for student appraisal. Grades are not distributed by telephone or email and will not be given to another student.

#### ***D. MAKE-UP TESTING/EXAMINATIONS***

It is the student's responsibility to verbally notify course faculty PRIOR to 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 a C or less on any exam MUST complete the remediation as assigned and attend the student exam review.

## 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 **VII** 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. Students who violate the Professional Standards for Nursing Students may be subject to discipline. 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; or
17. engaging in sexual exploitation of a client; or
18. Obtaining money, property, or services from a client through the use of undue influence, harassment, duress, deception or fraud; or
19. Engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws; or
20. 1. Allowing own value system to interfere with client care/well-being.  
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)

The nurse practices with compassion and respect for the inherent dignity, worth, and personal attributes of every person, without prejudice

The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

The nurse has authority, accountability, and responsibility for nursing practice, makes decisions, and takes action consistent with the obligation to provide optimal care.

2. 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.

3. 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.

4. 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.

5. The nurse collaborates with other health professionals and the public to protect and promote human rights, health diplomacy, and health initiatives.

6. 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.

The technical standards are not intended to deter a student or applicant for whom reasonable accommodation will allow a student to fulfill the program requirements. It is an applicant or student's responsibility to request reasonable accommodation from Student Disability Services. 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. Requests for accommodation by applicants or current students should be initiated with the Office of Disability Services ([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. See course syllabi for timelines.

#### **D. CHANGE IN HEALTH STATUS**

Nursing students must provide a health care provider's (physician, NP, PA) release for return to class, clinical, simulation and/or lab after a change in health status. Changes in health status include but are not limited to an illness/condition requiring the student to miss more than three consecutive days of school; surgery; treatment for an injury; pregnancy; giving birth. The student must be able to return to class/clinical/lab activities without restriction. If there are restrictions indicated by the healthcare provider, and reasonable accommodations can be made by the university for classroom and lab experiences and if clinical affiliates will allow the indicated restrictions, then the student may return with the restriction. If the restriction is not allowed by the clinical facility, or if the university is unable to accommodate the restriction, students will not be allowed to return until restrictions are removed. Accrued absences may affect the student's ability to meet course objectives and progress in the nursing program. See clinical absence policy on page 29.

#### **CLINICAL EXPERIENCE**

Clinicals are an exciting and essential component of nursing education and are required for all students. 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.

#### **Required Basic Clinical Safety Pre-Tests**

At the beginning of each semester, before entering the clinical setting, all nursing students are required to pass basic safety testing including Fire Safety, Hazardous Communication, Blood Borne Pathogens, TB, HIPAA with a grade of 80% or higher to enter the clinical setting. For example, 8 out of 10 points must be earned on each quiz. The materials and quizzes are located in the Nursing Basic Safety Training course on Blackboard. The materials and quizzes are self-paced but must be successfully completed by a designated pre-clinical deadline. The faculty will notify students of the deadline and provide needed information at semester orientation.

Competency in dosage calculation and drug safety is validated by the curricular requirement that students successfully pass the course NURS 3111, Dosage Calculation and Safe Medication Administration prior to being allowed to administer medications.

Inability to enter the clinical setting will result in clinical failure, failure of the nursing course, and dismissal from the Nursing Program.

#### **A. CLINICAL EXPERIENCE OBJECTIVES AND EXPECTATIONS**

Students must meet the clinical objectives to pass each clinical rotation for a clinical course. Students must write to each clinical objective describing the way/s in which it has been met during the rotation for each course. Faculty will review and must approve the written and demonstrated objective as being met by the end of the rotation.

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. Uniforms must be purchased from the RSU Nursing pre-approved brand.
- d. **Safety:** Provide safe and accurate care to assigned patient/patients.
- e. **Paperwork:** Timely completion of all weekly objectives.
- f. **Paperwork:** Timely and appropriate completion of all written assignments/clinical paperwork.
- g. **Compliance:** All policies of the facility must be complied with. Facility policies are communicated to Nursing students on the Clinical Hub and in student orientation to facilities.

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 clinical judgement model. 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. SIMULATION**

Simulated Patient Care Experiences (SPCE) provide a safe educational environment for students while providing realistic clinical scenarios. SPCEs foster the development of BSN appropriate clinical skills, critical thinking skills, clinical judgement, and decision making. At the end of each scenario, the student-centered debriefing period promotes student self-reflection and co-construction of learning between participants.

