Program Approval and Accreditation Status

The Associate Degree in Nursing program at Connors State College is approved by the Oklahoma Board of Nursing, 2915 North Classen Blvd., Suite 524, OKC, OK 73106 (405) 962-1800. The program prepares a graduate to be eligible to take the National Council Licensure Examination for licensing as a registered professional nurse. **CSC Program Code (24400500)**

The Associate Degree in Nursing program is currently accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 500, Atlanta, GA, 30326. Phone: (404) 975-5000 Fax: (404) 975-5020

Nursing Department Phone Number: (918) 684-5436      Web: [www.connorsstate.edu/nursing](http://www.connorsstate.edu/nursing)
Address: 2501 Nth 41st Street East, Muskogee, OK 74403
Dear Nursing Student

The faculty and staff want to welcome you to our nursing program.

Connors State College’s nursing program is a great place for you to prepare for a career as an Associate Degree Nurse. Believing that each student is unique, the nursing faculty strive to assist each to achieve their individual potential. Office hours are posted and appointments can be made by calling (918) 684-5436. An open door policy is maintained for immediate concerns.

The program is based on Student Learning Outcomes (SLO’s) that are carried throughout the program. These will assist you in knowing what is required for successful completion of the program. Nursing is dynamic and based on physical, psycho-emotional, social, spiritual, and cultural concepts. This framework is supported by the application of scientific theory, the mastery of technical and behavioral skills; and, a sensitive approach to care giving which requires a commitment to human welfare. You will use this knowledge to assist man in adapting to and understanding wellness and illness. Caring and experienced faculty are available to assist you in gaining this knowledge.

We look forward to interacting with you during your nursing program. We will share in your happiness as you are awarded your Associate of Applied Science Nursing degree and your nursing pin, and we hope that you will remember Connors State College as the starting point of your professional nursing care.

With warm wishes,

The Associate of Applied Science Nursing Faculty and Staff
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# Nursing Program Policies and Guidelines

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Reviewed: 1.3.17
The mission of the Connors State College Nursing Program is to promote excellence in an associate degree nursing education by providing quality learning, service and leadership experiences designed to prepare a diverse student body for registered nurse licensure that will enable them to succeed in a global society.

**PHILOSOPHY**

The faculty of the Department of Nursing function as an integral part of Connors State College and in accord with the mission and core values of the college.

The goal of the program of nursing is to provide residents of this community quality career education for licensure as registered nurses which will enable students to succeed in a global society.

The faculty believes **MAN** has physical, psycho-emotional, social, spiritual, and cultural needs that fluctuate throughout the life span. Man, although unique, has similar basic needs that follow a sequential and predictable developmental pattern. In an attempt to meet the specific needs necessary for growth and development, the individual continuously interacts with a dynamic environment and requires constant adaptation to achieve optimal health. Nurses recognize the individual's influential factors that affect health and provide care within the context of family, significant others, community, and the society.

The faculty believes that **HEALTH** is a dynamic state of physical, psycho-emotional, social, spiritual, and cultural well-being. Health is not a constant state but fluctuates on a wellness-illness continuum, based on the individual's ability to maintain his/her optimal level of wellness. Man's unique strengths and positive attributes afford the potential for adaptive responses to internal and external stressors, thereby maintaining an optimal state of health. When the individual is functioning and adapting effectively, he/she may be considered well. When the individual's ability to adapt effectively becomes impaired, his/her position on the wellness-illness continuum moves toward illness, and the individual may need to enter the health care system for more aggressive assistance. The desire for optimal health may motivate man to seek out the health care system to effect prevention of illness and promotion of wellness.

The faculty believes **NURSING** is a practice discipline and provides a caring service to all age levels directed at prevention of health problems, maintenance of health, care of the sick, restoration to optimal health, and provision for a peaceful death. We believe that nursing is also an applied science which incorporates social and scientific principles from the liberal arts and sciences as a basis for providing care to the individual and family.
Nursing, as a profession, seeks to assist individuals and groups to meet basic human needs. Nursing care is directed toward reducing or removing stressors and enhancing the adaptive potential of the client. The need for nursing care is initiated by the client's potential, or actual, maladaptation to stressors and the inability to meet his/her needs.

Nursing care to promote the adaptive response of the client is based on the use of the nursing process. This process is supported by application of theory, critical decision making (critical thinking), mastery of psychomotor skills, and a caring approach that requires a commitment to human well-being. Professional nursing includes a system of values and ethics that is expressed through the American Nurses Association (ANA) Scope and Standards of Practice, ANA Code of Ethics, and the Oklahoma Nurse Practice Act.

**Nursing Education** consists of content that has been gleaned from the competencies and skills required in the practice setting for the role of the ADN nurse. Nursing education is a complex discipline, incorporating concepts from other disciplines to build a broad base from which to practice. In response to this belief, nursing education is best suited in an institution of higher learning.

The faculty assumes responsibility for development and implementation of the curriculum and for measuring the program and educational outcomes of the curriculum. The role of the faculty is to facilitate learning by creating an environment that is conducive to learning. This is accomplished by providing experiences that meet the individual learner needs, by allowing freedom of expression, and by stimulating curiosity.

The faculty believes **Learning** is a dynamic process which occurs within the learner. It is the acquisition and synthesis of knowledge resulting in a behavioral change necessitating active participation on the student's part to enhance the process as a self-directed learner. The faculty utilizes adult learning principles to create learning experiences that build on the students' previous knowledge base and progress from the simple to the complex. Multiple and innovative teaching methods are used to augment learning and meet individual learning styles. The nursing student is an active participant in the learning experience and incorporates the values of personal and professional development as a lifelong learner. Evaluation is the process utilized to determine the extent of the learning. Faculty believe that ongoing evaluation must be a shared process between the teacher and student to insure clear understanding of the expectations related to the nursing role.

The faculty believes that the graduate of an Associate Degree Nursing Program must be able to practice within five roles as defined in the Oklahoma Board of Nursing's *Educational Outcomes of Associate Degree Nursing Programs: Roles and Competencies* by Educational Level.

As a **provider of client-centered care**, the graduate of the Connors State College Nursing Program uses the nursing process as a basis for critical decision-making as a caregiver, advocate, and teacher to clients across the life span. The faculty believes it is essential that the graduate have current knowledge in nursing concepts, skills, and communication techniques in order to make sound nursing decisions, to implement therapeutic nursing interventions, and to practice...
competently.

As a member working within interdisciplinary teams, the graduate of the Connors State College Nursing Program is committed to professional growth, continuous learning, and self-development. The faculty believes it is essential that the graduate understands ethical standards and the legal framework for practice in order to collaborate effectively with the client, significant support person(s) and health care team to achieve positive outcome.

The graduate from Connors State College Nursing Program will utilize evidenced-based practice to identify new and existing knowledge for application of relevant research to improve health care and advance the profession. The faculty believes it is essential that the graduate have current knowledge in nursing concepts, skills, and communication that involves collecting, synthesizing, analyzing, and interpreting data to improve client care and client safety.

The graduate will apply quality improvement principles to assure delivery of safe and competent client care. Safety outcomes use National Patient Safety Goals (NSPG) for client care, staff scheduling, and regulation for work flow. To assure quality care, the graduate participates in and utilizes research from quality improvement studies to improve client care.

As a user of informatics the graduate of Connors State College Nursing Program will use information technology for improvement of client care and client safety. The faculty believes it is essential that the graduate have current knowledge in nursing concepts, skills, and communication to understand practices and teaches all aspects of client confidentiality pertaining to informatics.

