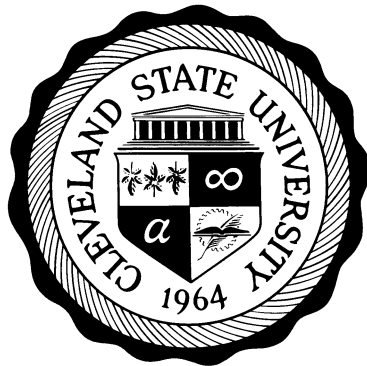


**CLEVELAND STATE UNIVERSITY**  
**COLLEGE OF EDUCATION AND HUMAN**  
**SERVICES**  
**SCHOOL OF NURSING**

**BACCALAUREATE NURSING PROGRAM**  
**STUDENT HANDBOOK**



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# VERIFICATION OF HAVING READ THE STUDENT HANDBOOK

My signature on this form indicates that I have read the Student Handbook.

I agree to abide by the rules, regulations and guidelines regarding the Nursing Program as approved by the Nursing faculty and published in the School of Nursing's Student Handbook.

I understand that this signed statement is a requirement for continuation in the Nursing Program and that it will be filed in my student record.

Check appropriate year:

Sophomore \_\_\_\_\_

Junior \_\_\_\_\_

Senior \_\_\_\_\_

RN Junior \_\_\_\_\_

RN Senior \_\_\_\_\_

Accelerated Option \_\_\_\_\_

**Please sign your name below and return this form to the Nursing office within 30 days of starting first semester classes in the School of Nursing. This document may be found in its entirety on our website: [www.csuohio.edu/cehs/departments/nursing](http://www.csuohio.edu/cehs/departments/nursing).**

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

# INFORMED CONSENT

**TO BE SIGNED AND SUBMITTED BY FIRST DAY OF FIRST SEMESTER CLASSES IN THE SCHOOL OF NURSING.**

I have read the information provided relative to "Potential Risk for Discomfort or Injury" and understand the nature and purposes of the above required learning experiences. I understand that I have a responsibility to exercise judgment in the practice of various learning experiences in order to protect myself from risks of injury or discomfort. I understand further that from time to time I may be asked to act as a subject in the Nursing Resources Laboratory and that there may be risks involved in these activities.

I understand that when I am engaging in learning experiences in clinical settings in the community (hospitals, client's homes, ambulatory health settings, etc.) that there is a potential for risk of injury or discomfort related to the presence of hazards, to me or an unborn fetus if pregnant, e.g. drugs, bacteria, viruses, radiation, machines, physical force, and accidents.

I hereby consent to participate in the required learning experiences and will not hold Cleveland State University or its agents responsible for injury that occurs to me during these learning experiences.

---

Student's Signature

---

Date

---

Print Name

## PURPOSE

Faculty in the School of Nursing endeavor to give students every opportunity to successfully complete the nursing major. One way to help students be successful is to share the policies and procedures of the School to assist them in meeting the goals of the nursing major.

The purpose of this handbook is to inform students of the policies/rules/regulations and procedures that govern student conduct and/or behavior/performance while they are enrolled in courses in the School of Nursing at Cleveland State University. Students enrolled in the nursing major are responsible for knowing and abiding by the material contained herein.

The faculty of the School of Nursing reserve the right to **make and to implement changes in student policies with notice** as needed.

This Handbook governs students admitted/readmitted Summer of 2008 and those currently in the program.

## **PREFACE**

Graduates of the baccalaureate program in nursing are prepared to function as generalists in the health care delivery system. The graduate is prepared to use the stress framework to provide primary, secondary and tertiary care to individuals, families, groups, and communities. The nursing process provides the organizing mechanism for delivering care.

The curriculum focuses on the integration of theories from the social, behavioral, physical and nursing sciences and the humanities for the practice of professional nursing. Graduates develop competencies in the performance of specific roles of the nurse, in the development of ethical standards governing nursing practice, and in the exercise of critical thinking and independent judgment.

Clinical experiences are obtained in a variety of health care agencies including: acute, critical, chronic and ambulatory care settings, and community agencies.

Basic students who graduate from the program are eligible to take the National Council Licensure Examination (NCLEX) leading to licensure as a registered nurse (RN). The RN is licensed to practice as a registered nurse as defined by The Board of Nursing, State of Ohio or in the state in which the NCLEX is taken.

## **ACCREDITATION, APPROVAL, AND MEMBERSHIPS**

The nursing program is accredited by Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington DC 20036-1120 and has full approval from The Board of Nursing, State of Ohio.

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## **RESPONSIBILITIES AND RIGHTS OF STUDENTS IN RELATION TO EDUCATIONAL STANDARDS**

*Published by The Ohio Nurses Association*

**The School of Nursing at Cleveland State University endorses the Responsibilities and Rights of Students in Relation to Educational Standards written by the Ohio Nurses Association. The School of Nursing at Cleveland State University reserves the right to adjust the rights and responsibilities discussed in this document in relation to the best interest of the students of Cleveland State University.**

**According to the Ohio Nurses Association, students of nursing are entitled to an environment where appropriate opportunities and conditions exist to insure freedom to learn.** They are obligated, however, to exercise this freedom with responsibility.

Enrollment should be open to the limits of the School's resources and facilities to qualified students as determined by admission standards. Access to schools of nursing should be unrestricted in the sense that no student should be denied admission on the basis of such factors as race, sex, age, or marital status.

At the same time, students should realize that schools of nursing are accountable to the public for the quality of nurses graduated and that **schools may establish standards of admission, retention, and graduation in accordance with the philosophy and their policies of the present instruction.**

These standards should make evident to the students those characteristics considered important to success in the program(s) of study offered.

Students should be aware that **schools of nursing have the obligation to protect the integrity of their educational purposes by setting standards of achievement and conduct for enrolled students and consumers of health care.**

Because students have the responsibility for maintaining the standards of the program of study in which they are enrolled, they have the right to expect that standards of professional behavior and academic achievement, together with means of assessment, are clear.

Although students are responsible for mastering the content of courses, they should be free to present reasoned dissent and opinion which differ from those offered in any course.

Students are entitled to due process throughout the academic program. Procedures used should ensure fairness.

In the case of disciplinary action, students should expect to be appraised of charges against them, to have an opportunity to refute the charges, and to have means available to review decisions.

(Endorsed by the Student Nurses Association of Ohio.)

## CODE OF ETHICS GOVERNING CONDUCT

Students are expected to adhere to the Ethical Code throughout the Nursing Program when acting in a professional capacity. The American Nurses Association code states that the nurse:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
7. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy (American Association of Nurses Code of Ethics, 2001).

*Failure to adhere to this Code may result in probation and or dismissal from the Nursing Program.*

## STUDENT CONDUCT POLICY

This policy is taken from State of Ohio rules and regulations related to student conduct while providing nursing care, which includes, but is not limited to the following requirements:

1. A student shall report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care;
2. A student shall accurately and timely report to the appropriate practitioner errors in or deviations from the prescribed regimen of care;
3. A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice;
4. A student shall implement measures to promote a safe environment for each client;
5. At all times when a student is providing direct nursing care to a client the student shall:
  - a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - b. Treat each client with courtesy, respect, and with full recognition of dignity and individuality
6. A student shall not:
  - a. Engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a client; or

- b. Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental or emotional abuse;

7. A student shall not misappropriate a client's property or:

- a. Engage in behavior to seek or obtain personal gain at the client's expense;
- b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
- c. Engage in behavior that constitutes inappropriate involvement in the client's personal relationships or
- d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships;

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

8. A student shall not:

- a. Engage in sexual conduct with a client;
- b. Engage in conduct that may reasonably be interpreted as sexual;
- c. Engage in any verbal behavior that is seductive or sexually demeaning to a client;  
or
- d. Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a client;

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

## INITIAL REQUIREMENTS FOR ENTRY INTO FIRST SEMESTER COURSES IN THE SCHOOL OF NURSING

Undergraduate students must submit the required materials to the Secretary of the School of Nursing two weeks prior to starting first semester courses of the nursing major:

- a. Completed personal health history record;
  - b. Completed health form with communicable disease/immunization record and physical examination \*;
  - c. Completed dental form;
  - d. Statement of personal health insurance coverage;
  - e. A certificate showing verification of CPR training \*; and,
  - f. **For RNs only: current malpractice (liability) insurance coverage \*.**
  - g. **For RNs only: current Ohio License \***
  - h. yearly completion of the NEONI nursing student orientation
- \* is required to be kept current**

The Recruiter/Advisor for the School of Nursing is responsible for processing and distribution of the health forms for new and returning students.

### PROFESSIONAL LIABILITY INSURANCE

#### POLICY:

1. All students enrolled in the nursing major are required to carry and maintain nursing liability insurance in the amounts of \$1,000,000/\$3,000,000 as a prerequisite to all nursing courses.

#### PROCEDURE:

1. Insurance for basic students is obtained on one policy by the School of Nursing. Payment for the insurance is charged to students with Fall tuition and fees.
2. RN students are to carry their own liability insurance. Insurance is available through the same company that is used by the School of Nursing for the basic students.

### FINGERPRINTING

Basic and RN nursing students must be fingerprinted to ensure ability to take work in many settings where hands-on care is to be given. State law # 38 mandates this need. For out-of-state and Ohio Residents (less than five years), both the civilian (BCI) and federal (FBI) checks are required. For Ohio Residents of five years or more residency only the civilian (BCI) is required.

You will find several locations around the state of Ohio which offer electronic fingerprinting when you access the following website: [www.webcheck.ag.state.oh.us/webcheckcommunity.htm](http://www.webcheck.ag.state.oh.us/webcheckcommunity.htm). Be certain to choose a location that has (NWC) listed after the name; those are the only locations that offer both the civilian and federal check. The results are automatically sent to the Ohio Department of Education.

Call 877-932-2435 to schedule an appointment. Complete the **National Background Check-General/Direct Bill Registration Form** to process the request and the **Request for a Copy of Background Check Form** to have the results sent to the CSU School of Nursing. Complete this early as it takes approximately three weeks for CSU to receive the information.

Electronic fingerprinting is available on campus and results of the required civilian background check are received in 48 hours. The administrator will scan your fingerprints. The results are sent directly to the Ohio Department of Education and the School of Nursing. You will receive a copy in the mail.

Call 216-687-4625 to schedule an appointment for fingerprints. Take the **Electronic Fingerprinting Invoice**, included in the Health and Programs Requirement admissions packet, to the Bursars office in MC 115 and pay the fee. Take the receipt to RT 1401. Be prepared to present a valid Driver's License or Ohio Identification Card.

## **HEALTH REQUIREMENTS FOR NURSING MAJORS**

### **HEALTH REQUIREMENTS**

Students must meet all health requirements before registering for any nursing course. Students who do not have current health data on file will not be allowed to progress in the nursing major nor participate in activities in the clinical agency. Students will only receive one notification regarding health data that is on file for the current semester. It is your professional responsibility to keep health data current. If a student does not comply with keeping records up to date, he/she will be asked to leave clinical courses until the paperwork has been completed. NOTE: this could result in inability to pass a clinical course. Students who do not have their health data record current and up to date will not be registered for the next semester of nursing courses until all records are current and on file with the School of Nursing.

### **HEALTH FORMS**

A student Health Report and Physical Examination and Immunization and Dental form are to be completed and on file at the School of Nursing two weeks prior to starting the first semester courses of the nursing major.

The two step Mantoux Skin Test is required for all students upon admission to the Nursing Program and the one step TB Mantoux Test is required annually thereafter.

**NOTE: No student will be allowed in a clinical setting if this information is not on file for the current year.**

The cost of these examinations and immunizations must be borne by the students. Immunizations, lab work, and physical examinations are available for students at the Health Services Department for a nominal fee.

### **PURPOSE:**

The purpose of maintaining health records of students enrolled in the School of Nursing is threefold:

1. to promote and maintain an optimal level of health for all nursing students.
2. to satisfy health and safety requirements of clinical agencies
3. to facilitate availability of health information in the event of student illness or accident.

### **POLICY:**

1. Entry physical and dental examinations are required of all undergraduate students in the School of Nursing. A second form is mailed to the student for an immunization update prior to the junior and senior years.
2. Each sophomore student is responsible for completing a personal health history form, scheduling a physical examination with physician or nurse practitioner and submitting forms to the School of Nursing by August 1.

3. The Student Health Report, the Physical Examination results and the Immunization Forms will be retained in the School of Nursing Office. Information in a student's health record is confidential and will only be released to appropriate faculty, clinical agencies or to the student's health care provider in the event of medical emergency. Prior to the beginning of the semester, the Clinical Placement Coordinator will send each clinical agency a letter verifying that students have evidence on file reflecting their compliance with requirements related to health data, liability insurance, and current CPR.
4. Registered nurse BSN students are also responsible for meeting the above physical examination and immunization requirements.
5. **Pregnancy:** A student who is pregnant is requested to present a statement from the health care provider to the Associate Director that she may continue clinical nursing laboratory/agency experiences. Following delivery, the student is requested to present a statement from her health care provider indicating when she can return to the clinical nursing laboratory/agency setting.
6. Students with a Herpes infection may not be on a clinical unit until the Herpes lesion has crusted and with no apparent discharge or secretions.
7. **Health Problems:** At the beginning of each semester, each student is responsible for informing clinical faculty of any and all health problems and medication being used that could in any way impact on safe clinical performance.

#### **RESPONSIBILITIES WHEN ILLNESS OCCURS**

Students are expected to seek health care when illness occurs and to follow directions regarding class attendance. Caution must be used during the clinical experience for the protection of the client and the student. If a student has been ill, a written statement from a physician may be required before returning to clinical laboratory experience. Students are responsible for contacting instructors immediately regarding their clinical absence and the possibility of a make-up assignment.

Students who have an extremity in a cast or are required by a physician to wear a neck brace must check with their clinical faculty to determine if they will be permitted in a clinical agency to care for clients. Some agencies will not permit students who are in casts or neck braces to be on their clinical units.

#### **RETURNING TO CLINICALS AFTER ILLNESS**

There is no light duty in the nursing curriculum. After a hospitalization, health related procedure, or serious illness, a letter that the student is ready to return to clinical work and has no restrictions on his/her movement or practice in the clinical area is required from his/her health care provider.

This does not guarantee the student's ability to remain in the clinical area, to complete course objectives, or to pass the clinical course. If the student is found to be unable to function safely in the clinical area or cannot meet the course objectives, he/she will not be permitted to continue in the course despite a physician's statement that he/she is capable of meeting nursing program expectations.

#### **EMERGENCY HEALTH CARE FOR STUDENTS IN HOSPITAL OR AGENCY**

Cleveland State University, and the hospital or agency will not assume liability for any accident or illness during a student's assignment. Injuries which occur during clinical laboratory are considered class injuries. The hospital will make available emergency medical treatment as required, **the cost of which shall be assumed by the individual student.** Students are not covered by Workman's Compensation. Personal health insurance **may** cover these costs. Students are expected to complete an **Incident Report** for accidental injury or illness acquired during any clinical laboratory experience.

## **INCIDENT REPORTS FOR ACCIDENTAL INJURY AND/OR ILLNESS DURING STUDENT EXPERIENCE**

Students are expected to complete both an agency incident report and the School of Nursing's incident report. The agency's report is to be counter-signed by the faculty member and promptly submitted to the nursing service department of the clinical agency. The faculty member and student are to complete the School of Nursing's incident form and submit it to the Associate Director and Director of the School of Nursing. Information should be concise but complete relative to the injury or illness.

### **ACCIDENTAL PERCUTANEOUS WOUNDS - PUNCTURE WOUNDS**

To assure adequate follow-up, nursing students sustaining an accidental percutaneous (puncture wound) and/or mucous membrane exposure to blood or body fluids shall comply with the following guidelines:

#### **PROCEDURES:**

1. If the exposure occurs in an acute care setting, the policy for that agency should be followed. The clinical instructor should be notified of the incident immediately or as soon as feasible. An incident report should be completed according to the agency policy. The student may be responsible for the cost of treatment and it is therefore advisable that all students have health insurance to help defray the treatment costs.
2. If the exposure occurs while the student is affiliated with an agency which has no policy to cover such an incident, the student should be treated within 24 hours by his/her personal physician or by the student health center at CSU.