SPCEs are considered a component of the overall clinical portion of the nursing program and may comprise a portion of the Board of Nursing required clinical hours. Failure to complete required simulation hours or comply with the guidelines outlined in the Undergraduate Student Simulation Policy and Procedure may result in unsuccessful completion of the associated course.

Student preparedness, engagement and active participation is crucial for a successful and meaningful simulation experience. Full SPCE policy is found at [Undergraduate Student Simulation Handbook](#).

## **C. 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 carpools 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.

#### **D. 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 Associate Dean 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. Remove the student from the clinical setting
2. Assign additional learning assignments designed by the faculty to contribute to the achievement of course objectives and change unsafe behavior
3. Assign a failing grade for the weekly assignment
4. Create a Professionalism Concerns Report
5. Refer to Student Conduct, Equal Opportunity Office, or other appropriate University Office
6. Suspend from the course pending investigation

## **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 shirks professional responsibility and 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 and will complete any paperwork required by the clinical facility. Faculty will notify the Associate Dean and/or Undergraduate Program Coordinator immediately when a critical incident occurs, particularly if an incident report is filed with the hospital. The faculty will immediately complete a departmental *School of Nursing Incident Reporting Form* and file it with the School of Nursing administration as soon as possible.

### **E. CLINICAL DRESS CODE**

Professional dress and appearance are required. **A navy-blue style scrub top and pants are the designated uniform.** Clothing should be sized to accommodate comfort and 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 designated, pre-approved company. Scrubs are embroidered with the approved logo and title. Lab coats are not to be confused with sweaters or sweatshirts; neither of which are approved uniform attire.

Students must adhere to complete RSU dress code and uniform while in campus labs and simulation.

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).

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. Site-specific dress code guidelines are distributed during program orientation. Although compliance with the following list is not required to attend class at RSU, many facility-specific dress codes include restrictions such as:

- **Nails** are often required to be short and clean, with no artificial or polished nails.
- **Tattoos** with content that may be perceived as offensive must be covered at all times.
- **Piercings:** One pair of posts in the ears is usually permissible. Facilities often require facial and oral piercings to be covered or removed while in uniform. Facial piercings must be either removed or a clear piercing retainer may be worn.
- **Undergarments:** For warmth or coverage, a short or long-sleeved T-shirt may be worn under the scrub top. It may be white, navy or black and without a logo or design.
- **Shoes:** Standard white nursing or athletic shoes are required with quiet soles, strong material that is fluid impervious/resistant, and closed toe and heel. Shoes should remain **clean** during laboratory and clinical experiences.
- **Hair** must be restrained and off the shoulders, away from the face. Many facilities require hair color 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, simulation or lab setting.
- **Perfume, cologne, aftershave and essential oils:** 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. Specific guidelines will be given to students, as needed. 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 high heels allowed. Name badge required.

Failure to arrive at any clinical experience dressed appropriately may 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. If you have questions about the requirements for a particular site, please contact the faculty member assigned to the course.

#### ***F. MEDICATION ADMINISTRATION POLICY***

The purpose of this policy is to ensure 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 chemotherapy 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 supervision of the RSU nursing instructor. The staff nurse may NOT substitute for the direct faculty supervision during IV push medication administration. Not all facilities allow students to administer IV push or PICC line 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. The *School of Nursing Incident Reporting Form* will be completed.
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 to plan and provide care. 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 previously in this document, 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 \$42 just prior to beginning first clinical semester- student pays directly to Investigative Concepts, Inc. using their credit/debit card**
- **Cost of Drug Screening- approximately \$26/year just prior to start of the first semester and third semester of nursing program- cost included in student fees. This cost will increase to \$35/year for the incoming spring 2025 cohort.**

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.

If, during their time in the nursing program, a student gets arrested, convicted of a crime, or otherwise has a change in legal status, it is the responsibility of the student to notify nursing program administrators of the change.

### **Criminal Background Checks Policy for Current Students and Conditionally Accepted Applicants**

This policy covers all conditionally accepted applicants and RSU students admitted or enrolled in School of Nursing and Health Professions ("School") programs that require clinical rotations. Conditional acceptance is a term describing an applicant's status when basic review criteria have been met at the time an admission offer is extended but prior to full admission to an academic program. Such applicants are considered conditionally accepted pending a clear background check. Conditionally accepted applicants and enrolled students must undergo a national Criminal Background Check ("CBC") prior to the first day of class. Conditionally accepted applicants who have an adverse finding on a CBC report may be denied full admission/matriculation and enrolled students may be disciplined in accordance with established policies.

