WELCOME TO THE EXCITING FIELD OF NURSING
AT
CONNORS STATE COLLEGE

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 objectives 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 bio-psycho-social 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. A caring and experienced faculty are available to assist you in gaining this knowledge.

It is our hope that this handbook will assist you in a smoother transition through the nursing program.

The Nursing Faculty
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The faculty of the Department of Nursing functions as an integral part of Connors State College and is in accord with and support the mission and purpose 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 bio-psycho-social 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.

The faculty believes that HEALTH is a dynamic state of bio-psycho-social 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.

**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. 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. 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 three roles as defined in the National League for Nursing's *Educational Outcomes of Associate Degree Nursing Programs: Roles and Competencies.*

As a provider of care, the graduate of the Connors State College Nursing Program uses the nursing process as a basis for critical decision-making as it applies 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 manager of care, the graduate of the Connors State College Nursing Program provides and coordinates care for a group of clients in a variety of settings. 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.

As a member within the discipline of nursing, 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 be a contributing member within the discipline of nursing and to provide quality nursing care.
STUDENT LEARNING 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 bio-psycho-social 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 consultation 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.
PROGRAM OUTCOMES

1. NCLEX-RN pass rate will meet or exceed the state and national averages.

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. Ninety percent of graduates surveyed report being satisfactorily prepared to assume the role of Registered Nurse within one year of graduation.

4. Ninety percent of employers surveyed report satisfaction with the graduate’s nursing knowledge and skills.

5. Seventy-five percent of students will complete the program within 150% of the stated program length beginning with enrollment in the first nursing course.
ASSOCIATE OF APPLIED SCIENCE IN NURSING CURRICULUM

### GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credit Hours</th>
<th>Course Code(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>6 cr</td>
<td>ENGL 1113, ENGL 1213</td>
<td>English Composition I, English Composition II</td>
</tr>
<tr>
<td>American History</td>
<td>3 cr</td>
<td>HIST 1483, HIST 1493</td>
<td>US History to 1865 or US History since 1865</td>
</tr>
<tr>
<td>Support &amp; Related Courses</td>
<td>18 cr</td>
<td>PSYC 1113, FCSE 1213, BIOL 1314, BIOL 1324, BIOL 2124</td>
<td>General Psychology, Introduction to Nutrition, Anatomy &amp; Physiology I, Anatomy &amp; Physiology II, General Microbiology</td>
</tr>
</tbody>
</table>

### RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Code(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>NURS 1003</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>3</td>
<td>MATH 1513</td>
<td>College Algebra</td>
</tr>
<tr>
<td>3</td>
<td>COMS 1133</td>
<td>Fundamentals of Computer Usage</td>
</tr>
<tr>
<td>5</td>
<td>*CHEM 1315</td>
<td>Chemistry I</td>
</tr>
<tr>
<td>6</td>
<td>HUMN</td>
<td>Humanities</td>
</tr>
<tr>
<td>3</td>
<td>*STAT 2013</td>
<td>Elementary Statistics</td>
</tr>
<tr>
<td>2</td>
<td>ENGL 1002</td>
<td>College Reading</td>
</tr>
<tr>
<td>2</td>
<td>NURS 1002</td>
<td>Success In Nursing Education</td>
</tr>
<tr>
<td>2</td>
<td>*NURS 1232</td>
<td>Pharmacology</td>
</tr>
<tr>
<td>2</td>
<td>*NURS 1112</td>
<td>Lab and Diagnostic Studies</td>
</tr>
<tr>
<td>3</td>
<td>*NURS 1113</td>
<td>Study of Diseases &amp; Disorders</td>
</tr>
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</table>

### PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credit Hours</th>
<th>Course Code(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td># *Nursing</td>
<td>42 cr</td>
<td>NURS 1117, NURS 1132, NURS 1223, NURS 1228, NURS 2137, NURS 2133, NURS 2133, NURS 2147, NURS 2243, NURS 2252</td>
<td>Foundations of Nursing, Math for Nurses, Clinical Practicum, Adaptations of the Family, Maladaptive States I, Nurse Practicum I, Maladaptive States II, Nurse Practicum II, Trends &amp; Issues</td>
</tr>
<tr>
<td>LPN/Paramedic to RN Career Ladder</td>
<td></td>
<td>*NURS 2223, *NURS 1132</td>
<td>Transition to Professional Nursing, Math for Nurses</td>
</tr>
</tbody>
</table>

*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)

Reviewed: 12/17/2014
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.