## **INFORMATION ON POTENTIAL RISKS FOR DISCOMFORT OR INJURY**

While enrolled in the nursing program, students will have a variety of learning experiences in the classroom, college laboratory and health care agencies of the community that might expose them or their fetuses if students are pregnant, to agents that have the potential to cause injury or disease (i.e. chemicals, machinery, bacteria, viruses, radiation, drugs, physical force, etc.). In addition, students will be assigned to care for patients experiencing a variety of illnesses and disease states, some of which might be contagious.

These experiences are basic to the teaching-learning process of professional nursing programs. During the educational program students will be taught methods to protect themselves from potential risk or injury and will be expected to adhere to these methods at all times. A student should not participate in situations without prior instruction/preparation to protect himself/herself and the client from injury.

From time to time when participating in clinical courses in the Nursing Resources Laboratory, students will be asked to act as subjects i.e. exposing parts of their body for assessment by peers; using their body for the conduct of non-invasive laboratory procedures -- bathing, oral hygiene, range of motion exercise, positioning, etc.

These activities involve minimal risk of injury or discomfort to the student and are beneficial to a student because they afford an opportunity to develop skills in a variety of clinical procedures and to gain some information of the type(s) of sensations/feelings that patient's experience.

The above information is provided to inform you of the potential of risk for discomfort and/or injury that may be encountered during learning experiences provided in the nursing program. School of Nursing faculty will use all available mechanisms to protect a student from harm. Each student has a responsibility to exercise judgment commensurate with his/her educational level in the program to protect self and others from injury.

The signed Informed Consent form is attached to this handbook acknowledges understanding of the aforementioned paragraphs, agreement to participate in all learning experiences, acceptance of responsibility for exercising appropriate judgment, and agreement not to hold the University and its agents responsible for injury. Failure to give your consent will prevent acceptance and/or continuance within the nursing program.

## **POLICY FOR IMPAIRED STUDENTS**

This policy supports the School of Nursing's legal and professional responsibility to maintain an environment that ensures the provision of high quality, safe nursing care. Student nurses must provide safe, effective and supportive nursing care while as fully in control of their manual dexterity and skills, mental faculties and judgment as possible. Lack of such control is generally referred to as impairment and may have many causes. This policy is designed to address only impairment which results from chemical abuse or dependence.

### **POLICY:**

This policy is applicable to all students enrolled in the nursing major. Registered nurse students are subject to the rules and policies of their employers and the Ohio Board of Nursing.

Confidentiality regarding impairment will be maintained as much as legally possible. However, nursing faculty are required to report any registered nurse who is impaired or suspected of being impaired to Peer Assistance. After investigation, Peer Assistance may inform the Ohio Board of Nursing.

The following behaviors are to be used in evaluating a student who is suspected of being impaired. The behaviors include, but are not limited to, the following:

- \*increased errors in charting (illogical entries, changes in handwriting, late entries of narcotics or drugs on client charts)
- \*mental confusion; lack of logical thought; reduced mental alertness
- \*deteriorating or fluctuating classroom or clinical performance
- \*frequent mood swings/irritability
- \*changes in strength or motor activity
- \*unsteady gait; staggering gait
- \*slurred speech
- \*lethargy/sleepiness
- \*frequent use of the bathroom
- \*preference to work/eat alone
- \*disheveled appearance; appearance or behavior inappropriate to the setting
- \*bloodshot eyes
- \*use of sunglasses all the time
- \*constant use of mouthwash/breath mints
- \*flushed face
- \*pupillary changes-abnormal constriction or dilation
- \*needle tracks or skin blisters
- \*frequent disappearances during clinical
- \*odor of alcohol

A faculty member or staff who observes a student with behaviors that are indicative of impairment must assume the student is incapable of participating in the classroom or on-campus laboratory activities or providing safe, effective or supportive nursing care in the clinical setting, until proven otherwise. The faculty member has a responsibility to intervene as described below.

### **PROCEDURE:**

#### **A. SUSPECTED IMPAIRMENT WHEN IMMEDIATE ACTION IS INDICATED**

1. If a student is impaired and the student's condition or behavior poses a danger to himself/herself or others and medical intervention is needed, the faculty member will dismiss the other students from the class, laboratory or clinical setting and seek emergency medical attention for the student. The faculty member will file a report of the incident.
2. If the student is impaired and the student's condition or behavior requires immediate action because the student is vocal, disruptive, and/or threatening to others, the faculty member will dismiss the other students from the class, laboratory or clinical setting and try to calm the student. If the student cannot be calmed, the faculty member will call someone from the student's family or a friend to pick up the student. If the student's behavior is not controllable, CSU police or other security will be called to assist and will be responsible for determining how to manage the student.
3. As soon as possible after the incident, the faculty member will contact the Associate Director and the Director of the School of Nursing to inform them of the incident, the status of the student, and the evidence suggesting impairment. Based on this information, the Director may suspend the student from the program.
4. The Director will inform the student in writing of the suspension and offer the student an opportunity to meet within a given time frame and present information showing that the student was not impaired and the suspension should not continue. After such a meeting, or if the student fails to respond within five (5) working days to the written notice or declines the opportunity to meet, the Director may permanently suspend the student from the program and require the student to contact Peer Assistance, participate in evaluation and comply with the recommendations of Peer Assistance. Failure to contact Peer Assistance, cooperate with them and comply with the treatment plan may result in further disciplinary action, including dismissal from the Nursing Program.

## **B. SUSPECTED IMPAIRMENT OF A CONTINUING NATURE**

1. If a faculty member suspects a student of misusing or abusing chemical substances, the faculty member must observe the student over time, document the observed behavior to identify if there is a pattern of behavior that is different for the student.
2. The faculty member will review the documentation with the Director and the Associate Director.
3. If the Director concurs, the faculty member will inform the student in writing of the documented behaviors that suggest impairment. The student will be asked to arrange a meeting with the Director, or, in her absence, the Associate Director, and the faculty member to discuss the behaviors. The student may ask the University's Ombudsman to be present at this meeting.
4. If the student declines to meet with the Director or Associate Director or fails to respond within five (5) working days after the notice was sent to the student, the Director may suspend the student from the Program until such meeting is held.
5. If, during the meeting, the student is unable to offer a medically supported explanation for the observed, documented behaviors, the Director or Associate Director determines that the student has been impaired, then the Director or Associate Director may suspend the student from the program and require the student to report to Peer Assistance for evaluation and comply with Peer Assistance's recommendation. The student will remain on suspension from the Program.
6. If the student fails to comply with the referral to Peer Assistance or with Peer Assistance's recommendations, the student may be dismissed from the Program.

## **C. PAYMENT FOR COST OF REFERRAL AND/OR TREATMENT**

The student is responsible for payment of all costs incurred as a result of any referral to Peer Assistance and/or tests or treatment recommended by Peer Assistance.

## D. FURTHER ACTIONS

The School of Nursing may take additional actions, including disciplinary actions under the School of Nursing's Admission, Progression, and Academic Standards Committee and the Student Conduct Code, based on behaviors that are also subject to this policy (Refer to Disciplinary Policies).

## E. READMISSION

Students who have been cleared by Peer Assistance may seek readmission based on the policy in the Student Handbook.

## GLOSSARY OF TERMS

**Impairment from chemical abuse/dependence:** condition that develops from misuse, abuse, and/or dependency on chemical substances that interferes with the individual's psychomotor performance, conceptual or factual recall, judgment, and/or attentiveness.

**Chemical Substance:** one or a combination of substances including alcohol; over-the-counter, prescribed or illegal drugs; inhalants; designer drugs.

**Chemical substance misuse:** self-administration of any chemical substance for any reason other than its intended use.

**Chemical substance abuse:** personal habitual use of any chemical substance regulated by law; the personal use of any normally legal chemical substance such as alcohol in a manner that produces significant impairment or may lead to the development of impairment.

**Chemical dependency:** a medical treatable illness with certain recognizable signs and symptoms which is characterized by physical and/or psychological dependence on mood altering drugs and alcohol and is primary, progressive, chronic and fatal unless arrested.

## IMPAIRMENT DOCUMENTATION RECORD

**For the Faculty who observed the behavior:**

The behavior observed took place in (check appropriate area) and falls under the list of indicators contained in this document.

- a.  classroom
- b.  Nursing Resources Laboratory
- c.  clinical agency

**For the student:**

- I have read the attached policy
- I have met with the faculty member and the Director
- I have received documentation of the inappropriate behavior

**CSU School of Nursing Recommendation**

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I agree to comply with the recommendation

I do agree with the recommendation

\_\_\_\_\_  
**Student's name printed**

\_\_\_\_\_  
**Student's signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director's signature**

\_\_\_\_\_  
**Date**

## **GENERAL INFORMATION AND DEPARTMENTAL SERVICES**

### **OFFICES OF THE SCHOOL OF NURSING**

Administrative, faculty and staff offices are located in Rhodes Tower, 9th Floor and in the Chester Building 1st and 2nd floor. Secretaries are located in Rhodes Tower 915 and Chester Building 274.

### **RESOURCES:**

#### **Libraries**

Nursing students are required to use a variety of references other than their textbooks. Pertinent readings are included in the syllabus. Resources may be found in the University Libraries, Health Sciences Library at Case Western Reserve University, Cleveland Public Libraries, Libraries of the Cuyahoga County System, etc.

Students are reminded that defacing/stealing of library materials is classified by law as a third degree misdemeanor. According to the Ohio Revised Code, Section 2909.07, persons caught tampering with the property of another or interference with the use of the property of another may be prosecuted. Such conduct is unprofessional and could lead to dismissal from the Nursing Program and University.

#### **www (World Wide Web)**

Computer skills are required for a number of nursing courses. The www and Internet are to be used as resources to investigate current literature and research. Free classes to assist students with www and the Internet are available through the library. Computer labs are also available for all students use.

#### **Electronic Reserve**

Students are expected to access the appropriate syllabi and bring printed copies to their **first** class. Electronic Reserve, Nursing Home Page and Blackboard are places that faculty utilize to post course syllabi, articles, etc.

#### **Counseling Services**

Student counseling is free. Faculty may refer students for counseling or students may refer themselves. In specific situations, counseling may be required for a student to continue the program. All counseling is confidential.

#### **Writing Center (Located in CSU Main Library x6982)**

The Writing Center is free to all students for assistance in writing papers. Their assistance is especially helpful in preparing WAC (Writing Across the Curriculum) papers. Students are encouraged to call Dr. Mary Murray, Director at 216-687-6981 (FAX 216-687-6943) for an appointment with Writing Center staff/tutors. At the end of each semester, appointments need to be made at least two weeks ahead of time due to the popularity of the center. Visit the Writing Center on-line at <http://www.csuohio.edu/writingcenter/writproc.html> for more information.

### **Bulletin Boards**

Students are responsible for checking bulletin boards located in the Chester Building laboratory complex and outside the School of Nursing office on the 9th floor of Rhodes Tower where pertinent announcements will be posted. Students are also encouraged to check the School of Nursing webpage for announcements.

### **Student Lounge**

CB185 has been designated as the student lounge. It is the students' responsibility to keep it clean. Notices regarding the Student Nurse Association meetings are found there.

### **Mail Drop for Faculty and Office Staff**

Each faculty member has a mailbox in the School of Nursing. During office hours, **mail for faculty may be left with the secretary.**

### **Student's Name and Address File**

All students should provide current and permanent residence addresses and telephone numbers to the School of Nursing Office and update their personal information in CAMPUSNET. This information is particularly important in emergency situations and for summer mailings. Failure to comply places a student at risk of not receiving important communication from the School of Nursing. Students should inform their faculty and the School of any changes as soon as possible.

### **Change of Name/Address**

Students should be sure to update their personal information (phone numbers and address changes) in CAMPUSNET. In the event of a change of name and/or address, a student should, in writing and in a timely manner, inform the Registrar's Office and the Nursing secretary of the change.

### **Students' Use of the School of Nursing Office Equipment**

Because of costs involved, students are **not** to use the School of Nursing office equipment including copy machines, FAX machines, etc. Copy machines for student use are located in the main library. Students may print out papers, class handouts, etc. in the campus computer labs. Note that students are authorized a certain number of free printed pages per year in the computer labs.

### **Student Employment/Education References**

Prior to release of information regarding a student's performance in the nursing program, a release signed by the student must accompany the request for reference. The release form is available in the School of Nursing Office.

1. All students have the privilege of securing letters of reference from the School of Nursing for employment and/or graduate school. Please note however, that faculty are under no obligation to supply references for students/graduates.
2. A student may secure a letter of reference from an individual faculty member after conferring with her/him.

### **Educational Accommodations**

Educational access is the provision of classroom accommodations, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability. Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services at (216) 687 2015. The Office is located in UC 304. Accommodations need to be requested in advance and will not be granted retroactively.

## **POLICIES GOVERNING STUDENT RECORDS**

The School of Nursing maintains educational records for each student enrolled in the nursing program. Students have the right to review their educational records in the School of Nursing. (See CSU Policy Governing Student Records).

### **The first educational record consists of:**

1. Application form;
2. Transcripts from all colleges attended;
3. Copy of all correspondence between student and School of Nursing;
4. Summary of all correspondence between student and advisor;
5. Clinical evaluation forms, papers and reports

**The second record consists of:**

1. Name of health insurance company; copy of CPR certification; health data information; name of company where RN has obtained liability insurance and expiration date.
2. In addition students in the RN/BSN program must have documentation of RN license.

Upon graduation all information is destroyed with the exception of a final transcript and summary evaluation which are kept on file.

A student may request to see his/her personnel folder **in the presence of a faculty member**. A 24 hour written notice is to be given to the Associate Director prior to the student's being granted access to his/her record.

1. Students may not remove, delete or change any of the contents of the record/file.
2. Students may request a conference with a specific faculty member to discuss contents of the folder.
3. Students may request in writing a change/amendment to their educational record, if after conference with specific faculty member, the record has inaccurate information.
4. Requests for amending student records shall be processed by the Associate Director within two (2) weeks of the written request and the disposition of the request reported back to the student.

## **POLICIES AND PROCEDURES GOVERNING ACADEMIC STATUS AND PROGRESSION**

General academic policies for students in the Baccalaureate Nursing Program are consistent with policies of the University (see University Bulletin, Undergraduate Issue 2002-2004). Additions have been made to address curricular goals which foster development of self-direction, responsibility, accountability and critical thinking of students enrolled in the program.

The School of Nursing adheres to grievance policies and procedures of CSU as outlined in the CSU Student Handbook.

**IT IS THE STUDENT'S RESPONSIBILITY TO MONITOR HIS/HER ACADEMIC PROGRESSION TOWARD THE COMPLETION OF DEGREE REQUIREMENTS WITH THE COLLEGE OF EDUCATION AND HUMAN SERVICES ADVISORS AS WELL AS WITH THEIR ASSIGNED NURSING ADVISOR AND TO MAINTAIN GOOD ACADEMIC STANDING.**

### **GENERAL PROGRESSION**

#### **POLICY:**

In order to progress in the sequence of courses in the nursing major, students must:

1. Achieve a grade of "C" or better in each nursing course and support course
2. Maintain a minimum cumulative GPA of 2.50
3. Maintain nursing GPA of 2.50 per semester or above.
4. Demonstrate safe, professional and ethical behavior as defined in this Handbook
5. Satisfactorily complete the junior and senior level proficiency skillchecks
6. Achieve passing scores on all ATI tests.
7. Satisfactory score on standardized tests. Students are required to pass a medication test as well as other cumulative tests related to the synthesis of knowledge learned in prior classes prior to the beginning of each clinical course. Students must achieve a cumulative passing score of 75% on the exam portion of each nursing course in order to pass the course.
8. Submit health data and other requirements upon notification
9. Remain drug free during program; some agencies require random drug testing and students will need to comply
10. Sign and submit forms that state Student Handbook and Informed Consent have been read.