Deadlines for submitting the CBC will be set by the Associate Dean for the School. Any conditionally accepted applicant who fails to complete the CBC by the deadline will not be allowed to enroll and/or begin classes and may jeopardize full admission status to the program. Any enrolled student who fails to adhere to the CBC deadline set by the relevant Program will be suspended from all classes, rotations, or practicums until clearance documentation is provided. Due to the pace and rigor of these programs, to remove the suspension, an enrolled student must complete the CBC and provide clearance documentation within five (5) University business days of the date of such suspension or their enrollment may be terminated.

**Vendor/Cost:**

Conditionally accepted applicants and enrolled students must pay costs associated with procuring a CBC directly to the vendor and must use a vendor approved by the Program. The vendor will provide the conditionally accepted applicant or enrolled student with the CBC results. The vendor will also provide the School with the CBC results.

**Period of Validity:**

The School will generally honor CBC's for a period of two years, but a CBC may be necessary more frequently, depending on class, rotation, or practicum site requirements. Any student who has a break in enrollment may be required to complete a CBC before they are permitted to re-enroll in any courses.

**Scope of Criminal Background Checks ("CBCs")**

The CBC may include but is not limited to the following:

- Social Security Number Verification
- County Criminal Records Searches
- Statewide Criminal Records Search
- Federal Criminal Records Search
- National Criminal Database Search
- National Sexual Offender Database Search
- U.S. Department of Health and Human Services/Office of Inspector General List of Excluded Individuals/Entities Search
- OSBI with Sex and Violent Offender Search
- Tribal Court Search
- US Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nations (SDN)

The CBC for students who are licensed or certified caregivers may include the above and may also include but are not limited to the following:

- Professional License Verification
- Certifications & Designations Check

**Procedures for Reviewing Criminal Background Check ("CBC")**

The School shall establish a Criminal Background Review Committee ("CBRC"). The Director of the Program will review those CBC reports that identify an adverse finding and refer those to its CBRC. The CBRC will consist of the following School officials: the Records and Accreditation Specialist and two additional faculty members to be appointed by the Associate Dean.

The CBRC will review each referred CBC to determine the potential impact that any adverse findings might have on the conditionally accepted applicant's or enrolled students' ability to be fully admitted into and/or complete the program. Conditionally accepted applicants and enrolled students will have the opportunity to explain the adverse findings in writing prior to consideration by the CBRC.

**For Conditionally Accepted Applicants:**

If the CRBC determines a CBC includes an adverse finding that (1) that was previously undisclosed, (2) is more egregious than was disclosed, (3) may preclude the acceptance or participation in educational, practicum or rotation activities, or (4) conflicts with what was reported by the applicant on application materials, then the CBRC may, by majority vote, recommend that the Program rescind the conditional offer of admission. Such a recommendation must be made in writing to the Associate Dean. If the conditional offer of admission is rescinded, the University designee must notify the applicant in writing. The notice must include the reason and inform the applicant that they have five (5) University business days to submit a written response to the University designee describing any mitigating factors they would like the Program to consider. The University designee will consider timely submitted responses and notify the applicant in writing whether the rescission decision stands or is reversed. If the rescission stands, that decision is not appealable. If the rescission is reversed, the University designee must inform the applicant in writing of their current admission status.

#### **For Enrolled Students:**

If the CRBC determines a CBC includes an adverse finding that (1) that violates University policy, (2) was not self-disclosed as required by University policy, (3) may preclude the acceptance or participation in educational, practicum or rotation activities, or (4) will impede the student's ability to become licensed or certified in their profession, then the CBRC will present the findings to the Dean who will confer with the Vice President for Academic Affairs (VPAA) and the Office of Legal Counsel on the appropriate action and applicable University policy. The Dean will notify the student of any proposed disciplinary action in accordance with procedures under the applicable University policy. Actions may include probation, suspension, dismissal, or expulsion. The student's right to appeal is governed by the applicable University policy.