Students, who have a qualified disability and need special accommodations, should notify the instructor and request verification of eligibility for accommodation from Kim Phillips, Academic Advisor/ADA Coordinator at 918-463-6365 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 which can be accessed on the CSC Website at

http://connorsstate.edu/ada/handbook.

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 ratings on clinical objectives described in the clinical evaluation tools for clinical experience. Also, all post-tests and 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</th>
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<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 lecture 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” 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.

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 recommended that all students view a webinar regarding remediation (https://liveonline.kaptest.com/p37071813/). 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>Points</th>
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<tr>
<td>55th - 64th percentile</td>
<td>3</td>
</tr>
<tr>
<td>65th - 74th percentile</td>
<td>6</td>
</tr>
<tr>
<td>75th - 84th percentile</td>
<td>9</td>
</tr>
<tr>
<td>85th - 100th percentile</td>
<td>12</td>
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</tbody>
</table>

Bonus points can only be added at the end of the semester, if the students’ overall average is passing (≥ 74.9). Every component of the course (exam average, seminar average, online average) must be passing before 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. Focus Review Tests are non-secured banks of questions that the student may use for practice to enhance learning.

The Kaplan review course will be given during the last week of Maladaptive States II. Attendance is mandatory for the entire review course. Students will receive an “I” and not be allowed to graduate until the course is completed.

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 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.

A STUDENT MAY RE-ENTER THE NURSING PROGRAM ONE (1) TIME ONLY.

Special consideration may be given to extenuating circumstances, and the student may be requested to audit a course. Note: A call to active military duty is considered to be an
extenuating circumstance. All returning and transfer students must take NURS 1002 Success in Nursing Education if not taken previously. Students are encouraged to take ENGL 1022 College Reading to enhance and improve reading proficiency.

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, number of general education and support hours remaining.

A student may not be considered for readmission if dismissal was for, but not limited to, any of the following reasons:

- Failure to notify the director of nursing of their intent to withdraw within five (5) school days, including the first day of absence;
- Unsafe clinical performance;
- Unprofessional behavior in the class/clinical area (See Unprofessional Conduct); and,
- Performing skills reserved for licensed professionals outside the clinical practicum.
- Academic dishonesty.

NOTE: The nursing program must be completed within 150% of the stated program length for all students beginning with enrollment into NURS 1117. Career ladder students must be able to complete the Nursing Program within 150% of the stated program length for all students beginning with enrollment into NURS 2223 Transition to Professional Nursing.
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 has adopted a code of honor that describes the expectations for students entering the nursing program. The ‘Honor Code Pledge’ is found on page 51 of this handbook. Each student will be asked to read and sign this pledge as a contract of professional behaviors.
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 C)

*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.

Reviewed: 12/17/2014
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. (Academic Honesty Policy. Retrieved from www.goldenwestcollege.edu/admissions/honesty.html. 12/4/10)
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;

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.

**Six (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:

Reviewed: 12/17/2014
ACADEMIC POLICIES

ATTENDANCE

Class attendance is necessary for successful completion of the program. Students are expected to be on time and prepared for each class and are responsible for all material covered or assigned in each course. The student is responsible for missed lectures and any materials distributed during the absence. Lectures will not be repeated; however, a student may get faculty approval to have a classmate tape the lecture. Excessive absenteeism may necessitate counseling by the faculty. Classes will remain in session during inclement weather unless otherwise announced by the news media.