### **SEQUENCE OF NURSING COURSES**

#### **POLICY:**

1. All students must follow the sequence of nursing courses as proscribed by the curriculum. Full-time students in good standing in the nursing major must also take at least one nursing course per semester and complete all nursing courses within five academic years. Students who were admitted to the part-time sequence at the sophomore level must complete all nursing courses within six academic years. Due to course sequencing, the School of Nursing cannot guarantee students that need to repeat a nursing course for any reason that they will be able to so in the same academic year. Full-time students who cannot take at least one nursing course per semester and complete the nursing courses within five academic years must request, in writing, a personal leave of absence. Students may seek advice regarding course sequencing from the School of Nursing Recruiter/Advisor and their faculty advisor.
2. Failure to request a leave of absence may result in an initiated withdrawal from the nursing major by the School of Nursing's Admission, Progression and Academic Standards Committee.

## PROGRAM COMPLETION/RN LICENSURE

### COMPREHENSIVE EXAMINATIONS FOR BASIC STUDENTS

#### ATI TESTING

One requirement for successful completion is passing a standardized ATI test covering the course content. The test will be administered to the entire class on a date to be determined. You are expected to pass the test at a level set to demonstrate basic nursing knowledge needed for safe practice. If you do not initially achieve a passing score, you will be able to review your areas of strength/weaknesses, study from additional texts designed for quick review of information, and using different versions of the test, re-test until you bring your score up. Re-tests will be done on your own time, accessing the tests via the Internet with a personal password. On re-testing you will need a score of 85% of the questions correct to pass. You may retest up to five (5) times. Should you NOT score at a level of 85% on re-test on or before taking the 5 re-tests, you will NOT pass the course and will receive a grade no higher than a "D." Failure to complete these requirements by the day grades are due will result in being assigned a grade of I (incomplete). In order to progress to your next assigned nursing class, you will have until the first day of the next semester to fulfill the requirements of this class and change your "I" to a letter grade. Failure to complete any needed re-tests before the first day of the next semester will result in your being deregistered from the next semester nursing classes.

#### APPLICATION FOR GRADUATION

1. All students are required to complete a graduation application well in advance of their projected graduation date. Students should consult the Recruiter/Advisor before submitting their application. Petitions to graduate are available outside the office in the information center. All students must apply for graduation through the Registrar's Office. Deadlines for the graduation application are posted on the Registrar's website at <http://www.csuohio.edu/registrar/graduation.html>.
2. Evaluation for meeting degree requirements needs to be requested from the Sophomore and General Studies Advising Office no later than Fall semester for Spring graduation.
3. A formal application for the degree must then be made to the Graduation Office (also located in the Registrar's Office) and a fee paid to the Bursar. Check with the Graduation Office as to the current deadlines to petition to graduate.

#### LICENSURE

**Basic Student:** Information about RN licensure for basic students will be issued to each student at the beginning of the senior year. Applications will be distributed in May of spring semester.

**RN Student:** RN students are expected to maintain current Ohio licenses. Each student must show his/her current license to the School of Nursing Administrative Secretary by **August 30** of the year admitted to the nursing major. A student will not be permitted to begin Fall semester nursing courses if this requirement is not fulfilled.

#### NATIONAL COUNCIL LICENSURE EXAM - REGISTERED NURSE (NCLEX-RN)

**Applications:** Candidates for the nurse licensure examination in Ohio need to file two applications and two fees: one with the Ohio Board of Nursing and one with the NCLEX testing service. Applications are distributed by the Nursing office in May of Spring Semester to basic senior students.

**Eligibility for State Board:** The Ohio Board of Nursing determines eligibility of candidates for examination. Eligible candidates are sent an admission card which must be used to make an appointment to take the Computer Adaptive Test (CAT) at one of the designated Sylvan Testing Centers.

**Out-of-State Licensure Exams:** Candidates desiring to take the licensure exams in another state need to contact the State Board of Nursing in the respective state. (Find title of Board and Address in the Directory Section of the April issues, American Journal of Nursing or on the Web.)

**Felony Convictions and Related Implications:** There is a question on the School of Nursing's application asking if candidates have had a felony conviction. By Ohio law (section 4723.28 of the Law Governing Discipline of certificate of license holders), the State Board of Nursing is required to certify that anyone with a previous felony conviction is eligible to take the examination. Candidates are advised to answer the question honestly. The student is encouraged to discuss the situation with the Director of the School of Nursing. After completing the program, the following steps will then occur as defined by the Ohio Board of Nursing.

- a. The candidate will be asked to write to the court to have one's record sent to the Ohio Board of Nursing.
- b. Following review of one's records, the candidate will be asked to come for a conference with a Board member. (A faculty member may accompany the candidate for this conference.)
- c. The Board member will recommend the candidate's eligibility to the Board of Nursing so one may be admitted to the exam.
- d. The Board will vote on the recommendation and notify the candidate of its ruling.

## **LEAVE OF ABSENCE**

**There are two types of leaves: a personal leave and an academic leave.**

### **PERSONAL LEAVE OF ABSENCE**

#### **POLICY**

1. A student may be granted a personal leave of absence (LOA) from the nursing program **one time and still remain on active status in the program** for nonacademic reasons such as personal/family illness, financial problems, to consider other career options. The personal leave will be granted up to one year in length. Extenuating circumstances that may require additional time will be evaluated by the Admissions, Progression and Standards Committee in consultation with the Director of the School of Nursing.
2. A student who wishes to resume course work in the nursing major must follow the Readmission Policy.
3. Students will be deemed inactive and dropped from the nursing program without notification if they:
  - a. fail to return from a personal leave of absence, and
  - b. do not request an extension of the personal LOA.

**NOTE:** A request for an extension of the Leave of Absence must be made within one year after a personal leave has been granted, if the student wishes to remain on active status in the Program. However, there is a five year time limit for students who began as full-time students in the sophomore year and six years for students who began the sophomore year part-time.

#### **PROCEDURE:**

1. A student requesting a Personal Leave of Absence from the nursing major is to meet with the Associate Director to discuss the need for the leave. After discussion with the Associate Director, the student must submit a written request to the Associate Director or Director. The request may be reviewed by the Admission, Progression, and Standards Committee at the request of the Associate Director or Director.
2. The Associate Director or Director and The Admissions, Progression and Academic Standards Committee, if requested, will review the request and send a written response to the student regarding the request. Included in the letter will be the:

- The time frame for the leave of absence;
  - The projected course sequence to be followed upon return, if a request for readmission to the nursing major is granted.
3. The period of time for the leave will include the time needed for completion of the nursing major.
    - a. The student may be granted a personal leave up to one year. Should the student need additional time, s/he must submit another written request to the Associate Director stating the reasons.
    - b. A student who is experiencing a health problem may request a leave of absence until such time as the condition has been resolved or controlled.

**NOTE: Readmission to the nursing major after a LOA is not automatic.**

**ACADEMIC LEAVE OF ABSENCE: WITHDRAWAL AT MIDTERM OR AT END OF SEMESTER WITH PERMISSION OF THE DIRECTOR OF THE SCHOOL**

**POLICY:**

1. A student who withdraws at midterm for fear of failing or who fails one nursing course will be granted an academic leave.
2. The student will be considered for readmission on a space available basis.
3. If space is available, the student may register for the nursing course from which a withdrawal was obtained the next time the course is offered. The readmission policy is to be followed.

**READMISSION**

**FOR STUDENTS ON A PERSONAL LEAVE OF ABSENCE**

**POLICY:**

1. **Readmission is not automatic.**
2. Students seeking readmission to the nursing major after a Personal Leave of Absence must submit a written petition to the Chairperson of the Admissions, Progression, and Standards Committee requesting consideration for readmission in order to enter the program at the appropriate course/level. The request must be submitted at least one semester before the nursing course(s) to be taken is offered. The letter should state the desired date of return, the course at which they wish to restart, the state of readiness to return and any other factors that may influence the student's success in completing the Program.

Students must be able to complete all course objectives and clinical requirements upon return. A letter that they are ready to return to clinical work and have no restrictions on their movement or practice before being admitted back into a clinical area is required from the health care provider for return from a leave of absence for health reasons.

Students who are returning to the Nursing Program from a Personal Leave of Absence are required to see the Associate Director who will assist those who have been approved for readmission in developing a learning plan, if necessary.

4. Students who are returning to the nursing program from a Personal Leave of Absence and need to take the next nursing course in sequence are required to satisfactorily complete the following:

- a. if NUR 225/226 is to be taken, then a Program Re-entry Module, designed to allow faculty to evaluate the students ability to perform clinical skills from NUR 216. Students must pass the re-entry module to progress in courses in the nursing major.
- b. if NUR 305/06 is to be taken, then a program re-entry module, designed to allow faculty to evaluate the students ability to perform clinical skills from NUR 226. (The Module is to be completed at least one week before the semester classes begin.)
- c. for if NUR 325/326 or NUR 480/482 is to be taken, they will be required to take the junior Proficiency Skillchecks prior to re-entry. Students who will be taking either NUR 410/411 or NUR 412/414 will have to successfully complete the senior level Proficiency Skillchecks.

**NOTE:** A student who fails to pass the skills in the Re-entry Module or the skills in the Proficiency Skills Check will have to practice the skills 10 hours before retesting. Students must pass the Re-entry Module or Proficiency Skillchecks in order to progress in courses in the nursing major

5. A request for an extension of the leave or a request for readmission must be made within one year after a Leave of Absence has been granted if the student wishes to remain on active status in the Program. However, there is a five year time limit for completing the nursing program for students who entered full-time and a six year time limit for students who began the sophomore year part-time.

#### **PROCEDURE:**

1. All readmission requests are to be made to the Chairperson of the Admission, Progression, and Standards Committee. The Director of the School of Nursing will review all requests, if submitted during the summer.
2. A decision to readmit a student to begin where the student left when taking a Personal Leave of Absence will be based on:
  - a. past professional and ethical conduct;
  - b. prior academic and clinical performance; and
  - c. if there is space available in the course.
3. The Chairperson of the Admission, Progression, and Standards Committee will notify the student in writing of:
  - a. The readmission decision (denial or approval)
  - b. If approved, this letter will include:
    1. Conditions under which the approval is granted; the items on the "Re-entry Module" e.g., the skills to be evaluated in the Nursing Resources Laboratory or the skills to be checked during the Proficiency Skillchecks, and any written work that is to be submitted
    2. Semester in which the readmission becomes effective;
    3. Course sequence to be followed toward graduation;
    4. Health information to be submitted prior to reentry, i.e., physical/ dental report, renewal of liability insurance, the 2 step Mantoux skin test or chest x-ray, completion of hepatitis B immunization etc.;
    5. Refer to the School of Nursing's homepage [www.csuohio.edu/nursing](http://www.csuohio.edu/nursing) for the current Undergraduate Student Handbook.

#### **READMISSION AFTER ACADEMIC LEAVE OF ABSENCE**

##### **POLICY:**

1. **Readmission is not automatic.**
2. Students seeking readmission to the nursing major after withdrawal from or failing a nursing course must submit a written petition to the Admission, Progression and Standards Committee requesting permission to repeat the course when it is again offered. The letter should state the desired date of return, the course to be repeated, the

state of readiness to return and any other factors that may influence the student's success in completing the Program.

3. If the course is offered the next semester, the student does not have to complete a "re-entry module". If however, the student has been out of the Nursing Program for a year, then the Admission, Progression and Standards Committee will recommend the material the student is to complete prior to readmission.

Students who are returning to the nursing program from an Academic Leave of Absence are required to satisfactorily complete the following:

- a. students who withdrew from a didactic (theory) course will need to repeat the didactic course; in addition, a re-entry module must also be completed. Specifics of the re-entry module are set forth in an individually designed learning contract signed by the student prior to the re-entry date.
- b. students who withdrew from a clinical course must repeat the clinical course; in addition, they will be required to audit the related didactic course.

#### **PROCEDURE:**

1. All requests for readmission are to be made to the Chairperson of the Admission, Progression, and Standards Committee. The Director of the school will review all requests, if submitted during the summer.
2. A decision to readmit a student to retake a course from which the student withdrew at midterm will be based on:
  - a. past professional and ethical conduct;
  - b. prior academic and clinical performance; and
  - c. if there is space available in the course.

A decision to readmit a student to retake a failed course will be based on:

- a. prior academic standing,
  - b. past clinical ability,
  - c. past professional and ethical conduct, and
  - d. if there is space available in the course.
3. The Chair of the Admission, Progression, and Standards Committee will notify the student in writing of:
    - a. The readmission decision (denial or approval)
    - b. If approved, this letter will include:
      1. conditions under which the approval is granted; the items on the "Re-entry Module" if the student has been out for one year e.g., the skills to be evaluated in the Nursing Resources Laboratory or the skills in the Proficiency Skillchecks, the procedure for submitting the care plan and process recording for evaluation;
      2. semester in which the readmission becomes effective;
      3. course sequence to be followed toward graduation;
      4. health information to be submitted prior to re-entry, i.e., physical/ dental report, renewal of liability insurance, a 2 step Mantoux skin test or chest x-ray, completion of hepatitis B immunization etc.;
      5. link to the School of Nursing homepage for the current Student Handbook if the student has been out for one year.

#### **NOTES:**

1. Students readmitted are subject to the policies in the current Student Handbook.
2. Students who are dismissed from the Nursing Program will not be readmitted.
3. The School of Nursing reserves the right to deny readmission to students
4. Students who are concerned that an unfair act has been committed against them need to discuss it with the individual involved. If unresolved then they should discuss their concern with the Director of the School of Nursing or the University's Ombudsman. Depending on the nature of the concern, students will be directed to the appropriate person/channel to register their complaint.

## ACCELERATING INTO THE ACCELERATED PROGRAM

During the junior year all students will receive a letter from the School's Director regarding application to "accelerate into the accelerated program." The School of Nursing Admissions/Progressions Committee will make the decision on who can accelerate pending space available.

The criteria for acceptance into 'accelerated' status are the following:

1. Possessing at least a bachelor's degree from an accredited college or university.
2. Being in good academic standing.
3. Having grades of B or better in all clinical courses.
4. Completing your nursing courses without a leave of absence.
5. Having met all university general education and nursing support courses at the end of your junior year, so that the only remaining courses you need for graduation are the senior-level nursing classes offered in the summer.

If you wish to be considered for acceleration, do the following two things when the call for applications is announced:

1. Send the Director a written statement documenting how you have met the above criteria (*this does not need to be a lengthy statement – just indicate how you have met all the criteria*).
2. Pick up two accelerated student reference forms from the School office, and have two clinical faculty members from the junior year complete the form and send them to the Director.

All applicants will be notified in writing after the Admissions Committee has reviewed materials submitted. Know that application materials will be reviewed holistically. The committee will take into account all aspects of your work, including your ATI testing results, in making the determination of acceptance into a very demanding program.

# GRADING POLICIES/ACADEMIC STANDARDS

## GRADES IN NURSING MAJOR

Grading Scale for Courses in Nursing Major			
95 - 100%	= A	82 - 80%	= C+
94 - 92%	= A-	79 - 75%	= C
91 - 89%	= B+	*74- 65%	= D
88 - 86%	= B	*64 - below	= F
85 - 83%	= B-		
* course must be repeated if readmission is granted			

### POLICY:

#### 1. Didactic Courses

An average score of 75% or higher on all tests, exams, quizzes is required to receive a grade of C in any nursing course. A 75% average or higher is required on each additional assignment in the course (such as papers, reports or experiential activities). The average test, exam, and quiz grades must be a 75% or higher before the other assignments (such as papers, reports or experiential activities) are added in to calculate the final course grade.

The exception to the 75% is on final med math quizzes where a final quiz score of 90% is required to pass the course.

Papers receiving less than 75% may be rewritten and resubmitted for grading on time only. The highest grade on the rewritten paper that can be received is a C. For final grade calculations the original paper and the rewritten paper scores will be averaged for the final paper grade.

#### Clinical Courses

A 75% of higher on the Clinical Evaluation Tool is required to receive a grade of C in any clinical course. The score on the Clinical Evaluation Tool must be a 75% or higher before the other assignments will be calculated into the grade. A 75% average or higher is required on each additional assignment or group of assignments in the course (such as nursing care plans, process recordings, experiential activities, journals).

The exception to the 75% is on final med math quizzes where a final quiz score of 90% is required to pass the course.

2. Students may not progress in the nursing major if a grade of less than "C" is earned in any nursing course.
3. Students may repeat a failed nursing course only once.
4. Students will be dismissed from the Program if two (2) grades less than "C" (D or F) are received at any time during the program.