#### **Falsification of Information/Failure to Disclose**

Falsification of information submitted as part of the application process, or a CBC can result in immediate rescission of the offer of admission or dismissal of an enrolled student from the degree program. Further, conditionally accepted applicants and enrolled students shall have a continuing obligation to self-disclose criminal activity that occurs while a student is enrolled in the program. Conditionally accepted applicants must report in writing any criminal charges or convictions occurring in the interim period between conditional acceptance and full admission. Criminal activity that occurs while a student is enrolled in the Program and/or in attendance at the training site may result in denial/rescission of admittance to the training site and/or dismissal from the educational program. Enrolled students are required to disclose within five days of occurrence to their respective Associate Dean all criminal charges or convictions (other than minor traffic violations) and/or deferrals of adjudication. Conditionally accepted applicants and enrolled students who report criminal activity may be required to complete an additional CBC. Nondisclosure or falsification of this information will be referred to the CRBC and can be grounds for disciplinary action, up to and including dismissal from a program.

#### **Confidentiality of Records**

The University maintains CBC reports and all records pertaining to the results in confidence, unless release is otherwise required by law. Information about the Family Educational Rights and Privacy Act (FERPA) is available at: [FERPA US Dept of Education](#).

### **Recordkeeping**

CBC reports and all records pertaining to the results will be maintained in the accepted applicant's file or enrolled student's academic file and are retained in the respective program for the minimum timeframe listed below, unless otherwise required by law:

- Enrolled Students – five (5) years after graduation
- Conditionally Accepted Applicants – Two (2) years from date of application (provided no anticipated legal action).

### **K. CAMPUS SKILLS LABORATORY**

The Campus Clinical 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 scheduled/assigned lab 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. Safe demonstration of Front-Loaded lab skills to determine student readiness to enter facility clinical setting.
6. Students demonstrate preparedness by being in proper RSU uniform at all lab sessions.

During Campus Skills Laboratory, students are required to prepare ahead of time. Preparation includes reading assigned materials or viewing videos. The campus skills laboratory instructor may deem the student is unprepared as evidenced by:

1. Lack of basic, preparatory knowledge of the skills being discussed (knowledge that would have been obtained through required readings/videos).
2. Unwillingness to participate in laboratory practice and discussion.
3. Inattentiveness during the laboratory session/does not follow instructions.
4. Comes to the laboratory session without the necessary supplies/tools and/or paperwork.

*See course syllabi for details of practicum, grading and expectations for the lab portion of the course.*

### **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 rotation. 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.

IX.

**DRUG SCREENING POLICY**

<b>Scope/ Designated Programs</b>	This policy applies to all Rogers State University (RSU) students/conditionally accepted applicants admitted to designated degree programs that include or may include a clinical experience 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. For purposes of this policy, the term “Clinical Experience” includes clinical and observational rotations, and any other clinical-based experiential learning.
<b>Policy</b>	Drug screening(s) are required of all students/conditionally accepted applicants in designated programs as defined in <b>Scope/Designated Programs</b> above. As applicable, students/conditionally 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.

<p><b>Rationale</b></p>	<ol style="list-style-type: none"> <li>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 conditionally accepted applicant’s suitability to function in a clinical setting is imperative to promote the highest level of integrity in health care services.</li> <li>2. Clinical Experiences are an essential element in certain degree programs’ curricula. Patient safety concerns have led many health care institutions and clinical facilities to require drug testing of health care providers. Drug testing is also now a prerequisite for many facilities to accept student assignments.</li> <li>3. This policy allows the University to balance the needs of students, while protecting the interests of its patients and any affiliated health care facilities. It also allows the University to (a) meet the contractual obligations contained in affiliation agreements between <u>RSU</u> and the various health care facilities; (b) perform due diligence and competency assessment of all individuals who may have contact with patients and/or research participants; (c) ensure uniform compliance with accreditation standards and agency regulations pertaining to human resource management; and (d) meet the public demands of greater diligence in light of the national reports on deaths resulting from medical malpractice and medical errors.</li> </ol>
<p><b>Timing and Procedures of the Drug Screening</b></p> <p><b>Conditionally Accepted Applicants: (as defined in Scope/ Designated Programs)</b></p> <p><b>Current Students: (as defined in Scope/ Designated Programs)</b></p>	<ul style="list-style-type: none"> <li>● Conditionally accepted applicants in designated programs must complete the following prior to the start of classes or clinical assignment: <ul style="list-style-type: none"> <li>- Review the necessary procedures and consent forms provided by the relevant program.</li> <li>- Complete and sign the drug screening vendor’s consent and release form and return the form to drug screening vendor.</li> <li>- Successfully pass the drug screen with sufficient time for the vendor to provide clearance documentation to the university program designee. This may require time for retests in cases where specimens are diluted. For more information on what constitutes successfully passing the drug screen, see “Reporting of Findings” below.</li> </ul> <p>If a conditionally accepted applicant fails to complete the above prior to the first day of classes, the conditionally accepted applicant will not be allowed to begin classes and will jeopardize admission status in the program.</p> </li> <li>● 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.</li> <li>● 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.</li> <li>● Students who fail to adhere to the drug testing deadline set by the university will be suspended from all classes until the approved vendor</li> </ul>