Additionally, the graduate of Connors State College Nursing program functions as a manager of care, when facilitating and coordinates nursing care for client(s) and groups of clients using management principles. To be competent in the role as manager of care, the faculty believe the graduate must possess the knowledge, skills and communication techniques necessary to make decisions regarding priorities of care, delegation, efficient use of time and resources, and when to seek assistance from more advanced nursing practitioners.
PROGRAM OUTCOMES

1. NCLEX-RN pass rate will be at least 80% for all first-time test-takers during the same 12-month period.

2. Within one year of graduation, 90% of respondents surveyed who sought employment are working as registered nurses in a variety of health care settings.

3. Seventy percent (70%) of students will complete the program within 200% of the stated program length beginning with enrollment in the first nursing course.

STUDENT LEARNER OUTCOMES

The graduate of Connors State College with an Associate Degree of Applied Science in Nursing should demonstrate the following competencies:

1. Provide competent nursing care to meet the physical, psycho-emotional, social, spiritual, and cultural needs of clients in a variety of settings where policies and procedures are specified and guidance is available.

2. Utilize the nursing process as a means for problem solving in order to promote the adaptation of clients across the life span.

3. Organize nursing care for a group of clients through delegation of care and collaboration with other members of the health care team as needed to restore optimal health, prevent illness, or promote wellness.

4. Accept accountability for nursing practice and responsibility for professional growth.
I. EDUCATIONAL PARTNERSHIP

Learner Responsibility

- Participate actively in the learning and evaluation processes
- Integrate and apply previously learned knowledge
- Examine underlying assumptions
- Communicate effectively
- Use technology to support outcomes
- Implement decisions derived from theory and research
- Apply evidence based practice
- Collaborate as a member of a team
- Demonstrate professional integrity

Faculty Responsibility

- Facilitate and support student success in the pursuit of knowledge
- Pursue excellence in nursing practice through evidence based teaching
- Recognize the varying backgrounds, skills, and learning styles of students
- Foster the development of nursing judgment
- Provide an environment conducive to active learning
- Demonstrate and role model professional integrity
- Participate regularly in scholarly activities
- Provide formative evaluation by giving regular feedback
II. COURSE OVERVIEWS AND LEARNING EXPERIENCES

Courses are designed to progress sequentially from the application of simple concepts to complex concepts. Each course sequence has learning objectives designed to assist students in meeting the requirements of the Connors State College’s Associates of Applied Nursing Program.

NURS 1117 Foundations in Nursing - Hybrid
Skills Lab/Clinical/Communication Lab. This course introduces the student to the roles of the nurse as a provider of care, a manager of care, and a member within the discipline of nursing. As a provider of care the student learns to assist the geriatric patient to meet his/her needs when health fluctuates on the wellness-illness continuum. An overview of the nursing process is presented as a method for planning care for patients throughout the life span. Emphasis will be placed on establishing nurse/client relationships and therapeutic communications. Skills associated with the role of the nurse are the primary focus.

NURS 1132 Mathematics for Nurses
Prerequisite: Concurrent enrollment in NURS 11117 Foundations of Nursing. Math for Nurses is designed to introduce the nursing major to the mathematical skills essential for calculating medication dosages. Content includes conversion between metric and household systems of measurement; calculation of oral and parenteral dosages; intravenous flow rate calculations; pediatric calculations; and intensive care calculations.

NURS 1228 Adaptations of the Family – Hybrid
Prerequisite: NURS 1117 – Foundations of Nursing and NURS 1132 – Math for Nurses. NURS 1228 must be taken concurrently with NURS 1223 Clinical Practicum. Students will acquire knowledge of the nursing process in the practice of safe nursing care of families experiencing childbearing, and selected medical/surgical problems. Focus will be placed on meeting basic needs and applying developmental theory. The role of the student as a member within the profession will be expanded through recognition of accountability for nursing practice and identification of the need for personal/professional development.

NURS 1233 Clinical Practicum
Prerequisite: NURS 1223 Clinical Practicum must be taken concurrently with NURS 1228 Adaptations of the Family. The course utilizes theory content from NURS 1228, Adaptations of the Family. Theory and campus laboratory skills enable the student to plan and provide care for patients/families in select medical-surgical, obstetric, and pediatric settings.

Reviewed: 1.3.17
NURS 2223 Transitions to Professional Nursing – Hybrid
Prerequisite: Acceptance into the Career Ladder program. This course is especially designed to provide career mobility for the eligible licensed practical nurse and/or paramedic. The course provides an introduction to the nursing process with a focus on man’s adaptation to meet his basic needs. Professional nursing skills will be developed through special emphasis on communication, the role of the mathematical skills essential for calculating safe medication dosages (SP or FA).

NURS 2137 Maladaptive States I – Hybrid (Traditional and Career Ladder)
Prerequisites: NURS 2223 – Transitions to Professional Nursing or NURS 1228 – Adaptations of the Family AND NURS 1223 – Clinical Practicum. By amplifying on the application of the nursing process, the student will utilize theoretical knowledge and clinical skills to meet the bio-psycho-social needs of individual adults experiencing medical-surgical and psychiatric disorders. Theory related to an expanded assessment is presented and emphasis is placed on the students functioning more independently when providing patient care within an interdisciplinary framework. Professional growth and personal accountability are stressed throughout the course.

NURS 2133 Clinical Practicum I
NURS 2133 must be taken concurrently with NURS 2137 Maladaptive States I. The course utilizes theory content from NURS 2137 Maladaptive States I. Theory and campus laboratory skills enable the student to plan and provide care for patients with acute and chronic illnesses in clinical setting.

NURS 2247 Maladaptive States II - Hybrid (Traditional and Career Ladder)
Prerequisites: NURS 2133 – Nurse Practicum I and NURS 2137 – Maladaptive States I. This course focuses on the provisions of advanced care for adult clients in complex settings. The student will demonstrate an internalization of the nursing process in the coordination of care for individuals and groups of clients. In the roles of provider and manager of care the student will be provided the opportunity to practice accountability for own nursing judgments and actions.

NURS 2243 Clinical Practicum II
NURS 2243 must be taken concurrently with NURS 2247. Selected clinical laboratory experiences provide management and critical care opportunities for the student to apply concepts, principles, and skills acquired in related theory classes.

NURS 2252 Trends and Issues in Nursing
Prerequisites: NURS 2137 – Maladaptive States I and concurrent enrollment in NURS 2247 – Maladaptive States II. The student will use the nursing process to analyze current trends and issues in nursing influencing nursing. The course will examine the impact of social and scientific changes in relation to the nursing profession and discuss ethical and legal issues;
analyze concepts common to effective leadership and management; and explore the status of nursing research. Methods for achieving the course objectives include online group discussions, presentations, communication with political leader, and selected readings. Active participation by the student will be required.
### III. ASSOCIATE OF APPLIED SCIENCE IN NURSING CURRICULUM

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*Course has pre-requisite (See course description section of catalog)
*Require acceptance into the Nursing Program

**MINIMUM TOTAL CREDIT HOURS: 72**

Students desiring an Associate of Science degree will need the following courses in addition to those listed for the Associated of Applied Science in Nursing: Humanities (6 hours); College Algebra (3 hours) Microcomputers or Fundamentals of Computer Usage (3 hours)
It is expected that students will be pro-active in their own learning process. To encourage student success you should consider:

1. **Home commitments**: It is demanding to meet the needs of a family while carrying a full college schedule. Course schedules may require evening and weekend hours, and clinical shifts are up to nine (9) hours.