For example:

- a. if a student receives a grade of "D" or "F" in the same nursing course twice.
- b. if a student receives a grade of "D" or "F" in two nursing courses in the same semester.

- c. if a student receives a grade of "D" or "F" in two nursing courses in the same semester at any time during the program.
- 5. A non-passing grade earned in any nursing course may **not** be removed by re-examination or by writing a paper.
- 6. Sophomore students who earn a grade of "D" or "F" in a nursing course at the sophomore level may take only non-nursing courses until they satisfactorily complete the failed course if readmission is granted.

**PROCEDURE:**

- 1. The grades received for nursing courses are monitored every semester.
- 2. Any student who receives a "Notification of Failing Grade" will have a copy of the notice filed in the student's permanent record.
- 3. Students who fail a nursing course (receive a grade of less than C) are notified by the School of Nursing's Admission, Progression, and Academic Standards Committee that they have been placed on academic leave and cannot progress in the nursing major.
- 4. Students must request readmission to retake a failed nursing course. **Readmission is not automatic.** Decisions are made based on space availability, a student's past overall academic performance, professional ethics and behavior.

**GRADES ON CLINICAL EVALUATION TOOL**

**POLICY:**

- 1. Nursing faculty have the responsibility for evaluating the clinical performance of all students in relation to course objectives. The nursing faculty have the authority to withdraw students from the clinical agency at anytime, if behavior or nursing practice is considered unsafe/ unsatisfactory or unethical/unprofessional.
- 2. The student must satisfactorily pass all NRL skills associated with clinical courses
  - A. Sophomore, Junior, basic and accelerated students must complete skill checks on designated nursing procedures. The purpose of skill check is to assist the student in achieving and maintaining competency in performing basic clinical procedures. Once competency is achieved, the student may perform the skill in the clinical agency. Evaluation of skill checks are performed by the NRL staff and clinical instructors. The evaluation tool is based on satisfactory or unsatisfactory performance.
  - B. Senior Proficiency is a series of activities that provides review/practice and peer evaluation of nursing skills. This activity is required of all senior, basic and accelerated students. All documents must be completed and handed in at the designated due date of an *Incomplete* will be given and the student will be unable to graduate.
  - C. All policies and procedures outlined in the Nursing Resources Laboratory, section of the Student Handbook also apply to skill checks (see page 35 - 37)
  - D. Failure to pass skill checks will result in dismissal from the Nursing Program.
- 3. The student must meet all terminal and level objectives
  - A. Sophomore Level the student will:
    - 1. Understand how the major scientific principles and concepts from the natural, physical and behavioral sciences, the humanities, and the stress framework relate to nursing practice
    - 2. Use the nursing process to provide tertiary care to individuals
    - 3. Use documented findings as a basis for nursing practice
    - 4. Implement the role of interdisciplinary health team members
    - 5. Describe leadership theory and relate it to nursing practice

6. Recognize individual responsibility and accountability for the enactment of ethical behavior in nursing practice
7. Identify the role of life-long learning in the development of the professional self

B. Junior Level the student will:

1. Apply knowledge of major scientific principles and concepts from natural, physical, behavioral, and nursing sciences, and humanities, and use the stress framework for organizing therapeutic nursing interventions in community-based settings
2. Use the nursing process to provide primary, secondary, and tertiary preventative care to individuals and groups
3. Use primary sources as a basis for nursing practice
4. Establish collaborative relationship with members of health team to help clients achieve their highest level of health
5. Understand the dynamics of leadership and change strategies as they relate to the delivery of nursing care
6. Use ethical principles and assume responsibility for own actions in managing clients care
7. Analyze the relationship between learning and professional growth

C. Senior Level

The student will:

1. Synthesize knowledge and skills from the natural, physical, behavioral and nursing sciences and from the humanities
2. Use the nursing process to provide primary, secondary, and tertiary preventative care to individuals, families, groups, and communities
3. Apply research findings of others and formulate one's own researchable question for clinical practice
4. Consult with other health professionals to develop multidisciplinary plans to manage care of clients
5. Use leadership skills to initiate change in the delivery of care to clients in community-based settings
6. Assume responsibility and accountability for ethical behavior in all roles of the professional nurse
7. Formulate goals for further personal and professional development

D. Terminal Objectives

The student will:

1. Use knowledge and skills from the natural, physical, behavioral, and nursing sciences, the humanities, and the stress framework in nursing practice within community-based settings
2. Use the nursing process to provide therapeutic interventions at each level of preventative care to individuals, families, groups, and communities to mobilize General Resistance Resources (GRRs)
3. Use nursing research findings in the delivery of preventative care
4. Communicate with members of the interdisciplinary team to manage care of clients
5. Use leadership skills to effect change and to improve the delivery of health care to clients in community-based settings
6. Demonstrate responsibility, accountability, and ethical behavior when enacting the roles of a professional nurse
7. Recognize the need for life-long learning and continued professional growth

4. The student must achieve all critical behaviors. Critical behaviors are specific criteria used in each clinical course and are identified on the course clinical evaluation tool in **bold**. These behaviors are expected and required for safe practice. A student who receives a "N" (No) for any of the critical behaviors will be suspended from the clinical setting. The course coordinator, clinical faculty member, and student will then review the behavior in question and a decision will be made as to whether: 1) the student returns to the course without any further action required, 2) returns to the clinical setting on probation, 3) is given a failing grade for the course.
5. The clinical faculty will discuss with the course coordinator any student who, in her/his opinion, is viewed as unsafe/unsatisfactory, unethical/unprofessional or has below a C grade in the course. The faculty member will advise the student of the issues, concerns, and behaviors that demonstrate failure in the clinical area.

6. **Students must have a grade of “C” or above on the clinical evaluation tool in order to pass the clinical course. Regardless of the percentage for the course, students must have a passing score on the final clinical evaluation tool.**

## **BEHAVIORS INAPPROPRIATE FOR PROFESSIONAL PRACTICE**

### **DESCRIPTION:**

**As a professional discipline, issues of unsafe, unethical or unprofessional behavior are of utmost concern. Students may be removed from the clinical setting or dismissed from the program if such behavior occurs. Unsafe/unsatisfactory/unethical performance is defined as, but not limited to:**

- a. being unprepared for the clinical experience at any time.
- b. failure to meet required objectives.
- c. acts that cause the client to experience undue physical/mental stress.
- d. acts that jeopardize client safety.
- e. behavior in which errors are made and not reported to faculty or errors that are not recognized and corrected.
- f. chronic lateness to recitation or clinical agency as defined in the syllabus and by instructor.
- g. failure to report or take preventive action in situations that threaten the health, welfare and safety of clients.
- h. using language which is abusive, slanderous, derisive or inflammatory in interactions with peers, faculty, staff, clients and the general public.
- i. failure to submit required, updated health data, liability insurance on time when requested or other documents required by agencies.
- j. display of behaviors identified in Impaired Student Policy.
- k. failure to attend any clinical during assigned hours.

### **PROCESS**

#### **For Unsafe Practice/Unsatisfactory Behavior:**

1. The clinical faculty will suspend a student from clinical at any time during the course who is deemed unsafe by the clinical faculty

**NOTE:** A suspension is immediate removal of a student from the classroom, recitation session or clinical agency.

2. In such cases, the clinical faculty will immediately notify the course coordinator regarding the student's performance that is problematic. Clinical faculty must notify course coordinators of a student's clinical absence within 1 day.
3. The student must meet with the clinical faculty and the course coordinator to review the incident in question. The student will present a written account of his/her perception of the incident at this meeting. The student will not be permitted to attend further clinical sessions until the issue has been reviewed and a decision made about continued participation in the clinical course.
4. Refer to the Disciplinary Policy for Probation.
5. Compliance by the student to the Disciplinary Policy for Probation does not excuse future behaviors. The student's ultimate grade in the course will be the result of the student's overall performance and the student's ability to meet the course objectives.
6. The student may ask the University's Ombudsman to be present as an outside observer at the meeting with the course coordinator and clinical faculty or any other meeting with faculty during this process.

7. A student who receives a failing grade for the course has the right to initiate a grade dispute.

**DESCRIPTION:**

**Unethical/unprofessional performance is defined as, but not limited to:**

- a. acts that cause the client to experience undue physical/mental stress.
- b. failure to maintain confidentiality of clients in clinical/public setting.
- c. falsifying assignment or copying other students papers, using the internet or other external. Resources to obtain material which is then submitted as original work (plagiarism).
- d. behavior in which errors are made and not reported to faculty or errors that are not recognized and corrected.
- e. inability to get along with peers, faculty or staff in clinical and non-clinical situations related to all aspects of the nursing program.
- f. failure to abide by the dress code within the Nursing Resources Laboratory, health care agencies or community settings.
- g. failure to report or take preventive action in situations that threaten the health, welfare and safety of clients.
- h. failure to submit required, updated health data, liability insurance on time when requested or other documents required by agencies.
- i. failure to adhere to the University Conduct Code.
- j. failure to use clinical time to achieve learning objectives.
- k. failure to stay for duration of assigned experience.
- l. chronic lateness to recitation or clinical agency as defined in syllabus by instructor.
- m. failure to refrain from making negative comments in public settings about peers, staff, faculty in clinical or classroom.
- n. display of behaviors identified in Impaired Student Policy.
- o. consistent lateness to class

**PROCEDURE:**

**For Unethical/Unprofessional Behavior**

1. Faculty who observe students with any of the above unethical/unprofessional behaviors or other behavior deemed inappropriate will give the student must follow the Disciplinary Policy on Probation.
2. **Meeting the requirements of the Probation Policy does not assure that the student will pass the course. The behaviors that were present when the student was suspended may still persist and the student will ultimately receive a grade of 'D' or 'F' for the course.**
3. The student may ask the University's Ombudsman to be present as an outside observer at the meeting with the course coordinator and clinical faculty or any other meeting with faculty during this process.
4. A student who receives a failing grade for the course has the right to initiate a grade dispute.

**NURSING ACADEMIC PROFILE (GPA FOR NURSING COURSES)**

**POLICY:**

1. Students must achieve/maintain a grade point average of 2.5 or above for **all nursing courses each semester.**
2. A student who's nursing GPA is below 2.5 will be placed on academic probation. The student will be notified of the probation by the School of Nursing's Admission, Progression, and Standards Committee.
3. A student on academic probation must raise the GPA to 2.5 or above the next semester. Failure to raise the GPA in **THE FOLLOWING SEMESTER** will result in dismissal from the nursing program.

4. A student can be placed on academic probation one time for a GPA below 2.5. A student, who again earns a second GPA below 2.5 after raising it to remove academic probation, will be dismissed from the nursing program.
5. Consistent failure to meet the cut scores on the ATI standardized tests at the end of each academic year will place the student on probation

## **GRADES IN SUPPORT COURSES**

### **POLICY:**

1. Students must achieve a grade of "C" or above in each support course.
  2. Students will not be allowed to progress in the sequence of nursing courses if a grade of less than C is earned in a support course that is prerequisite to a nursing course. Depending on course requirement, this may require the student to wait one year until such course is offered again. Private individual arrangements to repeat failing nursing courses are not an option.
  3. If the student has pre-registered or registered for the subsequent nursing courses he/she will be required to withdraw.
  4. Students must repeat the support course in which a grade of "D" or "F" was earned. A student may repeat a support course only once. A student may not repeat more than two support courses. Failure to pass a support course on the second attempt will result in dismissal from the nursing program.
  6. A student will not be permitted to take a support course concurrent with the course for which it is a prerequisite.
1. The grade for each support course will be monitored each semester.
  2. The School of Nursing's Admission, Progression, and Standards Committee will monitor the student's grades for support course and notify students by mail that:
    - a. the course must be repeated, and
    - b. the nursing course for which it is a prerequisite cannot be taken until the support course has been successfully repeated.

## **CUMULATIVE GRADE POINT AVERAGE**

### **POLICY:**

1. Students must maintain a cumulative grade point average of 2.50 or above in all University courses.
2. Academic counseling is required for every student at least once a year. A record is kept by the Advising Office (Recruiter/Advisor) and is needed when you submit paperwork for graduation. Therefore, it is important that students see a College of Education and Human Services (COEHS) Advisor at least once a year. The COEHS Advising Office is located in RT 1401 and is available to all students in the College by appointment. The College of Education and Human Services Advising website is [coehs.advising@csuohio.edu](mailto:coehs.advising@csuohio.edu); the COEHS Advising Center's phone number is 216-687-4625.

### **PROCEDURE:**

1. Grade reports that reflect the cumulative GPA will be monitored every semester.
2. Students who's cumulative GPA falls below a 2.50 will be dismissed from the nursing program. Dismissal from the nursing program does not mean dismissal from the University.

3. A student whose cumulative GPA is below 2.50 will have his/her standing reviewed by the School of Nursing Admission, Progression, and Standards Committee.

## **INCOMPLETE GRADES**

### **POLICY:**

1. A grade of "I" received in a support course must be removed before the nursing course for which it is a prerequisite is taken.
2. Faculty who give a student a grade of "I" (Incomplete) in a nursing course are to do so only if the student meets the criteria for receiving a grade of "I". "An "I" grade can be assigned by the instructor when all three of the following conditions are met:
  1. Student has the potential to pass the course;
  2. Student has not completed all assignments for reasons deemed justified by the instructor;
  3. The student has notified the instructor prior to the end of the grading period."
3. "If all three conditions listed above are not met, the instructor has the option of assigning an "X" or of assigning a letter grade based on completed work. Please note that an "I" automatically becomes an "F" if not resolved by the last day of instruction of the following semester." In addition to these University Criteria for assigning an incomplete ("I") grade, the incomplete work can NOT involve clinical hours.
4. Faculty are to determine the due date when the student must submit completed coursework. Students must remove the grade of "I" received in a nursing course before the first day of the next semester, including summer. If the student cannot complete the work by the first day of the next semester, the student should be advised not to register for nursing courses or drop the nursing courses if already pre-registered. The School of Nursing reserves the right to de-register students.

### **PROCEDURE:**

1. Faculty will follow University guidelines when determining if an incomplete grade can be granted.
2. The instructor who issued the incomplete grade will change the grade from Incomplete in CAMPUSNET web grading when the student has satisfactorily completed and submitted their work.

## **COURSE WITHDRAWAL**

### **POLICY:**

1. Students who are having academic difficulty in any **general education course** have the option of withdrawing from the course prior to the eighth week in the semester without penalty (Consult the CSU semester course schedule for the actual date).
2. Students who are having academic difficulty in a **semester long nursing course** have the option of withdrawing from the course **prior to the end of the eighth week** in the semester without penalty. **Academic withdrawal before the end of the eighth week for work that is less than satisfactory is permitted only once during the entire nursing program. Students must request readmission to the program when course withdrawal puts them out of sequence for regular progression in the major. The withdrawal deadline for half semester courses is before the fourth week of the course.**

3. Students who have extenuating circumstances and need to withdraw from a nursing course after the eighth week need to discuss their problem(s) with their faculty advisor and Associate Director. Extenuating circumstances include, but are not limited to: personal illness/injury, death in the family, and critical illness in family.
4. Students who are already on academic probation will not be permitted to withdraw from a nursing course at any point in the semester because of academic difficulty.

**PROCEDURE:**

1. Students will need to complete an Add/Drop Form when dropping a course. The forms are available in the Nursing Office, RT 915 or from the College of Education and Human Services Advising Office, RT1401.
2. Students who need to drop a course after the eighth week are to meet with their faculty advisor, who in turn will refer them to the College of Education and Human Services to complete the necessary paperwork.

**GRADE DISPUTE POLICY**

1. Students have the right to pursue the CSU grievance process
2. Students should follow the process outlined in the Cleveland State University Student Handbook

# **POLICIES GOVERNING CLINICAL AND CLASSROOM EXPERIENCES**

## **CLINICAL PROTOCOL**

### **POLICY:**

1. Attendance is mandatory for all clinical and Nursing Resource Laboratory recitation sessions.
2. If the student is unable to attend the clinical session or will be late, s/he must contact the clinical instructor or designated faculty member and the clinical agency/unit to which s/he has been assigned at least one (1) hour prior to the beginning of the activity. Each clinical instructor will inform students of procedure(s) for reporting an absence to the clinical agency. If extenuating circumstances prevent the student from notifying the instructor prior to the beginning of clinical, s/he must do so as soon as possible thereafter.
3. **Students who are absent are responsible for the material covered in class from their peers.**
4. Each student has responsibility for submitting all clinical assignments on the due date regardless of absence. Each student is responsible for obtaining all materials/assignments distributed during clinical experience(s) in which the student is absent from fellow students.