	provides RSU with clearance documentation to the university or program designee.
<b>Identification of Vendors</b>	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.
<b>Allocation of the Cost</b>	Students and conditionally accepted applicants must pay the cost of the drug screenings. This fee is collected upon enrollment. The approved vendor will not collect money directly from students and/or conditionally accepted applicants.
<b>Period of Validity</b>	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.
<b>Drug Screening Panels</b>	<ul style="list-style-type: none"> <li>The drug screening shall test for a variety of illicit or otherwise controlled substances as dictated by each college or program. This shall include tests for amphetamines, barbiturates, benzodiazepines, cocaine, and opioids (including opiates), and any other controlled substance as identified by the college or program. Drug screenings may also include tests for substances that conditionally accepted applicants or enrolled students take pursuant to authorized prescriptions from licensed physicians or pursuant to a valid Oklahoma Medical Marijuana License.</li> </ul>
<b>Reporting of Findings and Student/Conditionally Accepted Applicant Access to Drug Screening Report</b>	<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/conditionally 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.</p> <p>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>Where conditionally accepted applicants and students have a valid prescription or Medical Marijuana license, they will have an opportunity to speak with a Medical Review Officer to provide the valid prescription or Medical Marijuana license for any positive test results as noted below. The test results will still be reported to the program as positive. Positive test results with valid medical explanations will not constitute offenses under this policy. However, students may not be able to participate at certain clinical sites and must comply with the rules of each site. Students may be required to show proof of a valid prescription or Medical Marijuana license to program staff. Some clinical sites do not recognize medical marijuana cards.</p>

	<p>Should the vendor report that the screening specimen was diluted, thereby precluding an accurate drug screen test, the student/conditionally accepted applicant will be required to complete and successfully pass a new drug screen test prior to the start of classes.</p> <p>Any appeal right based on a positive screen rests solely among the student/conditionally accepted applicant, the Medical Review Officer, and the vendor.</p>
<p><b>Positive Drug Screen</b></p> <p><b>Conditionally Accepted Applicants:</b></p> <p><b>Current Students First Offense:</b></p> <p><b>Second Offense:</b></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 screened.</p> <ul style="list-style-type: none"> <li>● Conditionally 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. Conditionally 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, may 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.</li> <li>● 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.</li> </ul> <p><b>NOTE:</b> 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.)</p> <ul style="list-style-type: none"> <li>● Any student who has a second positive drug screen, or a student who has one positive drug screen after a previous positive drug screen as a Conditionally accepted applicant, will be dismissed from the degree program.</li> </ul>
<p><b>Falsification of Information</b></p>	<p>Falsification of information will result in immediate removal from the conditionally accepted applicant list or dismissal from the degree program.</p>

<b>Confidentiality of Records</b>	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 <a href="#">Family Educational Rights &amp; Privacy Act- FERPA</a>
<b>Recordkeeping</b>	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"> <li>• Current Students – 5 years</li> <li>• Conditionally accepted Applicants – 2 years (provided no pending complaint)</li> </ul>

## PROBATION, SUSPENSION, DISMISSAL, AND OTHER SANCTIONS

### A. ACADEMIC AND NON-ACADEMIC MISCONDUCT

- X. 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 P & P Manual](#) and the [Student Code of Conduct Manual](#). 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.