2. **Work commitments**: Work requirements may interfere with student success. Full-time and part-time work schedules may make academic success difficult.

3. **Health requirements**: you are required to submit an up to date health record prior to registration of NURS 1117 and prior to NURS 1228, NURS 2137, and NURS 2247. The health requirements are necessary to meet the expectations of each clinical agency. The deadline to submit the entire health requirement is prior to the start of the appropriate course.

4. **Students returning to the program** will need to have their health status and other records up to date to ensure students can meet the requirements of the clinical setting. Proof of this documentation must be uploaded into Verified Credentials.

5. **Students are expected to have a valid Healthcare Provider CPR card provided by the American Heart Association Health (AHA), which must include adult, child and infant CPR.**

6. **Students are required to have a Certified Criminal Background Check completed prior to the start of NURS 1117. If the Criminal Background check is positive there is not guarantee of acquiring a license from the state of Oklahoma. NOTE**: If there is a lapse in enrollment from the nursing program for one year or more, the student will be responsible for completing the Criminal Background check and urine drug screen again.

7. **Computation skills**: Preparation and administration of medications requires an ability to accurately and quickly compute dosage calculations. Weakness in application of the four basic mathematical operations (addition, subtraction, multiplication, and division) should be remedied prior to admission to the program. Please contact the Success Center for math assistance.

8. **Students will be assigned to clinical sites at the end of each semester. After receiving the clinical assignment, the student has two (2) weeks to request a change in assignment.**

****Clinical sites and times may change due to an institutions inability to host our students. Clinical requests are sent months in advance awaiting confirmation. In some instances, agency changes have occurred just prior to the start of school. ****

****The first day of class may not be the same as what is listed in Blackboard (BB). The first day that classes resume on campus is the start of the session. This may mean that students are in clinical orientation prior to class session. ****
IV. PHYSICAL AND MENTAL QUALIFICATIONS

The following minimal physical and mental qualifications are necessary to be considered for admission into and progression through the Connors State College Nursing Program but are not limited to:

1. The ability to lift weights of up to 35% of recommended body weight independently.
2. The ability to move around the clients' rooms and in work areas.
3. Visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and accurately read monitors.
4. Auditory acuity sufficient to hear instructions, requests, and monitoring alarms, and to auscultate heart tones, breath sounds, and bowel sounds.
5. The motor ability necessary to manipulate equipment and supplies and to utilize palpation and percussion in client assessment.
6. The ability to speak, write, and comprehend the English language proficiently.
7. The ability to communicate in a professional manner, establish rapport with clients and colleagues, use problem solving skills, and function effectively under stress.

If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodation from Jody Butler, ADA Coordinator at 918.463.6215 as soon as possible to ensure timely implementation of appropriate accommodations. Faculty has an obligation to respond when they receive official notice of a disability, but are under no obligation to provide accommodations prior to verification or to make accommodations retroactive. More information can be found in the ADA Handbook that can be accessed on the CSC Website at http://connorsstate.edu/ada/handbook
V. PROGRESSION

To progress and graduate from the program, a student must maintain a "C" or better in all required nursing courses, general education, and support courses. Students must also achieve “Satisfactory (S)” ratings on clinical objectives described in the clinical evaluation tools for clinical experience. Also, required skills in the laboratory setting must be satisfactorily mastered. Nursing students who are identified at risk will be counseled and encouraged to develop a plan for success. Advanced standing credit earned by LPN and Paramedic students will be submitted to the registrar when attending 4th semester.

GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>91.5 – 100 %</td>
</tr>
<tr>
<td>B</td>
<td>83.2 – 91.4%</td>
</tr>
<tr>
<td>C</td>
<td>74.9 – 83.1%</td>
</tr>
<tr>
<td>D</td>
<td>66.6 – 74.8%</td>
</tr>
<tr>
<td>F</td>
<td>66.5% and below</td>
</tr>
</tbody>
</table>

CONCURRENT THEORY AND CLINICAL COURSES

One of the standards required by the Oklahoma Board of Nursing is that “Classroom content shall be taught currently with or prior to related clinical experiences”. The curriculum of the CSC nursing program is designed to meet this requirement. Clinical objectives correlate with theory objectives so that students can experience a practical application of didactic material. In order to meet these objectives, students must be involved in both classroom and clinical activities. It is not possible to satisfactorily meet the objectives of only one component. For this reason, if a student has to repeat a semester, he/she must enroll in both theory and clinical components, regardless of whether a passing grade has been earned in one component previously.

Because of the close correlation between clinical and theory objectives, the faculty are concerned about client safety when a student is not demonstrating an understanding of theory. Therefore, if a student has an “F (66.5%)” for a theory grade average at mid-term, or thereafter, or if the clinical evaluation is unsatisfactory, it is not considered safe to continue attending clinical, and the student is expected to withdraw from the course. He/she will be allowed to continue auditing the theory component of the course, if desired, in order to promote success when the course is repeated.

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STARS (Subject Test Assessment Resource Service) – Kaplan Nursing

In order to aid in the progress and success of our students, while lowering our program’s attrition rate and strengthening the NCLEX-RN pass rate, Connors Nursing Program utilizes STARS, Kaplan Nursing’s online integrated testing program for nursing schools. STARS is comprised of a series of tests designed to evaluate the knowledge of students in a basic nursing curriculum leading to RN licensure. The results enable nursing faculty to identify students with knowledge deficits in specific content areas so that early intervention can positively influence student outcomes. It is important that students remediate questions they missed on each individual secure exam.

STARS (Kaplan) assignments and tests are outlined in the course syllabus and/or course calendar. Failure to complete assignments and tests as assigned will result in not meeting the requirements of the program.

To encourage preparation and performance on the exams, bonus points for scores will be given at the end of the semester as follows.

<table>
<thead>
<tr>
<th>Percentile Range</th>
<th>Bonus Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>55th - 64th percentile</td>
<td>3 points</td>
</tr>
<tr>
<td>65th - 74th percentile</td>
<td>6 points</td>
</tr>
<tr>
<td>75th - 84th percentile</td>
<td>9 points</td>
</tr>
<tr>
<td>85th - 100th percentile</td>
<td>12 points</td>
</tr>
</tbody>
</table>

Bonus points from Kaplan scores are only added in at the end of the semester, IF the students’ overall average is passing (≥ 74.9). Exam average must be passing before Kaplan bonus points are added and the final course grade is calculated. Bonus points can raise a students’ course grade from a C to a B or from B to an A, but never from a D to a C.

A Nursing School Success section is available to students during their entire enrollment in the program. Students can access How to Study and a Dosage and Calculation Workshop. Students are encouraged to use these resources throughout their time in nursing school. Kaplan Focus Review Tests are non-secured banks of questions that the student may use for practice to enhance learning.

The Kaplan NCLEX review course will be given during the last week of Maladaptive States II. Attendance is mandatory for the entire review course. Students not completing the entire review course will received an “I” for Maladaptive States II.