If allowed, to continue, makeup work will be assigned to equal at least the clinical time missed per the instructor. There will be **no clinical makeup days at any clinical site.**

## **CLASSROOM PROTOCOL**

### **POLICY:**

1. Students are expected to arrive on time for class and may not be allowed to enter the classroom after a specified period of time if so stipulated in the syllabus by faculty.
2. Students are expected to behave in a professional manner. **Students whose actions disturb peers and faculty may be asked to leave the classroom.**
3. Talking to peers during class is unacceptable behavior. It is discourteous to faculty and peers alike.

**NOTE:** Infractions may result in the course grade being affected per standards defined in the syllabus by the instructor.

4. Pagers and cellular phones are not to be visible or heard during class, clinical recitation, practice sessions, examinations, and clinical agencies. Students are expected to inform their families as to how they can be reached in an emergency.

## **COURSE SYLLABI**

### **POLICY:**

1. Syllabi will be placed on Blackboard or handed out the first day of class.
2. The syllabus containing the course description, course objectives, assignments, required textbook(s), evaluation methods, and class schedule will be provided by the School of Nursing faculty per the Web for hard copies. Other needed course material will be placed on Electronic Course Reserves or Blackboard. Students are responsible for accessing all web-based materials.

## TESTS

### POLICY:

1. All testing materials are property of the School of Nursing and will not be given to students to keep.
2. No information may be photocopied from any testing material.
3. Course instructors will insert into the course syllabus their policy on review of previous examinations. Some faculty encourage students to review copies of tests previously administered during the semester.
4. Attendance at tests is mandatory. In emergency situations, individual arrangements may be made to take an examination at a later date at the discretion of the instructor. Students are responsible for consulting with the instructor to discuss emergency situations that would interfere with the taking of any examination at the scheduled time. It is the instructor's prerogative to determine if students who are late for a test may take the test at a later date.
5. If make-up tests are offered, it is the student's responsibility to arrange to take the make-up test before the next regularly scheduled class. If this procedure is not followed, a grade of "F" may be given for the test. Students with personal reasons for wishing to take an exam on other than the scheduled date may make their related request to the instructor. Instructors are under no obligation to accommodate such requests.
  - a. Students whose request of this nature are accommodated may be given an exam that is not identical to the exam given on the official date.
  - b. Students are obligated to avoid divulging the contents or format of exams to other students who have not yet taken the exam.
6. Student tests will be kept by the faculty for one year and then discarded.

## TERM PAPERS AND WRITING ACROSS THE CURRICULUM COURSES

### POLICY:

1. The course instructor will determine specific requirements governing term papers.
2. Students are to submit **two (2) hard copies of each term paper and upload a copy to turnitin.com. Instructions will be provided by the faculty teaching the class.**
3. **Students who plagiarize any written material will be dismissed from the Nursing Program.** Plagiarism means copying another author's ideas or written work and using the material(s) as one's own. The APA Psychological Manual, 5th ed. is to be consulted when written material authored by someone else is to be incorporated into your paper.

Determination of whether plagiarism has occurred rests with the instructor.

4. Several nursing courses have been accepted to meet the requirements for writing across the curriculum (WAC). These courses are listed in the semester "Course Schedule". Directions for the type of paper that students are to write for the nursing courses deemed WAC courses will be included in the syllabus. There are three WAC courses: one in the sophomore, junior, and senior level courses.

## GENERAL GUIDELINES GOVERNING TERM PAPERS

1. Students are expected to use the American Psychological Association Manual (APA), current edition as a format for writing term papers.
2. Papers must be prepared using a computer and word processing program such as Microsoft Word.
  - a. All papers must follow APA format.
  - b. Number all pages.
  - c. The first page is to be a title page which lists: title of the paper; student's name; name and number of the course; and date submitted.
  - d. Double space the body of the paper.
  - e. Use APA format within the body of your paper to indicate quotation, paraphrasing, or other citations from the work of others.
  - f. List all references used.
  - g. Proofread the paper and correct all errors: grammar; spelling; and punctuation.
  - h. Staple the pages or submit the paper in a folder which secures the pages.
  - i. **Submit two (2) copies of each paper and upload to turnitin.com.** One copy will be placed in the student's permanent file.

### **TAPE RECORDING OF LECTURES**

At its April 1986 meeting, the Ohio American Association of University Professors (AAUP) approved the following resolution regarding taping by students or others of lectures and classroom discussions.

**RESOLVED THAT:** "It is the policy of the Ohio Conference AAUP that taping by students or others of lectures or classroom discussions of any kind shall be done only with the prior express permission of the instructor; and further, that tape recordings and all other material distributed by the instructor shall be restricted to the personal use of students duly [sic] registered in the course and shall not be sold or redistributed in any manner whatsoever without the written permission of the instructor ..."

### **INDEPENDENT STUDY - NUR 496**

Students already admitted to the Nursing program (or with instructor permission) may enroll in NUR 496 for one to four credit hours of independent study. Independent study provides the student the opportunity to explore one topic of interest. Students who desire to do an independent study should discuss their idea for study with the faculty member who has the interest or expertise in the topic. Students must have a nursing GPA above 2.5 to be eligible for independent study in nursing. Independent study may be taken again with selection of a new topic and permission of the instructor.

## POLICIES GOVERNING CLINICAL EXPERIENCES

**NOTE:** A clinical experience is defined as:

- off-campus clinical settings;
- recitation sessions in any setting including the Nursing Resources Laboratory
- practice session in the Nursing Resources Laboratory.

### CLINICAL AGENCIES

Clinical experiences are offered in a variety of health care agencies depending upon course objectives.

While assigned to clinical agencies, students will not be considered employees of the agency and will not be covered by social security, workmen's compensation, or malpractice insurance policies of the agency. Each student is required to carry individual professional liability insurance. Students will abide by existing rules and regulations of the Clinical Agency during their clinical assignments.

### ATTENDANCE

#### POLICY:

- Attendance is mandatory for all clinical and recitation sessions in order that students complete the requisite number of clinical hours required by the Ohio Board of Nursing.** The clinical course instructor will report any student's clinical absence to the course coordinator within one day of the absence. Students are required to meet with the clinical instructor and course coordinator regarding the absence to determine whether, and under what circumstances, the student may continue in the course. Students are advised that any clinical absence may jeopardize the student's progression and successful completion of the course. Clinical instructors and coordinators are not required, nor allowed, to provide alternate, make-up days at the clinical agencies. Instructors may require that students complete a time-comparable, make-up assignment for one clinical absence. Students are advised that there is no acceptable excuse that can be used to mitigate the above policy. If a student cannot meet the mandatory clinical attendance policy, s/he should withdraw from the course if possible.
- If the student is unable to attend the clinical session or will be late, s/he must contact the clinical instructor or designated faculty member and the clinical agency/unit to which he has been assigned at least one (1) hour prior to the beginning of the activity. Each clinical instructor will inform students of procedure(s) for reporting absence to the clinical agency. If extenuating circumstances prevent the student from notifying the instructor prior to the beginning of clinical, s/he must do so as soon as possible thereafter.
- Each student has responsibility for submitting all clinical assignments on the due date regardless of absence. Each student is responsible for obtaining all material/assignments distributed during clinical experience(s) in which the student is absent from fellow students  
  
If allowed to continue, makeup work will be assigned to equal at least the clinical time missed per the instructor. There will be no clinical makeup days at any clinical site.
- Students are expected to arrive at the designated place on the assigned days and time prepared to begin the clinical experience (e.g., pre-conference/ post-conference, client care) as designated by the clinical instructor. Failure to comply with these expectations will be reflected in the instructor's evaluation of the student's clinical performance and will affect the clinical grade.
- Students are expected to remain at an assigned clinical site or experience until end of clinical hours unless excused by faculty.

## **REGISTRATION FOR CLINICAL AGENCY**

### **POLICY:**

1. Registration for clinical courses will be conducted the semester prior to the clinical placement. Students will meet with their recruiter/advisor in the School of Nursing to register for their nursing courses.
2. Students select their preferred clinical section and an alternate choice. Students will be assigned their preferred section whenever possible but due to the limited number of student placements allowed at any one clinical site students may be assigned to their alternate choice. Priority for student placements is according to student seniority within the University.
4. Students who wish to change clinical assignments after registering should resolve the change with the course coordinator and the Recruiter/Advisor for the School of Nursing.

**NOTE: The School of Nursing reserves the right to move students from one clinical section to another at the beginning of each semester.**

5. Student performance in a clinical agency must comply with the rules and regulations of CSU, the School of Nursing, and the agency.
6. Throughout the program, basic students must monitor their progress in developing clinical competency in psychomotor skills. Each course syllabus will identify the specific cognitive, affective and psychomotor skills (nursing procedures) to be achieved in that course.
7. Each student is responsible for his/her own transportation to and from the clinical site and for all costs incurred in the setting (parking, meals, etc.).
8. The clinical instructor(s) will select learning opportunities to meet objectives identified for the clinical course. As adult learners, nursing students are to be actively engaged in their own learning. Therefore, students may request additional learning opportunities to facilitate successful achievement of the course objectives.
9. Students may be required to visit the agency prior to the first assigned clinical day each week to gather data on their assigned client(s). This information is to be used to develop a plan of care for the client prior to client/student contact. Clinical instructors expect a prepared plan of care for discussion during pre-conference. This will be determined on your first scheduled clinical day.

## **CLINICAL AGENCY EXPERIENCES**

### **POLICY:**

1. Only students whose previous performance indicates that they are able to administer safe, professional nursing care will be assigned to provide direct nursing care to patients.
2. A student is considered prepared for the clinical agency when s/he:
  - a. knows the objectives to be achieved;
  - b. is prepared to give care as evidenced by:
    1. ability to discuss client's health status based on data in chart;
    2. demonstrating basic understanding of pathophysiology and the underlying health problem;

3. correctly discussing patient's medications: how they are to be administered, the correct dose, the side effects and has developed drug cards (if required in course syllabus);
  4. discussing the treatments to be done and describing how they are to be done if previously covered/tested in the recitation sessions;
  5. presenting an appropriate written skeletal plan of nursing care;
- c. has assembled the required materials when preparing to give medication or do a nursing procedure and is ready to begin;
  - d. is appropriately attired;
  - e. can respond correctly to questions posed by clinical instructor related to "a and b" above;
  - f. demonstrates behaviors of a professional; these include, but are not limited to:
    - attendance, punctuality, reliability
    - open mindedness, sensitivity, tolerance of ambiguity
    - assertiveness, self confidence, self-directed
    - intellectual curiosity, motivation
    - ability to think critically, make decisions, prioritize, problem solve
    - ability to accept constructive feedback
    - adherence to dress code -- hair, nails, jewelry, uniform, shoes, etc.
    - honesty; willingness to admit mistake if one is made
    - support of program
      - \* demonstrate respect for clients, peers, faculty, staff, agency personnel
      - \* adhering to precautions for patients at risk for harming self or others
      - \* identifying client by name
      - \* establishing therapeutic relationship with clients
3. If a student demonstrates an inability to carry out nursing treatments or correctly give medication in a timely manner without undue delay, s/he will be dismissed from the clinical laboratory and referred to the Nursing Resources Laboratory with a prescription detailing specific behaviors to be achieved. This dismissal will count as one clinical absence. Students must follow through on the items noted in the prescription.
  4. If a student demonstrates an inability to provide professional, ethical, safe nursing care to patient(s), s/he will be suspended from further practice in the clinical agency according to the Progression Policy: "Grades on Clinical Evaluation Tool."
  5. Students are expected to demonstrate ethical behavior at all times during the clinical experience.
  6. Students are to refrain from imposing personal values on clients during interactions. These views may include, but are not limited to political, religious, personal beliefs and value.

## UNIFORM REQUIREMENTS

A nurse's uniform is a symbol of the nursing profession. Its significance should never be forgotten. Students are expected to dignify the uniform by wearing it properly and only when in a clinical setting or classroom.

### 1. Requirements:

- a. Female:
  - white dress of appropriate length or pantsuit (with white undergarments only)
  - pregnant students will wear a uniform top over white pants or skirt

- flesh tone or white hose
- white leather shoes or leather tennis shoes without the brand name (canvas sneakers or sandals or clogs are not acceptable) that tie, have a low heel, and enclose the entire foot.
- white socks, no golf or quarter socks
- CSU name pin and agency ID badge clearly visible and worn above the waist

- b. Male:
- white pants and shirt, white undergarments
  - white socks, no golf or quarter socks
  - white leather shoes or leather tennis shoes without the brand name (canvas sneakers or sandals are not acceptable) that tie, have a low heel, and enclose the entire foot.
  - CSU name pin

- c. Lab Coat
- must be white and knee length with CSU name pin on left breast pocket and CSU insignia on sleeve at the shoulder. Agency ID badge must be clearly visible and worn above the waist.
  - white jackets are not acceptable

Uniforms and white lab coats are purchased by students from a local uniform company. Forms to order these items are available from the School of Nursing Administrative Assistant.

- d. Specialty areas:

Clinical agencies will determine the dress requirement for students while in the psychiatric/mental health, pediatric/maternity areas, and community agencies.

## 2. Requirements for All Students:

- a. Hair must be neat, clean and off the face, the uniform collar and shoulders when in the Nursing Resources Laboratory, clinical agency, and home setting. Because of potential injury to students and others, no hair ornaments may be worn. Beards and moustaches must be trimmed and neat without loose, flowing hair.
- b. Jewelry: A plain wedding band and small stud earrings, one in each earlobe, may be worn. No other visible body piercing jewelry or tattoos are permitted.
- c. Sweaters worn over the uniform must be blue, white or black.
- d. Watch that monitors seconds as well as minutes and hours is required.
- e. Writing tools: pen (black), pencils and a note pad.
- f. Fingernails must be clean and short. (They must not be seen over the top of the fingers when looking at the palms). Only clear, colorless nail polish may be worn. **Artificial nails are prohibited in the clinical area.** (Recently conducted studies have demonstrated statistically significant increases in bacterial colony counts on polished fingernails (even after surgical hand scrubs!)<sup>1</sup>
- g. Scented perfumes, aftershave, lotions, powders, cosmetics, etc. may not be worn because they can cause increased sensory overload for some patients and elicit allergic reactions.
- h. No gum chewing in the clinical setting.

- i. All policies governing attire must be followed.
- j. Students are expected to inform their families as to how they can be reached in an emergency. Pagers and cellular phones are not to be visible or heard during class, clinical recitation, practice sessions and clinical agencies.
- k. All electronic equipment is prohibited unless approved by clinical facility.

## **STUDENT PERFORMANCE EVALUATION**

### **POLICY:**

1. School of Nursing faculty are responsible for evaluation of student performance based on specific criteria.
2. Students will be notified verbally of their clinical performance based on written work and the behaviors listed in the clinical evaluation tool as the semester progresses. In addition, each student is expected to monitor his/her own performance. Students are expected to complete a written self-evaluation using the clinical evaluation tool in the syllabus. This self-evaluation is to be shared with the clinical faculty during the evaluation per the syllabus.
3. Students whose performance is less than “C” will receive notification of poor performance by their clinical instructor. Notification will occur as soon as possible once the poor performance is identified (which can occur at any time during the clinical course). These students are then requested to meet with the clinical faculty and course coordinator to develop a contract that addresses how they can improve performance. (See Progression Policy: "Grades on Clinical Evaluation Tool). Implementation of the contract does not automatically mean that the student will pass the course.
4. Students must comply with the Critical Behavior Policy in order to receive a passing grade for a clinical course (See Progression Policy: “Grades on Clinical Evaluation Tool).
5. At the end of the semester, the clinical instructor will complete a final written evaluation which becomes a part of the student's permanent record.

### **NOTES:**

- **Students must have a grade of C or above on any clinical evaluation tool in order to pass the clinical course. Regardless of the percentage for the course, students must have a passing score on the final clinical evaluation tool.**
- Faculty will designate the percentage distribution for assignments, exams, etc. in the course syllabus.