Students may be subject to disciplinary action by the Nursing Program including but not limited to the following:

1. Any violation of the Safe Clinical Practices outlined in this Policy
2. Violation of the *ANA Code for Nurses or Standards of Nursing Practice*, including any academic or clinical dishonesty, and/or lack of professional behavior.
3. Violation of the *Rogers State University Student Conduct Code* or other University policy or Bulletin.
4. Adjudication of guilt in any incident of fraud, deceit, or a felony or any offense that shall constitute a felony.
5. Deliberate omission of fact on any academic or clinical record.
6. Falsification of any clinical or academic record.
7. Violation of state or federal laws, particularly those laws pertaining to patient care, i.e., HIPAA.
8. Refusal of student access to patients or premises by clinical site authorities.
9. Failure to pass the required basic safety tests with an 80% or greater within the specified time frame or number of testing opportunities.
10. A recommendation of dismissal from the Criminal Background Check Committee
11. Failure to follow the Safe Clinical Practices Policy
12. A positive drug test as outlined in the Drug Screening Policy

**Nursing program actions 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) Imposition of a Professional Concerns Report
- 4) Referral to appropriate University office such as Student Conduct, Title IX, or Equal Opportunity.
- 5) Suspension
- 6) Dismissal from the nursing program

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

## **B. ACADEMIC ACTIONS**

### **a) Academic Probation**

A student failing to satisfy the academic requirement (a “C” average) set forth in this policy will be placed on academic probation. The Nursing Program follows the Academic Probation policy of RSU outlined in the *Academic Catalogo*. Remediation with a faculty member/advisor is required for any student on nursing academic probation.

### **b) Academic Reasons for Dismissal**

As outlined in this Handbook, the following are academic reasons a student may be unable to progress to the next semester and may be dismissed. Depending on the circumstances and as noted elsewhere in this Handbook, students who are dismissed may be eligible to apply for readmission. As a reminder, students have the opportunity to appeal final course grades through RSU’s grade appeal process. Suspensions and dismissals can be appealed as outlined below.

- Students who withdraw from a course and are ineligible for readmission
- Failure to maintain the minimum GPA or earning a final course grade of less than “C” in required coursework or clinical rotation, required concurrent nursing course, or a concurrent non-nursing course by the semester indicated
- Failure to pass an essential skill demonstration as outlined in the course’s syllabus
- Inability to enter the clinical setting
- Failure to meet facility clinical objectives which results in a failure of the rotation
- Failure to follow safe clinical practices
- Failure to follow the Medication Administration Policy

### **c) Suspension or Dismissal Process**

The below process applies to all suspensions and dismissals from the Nursing Program including both academic and non-academic. The Associate Dean will make the decision to suspend or dismiss a student from the Nursing Program in accordance with the policies outlined in this Handbook. The Associate Dean will notify the student of their suspension/dismissal by sending a letter to the student’s campus email address. The letter shall include references to the conduct, pertinent policy provisions, and information about how to appeal. A student who has been notified of their suspension or dismissal has the option to appeal that decision through the process outlined below. The student shall have 10 business days to notify the Associate Dean in writing of their intention to appeal the suspension or dismissal and of the grounds for appeal. The only permissible grounds for appeal are that the decision to dismiss or suspend the student was biased or capricious. For the purposes of this policy, bias is defined as an unfair judgment against a person. Capricious is defined as not logical, impulsive, or unpredictable. The burden of proof shall be on the student who must

establish by a preponderance of the evidence (i.e., more likely than not) that the suspension or dismissal is biased or capricious. Please note, that this process is not intended to address violations of the University's Non-Discrimination Policy. All such allegations must be handled by the University's Equal Opportunity Officer. Finally, both parties shall have the right to be accompanied by a personal advisor or legal counsel throughout the hearing. Provided, however, that the administration may have legal counsel at the hearing only if the student does. The Appeal Panel may also have counsel present throughout the hearing if desired. Individuals advising the student or administration shall not question witnesses or address the panel.

1. Appeal Panel
  - i. Should a student choose to appeal, the Associate Dean or his/her designee shall appoint a Hearing Panel consisting of three faculty members and two students. One faculty member shall serve as Chair. The Chair serves as a voting member of the Panel. The student shall have the opportunity to challenge members of the Panel for possible conflicts of interest. The Associate Dean shall have the final determination of whether a conflict exists.
2. Prior to the Appeal
  - i. The Chair of the Appeal Panel shall notify the student and Associate Dean in writing of the date of the Appeal hearing. The Chair shall request and provide deadlines for the following information:
    1. A list of witnesses to be called a brief summary of the anticipated testimony of the witness
    2. A copy of the student's statement requesting the appeal
    3. A copy of the proposed exhibits or evidence to be presented
  - ii. Once the documentation has been received, the Chair will ensure that all parties have equal access to all evidence. The Chair, with the advice of Legal Counsel, will make the final determination about what evidence is relevant and shall be admitted.
3. Appeal Guidelines
  - i. The Chair of the Appeals Panel shall preside over the appeal, keep order throughout the process, and determine all relevant timelines including the extension of any such timelines.
  - ii. The student and the administration will be allowed to give brief opening statements and closing statements. After the opening statements, the Panel shall provide the parties an opportunity to present their respective positions, including the presentation of exhibits and witnesses. Each party shall also be given the opportunity to ask questions of each other and all witnesses. The Hearing Panel may also directly question any witnesses and will consider any relevant evidence presented.
  - iii. The Hearing Panel will determine by a majority vote whether the student has proven by a preponderance of the evidence that the decision to suspend or dismiss the student was biased or capricious.
4. Appeal Determination
  - i. The Appeals Panel will transmit its decision in writing to the Dean who shall notify the student and Associate Dean. If the student proves the decision was biased or capricious, the student shall be reinstated. If the student does not