READMISSION

Students who have failed to complete NURS 1117 with a “C” or better, or have withdrawn from the course will need to reapply to the Nursing Program. Points will be

Reviewed: 1.3.17
calculated for admission the same as other applicants. Students who have failed to complete NURS 1132, NURS 1228, NURS 2223, NURS 2137, or NURS 2247 with a "C" or better, or failed to complete NURS 1223, NURS 2133, or NURS 2243 with a satisfactory or better, or who have withdrawn from the Nursing Program and wish to be considered for readmission must follow the readmission policy. The readmission policy is located on the nursing website: www.connorsstate.edu/nursing/admission.

NOTE: The nursing program must be completed within 200% of the stated program length for all students beginning with enrollment into NURS 1117 Foundations in Nursing. Career Ladder students must complete the program within 200% of the stated program length for all students beginning with enrollment into NURS 2137 Maladaptive States I.

RE-ENTRY POLICY

All returning and transfer students must take NURS 1002 Success in Nursing Education if not taken previously. All returning students will complete Kaplan Remediation as outlined, not completing will result in denial of return. The following criteria will be considered by the admissions committee if more persons apply for re-entry/transfer than spaces are available: GPA, reason for withdrawal/failure, extenuating circumstances, number of general education and support hours remaining.

Re-entry procedures are the responsibility of the student. The Director of Nursing and Nursing Faculty will assist the student as needed in the process.

After a student enters a course twice, the student may request an additional re-entry into the nursing program after successfully working for one year. A Level one (1) nursing student (1st or 2nd semester student) must work for one (1) year as a Certified Nurse Aid (CNA) and a Level two (2) nursing student (3rd or 4th semester student) must work for one (1) year as a Licensed Practical Nurse (LPN).

Approval to re-enter the program is based on the date the re-entry request is received and space availability as there is an enrollment cap in each course. **There is no guarantee that a student is able to re-enter the program.**

If a student has been dismissed from the nursing program for any reason, the student must wait five years before re-entry into the program will be considered. **Re-entry is not guaranteed.**
VI. STUDENT CODE OF CONDUCT

The mission of Connors State College is to provide an opportunity for education to all its students. In order to achieve this mission, it is important to define a standard or a code of conduct for behavior which will enable students to work together and with the faculty, staff and administration in a positive manner.

Enrollment at Connors State College is not compulsory. The voluntary entrance of a student into the College means that the student also voluntarily assumes obligations of performance and behavior reasonably imposed by the College. The discipline of students at Connors State College is, in all but the case of expulsion, a part of the educational process. Disciplining students is intended to be instructional and to help them ultimately to discipline themselves.

Connors State College is an institution of higher learning. The rules and regulations are designed to ensure optimal conditions for learning for all students. The standard or code of conduct for students is seen as a foundation of behavior rather than arbitrary limits on behavior. Students in the Nursing Program are subject to the academic and disciplinary rules and regulations of Connors State College.

The nursing faculty of Connors State College have adopted a code of honor that describes the expectations for students entering the nursing program. Each student will be asked to read and sign this pledge as a contract of professional behaviors. Refer to the signed ‘Honor Code Pledge’ located in “Verified Credentials” individual student documents.

DISCIPLINARY ACTIONS/STUDENT COUNSELING/PROBATION

Students who are unable to succeed academically, meet the clinical objectives, or violate school/department policy will enter the student-counseling pathway. (See Appendix B) Students exhibiting academic dishonesty and/or unprofessional behavior may be placed on probation or may be dismissed from the program.

DISMISSAL

Unprofessional conduct or repeated unsatisfactory clinical performances may result in probation or dismissal from the program. A student may be placed on probation only once during a semester, not to exceed two (2) times while in the nursing program.

A student who is dismissed from the program may appeal to the Vice President of Academic Affairs and Technology. (See Connors State College Catalog)
ACADEMIC DISHONESTY

Academic dishonesty is intentional participation in deceptive practices regarding one’s academic work or the work of another. Dishonest behaviors include acts such as lying, cheating, plagiarism, alteration of records, forgery, false representation, and knowingly assisting another person in dishonest acts. (Gaberson & Oermann, 2010). This includes more than student grades. It encompasses all faculty and student activities that are necessary for continuing intellectual and professional growth in an academic setting. Dishonest acts should be taken seriously because they can have harmful effects on patients, learners, faculty-student relationships and the education program.

1. **Cheating.** Cheating is an act of using unauthorized assistance in an academic activity, or using prohibited aids when writing papers: e.g., a student copies portions of a classmate’s case study analysis and presents the assignment as their own work. A student asks for a staff member’s assistance to calculate a medication dose but tells the instructor that he did the work alone also is cheating. (Gaberson, 2010)

2. **Unauthorized possession of an exam;**

3. **Plagiarism.** Plagiarism is the use of published or unpublished work or specific ideas of another person without giving proper credit: e.g., a student paraphrases portions of a published teaching pamphlet without citing a source; (Gaberson, 2010).

4. **Lying.** The deliberate act of deviating from the truth, e.g., a student states that she attempted a home visit and the patient was not at home. In fact, the student overslept and did not make the home visit; (Gaberson, 2010)

5. **Altering a document.** Inaccurate recording, falsifying or altering of patient, agency, and/or personal records;

6. **False representation.** An untrue or incorrect representation of fact.

7. **Collusion.** A student knowingly or intentionally helps another student perform a act of academic dishonesty. Dishonesty will be disciplined in the same manner as the act itself.


UNPROFESSIONAL CONDUCT

1. Illegal possession, sale or distribution of drugs or other wrongful conduct relating to drugs;

2. Illegal possession of weapons;

3. Theft;

4. Charges and/or conviction of a felony;

5. Excessive tardiness or absenteeism;

Reviewed: 1.3.17
6. Administering medication and/or treatment in a negligent manner or without the permission of the instructor;
7. Violating the confidentiality of information or knowledge concerning the patient;
8. Use of profanity in clinical area;
9. Repeated violation of the dress code;
10. Any activity that would jeopardize the health, safety, and/or welfare of the patient, the hospital staff, instructor, other students, or self;
11. Being under the influence of mind-altering drugs, use of illegal drugs, and/or the use of alcohol while in class or in the clinical area;
12. Misappropriating supplies, equipment and drugs;
13. Violent or threatening behavior against any student, faculty or any staff of CSC verbally, physically, in writing or electronic media.
14. Leaving a nursing assignment without properly advising appropriate personnel and instructor;
15. Discriminating in the rendering of nursing services as it relates to human rights and dignity of the individual;
16. Committing an act that a reasonable and prudent student would not perform at his/her level in the program;
17. Omitting an act that a reasonable and prudent student would be expected to perform at his/her level in the program;
18. Failure to disclose errors to hospital responsible party and clinical instructor;
19. Conduct detrimental to public interest; and,
20. While caring for a patient, engaging in conduct with a patient that is sexual or may reasonably be interpreted as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient, or engaging in sexual exploitation of a patient.

Reference:
AMERICAN NURSES ASSOCIATION (ANA) Six (6) Tips for Nurses Using Social Media

Social networks and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse’s career, but also the nursing profession.

**ANA’s Principles for Social Networking**

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional nurse-patient boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

**6 Tips to Avoid Problems**

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

Reference:
VII. NURSING PROGRAM POLICIES AND GUIDELINES

ATTENDANCE

Class attendance is necessary for successful completion of the program. Students are expected to be on time and prepared for each class and clinical session. Consistent absence could result in unsuccessful progression in the program. If a student is tardy for a quiz, the student will receive a zero for the quiz. Consistence tardiness or absenteeism is unacceptable and may necessitate counseling from faculty.