## **MEDICATION POLICIES**

### **MEDICATION ADMINISTRATION POLICY**

**Outcome:** Medications are administered accurately in a safe and timely manner. Students will receive the appropriate didactic and clinical/laboratory instructions according to course objectives.

#### **General**

1. Students must prepare for and research each medication they administer.
2. No medication administration skill may be utilized in the clinical setting unless the student has completed the appropriate skill check in the NRL.
3. Faculty or preceptor must check all medications and IV solutions that are being administered by nursing students.
4. No chemotherapeutic drugs (other than oral) may be given.
5. No medications associated with clinical trials may be given.

6. Clinical agency medication administration policies are to be reviewed in each clinical orientation and must be followed.
7. Students are not to place any medications in their pockets at any time.
8. Medications are not to be left unattended by nursing students.

**NUR 216**

After the student successfully passes the medication administration skill check, students in this course may administer oral and topical medications. This will be done with 100% supervision by faculty.

**NUR 226**

After the student successfully passes the medication administration skill check, students in this course may administer oral medications, medications via enteral feeding tubes, topical medications, subcutaneous, and intramuscular medications. This will be done with 100% supervision by faculty.

After mid-term, once the faculty has assured student competent with administration of oral and topical medications, the student may be permitted to administer these medications independently.

**NUR 306**

After the student successfully passes the medication administration skill check, students in this course may administer oral medications, medications via enteral feeding tubes, topical medications, subcutaneous, and intramuscular medications. Once the faculty has determined competence with oral medications, these may be given independently. All others will be done with 100% supervision by faculty.

During this term IV infusions, IV push medications, and IVPB medications are taught and skill tested. These will be done with 100% supervision by faculty.

**NUR 326**

Students in this course may administer oral medications, medications via enteral feeding tubes, topical medications, subcutaneous, and intramuscular medications. Once the faculty has determined competence with oral medications, these may be given independently. All others will be done with 100% supervision by faculty. Special attention must be paid to pediatric dosages and administration techniques as taught in the didactic course.

During this term IV infusions, IV push medications, and IVPB medications may be administered. These will be done with 100% supervision by faculty.

**NUR 382**

Students in this course may administer oral medications, medications via enteral feeding tubes, topical medications, subcutaneous, and intramuscular medications. Once the faculty has determined competence with oral medications, these may be given independently. All others will be done with 100% supervision by faculty. Special attention must be paid to prenatal, neonatal, intrapartal, and postnatal dosages and administration techniques taught in the didactic course.

During this term IV infusions, IV push medications, and IVPB medications may be administered. These will be done with 100% supervision by faculty.

**NUR 416**

All oral, topical, and subcutaneous medications may be administered without faculty supervision once medications and calculations are checked for accuracy. All intramuscular medications and intravenous medications may be administered with 100% faculty supervision. Adding intravenous fluids without additives to current IVs can be done independently once the faculty has checked the IV solution.

**NUR 420**

All oral, topical, and subcutaneous medications may be administered without faculty supervision once medications and calculations are checked for accuracy. All intramuscular medications and intravenous medications may be

administered with 100% faculty or preceptor supervision. Adding intravenous fluids without additives to current IVs can be done independently once the faculty has checked the IV solution.

## Medication Error Guidelines Policy

**Purpose:** To provide a guideline as to what constitutes a medication error and to serve as a guideline for the instructor when counseling a student regarding medication errors.

### Error Types

*Patient* A. Did not take a copy of the Medication Administration Record (MAR) to the bedside  
B. Did not use two identifiers to identify the client  
C. Medication administered to the wrong client

*Route* A. Medication given by wrong route

*Dose* A. Calculation error  
B. Preparation of incorrect dose

*Drug* A. Inadequate knowledge of drug therapeutic and adverse effects  
B. inadequate knowledge of drug interactions as they relate to specific client  
B. Inadequate knowledge of nursing implications appropriate to specific drug  
1. Lab data  
2. Clinical indicators and contraindications  
3. Administration considerations (VS, assessment findings, NPO status)  
C. Preparation of wrong drug

*Time* A. Wrong time  
B. Omission of scheduled drug (student oversight)  
C. Drug not given within agency specific time frame (30-60 minutes before or after scheduled time, due to student organizational problems)

*Documentation* A. Incorrect documentation of medications  
B. Incomplete documentation of medications  
C. Failure to document medications given  
D. Failure to document reason for medication omission  
E. Documentation of medication administration before medication actually Administered

*Miscellaneous* A. Preparation of drug with an outdated physician's order  
B. Uncorrected break in clean or sterile technique  
C. Failure to apply age related administration data  
D. Preparation/administration of medication without instructor supervision and/or approval

*Intravenous* A. Wrong IV fluid administered

*Fluid/Meds* B. Did not calculate IV infusion rate/drops per minute  
C. IV controller programmed incorrectly  
D. Failed to assess IV site at requisite intervals  
E. Did not document IV infusion on I&O  
F. IV push medication administered too rapidly

## **Student Medication Error Policy**

**Performance Outcome:** Medications are accurately dispensed in a safe and timely manner.

1. Faculty will document and review with the student all potential medication errors in order to assure that student performance is safe at all times.
2. Patterns of unsafe medication administration or preparation will be discussed with the student and will be reflected on the clinical evaluation tool.
3. The nursing student will report all medication errors immediately to the clinical instructor or preceptor.
4. The student will research the agency policy for medication errors, and with faculty assistance, will follow the guidelines.
5. The nursing student will remain in the clinical setting but be removed from client care.
6. The client's condition will be assessed by the student and clinical faculty.
7. The error will be reported to the charge nurse/nurse manager.
8. The student making the error will complete required documentation for the agency and the School of Nursing.
9. The faculty will report the error to the Course Coordinator and the Chairperson of the School of Nursing.
10. Documentation of medication errors will be maintained in the student's record.

**After three medication errors the student will fail the clinical course.**

**If a medication error endangers the client's life or causes actual harm, the student could fail the course.**

## **MED MATH QUIZZES**

**The pass rate for all Med Math Quizzes is 100%.**

Student who cannot pass this must complete 20 med math sample questions and then be retested. A maximum of 3 attempts can be made. If the student is unsuccessful on the 3<sup>rd</sup> attempt, the student will receive a failing grade in the clinical nursing course.

In each clinical nursing course in which medications are administered with the exception of NUR 216, a med math quiz that assesses prior med math knowledge will be administered in the clinical orientation. The student must achieve a 100% on this med math quiz in order to administered medications on the clinical unit. A med math quiz testing newly learned math skills that relate to the clinical course content will be administered during the last week of clinical.

*Example:*

In NUR 306, the first week of the course will assess med math related to administering oral, enteral tube medication administration, subcutaneous and intramuscular medications. These were skills mastered in prior clinical nursing course.

## **NURSING RESOURCES LABORATORY**

The Nursing Resources Laboratory (NRL) is located in the Chester Building, Rooms 183, 186, 188 and 193.

The Nursing Resource Laboratory is considered a clinical day and any absence is considered a ½ day clinical absence.

### **PURPOSE:**

Laboratory space is dedicated space used by faculty and staff to explain, clarify, and demonstrate nursing procedures. It is used by students to practice these procedures in a supportive learning environment. The experience provided in the laboratory benefits clinical agencies by preparing nursing students who are able to provide safe, competent nursing care commensurate with their educational level. The laboratory environment tolerates risk-taking and mistakes during student practice as it helps to prepare students for work in clinical agencies where mistakes are not accepted.

### **MAJOR ACTIVITIES OF THE NRL:**

1. Lecture/demonstration classes for each individual clinical group conducted by the NRL Coordinator and staff.
2. Written tests covering material presented in the lecture/demonstration classes and in assigned reading for nursing courses NUR216, NUR226, and NUR306.
3. Supervised practice of nursing skills by clinical associates.
4. Psychomotor skillchecks:

### **GENERAL INFORMATION AND NRL POLICIES:**

1. **HOURS:** The NRL is open Monday through Thursday from 8a.m. to 6p.m., Fridays from 8a.m. to 4p.m. and Saturdays from 9a.m. to 5p.m. Any changes in the lab hours will be posted on the NRL door as necessary. Students are required to demonstrate competency in designated nursing procedures as determined by course objectives for each clinical course.
2. Individual lockers are available in the CSU Nursing student locker room, CB185. students must provide their own combination locks and remove the locks after completion of the NUR306 course, but the student must keep their

supplies for Senior Proficiency testing. Failure to provide combinations for the lock will result in the removal of the lock by the locksmith. Payment or the charge for this service will be the responsibility of the student. Combinations will remain confidential and not be given to anyone.

A metal rack is available in the locker room for hanging coats. The NRL or the SON assumes no responsibility for lost or stolen items.

3. Food and beverages are not permitted in any of the NRL laboratories or classrooms. Students may however, eat in the student lounge where a microwave oven, a small refrigerator, and a sink are available for student use.
4. The NRL is a place for learning. It must require that although it strives to be user-friendly, student socializing must take place outside its doors, in the hall, lounge, or locker room.
5. Children are not permitted in the learning laboratory, nor may they be left unattended outside the laboratory.
6. The NRL maintains two different libraries of nursing texts to assist student with their studies and practice.
  - a) Lending library: Recent nursing texts and audiovisual **NRL DVD's** are located on the book shelves in the NRL. They may be signed out on three (3) day loans.
  - b) Reference library: Students must exchange their student ID for the desired book.
7. Students are to treat the manikins with care and respect at all times - as though they were living clients. Students are expected to leave the manikin, its bed, and bedside table clean, neat and tidy after each use.
8. Students are to wear their laboratory coat and name pin in the NRL at all times. Dress code policies that are in place for practice in the clinical agency also apply to the laboratory. Fore example, hair should be off the collar. Nail polish and long nails are inappropriate when performing nursing procedures.
9. Cell phones and pagers must be turned off while in the NRL. Cell phones may not be used as calculators or for any other purpose during testing. However, calculators are permitted for med math calculations.

### **SKILLS PRACTICE:**

1. Nursing students are required to purchase a Nursing Supply Bag, which is provided by CSU. It contains a wide variety of durable and consumable equipment and supplies, which are required in the practice and performance of nursing skills presented throughout the nursing program. The lab fee of \$100.00 will be charged to your account before classes commence.
2. When students come to the NRL to practice skills, they are expected to bring appropriate supplies from their Nursing Supply Bag. The NRL will supply other necessary kinds of equipment/supplies. **Please note:** students are responsible for independently purchasing replacements for consumable supplies like gloves and dressings.
3. Students are encouraged to practice with a peer, but lab staff are available to answer questions and to clarify procedures.

### **COURSE SKILLCHECKS:**

Students are required to complete **one hour of mandatory “hands on”** practice time in the lab per week for a total of two to three hours (depending on the number of demonstration weeks preceding a particular skillcheck). If material is introduced on Monday or Tuesday mandatory practice must be completed by Saturday of that week. If material is presented Wednesday or Thursday mandatory practice must be completed before skillcheck. Students can continue to practice the week of skill checks; however, space is limited and you risk not being able to practice if space is not available. Students are required to complete practice prior to skillcheck week. Failure to meet the required hours of

practice may affect the student's ability to skill check at their scheduled time slot, which may in turn affect the student's ability to progress in the program. Independent practice is required to develop competency. Students are responsible for documenting their practice time on the attendance computer in the NRL. This documentation is recognized as the students official record; therefore it will be scrutinized.

#### In Summary

1. Independent practice is required to develop competency. A minimum of one (1) hour of practice time in the NRL is required each week and students are responsible for documenting their practice time on the attendance computer in the NRL.
2. Students are expected to honor their skillcheck appointments. However, if cancellation becomes necessary, it is to be done 24-hours before the skillcheck appointment. The NRL phone number is (216) 687-2292. Cancellations **ONLY** will be taken by phone. Rescheduling is to be done in person. Special problems requiring alternative scheduling may be discussed with the laboratory staff.

Cancellations less than 24-hours before the skillcheck appointment will be documented. Emergency circumstances will be judged on an individual basis.

Any same day cancellation must be personally communicated to the NRL staff, by phone or in person, as early as possible.

3. Students are to arrive 15 minutes prior to their skillcheck to gather and prepare supplies. They are to bring appropriate supplies from their Nursing Supply Bag.
4. Students are to wear their laboratory coat and name pin for skillchecks. Dress code policies that are in the place for practice in the clinical agency also apply to the laboratory. For example, hair should be off the collar. Nail polish and long nails are inappropriate when performing nursing procedures.
5. No written notes or cards are permitted during skillchecks. When a skillcheck includes medication administration, the medication names will be given to the student in advance of the designated skillcheck week. It is expected that the student will research the medication in drug handbooks to become knowledgeable about basic facts regarding the drug, including guidelines for its preparation and administration. Students must be prepared to verbalize and demonstrate basic drug information relevant to the skillcheck and may refer to their drug book.
6. Skillcheck performance is evaluated either as satisfactory or unsatisfactory. Each student will have an evaluation sheet for all skills to be checked in the current course. The evaluator will document his/her evaluation on this sheet with pertinent notations.
7. If a student is being skillchecked on several skills during one appointment, and receives an unsatisfactory evaluation on one procedure, the student may be offered, at the discretion of the lab staff, the option of:
  - terminating the skillcheck at that moment with a recheck and completion of the skillcheck at another time

**OR**

  - continuing the skillcheck of other procedures, and signing-up to repeat the unsatisfactory procedures at another time. \*A second unsatisfactory evaluation on a subsequent skill will be cause to terminate the skillcheck session.
8. Repeat skillchecks will be scheduled in consultation with the NRL staff and must be completed within the designated time period in order to progress to the subsequent skillcheck.

The NRL policy related to unsatisfactory skillchecks is as follows:

*One (1) unsatisfactory:* The student schedules a repeat skillcheck in consultation with the NRL Staff. The student independently prepares for the re-check.

*Two (2) unsatisfactory:* The student will need to speak with the Undergraduate Program Director regarding progression in the course.

9. Repeat skill checks will be scheduled in consultation with the NRL staff and must be completed within the designated time period in order to progress to the subsequent skillcheck.
10. Students cannot perform designated skills in the clinical setting until the skills have been satisfactorily performed in the NRL skillcheck.
11. Students will not be permitted to progress in the nursing major until they have passed the skillchecks
12. A course coordinator/clinical instructor may refer a student to the lab for additional supervised practice when, in the instructors judgment, the student needs individual assistance or demonstrates slow or unsatisfactory performance in the clinical setting. A prescription for detailing the student's needs will be forwarded to the lab. A student's successful completion of the prescription is mandatory to continue in the course. The clinical instructor, with input from the laboratory coordinator, will determine when the student's performance is satisfactory.

#### **WRITTEN TESTS:**

Written tests are scheduled on each course NUR 216, NUR 226 & NUR 306. Schedules of activities, textbook assignments and media resources are included in each course syllabus.

For successful completion of the clinical course, students must pass both the written test and the psychomotor skillchecks. The written tests that cover rationale and procedures can be taken only once. The results of all the lab tests will be averaged; minimal passing grade of this average must be **75% in order to pass the clinical course**. The scores on the written test are factored into the clinical course grade.

### **NUR 420 PRACTICUM GUIDELINES FOR BASIC STUDENTS**

The NUR 420 Senior Practicum is the capstone course in the nursing curriculum. The practicum incorporates program concepts and skills in a specific clinical setting.

The School of Nursing faculty believe that the ultimate outcome criterion for the student is success on the licensing exam. Performance in the practicum is a valuable predictor of student success. The practicum is predicated upon the assumption that the students enrolled in NUR 420 have achieved a level of functioning requiring decreased need for direct supervision by the School of Nursing faculty. Experience with practicum students has shown that many students have integrated program concepts and can function with increased autonomy at the same time other students are best served with continued direct supervision from a CSU faculty, rather than a preceptor.

Evaluation of previous NUR 420 courses has revealed that some students and faculty facilitators identified the need for a more structured experience in selected student situations. Reasons for a more structured experience included: selected students identified by faculty as needing additional support and supervision; students out of the program for more than one semester; students with marginal classroom performance; students who requested additional faculty guidance; students who were not predicted to pass NCLEX by scores on the ATI NCLEX predictor; and students who want more experience with clinical skills. In response to the above expressed concerns, a dual approach to NUR 420 with faculty-directed and preceptor-directed options was developed with specific criteria for each approach.