prove the decision was biased or capricious, the suspension or dismissal shall be upheld. The Appeals Panel's decision shall be final unless the student submits written evidence to the Dean of (1) manifest procedural errors that denied the student a fair hearing or (2) new and significant evidence that could not have been discovered prior to the hearing. Such evidence must be submitted within 5 business days of the notification of the appeal outcome. The Dean may consider the written statement make a final determination.

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 at *Academic Policies and Procedures Manual*. The steps for appealing a grade are outlined therein.

### **C. 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 Associate Dean 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, Professionalism 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, Associate Dean, or those designated by the Associate Dean 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 48 hours, 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 Professionalism 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 Professionalism Report shall be placed in the student's file.



Professionalism Concerns Reports (PCR) are non-disciplinary; however, they do have consequences. Students who accumulate Professionalism Reports for repeated similar occurrences or who fail to make corrective action may be referred for disciplinary action. Additionally, Professionalism Reports may be used as evidence in disciplinary proceedings if relevant.

#### **D. NOTICE OF ARREST**

Students must notify the Associate Dean of any arrest (felony or misdemeanor) that may impact the student's ability to obtain an Oklahoma nursing license within 48 hours.

### **NATIONAL COUNCIL LICENSURE EXAMINATION (NCLEX-RN) and Oklahoma Licensure**

#### **A. NCLEX**

XI. 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 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:

- How to register for licensure by examination
- Oklahoma Board of Nursing Licensure Application process
- Information about Pearson Vue testing centers and how to schedule exam session
- What to expect on the NCLEX and how to prepare

Students are required to meet background check and finger printing requirements as applicable in the state for which they are applying for licensure.

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

The following policy and procedure were 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](#).

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: [Determination of Eligibility for Licensure or Certification with History of Criminal Conviction](#).

### **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: [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 notify the Associate Dean via email of the desire to obtain a license from a state other than Oklahoma and give RSU authorization to provide information to other states. If there are holds, academic or financial, transcripts and verification documents will not be released until the holds have been removed.

## **SOCIAL MEDIA**

This policy relates to students engaged in 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 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.*

Members of the Rogers State University community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. This policy is intended to support and educate Nursing Program students and is not designed to regulate protected speech. No provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship, or the educational, political, artistic or literary expression of students in classrooms and public forums. Instead, this policy is meant primarily to ensure students understand how to protect confidential information such as patient information, to help students avoid intellectual property violations, and to limit the use of electronic devices in classroom settings. Finally, as the Nursing Program is designed to prepare students to practice as nurses, the policy offers educational tips to students about online professionalism generally.

#### **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.
- 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, labs, simulation 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 laptop computers in class shall be restricted to academic endeavors such as 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 always followed. 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.
- 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.
- 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.

## 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](mailto:jconn@rsu.edu).

## PREGNANT AND PARENTING STUDENTS

Pregnant or parenting students may have additional rights under Title IX. The University wants to work with pregnant and parenting students to ensure they can continue their education and further their career goals. If you are a pregnant or parenting student, please contact the 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](mailto:jconn@rsu.edu) to find out what resources are available for you.

## COURSE OR PROGRAM COMPLAINTS

Students wishing to express a concern about a course, or the nursing program 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 Associate Dean, located in School of Nursing, Office 108. Please schedule appointment at 918-343-7631.

Third, if the Associate Dean 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 Associate Dean 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](http://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](http://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](#)

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## STUDENT ACKNOWLEDGEMENT AND RELEASE

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

XVI. 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.

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Student signature/date

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Printed name/date