In case of unavoidable absence, the instructor(s) must be notified prior to the class, lab or clinical. It is the student’s responsibility to obtain information presented during a class that is missed. Theory material presented in class will not be repeated; however, a student may get faculty approval to have a classmate tape the theory material presented in class.

INCELEMENT WEATHER

Classes will remain in session during inclement weather unless otherwise announced by the news media. Student can sign up for emergency notification issued from the college.

CELL PHONES

All cell phones must be turned off or set to vibrate during instructional and lab/skill practice time. It is not acceptable for a student to text message during a class, or to leave class to answer a call unless prior arrangements are made regarding an emergency situation. Return calls must be made at break or after class is over. No cell phones are allowed in the testing area during test sessions.

CHILDREN IN CLASS

Children will not be permitted in the classroom or open lab while class is in session. Also, children are not to be left unattended in any Connors State College building for any reason.

ACADEMIC ADVISEMENT

All students declaring a nursing major are assigned to the Department of Nursing for advisement. Students may schedule an appointment to see an advisor through the departmental secretary. It is always best to schedule an appointment since it will guarantee that an advisor will be available. Each nursing faculty post office hours and advisement schedules outside their office door.

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COURSE SYLLABI

A syllabus is prepared by the instructors for each nursing course. The syllabus includes a description and overview of the course, course objectives, and requirements to meet these objectives, teaching methods, evaluation, grading procedure, and required texts. The syllabus, class schedule, calendar and class outlines and objectives are located on Blackboard (BB) for viewing/printing. Expected behaviors and specific protocols as well as guidelines for clinical experiences are outlined. The syllabus requirements must be fulfilled to pass the course. THEREFORE, IT IS IMPERATIVE THAT THE STUDENT READ AND REFER TO THE SYLLABUS THROUGHOUT EACH COURSE.

E-BOOKS

E-Book requirements are specified in each course syllabus along with supplemental references. E-Books may be purchased at the College Book Store.

LIBRARY FACILITIES

The Library Learning Center on the Warner Campus and the Library Service Center at the ICTC/Three Rivers Port Campus provide resources to accommodate student needs by offering selected reference works, videos, computers, computer programs, and professional journals. Students may obtain instructions and passwords from the library for accessing electronic databases from remote computers.

- Library Learning Center (Warner) (918) 463-6210
- Library Service Center (Muskogee) (918) 684-5408

COMPUTER LAB

The CSC Nursing Department Computer Lab is open to nursing students, staff and faculty. C-Key Account Activation is required for computer use, e-mail, and Wi-Fi access. All users are required to sign in with their own username and password. (C-Key Activation Instructions are available at http://connorsstate.edu/newstudent/). Blackboard is currently used within the nursing program as the course learning management system. If you need assistance obtaining a login name and password, please contact Heath Hodges (heath.hodges@connorsstate.edu).

- Connors State College is not responsible for any files that are lost, stolen or deleted using equipment in the computer lab. Users are encouraged to back up files to a memory stick.
- No food or beverages, including bottled water, are allowed in the computer lab.

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• This is a quiet area. Please silence cell phones.
• Do not attempt to fix any malfunctions of equipment. Notify a member of the nursing staff.
• It is the responsibility of every user to ensure that the computer lab equipment is not being abused, damaged, or used in a manner other than what it is intended for.
• Computers are for educational/professional use, and not for personal use or use by friends or family. It is assumed that users will not access pornographic or illegal info using Connors State College resources.

**STUDENT DEVELOPMENT**

The SUCCESS CENTER is available for enhancement of reading, study skills, and test taking abilities. Contact the Retention Specialist at (918) 684-5444. A student can access Student Support Services by calling (918) 463-2931, ext. 6267. Offices are in Room 138 Gatlin Hall in Warner and Room 110 at Three Rivers Port Campus.
VIII. TESTING POLICIES

ABSENCES

Major examinations are scheduled in the course syllabus and will be announced at least one week in advance. It is unreasonable to expect the examinations be rescheduled except in the case of an EMERGENCY absence (i.e. death in the immediate family or significant illness of the student). In the case of an EMERGENCY absence, the student is responsible for notifying the instructor prior to test time unless incapacitated in a manner that would prevent the student from notifying the instructor. It is the responsibility of the student to make arrangement for a make-up exam missed related to an EMERGENCY absence. Make-up exam should be taken within 2-3 days of missed exam. Failure to make arrangements for make-up exam will result in a grade of “zero” recorded for the examination missed. Bring appropriate documentation (i.e., doctor’s statement, obituary).

If an examination is missed related to a NON-EMERGENCY absence, the missed exam will be taken the same day ASAP. Failure to take the exam the same day will result in 5 points per calendar day deducted from the student’s exam score until exam is taken, including weekends. The student is responsible for making arrangements for make-up exam. Failure to make arrangements for make-up exam will result in a grade of “zero” recorded for the examination missed. In addition the student will be required to come before the Nurse Faculty Organization (NFO) for NON-EMERGENCY exam absences.

Instructor reserves the right to give an alternate make-up examination for either EMERGENCY or NON-EMERGENCY absence.

TESTING POLICIES

- The faculty has the right to assign seating for the test.
- Students are expected to bring sharp #2 pencils and clean erasers to the test.
- Students will receive their test results approximately one week after original test time.
- All examinations will be timed. All students in NURS 1117 Foundations of Nursing and NURS 1228 Adaptations of the Family will be allowed 90 seconds per question, and students in NURS 2137 and NURS 2247 will be given 75 seconds per question.
- Students who believe a question may have an incorrect answer will need to fill out a Test Question Comment Sheet form (available in syllabus) explaining their rationale and citing their reference.
- Nursing students who make less than 74.9% on any major nursing exam are responsible for making an appointment with their course faculty advisor and develop a plan to improve their study skills and future testing performance. The focus of this session is on student learning behaviors; it is not for review of test questions.
• All students are encouraged to come to mentoring sessions if they are not making a 
  passing grade. Each student will be asked to read and sign a mentoring contract. Refer to 
  the signed ‘Mentoring Contract’ located in “Verified Credentials” individual student 
  records. Note: Mentoring is open to any student, regardless of their grade and 
  encouraged to participate in mentoring sessions.
• Specific policies unique to each course are outlined in the course syllabi.
• Tardiness for an exam may be penalized.
• No cell phones or electronic media devices are allowed in the testing session.
• Student’s progression in the program is determined by academic testing.
• In order for a student to pass any nursing course, the cumulative average of all exams 
  must equal a 74.9% or greater and averages will not be rounded. This does not include 
  any course assignments or quizzes.
• Remediation activities may be required as a result of unsatisfactory test performance.
IX. COLLABORATIVE TEST POLICY

POLICY STATEMENT

Collaborative testing is a method of learning in which students work together on a test. Courses in the nursing program will implement collaborative testing for posttest review following all unit exams in the nursing courses. Collaborative testing will not be used following the final exam.

PURPOSE

• Promotes intense engagement with theoretical content, which increases retention of content.
• Fosters collaboration and group process skills; a required nursing competency.
• Decreases exam anxiety, particularly for those students whose levels of anxiety compromise their ability to perform on exams.