The concept of a preceptor-directed versus faculty-directed practicum is twofold: it determines the level of involvement by School of Nursing faculty in respect to supervision, and it also involves a level of sophistication by the NUR 420 students to take an active role in their choice. Guidelines and activities have been developed for each experience. Successful completion of either the faculty-directed or preceptor-directed practicum is ultimately based upon the performance of the student.

Students chosen for the faculty-directed practicum practice will practice within the boundaries of medical-surgical nursing. Instead of a preceptor, one faculty is assigned to supervise faculty-directed practicum students at a local hospital. The faculty member is on site for all clinical days and evaluates performance for the course. Students are expected to take-on increasing patient workloads throughout the experience, and have conference times designated for medical-surgical content review and selected case study learning experiences. Students also have the opportunity to perfect psychomotor skills, decision-making and critical thinking skills, and beginning leadership activities. These students are also required to attend the NCLEX review course.

Guidelines for the student eligibility preceptor-directed practicum are as follows:

- 1) Nursing GPA of 3.0 or above
- 2) A request by the student for a preceptor-directed practicum
- 3) Predicted to pass NCLEX as a result of the required exam of achieving \_\_\_% on the ATI exam.

Implementation of the preceptor-directed practicum is as follows:

- Students are asked to select three areas of interest in the Fall of their senior year;
- Areas of interest are reviewed by the NUR 420 Coordinator.
- A random drawing for each requested area is held prior to the start of the NUR 420 practicum to determine specific placements and preceptors.
- Students are not to choose a facility where they currently work. However, students with signed commitments to work after graduation as an RN in specific facilities may be placed in that facility and would not be part of the random drawing.
- Evaluation of student performance is based upon combined preceptor and faculty assessment.

Guidelines for student eligibility for the faculty-directed practicum are as follows:

- 1) Students who request a structured experience.
- 2) Students who have been out of the nursing major for more than one semester.
- 3) Students who would benefit from a faculty-directed practicum as determined by the nursing faculty.
- 4) Students who are on probation at the time the Practicum is scheduled to occur.
- 5) Students who earned a grade of “C” in any clinical course.
- 6) Students not predicted to pass NCLEX as evidenced by failure to meet the cut score on the ATI exams.

The School of Nursing Faculty believe that student success on the licensing examination is of paramount importance. Students enrolled in the faculty-directed or preceptor-directed practicum voice positive perceptions of the experience and believe that their NUR 420 Practicum has been an excellent learning opportunity which has increased their knowledge and comfort in taking on the additional responsibilities of a graduates. Faculty believe that providing the dual option affords the new graduate a degree of confidence which will make entry into the real world of nursing less stressful.

## **CREDIT BY EXAMINATION FOR RN STUDENTS**

The School of Nursing adheres to University policies for awarding credit by examination.

Courses within the nursing major that are available by departmental examination by RN students include the following:

NUR 343Health Assessment	2 cr.
NUR 344*Health Assessment Lab	2 cr.

\*The challenge examination for NUR 344 is a clinical examination, not a written examination. Special arrangements need to be made with the School of Nursing. Please make an appointment with the Program Coordinator to discuss these examinations.

A course syllabus for any of the above courses can be purchased from the Nursing Office, RT 915. Please allow at least 2 days for processing.

A. Information for students considering earning credit by examination

1. Maximum number of credits a student is permitted to challenge within the School of Nursing is 6.
2. Students are not eligible to challenge NUR 343, NUR 344, and NUR 300 until after they are admitted into the Nursing major.
3. Departmental approval is needed to challenge each course.
4. NUR 343/344 challenge examination is to be completed before November 15; NUR 300 is to be completed before February 5.
5. Tests times and dates can be obtained by contacting the Testing Center, 687-2272 or going to UC 253 B.
6. A minimum of 74 percent is required for successful completion.
7. A score below 74 percent is considered a failing grade and requires that the course be taken.
8. The process to be followed for challenging any of the above-mentioned courses is:
  - a. Obtain School of Nursing Credit by Examination (Form 87-10104) from Nursing Office.
  - b. Obtain signature of Director.
  - c. Take signed form to Cashier's Office (FT 105).
  - d. Pay fee of \$20.00
  - e. Obtain cash receipt (2 copies).
  - f. Contact Testing Center (UC 253B, 687-2272) to be placed on testing schedule list.
  - g. On date of test, submit one (1) copy of Cash Receipt to Testing Center in order to verify eligibility and demonstrate proof of payment.
9. Test results are returned to the School of Nursing.
10. The School of Nursing will notify student of test results via mail.

## **DISCIPLINARY POLICIES**

### **PROBATIONARY STATUS**

**NOTE:** The list of behaviors subject to probationary action is basically the same as those subject to dismissal. The infractions for either status will be thoroughly investigated. Probation or dismissal will depend on the seriousness of the infractions of safe/satisfactory or ethical/professional behavior.

### **ACADEMIC PROBATION**

**POLICY:**

1. Probationary status in the School of Nursing will occur when student has a semester nursing GPA less than 2.5. If a student receives a "C" in the first half semester course, the student will receive an academic letter of warning.

## **PROCEDURE:**

1. Students who have a semester GPA less than 2.5 in nursing courses will be placed on academic probation by the School of Nursing's Admission, Progression, and Standards Committee. Students must raise the GPA to 2.5 or above the next semester. Failure to raise the GPA in the following semester will result in dismissal from the Nursing Program.

Students who are on probation for any reason may not participate in the Independent Role Practicum.

A student can be placed on academic probation one time for a GPA less than 2.5. A student who again earns a second GPA of less than 2.5, after raising it to remove academic probation, will be subject to dismissal from the nursing program.

## **NOTES:**

- § Students placed on academic probation must meet with the Associate Director to discuss strategies to raise the nursing GPA.
- § **Students who are placed on probation for a third time for any reason will be reviewed by the entire faculty who will discuss the students' continued status in the Nursing Program.**

## **PROBATION OR DISMISSAL FOR UNSAFE OR UNSATISFACTORY BEHAVIOR**

### **POLICY:**

1. Faculty has the responsibility for assisting students to become safe, responsible professional practitioners. Thus, faculty is expected to evaluate students on several aspects of performance during the nursing program. Behaviors faculty view as safe/satisfactory are listed earlier (pages 22-24) in this Handbook. The following behaviors are not acceptable as students acquire the roles of a beginning practitioner.

**NOTE:** Some of the following behaviors have been identified as purely probationary status; others have been designated as being on a continuum from probation to dismissal. The seriousness of the behavior will determine the action to be taken -- probation or dismissal

### **Unsafe /unsatisfactory performance is defined as, but is not limited to:**

(Same as found under Behaviors Inappropriate for Professional Practice)

- a. being unprepared for the clinical experience at any time.
- b. failure to meet required objectives.
- c. acts that cause the client to experience undue physical/mental stress.
- d. acts that jeopardize client safety.
- e. behavior in which errors are made and not reported to faculty or errors that are not recognized and corrected documents required by agencies.
- f. failure to refrain from making negative comments in public settings about peers, staff, faculty in clinical or classrooms.
- g. display of behaviors identified in Impaired Student Policy.

## **PROCEDURE:**

1. Faculty who observe students with any of the above unsafe/unsatisfactory behavior deemed inappropriate will suspend the student from further recitation/clinical activity. A suspension is immediate removal of a student from the classroom, recitation session or clinical agency.
2. The clinical faculty will immediately notify the course coordinator, the Associate Director, and the Admission, Progression, and Standards Committee regarding the student's suspension within 1 day.

3. The student must meet with the clinical faculty and the course coordinator as soon as possible to review the incident in question. The student will present a written account of his/her perception of the incident at this meeting. The student will not be permitted to attend further clinical sessions until the issue has been reviewed and a decision made about continued participation in the clinical course.
4. Following the meeting, the course coordinator will present a report in writing about the student's situation that may include a suggest course of action for the student to the Admission, Progression, and Standards Committee for their review.
5. Depending on the nature of the suspension and the outcome of the meeting, the Admission, Progression and Standards Committee may:
  - a. after consultation with the Director of the School of Nursing, request that one or two other faculty members evaluate the student's performance to assure that the student receives another objective evaluation. In addition, the student will be asked to develop a written contract presenting behaviors that will assist in resolving the unsafe behavior(s).

The additional faculty will evaluate the student's performance using the clinical evaluation tool and the written contract. The faculty who provided a second performance review will provide a written report of the evaluation to the course coordinator, the Admissions, Progression and Standards Committee, and the student. Following the second evaluation, a decision will be made about his/her continuance in the course. The Committee may:

1. permit the student to return to the clinical setting based on the written contract that was developed to guide activities.

**NOTES:**

- Any student who has been suspended and who is permitted to return to the clinical setting will be placed on probation. Probationary status must be removed before a student will be given permission to graduate from the School of Nursing.
- Students who receive continued suspensions with probationary status may be subject to dismissal.

**OR** b. Recommend that the student receive a failing grade for the course. However, the final determination of the grade is the responsibility of the clinical faculty.

**OR** c. Recommend that the student be dismissed from the nursing program.

**FAILURE TO INITIATE ACTION TO DEVISE A PLAN FOR REMOVAL OF PROBATIONARY STATUS MAY RESULT IN DISMISSAL.**

**PROBATION OR DISMISSAL FOR UNETHICAL/UNPROFESSIONAL BEHAVIOR**

**POLICY**

1. Faculty have responsibility for assisting students to become ethical, professional practitioners. Thus, faculty are expected to evaluate students on several aspects of performance during the nursing program. Behaviors faculty view as ethical/professional are listed on page 24 of this Handbook. The following non-acceptable behaviors for students as they take on the roles of a beginning practitioner.

**NOTE:** Some of the following behaviors have been identified as purely probationary status; others have been designated as being on a continuum from probation to dismissal. The seriousness of the behavior will determine the action to be taken -- probation or dismissal

**Unethical/unprofessional performance is defined as, but not limited to:**

*(Same as found under Behaviors Inappropriate for Professional Practice)*

- a. acts that cause the client to experience undue physical/mental stress.
- b. failure to maintain confidentiality of clients in clinical or public settings which may jeopardize agency contracts.
- c. falsifying an assignment.
- d. falsifying a client's records.
- e. behavior in which errors are made and not reported to faculty or errors are not recognized and corrected.
- f. inability to get along with peers, faculty or staff in clinical and non-clinical situations related to all aspects of the nursing program.
- g. failure to abide by the dress code within the Nursing Resources Laboratory, health care agencies or community settings.
- h. failure to report or take preventive action in situations that threaten the health, welfare and safety of clients.
- i. failure to submit required, updated health data, liability insurance on time when requested or other documents required by agencies.
- j. failure to adhere to the University Conduct Code.
- k. failure to use clinical time to achieve learning objectives.
- l. failure to stay for duration of assigned experience.
- m. failure to refrain from making negative comments in public settings about peers, staff, faculty in clinical or classrooms.
- n. display of behaviors identified in Impaired Student Policy (Appendix H).
- o. smoking while in CSU nursing uniform; smoking with clients, smoking at clinical sites.

**PROCEDURE:**

1. Faculty who observe students with any of the above unethical/unprofessional behaviors or other behavior deemed inappropriate will give the student:
  - a. either a verbal or written warning about the behavior when the behavior is observed.

A **verbal counseling** is an immediate interaction a faculty may have with a student regarding behavior that is not appropriate. Faculty will record the incident (student's behavior and verbal counseling session) in a memorandum for the record. A copy of the memo is given to the student; the Admission, Progression, and Standards Committee; Associate Director, the course coordinator, and a copy placed in the student's file.

A **written warning** is a written description of an incident in question. A written warning may be issued without prior verbal warning. A memorandum for the record is to be used.

**OR**

b. suspend the student from further recitation/clinical activity until the incident is investigated by the course and program coordinators, Admission, Progression and Standards Committee and a decision made as to how the faculty and student are to proceed. A memorandum for the record is to be used to document the situation.

A suspension is immediate removal of a student from the classroom, recitation session or clinical agency.

2. All verbal warnings, written warnings, and suspensions will be discussed with the course coordinator and Associate Director as soon as possible. A copy of the form will be given to the student; to the Admission, Progression, and Academic Standards Committee; and a copy placed in the student's file.

3. The student who is suspended must meet with the clinical faculty and the course coordinator as soon as possible to review the incident in question. The student will present a written account of his/her perception of the incident at this meeting. The student will not be permitted to attend further clinical sessions until the issue has been reviewed and a decision made about continued participation in the clinical course.
4. Following the meeting, the course coordinator will present a written report about the student's situation to the Admissions, Progression and Academic Standards Committee with a copy to the Associate Director for their review and decision. Select problems may be presented to the entire faculty for discussion and decision at the discretion of the Admissions, Progression and Academic Standards Committee.

**NOTE:** Any student who has been suspended because of unethical/unprofessional behavior will automatically be placed on probation.

5. Depending on the nature of the suspension and the outcome of the meeting, the Admission, Progression and Standards Committee will give the student written notification of the Committee's decision. The Committee may:
  - a. ask the student to complete one or more of the following **examples** of activities:
    - complete a literature review on a given issue.
    - make a presentation to faculty.
    - complete a number of hours of community service.
    - complete a written assignment.
    - interview appropriate professional.

**OR**

- b. recommend that the student receive a failing grade for the course. The final determination of the grade is the responsibility of the clinical faculty.

**OR**

- c. recommend that the student be dismissed from the Nursing Program.

The Committee will notify the Director of the School of Nursing of the action.

6. Students who receive continued documented verbal or written warnings or suspensions with probationary status may be subject to dismissal.
7. Any student who has been suspended because of unethical/unprofessional behavior will automatically be placed on probation.
8. Probationary status must be removed before a student will be given permission to graduate from the School of Nursing.
9. **FAILURE TO INITIATE ACTION TO DEVISE A PLAN FOR REMOVAL OF PROBATIONARY STATUS MAY RESULT IN DISMISSAL.**

## **REMOVAL OF PROBATIONARY STATUS**

### **FOR ACADEMIC PROBATION**

#### **POLICY:**

1. Probationary status for academic probation (a GPA of less than 2.5 in nursing course work for any semester) must be removed by the end of next semester. The Recruiter/advisor and the Admission, Progression, and

Standards Committee will monitor the student's progress. Failure to raise the GPA in nursing course work by the end of the next semester will result in dismissal from the nursing program.

## **FOR UNSAFE/UNSATISFACTORY OR UNETHICAL/UNPROFESSIONAL BEHAVIOR**

### **POLICY:**

1. Probationary status for unsafe /unsatisfactory, unethical/unprofessional behavior must be removed by the date set by the Admission, Progression and Academic Standards Committee.
2. Students who fail to complete the stipulations in the probationary contract or who continue to display unsafe/unsatisfactory, unethical/unprofessional behavior may have the probationary period extended or may be dismissed from the Nursing Program.

### **PROCEDURE:**

1. Progress made by the student in meeting any plan that may have been developed to modify the behavior will be monitored by the Admission, Progression, and Academic Standards Committee at predetermined intervals.
2. Students who receive a failing grade for a clinical course after evaluation by another faculty member will be notified by the Admission, Progression, and Standards Committee.