PROCEDURE

• Upon completion of individual exam, students will leave the classroom and reconvene when instructed to do so.
• Collaborative testing is used in each nursing course following the administration of the individual exam.
• Student groups are formed by the instructor.
• Number of student’s per group is at the discretion of the instructor teaching the course.
• Group members are subject to change with each collaborative test at the discretion of the instructor teaching the course.
• New separate test/exam booklet is used during collaborative testing; one booklet per group.
• Students within the group are awarded the following points based on their group test scores:
  o 90%-100% = 2 points
  o 80%-89% = 1 point
• It is the student’s responsibility to write their name on the group scantron sheet (no writing on the test booklet). Any student name missing from the group’s scantron will not be awarded the group points.
• Points earned on collaborative tests are added into the total of the exam just completed.
• No writing on the test booklet.

R.I.S.E. (Reaching for opportunities while implementing a Successful Education)
The faculty of the Nursing Department believes it is the dual responsibility of the school and participants to retain students in the program and enhance NCLEX success. It is this intention that drives the faculty to recognize the need for a structured program targeted to help students at risk. The use of RISE identifies students “at risk” who could benefit from remediation or counseling. The student will work with the instructor to identify the strategies for improvement. Also, to aid the student in learning and remediation, an individual student test analysis will be completed after every regular exam (see Appendix D, R.I.S.E. form “Individual Student Test Analysis”). The faculty, working with the student, can help identify individual learning styles, weak content areas, and provide tutorial help.

**CHEATING**

- Any student caught cheating on the examination or any assignment will be given a "zero."
- Plagiarism is subject to disciplinary action by the Nursing Faculty Organization. (See ACADEMIC DISHONESTY in this Student Handbook).
- If paper examinations are given, all will be numbered and counted before students are allowed to leave the room.
- When students review tests, no notes may be taken, photographed or recorded.

**GRADE APPEAL PROCEDURE**

The student may appeal a grade or decision by discussing it with the instructor, course coordinator, then the director of nursing. If no satisfaction is obtained, a further appeal may be made through the established procedure found in the *Connors State College Catalog*.

**COMplaint/GRIEVANCE PROCEDURE**

The Nursing Program faculty and staff are available and interested in helping navigate through the program and completing your degree. Feel free to address your concerns and questions to your instructors and/or Nursing Program Advisor.

In accordance to the policy of Connors State College, students who have complaints or grievances related to nursing course grades, conduct of classes or other course matters should address those complaints first with the instructor of the course. If the student is not satisfied with the resolution, the grievance can then be taken to the Division Chair for Nursing. If resolution is not achieved there, the student may then go to the Vice-President of Academic Affairs and Technology. Grievances related to non-nursing courses should be taken first to the course instructor, then to the Division chairperson, and finally to the Vice-President of Academic Affairs and Technology. For more information on complaints and grievances, see Student Complaints page in the Connors State College Student Handbook.
X. CLINICAL POLICIES

DRESS CODE

The dress code for the clinical experience is as follows:

1. Orange (unisex) uniform top with college embroidered insignia over left upper chest and black uniform pant or skirt. Orange lab jacket with college embroidered insignia is available but not required.

2. Black long sleeve undershirt may be worn under uniform top.

2. Name pin (orange with black lettering) which designates the student and college; and/or student identification card.

3. Watch with second hand;

4. Neutral hosiery;

5. Black leather shoes (no sandals, canvas shoes, etc.);

6. The following can constitute a hazard to client’s welfare and are not allowed:
   - large rings
   - offensive perfumes
   - excessively long fingernails
   - chipped nail polish
   - artificial or gel nails

7. Hair must be neat, clean, and off the shoulders

8. Jewelry must be limited to simple, non-dangling jewelry

9. Pierced jewelry may be visible only in the ears

10. Tattoos should be covered whenever possible. The Nursing faculty or clinical agency management reserves the right to determine if tattoos require covering.

11. Students are expected to comply with clinical agency policies.

Students are expected to know and conform to the protocol of the clinical facility of assignment. Students may have to be in the clinical area to select a client or review client records and are to be attired in nursing program uniforms with appropriate student identification. At NO time will jeans or T-shirts, or open toe shoes be acceptable attire in the clinical area.

At NO time will jeans or T-shirts be acceptable attire when participating in scheduled professional nursing functions. Students not obeying the dress code for professional functions will be asked to leave.

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ATTENDANCE

Clinical attendance is mandatory for progression in the program. Absences impede the clinical evaluation process and may lead to a non-passing clinical grade. A student must notify the clinical instructor and the facility/unit of clinical assignment as early as possible if a clinical absence is unavoidable. It is the student's responsibility to notify the clinical instructor, not request a fellow student to report the absence. It is suggested that the student retain the name of the nurse being notified for verification. Students are required to present a physician’s release, without restrictions, to return to clinical following surgery or a major illness. All absences require “make-up” in a clinical setting. If space is not available, then student will complete two (2) virtual clinical excursions (VCE). When completing a VCE the student will be required to arrive at the nursing campus by 8:30 a.m. and will be at the campus until 4:30 p.m. Student will dress in full clinical uniform.

TARDINESS

To promote professional accountability, students will arrive at the clinical facility on time. A student must notify the clinical instructor as early as possible if clinical tardiness is unavoidable. Again, it is the student's responsibility to notify the clinical instructor, not request a fellow student to report the absence. A counseling form will be completed and placed in the student file if tardiness becomes a pattern. Tardiness will also be reflected in the clinical evaluation. Persistent tardiness may seriously jeopardize the clinical grade.

PREPARATION

Students must show evidence of clinical preparation, as per instructions in syllabus. See course syllabus for guidelines. Failure to demonstrate clinical preparation will result in dismissal from the clinical facility and an unsatisfactory evaluation for that day. A progress report will be completed showing the unsatisfactory evaluation and the unexcused absence for that day.

GRADING

A “Pass” or “Non-Pass” grade will be given for the clinical experience. Goals are specified for each course by means of the clinical objectives described in the clinical evaluation tool. A “Pass” grade is required for successful course completion. See course syllabi for specific clinical grading.
CLINICAL ASSIGNMENTS

Assigned activities, experiences, care plans and/or concept maps must show evidence of individualized care for the assigned client(s). Course syllabi outline specific guidelines for each course.

UNSATISFACTORY PERFORMANCE

Students unable to achieve the objectives in a clinical experience will receive a written unsatisfactory clinical evaluation, which will be signed by both the faculty member and the student. Any student with an unsatisfactory clinical evaluation will be referred to the Nursing Faculty Organization Committee for review and disciplinary action. An unsatisfactory clinical evaluation may result from excessive absences or tardiness, lack of preparation, inappropriate attire, unprofessional conduct, etc.

UNSAFE PERFORMANCE

A student will be referred to the Nursing Faculty Organization Committee for an unsafe performance which, in the judgment of the clinical instructor, could endanger the client's well-being, e.g., performing an invasive procedure without the instructor's approval, failure to report errors, etc. An unsafe performance or excessive unsatisfactory performances will result in failure of the course and dismissal from the program.

SKILLS LABORATORY POLICIES

A student must satisfactorily demonstrate safe performance skills in the laboratory setting prior to performing procedures in the clinical setting. Laboratories are available for practice to students at any level. Students should make arrangements with a lab instructor. Leave the lab area clean after use.