## **DISMISSAL FROM THE NURSING PROGRAM**

### **POLICY:**

1. The School of Nursing expects that students enrolled in the nursing program will respect the rights and privileges of others, and be responsible for their own behavior.
2. The School of Nursing follows the University regulations governing student conduct as outlined in the Cleveland State University Student Handbook. A student is expected to be aware of these regulations and be in compliance with them at all times. The School of Nursing regards a clinical agency as University related premises.
3. The School of Nursing reserves the right to immediately dismiss a student from the nursing major for incidents in which a nursing faculty member's written documentation indicates that the student's behavior was inconsistent with the responsibilities of citizenship or the profession of nursing.
4. Incidents that will result in dismissal include, but are not limited to:
  - a. General
    1. failure to abide by ANA Code of Ethics and Standards for Nursing Practice, i.e. failure to adhere to principles of human and patient rights which govern behavior in interactions with clients, faculty, peers, and the public.
    2. threatening, attempting or committing physical violence or harassment against any person by the student.
    3. preventing or attempting to prevent any person from performing lawful business within the University.
    4. damaging or destroying public or University facilities.
    5. misrepresenting student status or identity during classroom assignment or in clinical settings or in any other place where identity is questioned.
    6. representing oneself as a registered nurse if not licensed.
  - b. Falsification of records:

1. falsification of or failure to include information on application forms, health forms or patient records;
  2. falsification of a written assignment or of source(s) of information included in written assignment.
  3. falsifying data on client's record
- c. Breach of Confidentiality:
1. failure to maintain patient confidentiality (discussion of patient's condition in hallway, elevator, cafeteria, or any public area with peers)
  2. relating or imparting verbally or in writing any confidential information regarding clients to unauthorized persons or agencies.
- d. Academic Misconduct:
1. cheating on or during an examination or written assignment.
  2. altering test answers.
  3. plagiarizing written, audio-visual or computerized materials/ documents.
  4. using unacceptable sources to complete an examination or assignment.
  5. continued verbal and written warnings or continued probationary status.
- e. Unauthorized Possession of Property:

The unauthorized use or possession of property from CSU, a clinical agency or of another person, including theft such as equipment or textbooks from the Library or Nursing Resources Laboratory.

- f. Health Related Problems:

The inability to physically and/or mentally perform any of the expected activities for a given nursing course. Having a physical or mental condition that jeopardizes the safety and well being of clients, peers, faculty and staff.

- g. Attendance:

The failure to comply with the attendance policies established by the course instructor.

- h. Conviction of a felony while in nursing program.

- i. Aberrant (Impaired) Behavior:

1. Impaired behavior due to physical or mental condition based on confirmation from health care provider that impact on student's ability to provide safe, competent care.
2. The illegal possession, use, transfer or sale of controlled substances and/or alcohol on CSU property or while on clinical assignment is prohibited and constitutes grounds for disciplinary action including dismissal.

The legal use of medications or drugs prescribed by a licensed practitioner is permitted provided that such usage does not adversely affect the student's performance or endanger the health and safety of others. Students who are on prescribed medication for a health related condition should inform faculty of the medication(s) for health related conditions that could in any way impact on safe clinical practice.

## **PROCEDURE:**

1. The student will receive written notification from the Admission, Progression and Standards Committee of reasons for the dismissal or action to be taken.

2. The Director of the School of Nursing will review data submitted by the Admission, Progression and Standards Committee and make the final decision on the dismissal of any student enrolled in the Nursing Program.

**NOTE: A student dismissed from the nursing program because of grades or unprofessional or unethical conduct will not be considered for readmission.**

# **POLICIES FOR SPECIAL STUDENT CLASSIFICATIONS**

## **LPN STUDENTS**

### **POLICY:**

1. Students who are Licensed Practical Nurses (LPNs) will be offered an opportunity to test out of predetermined nursing procedures for NUR 216. LPN students do not have to use this option.

### **PROCEDURE:**

1. The LPN student should discuss this option with the faculty advisor.
2. The LPN student should arrange practice times and the date for testing with the Nursing Resources Laboratory Coordinator.
3. The testing is to be done by the end of Fall semester of the sophomore year.
4. LPNs who are successful in these procedures will be expected to:
  - a. register and participate in NUR 215 classes.
  - b. register for NUR 216; meet with course coordinator to develop a learning contract that is to address the issue of integration of past knowledge and experiences into NUR 216.
  - c. Attend all clinical experiences in agency.

## **TRANSIENT STUDENT STATUS**

### **POLICY:**

1. Infrequently, the School of Nursing receives requests from registered nurses who need to take one or two nursing courses in order to:

- sit for the State licensing examination.
- complete required courses for admission to graduate school.

These individuals are admitted to the course(s) needed on a space available basis.

2. Students with transient status must meet all course requirements. A nursing course may not be taken on pass/fail basis.

### **PROCEDURE:**

1. Permission to take one or two nursing courses is granted by the Director of the School of Nursing.
2. The Director will inform the appropriate course coordinator in a timely manner when permission has been granted.
3. Students who desire transient status must discuss their admission and status with the Office of Admissions.

## **STUDENT GOVERNANCE**

### **STUDENT PARTICIPATION: SCHOOL OF NURSING COMMITTEES**

Students are eligible for membership on certain School of Nursing Committees (Curriculum; Library & Media; Admissions, Progression and Standards; and Public Relations). Each Fall semester the Student Nurse Organization (SNA) seeks nominations or volunteers for membership on these committees. Interested students should contact the President of the SNA.

**Although students maintain membership on the following committees, there may be instances when students will not be permitted to attend meetings read minutes or reports of meetings. These instances will relate to agenda items of a sensitive or confidential nature.**

### **ELECTIONS: TO SNA OFFICES AND SCHOOL COMMITTEES**

Elections for SNA offices and Student Representatives to School of Nursing Committees are usually conducted in the Spring in order to facilitate changes in leadership and to provide orientation to responsibilities for elected positions and committee work for the next academic year. Representatives to committees may be solicited by the School of Nursing Committee responsible for filling committee positions.

### **STANDING COMMITTEES**

**A. School of Nursing Committees on which students can serve:**

1. Curriculum Committee
2. Admission, Progression, and Academic Standards Committee
3. Media Committee
4. Public Relations Committee

**B. Appointment to Committees:** Membership on each committee is by appointment of the SNA. A student representative member is expected to have major involvement in committee activities on which s/he serves.

**C. General Duties of Committees:**

1. Each committee can appoint subcommittees, ordinarily composed of members of the committee for specific tasks within the committee's jurisdiction.
2. A copy of the minutes of each committee's meetings will be provided to each committee member (including students) within 10 days of the meeting. A signed copy of minutes for each meeting of each committee shall be placed in the School of Nursing Office.

**D. Duties of Committee Chairpersons:**

1. The Chairperson of each standing committee shall be elected by the committee at its first meeting in the Fall semester. The committee member whose name stands first alphabetically shall serve as the convener for the first meeting.
2. Each standing committee chairperson shall invite student representatives to committee meetings and inform them in writing of the committee meeting times and places.

## THE CURRICULUM COMMITTEE

### A. **Composition:**

1. Three faculty members one of whom is tenured.
2. Three student representatives (one from each class).

### **Duties:**

1. Develop goals for each biennium.
2. Make recommendations to faculty in the School of Nursing concerning the establishment, alteration, or abolition of degree requirements and curricula offered.
3. Discuss proposals for new courses/programs and present recommendations to faculty members.
4. Review and revise curriculum upon recommendations from faculty.
5. Prepare and process forms for College of Education and Human Services curriculum committee and/or University Curriculum Committee.
6. Review, revise and/or update the College catalog as necessary.
7. Recommend curriculum consultants to meet needs of faculty members and program.
8. Oversee program evaluation and conduct activities related to CCNE self-study.

## THE COMMITTEE ON ADMISSION, PROGRESSION AND ACADEMIC STANDARDS

### A. **Composition:**

1. Two faculty members
2. Recruiter-Advisor
3. Two student representatives

### B. **Duties:**

1. Develop and maintain policies on admission, progression and academic standards.
2. Establish and coordinate activities related to validation of prior learning.
- \* 3. Select students for admission to the Program.
- \* 4. Monitor students' progress through the Program relative to continuance, probation, LOA, dismissal, and readmission.
- \* 5. Maintain records with respect to student information:
  - licenses (RN)
  - physical/dental examinations
  - malpractice insurance
  - date of CPR certification
- \* 6. Notify faculty advisors of students who are placed on probation.
7. Bring problems, issues, recommendations related to students to the Faculty Organization.
8. Review, revise, update the Student Handbook  
\* **Students are not permitted to participate in these activities.**

## **THE MEDIA COMMITTEE**

### **A. Composition:**

1. One faculty member
2. Nursing Resources Laboratory Coordinator
3. Two student representatives

### **B. Duties:**

1. Make recommendations to faculty about addition to library
2. Work with the Library Department on matters of acquisition and policy formulation.
3. Periodically review Library budget allocation for nursing.
4. Obtain media for preview. Faculty may obtain their own media for preview. However, each faculty member who orders media for preview is responsible for seeing that it is returned on time.
5. Make recommendations to the chairperson regarding print and AV material; initiate purchase requisitions.
6. Maintain current list of media materials.
7. Maintain liaison with Instructional Media Services.

## **THE PUBLIC RELATIONS COMMITTEE**

### **A. Composition:**

1. Two faculty members
2. Recruiter-Advisor
3. Two student representatives

### **B. Duties:**

1. Communicate School activities to the public.
2. Plan and conduct orientation programs for incoming students.
3. Plan Convocation for Fall semester.
4. Promote faculty/student morale through socialization efforts.
5. Plan Spring Recognition ceremony for seniors.

## **AD HOC COMMITTEES**

From time to time the Director may establish an ad hoc committee to work on a specific issue that falls outside the realm of standing committees.

## **STUDENT NURSE ASSOCIATION (SNA)**

The CSU Student Nurse Association provides opportunities for interaction among students preparing for a career in the nursing profession. The objectives are to act as official representatives of the student body and to serve as a means of communication to other nursing students, faculty, state organizations, and national organizations; to act as a vehicle for professional socialization and to promote health care. All students who are presently enrolled in the nursing program are eligible for membership.

Other functions of SNA are to participate in Career Day/Job Fair activities, school and community functions and senior projects.

### **NATIONAL STUDENT NURSES ASSOCIATION**

Active participation in NSNA's meetings helps prepare students for involvement in professional nursing organizational activities as graduates. Both local and state meetings should be of interest and worthy of support. National conventions are of special significance.

### **OHIO NURSES ASSOCIATION**

All BSN graduates are encouraged to become active members of their professional organization, the Ohio Nurses Association. Personal and professional involvement in the organization provides opportunities to network with nurses who possess a broad spectrum of nursing knowledge and expertise. Benefits from membership include collaboration, cooperation and collegiality. Nurses collectively can make a difference through their professional organization as it strives to meet the challenge of nursing's future. As nurses work together to assure quality of care, set relevant standards and policies, and influence health care delivery through appropriate political action, they reflect their concern, contribute to the united efforts of a dynamic profession and demonstrate professional accountability for their practice. Membership in ONA provides membership in the American Nurses Association as well. Applications are available in the School of Nursing Office or on their website.

### **NURSING ALUMNI ASSOCIATION**

Graduates of the School of Nursing are encouraged to join the Alumni Association of the School as well as CSU's Alumni Association. Graduates will be contacted by CSU's Alumni Association for membership. Your yearly donation helps the nursing program provide activities for students.

## **PROGRAM ACTIVITIES**

### **THE RECOGNITION CEREMONY SPRING AND SUMMER SEMESTER**

The Recognition Ceremony is held at the end of the Spring and Summer semesters. Graduating nursing students receive their class pins and/or other awards on completion of the nursing major. The site, date, and time for the ceremony is variable. BSN students who complete the degree requirements the preceding December are eligible to participate in the Recognition Ceremony that academic year. **All graduates are expected to attend. Absence for any reason should be discussed with the Class Advisor.** Sophomore and junior students serve as hosts/ushers for this event.

### **GRADUATION ACADEMIC REGALIA**

Traditional caps and gowns can be rented or purchased through the Cleveland State University Bookstore.

### **UNIVERSITY COMMENCEMENT EXERCISES**

Attendance at this ceremony is highly recommended. The event marks a "Rite of Passage" in one's lifetime: recognition for past achievements and a stepping-stone to the future.

### **FACULTY/STUDENT FORUMS**

These events are available by request to provide opportunity for exchange of ideas, networking, problem-solving, special educational conferences and promoting the socialization process. Suggestions for forums may be submitted to Student Representatives and/or Associate Director.

### **CAREER DAYS/JOB FAIRS**

Opportunities are available to learn about the current job market at these events. Attendance is recommended in order to discuss career plans with agency recruiters/ representatives who come to the CSU campus.

### **RECRUITMENT PROGRAMS**

Students who wish to participate in Recruitment Programs should submit their names to the School of Nursing's Recruiter/Advisor and/or respective Associate Director. Request for such programs are welcome and student representatives from the School of Nursing can be most influential public relation agents.

### **NU DELTA INDUCTION**

Students who have met the criteria for induction into the Nu Delta chapter of the Sigma Theta Tau International Honor Society for Nursing and have been chosen by faculty will be inducted in the Spring. Family and friends are invited to the ceremony.

## **STUDENT AWARDS**

Graduating seniors are eligible to apply or be nominated for student awards available through the School of Nursing.

### **STUDENT SERVICE AWARD**

Students who wish to be considered for the Student Service Award must present written evidence of their accomplishments to faculty no later than April 1 of the year of graduation. The written material will be reviewed and discussed.

### **STUDENT RECOGNITION**

The recipient of the Student Recognition Award is determined by the faculty. A ballot with names of all program graduates and a description of the award criteria is distributed to the faculty about March 1. Voting takes place in Spring semester. Ballots are counted by faculty members. The recipient is announced at the University Awards Ceremony and at the School of Nursing's Recognition Ceremony.

### **CLINICAL EXCELLENCE**

Faculty selects the student who is to be the recipient of this award. The student will be selected from the list of students identified by clinical faculty each semester who are evaluated to be the top three in each clinical section. Evaluation criteria includes attainment of course objectives, demonstration of beginning clinical competence, and demonstration of professional commitment to nursing.

### **COMMUNITY HEALTH**

This award is given to a Senior student who has demonstrated clinical excellence in community health nursing. The recipient is selected by the Community Health faculty based on the overall attainment of course objectives.

### **GREATER CLEVELAND NURSES ASSOCIATION GRADUATING STUDENT**

The Greater Cleveland Nurses Association donates a Graduating Student Award. The recipient is selected by faculty based on the following criteria identified by GCNA:

1. Demonstrates exceptional clinical competence.
2. Demonstrates leadership qualities appropriate to level of practice.
3. Demonstrates a commitment to personal and professional growth.
4. Intends to practice in Greater Cleveland District Area.

### **ALUMNI ASSOCIATION ACADEMIC EXCELLENCE**

The Alumni Association presents an Academic Excellence Award. Faculty select the recipient.

### **ALUMNI ASSOCIATION UNDERGRADUATE AWARD TO A SOPHOMORE AND A JUNIOR STUDENT**

A \$50 award is given to one sophomore and one junior student who meet these criteria. A candidate:

1. may request consideration or be nominated by faculty;
2. upon entrance to CSU, must have received a passing grade on their first attempt in all courses;
3. must have exhibited an interest in learning requisite skill and knowledge required in both theory and clinical nursing courses; and,
4. will be evaluated by the Awards Committee for their Departmental, Professional and Community service involvement.

Each award recipient will be given \$25 for each semester to be used toward the purchase of a text at Barnes and Noble Bookstore. Students who receive this award are to arrange to use the award through the Alumni Office.

### **OUTSTANDING ACADEMIC ACHIEVEMENT**

Graduating seniors who rank in the top 10 percent of their class (GPA 3.5 or above) are recognized for their outstanding academic performance.

### **THE NU DELTA CHAPTER OF SIGMA THETA TAU INTERNATIONAL**

Cleveland State University School of Nursing has a chapter in Sigma Theta Tau International called Nu Delta. Sigma Theta Tau is the International Honor Society for professional nurses. It is a nonprofit organization that recognizes superior achievement and the development of leadership qualities, fosters high professional standards, encourages creative work, and strengthens commitment to the ideals and purposes of the profession. Each year the Nu Delta chapter inducts current nursing students, nursing alumni, and community leaders who have demonstrated superior scholastic achievement, professional leadership, potential and/or marked achievement in the field of nursing.

The criteria for individual membership in the Nu Delta Chapter is the demonstration of academic excellence, leadership potential and professional behavior by students. Students who have a **grade average of at least 3.0 on a 4.0 scale and a rank in the top thirty-five percent of their class** are eligible for induction into the Nu Delta Chapter. Applications for membership are processed by the Eligibility Committee of the Nu Delta Chapter.

### **EXCELLENCE IN CARING**

This award is given to a student who demonstrates exceptional caring for others beyond that expected of students.