Audio-visual equipment and computers are available in the Library Learning Centers (ICTC/Three Rivers Port Campus and Warner Campus) for the student's use during posted hours. A computer lab is available in the nursing department for student use. Students are expected to view each film/DVD and complete activities as listed in the syllabus. Students should report misplaced or damaged videos/DVD, non-working equipment, or any other problem to the library or nursing personnel.
XI. GENERAL INFORMATION

COMMUNICATION

All nursing students must activate their CSC student email account. Major changes in policy and procedures, major announcements, etc., will be communicated through this email address. If you are not in the habit of checking this account frequently, please have all email from this address forwarded to your personal email accounts. Messages in Blackboard may be used as well to communicate notices within the specific course. Students may leave messages as necessary. Notices may be posted on a communications board near the entrance to classrooms.

STUDENT EMPLOYMENT

Most students find it difficult to maintain employment while progressing through the program. Responsibilities such as employment are not considered acceptable excuses for a student's inability to meet any program requirement.

The college accepts no legal responsibility for a student's performance of nursing duties in a health care agency unless that student is under the supervision of a faculty member during a scheduled clinical experience.

HEALTH POLICIES

The safety of the student and the patients are very important, since the presence of infectious diseases may not be readily apparent. Health policies are created to address this concern.

- Possible exposure to infectious materials: (See Appendix, A) Exposure Control Plan
- Student Illness: With any illness (physical, emotional, mental) or condition (pregnancy), the nursing program may recommend/require that the student request documentation from a physician and/or counselor certifying the student is able to perform all the duties expected of a student nurse. The student may not be able to continue in the program until such a statement is received.
- Hospitalization: Following any required hospitalization, the student needs to submit to the nursing faculty a written letter from the relevant physician certifying that the student is able to return to school and to perform all the duties expected of a student nurse. This letter must be received before the student may resume participation in classroom and/or clinical activities.
- Expenses related to illness: The student is responsible for any expenses s/he incurs while acting the capacity of a student. For example, if a student sticks

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himself/herself with a contaminated needle, s/he will be responsible for all expenses related to treatment.

**CLINICAL RECORDS**

Clinical facilities require the nursing department to maintain specified documents/information on each student. On acceptance to the program, all students are required to create an account with “Verified Credentials” records management system. Students must have the following health information on file with “Verified Credentials” and prior to each semester. Each student will be responsible for updating their health information. Nursing department administrative assistant and/or instructor will refer to “Verified Credentials” for completed records within the first week of class. **If these are not current, students will not be permitted to go to clinical (NO TOLERANCE).**

Submit copies to “Verified Credentials” of the following:

1. Proof of two (2) MMR immunizations or positive rubella titer.
2. Two (2) varicella vaccinations or a positive varicella titer.
3. Proof of Tdap vaccine (Diphtheria/Pertussis/Tetanus)
4. Proof of tuberculosis (TB) testing within the past year. (Renew every year while in program.)
   a. If the student does not have proof of TB testing in previous year, they should have two-step Mantoux test.
   b. If the student has history of positive TB test (PPD), they will need a chest x-ray, completed symptom checklist, and approval for public contact from the Health Department.
5. Proof of Hepatitis B three (3) dose vaccine series or a signed declination statement.
6. Influenza vaccination according to clinical site requirement/policy.
7. Proof of CPR/BLS certification (American Heart Association Health Care Provider (HCP) card, which must include adult, child and infant CPR. Name, course level and expiration date are to be indicated. (Renew as needed through completion of program)
8. Background check including a sex offender registry search (OSBI/FBI) and a drug screen are required within 3 months prior to first day of class. If the report indicates a felony charge, or registration on the sex offender registration list, or positive drug screen, the student will need to contact the nursing department for further instructions. The student may need to contact the Board of Nursing and discuss whether or not s/he will be eligible to sit for the licensing exam.

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a. Should a student be convicted of an offense while in the program, they may be subject to dismissal.

b. All prelicensure students must complete another OSBI/FBI background check including fingerprints when they apply to sit for the licensing exam.

**NOTE:** Students repeating a course with a lapse of enrollment of one (1) year or greater will be required to repeat a drug screen and background check.

**LIABILITY INSURANCE**

Each student is required to have liability or malpractice insurance. Seabury and Smith are the insurance providers for the nursing program. Annual notification for payment of premium is sent to students via letter. Payment of the premium is made by money order to the departmental administrative assistant who then submits the payments to the insuring company. Insurance policy is maintained on file in the nursing department.

**OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)**

All students must complete the National Safety Council Blood Borne & Airborne Pathogens Course when first entering into the nursing program.

**HIPAA COMPLIANCE**

All those in health care must comply with federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individual identifiable client information be disclosed on a need to know basis only.

Clinical agencies are mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency’s requirements as part of the clinical affiliation. Each student will be required to read and sign the School of Nursing’s HIPAA form that states the student understands the HIPAA regulations. Refer to the signed ‘HIPAA’ form located in “Verified Credentials” individual student records.

**STUDENT COMMITTEE REPRESENTATION**

Nursing students are represented at the Nursing Faculty Organization meetings. A representative is selected at each class level. The selection is made from interested students. The representative is responsible for presenting student viewpoints and suggestions to the Organization and for providing feedback to the student body.
STUDENT LIFE

Students in the Nursing Program have the opportunity for involvement in campus activities and organizations. Campus functions can be found at http://www.connorsstate.edu on the school’s website calendar.

COMMUNITY PROJECT GUIDELINES

All nursing classes participate in a project that involves giving back to a community of interest with a need. The project is an activity to do something for community…which is a great way to give back to the community. A community is identified as a group of people living in the same place or having a particular characteristic in common. Guidelines for class projects will be provided at the beginning of each class.

Reviewed: 1.3.17
XII. **CONNORS STATE COLLEGE STUDENT NURSES' ASSOCIATION**

Connors State College Student Nurses' Association (CSC-SNA) is the officially recognized organization for nursing students. All Nursing students are members in the CSC-SNA. Activities related to leadership, education, and community service are emphasized.

**CNA CERTIFICATION EXAMINATION**

Students who are not CNA’s, but wish to obtain this certification and be qualified to work as a CNA, may take the certification exam after successful completion of the first semester of the nursing program. An application form can be obtained from the Nursing Website or any faculty member.

**FEES AND EXPENSES**

Information regarding college fees and expenses are found in the college catalog. Special expenses for nursing students include:

- background check(s) and drug screening(s)
- testing fees
- liability insurance
- laboratory supply packet
- uniform requirements (*See Dress Code*)
- specified medical equipment
- transportation to and from the clinical facilities
- all meals at the clinical facility
- printing costs (handbooks, records, forms etc.)
- pinning/graduation requirements
- portable electronic devices

**FINANCIAL AID**

Information concerning financial aid may be found in the college catalog. Students seeking information regarding specific programs should consult the Financial Aid office. Students may obtain financial aid packets, verify filing deadlines, and get assistance filing forms from the Financial Aid office, (918) 463-2931 ext. 6220 or (918) 684-5402. STUDENTS ARE RESPONSIBLE FOR FOLLOWING FINANCIAL AID GUIDELINES. IF THERE IS A QUESTION, SEE A FINANCIAL AID ADVISOR.

Additional information specific to nursing scholarships may be found on the CSC nursing website: [www.connorsstate.edu/nursing/finaid](http://www.connorsstate.edu/nursing/finaid).

Reviewed: 1.3.17
XIII. DEPARTMENT INFORMATION

Each student is expected to clean up and help maintain a clean environment. All CSC campuses are smoke and VAPE free. Respectful behavior is expected at all times.

ADDITIONAL INFORMATION

Students having questions or concerns about their nursing education can contact:

Oklahoma Board of Nursing (405) 962-1800

Accreditation Commission for Education in Nursing (404) 975-5000

The director of the department of nursing can be contacted at:
  Phone:   (918) 684-5436
  Fax:     (918)-684-5459
  Ms. Johnson at E-mail: joycesj@connorsstate.edu
APPENDICES
APPENDIX A

EXPOSURE CONTROL PLAN

I. METHODS OF COMPLIANCE
   A. Campus lab: Students must sign a “Lab Supply Packet Release Form” agreeing to use lab supplies only on inanimate objects. It is not necessary to practice invasive skills on each other in the lab, as mannequins are available for practice and demonstration. Students desiring to practice invasive skills on each other must sign a “Release of Responsibility”, adhere to Standard Precautions, and practice only under the direct supervision of their instructor.
   B. Clinical lab: Students will be instructed in infection control policies/procedures of the assigned institution during orientation, and will be expected to adhere to institutional policies and procedures.

II. POST EXPOSURE EVALUATION AND PROTOCOL
   A. Immediate Treatment
      1. Wound Care/First Aid
      2. Clean wound with soap and water.
      3. Flush mucous membranes with water or normal saline solution
      4. Other wound care as indicated
   B. Go to the nearest hospital emergency room for evaluation and treatment. If indicated, treatment should begin as soon as possible, preferably within one hour, or at the most, within two hours of the HIV exposure.
   C. Notification of Responsible Parties
      1. Faculty: Notify lead instructor or director of nursing.
      2. Students: Notify lab/clinical instructor.
   D. Complete a Post Exposure Evaluation and Follow-up form within 48 hours or as soon as possible. The form will be kept with the program director, with a copy going into the faculty member’s/student’s personnel file in the Nursing Department.
   E. Financial Responsibility
      1. Faculty: The cost incurred with a faculty member exposure will be the responsibility of Connors State College unless covered by the clinical facility.
      2. Students: The cost incurred with a student exposure will be the responsibility of the student’s, unless covered by the clinical facility.
When a student fails to meet the requirements of the Nursing Program, the Student Counseling Pathway will be initiated. The flow chart demonstrates the procedure which will be used to assist and guide students who are not making progress. Serious violations involving patient safety and/or unprofessional conduct will result in immediate probation or suspension from the program and may result in dismissal from the program. Repeated minor infractions will be considered a serious violation.

**OPTION I**

**UNSATISFACTORY PERFORMANCE**

**PROCEUDRE:**
- a. Discuss recommendations
- b. Document meeting
- c. All participants sign form
- d. Follow-up conference date set

**PERSONS PRESENT:**
- a. Student
- b. Faculty member(s) involved

**FOLLOW-UP CONFERENCE**

**STUDENT IMPROVES**

Process terminated with condition: performance must be maintained at acceptable level. If not, probationary period may be established.

**STUDENT DOES NOT IMPROVE**

**PROCEDURE:**
- a. Possible suspension from clinical
- b. Document meeting
- c. All participants sign form
- d. Set up conference date

**PROBATION**

**PRESENT:**
- a. Student
- b. Faculty member(s) involved or other faculty member if L.I. involved
- c. Lead instructor

**PROCEDURE:**
- a. Prepare contract with recommendations
- b. All participants sign contract
- c. Set follow-up conference date
- d. Suspension lifted

**FOLLOW-UP CONFERENCE**

**STUDENT IMPROVES**

Terms of contract met

**STUDENT DOES NOT IMPROVE**

Terms of contract not met

**PROCEDURE:**
- a. Suspension from clinical
- b. Faculty conference date set
- c. Give student written notice

**DISMISSAL**

Student may appeal to Executive Vice President (See College Catalog)

**OPTION II**

**UNSAFE PERFORMANCE**

**PROCEUDRE:**
- a. Document meeting
- b. All participants sign form
- c. Set up conference for further review
- d. Possible suspension from clinical

**FOLLOW-UP CONFERENCE**

**STUDENT IMPROVES**

Process terminated with condition: performance must be maintained at acceptable level. If not, probationary period may be established.

**STUDENT DOES NOT IMPROVE**

**PROCEDURE:**
- a. Document meeting
- b. All participants sign form
- c. Set up conference date

**RECOMMEND DISMISSAL**

**PROCEDURE:**
- a. Document meeting
- b. All participants sign form
- c. Set up meeting date for faculty conference
- d. Give student written notice
- e. Suspension from clinical

**FOLLOW-UP CONFERENCE**

**STUDENT IMPROVES**

Terms of contract met

**STUDENT DOES NOT IMPROVE**

Terms of contract not met

**PROCEDURE:**
- a. Suspension from clinical
- b. Faculty member(s) involved
- c. Full-time faculty members
- d. Director of Nursing

**DISMISSAL**

Student may appeal to Executive Vice President (See College Catalog)

**FINAL PROBATION**

(Go to Probation)

Reviewed: 1.3.17
1. INSTRUCTIONS FOR PRACTICAL NURSE EQUIVALENCY CANDIDATES APPLYING FOR LICENSURE BY EXAMINATION

GO TO: http://www.ok.gov/nursing/nclex7.pdf

2. INFORMATION FOR APPLICANTS FOR LICENSURE OR AUA CERTIFICATION WITH HISTORY OF ARRESTS, CONVICTIONS, OR PRIOR DISCIPLINARY ACTION

GO TO: http://www.ok.gov/nursing/nclex 9/pdf

3. Guidelines for Employment of Individuals Enrolled In Or Non-Licensed Graduates Of Nursing Education Programs

GO TO: http://www.ok.gov/nursing/ed-guide.pdf
### APPENDIX D

**Connors State College - RISE**

*Individual Student Test Analysis*

<table>
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<th>Questions Missed</th>
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<th>Subject</th>
<th>Misread Question</th>
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As a student in the Associates Degree Nursing Program, I understand that I must:

1. Know and abide by the policies of the Connors State College nursing program as presented in this handbook.
2. Respect the learning environment provided at the college and the clinical sites. This includes compliance with information technology and social media policies/guidelines.
3. Comply with the laboratory policies.
4. Complete clinical participation activities by deadlines(s) noted, e.g. CPR verification, criminal background checks, and all health requirements. This includes complete and accurate uploading of defined material to the required data management system, i.e. Verified Credentials.
5. Authorize confidential sharing of student identification required by clinical agencies.
6. Demonstrate professional code of conduct at all times and in all settings used for student learning and participation activities, i.e. registration, classroom lab, and clinical sites.
7. Engage as an active participant in the learning process, including coming to learning and assessment situations prepared.
8. Use the services of nursing faculty academic advisor as needed.
9. Assume responsibility for performing essential functions independently or with reasonable accommodations. This means notification of instructors of authorized accommodations needed in a timely fashion.

My signature (below) acknowledges my receipt of this information, and the understanding that I am held accountable for knowing and abiding by all items noted on this list. I am aware that this is not an exhaustive list. I realize that a breach of any one of these could result in disciplinary action up to and including dismissal from the program.

I further agree to follow all addenda as distributed and discussed by nursing faculty and understand that these addenda are enforced on the date distributed. I understand it is my responsibility to obtain and review any addendum with a faculty member if I am absent when the addendum is distributed. Failure to obtain an addendum will not excuse me for any infractions after the addendum's instituted date.

____________________________________ _____________________
Student Signature      Date

____________________________________
Student Name (Please Print)

Reviewed: 1.3.17