Cell phone use during class or clinical is considered unprofessional. Be considerate to instructors and fellow students by ensuring phones are put away and placed on silent. Due to many policies in clinical settings cell phones seen in use during class or clinical time may result in student being asked to leave.

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 schedule outside their office door.

Reviewed: 12/17/2014
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. Class schedule, calendar and class outlines and objectives are included in the syllabus, as applicable. Syllabi are posted 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.**

TEXTBOOKS

Textbook requirements are specified in each course syllabus along with supplemental references. Books may be purchased at the College Book Store. Each student will need to purchase a DocuCare access code at the beginning of each semester. DocuCare access codes can be purchased through the bookstore or online.

DRUG DOSAGE CALCULATION COMPETENCY

Nursing students will be required to demonstrate competence in calculating drug dosages by taking NURS 1132 Math for Nurses with NURS 1117 Foundations of Nursing or NURS 2223 Transition to Professional Nursing, and passing with a grade of 74.9%. Students in 2\textsuperscript{nd}, 3\textsuperscript{rd}, and 4\textsuperscript{th} semesters will be required to pass an in-class dosage calculation test with 90% accuracy.
They will be allowed to test up to 3 times, and then will be referred to the NFO if they are still unsuccessful. Students must pass the exam before attending clinical.

Repeat and transfer students will be required to demonstrate competency in dosage calculations prior to entry into the program.

**LIBRARY FACILITIES**

The Library Learning Center on the Warner Campus and the Library Service Center at the Muskogee West 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.

<table>
<thead>
<tr>
<th>Library Learning Center</th>
<th>(918) 463-6210</th>
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</thead>
<tbody>
<tr>
<td>Library Service Center</td>
<td>(918) 684-5408</td>
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</table>

**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 WiFi access. All users are required to sign in with their own username and password. (C-Key Activation Instructions are available at [http://connorsstate.edu/page.php?p=newstudent](http://connorsstate.edu/page.php?p=newstudent)). Blackboard is currently used within the nursing program as the course management system. If you need assistance obtaining a login name and password, please contact Heath Hodges (heath.hodges@connorsstate.edu).

Reviewed: 12/17/2014
• Computer lab is not responsible for any files that are lost, stolen or deleted. Users are encouraged to back up files to a memory stick.
• No food or beverages, including bottle water, are allowed in the computer lab.
• 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.
• Printing is limited to what is deemed necessary for class assignments. Students must provide their own paper.
• 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.

STUDENT DEVELOPMENT

The SUCCESS CENTER is available for enhancement of reading, study skills, and test taking abilities. Contact the Retention Specialist, Colleen Noble (918) 684-5444 or colleen.noble@connorsstate.edu. 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 Muskogee West campus.

TESTING

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**

- 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.
• An item analysis will be performed on each exam before grades are posted. If 3 or more answers are right, or there are no right answers, the question will be discarded and the grades recalculated on the new total. If there are 2 right answers, both answers will be accepted.

• Students wishing to dispute a test question 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 expected to make an appointment with their course faculty advisor and develop a plan to improve their study skills and future testing performance.

• All students are responsible to come to mentoring sessions if they are not making a passing grade. (See Appendix I, Contract for Mentoring). Note: Mentoring is open to any student, regardless of their grade. All students are encouraged to participate in mentoring sessions.

• Test review must be completed within one (1) week following exam.

• Specific policies unique to each course are outlined in the course syllabi.

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. To aid the student in learning and remediation, an individual student test
analysis will be completed after every regular exam (see Appendix E, RISE form). 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, p. 20).
- All paper examinations will be numbered and counted before students are allowed to leave the room.
- When students review tests, no notes may be taken or recorded.
- Students may make an appointment to review tests out of class time, but they must be monitored.

**GRADE APPEAL PROCEDURE**

The student may appeal a grade or decision by discussing it with the instructor, lead instructor, 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 Director 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 at http://connorsstate.edu/PDFs/CSC%20Hankbook%2009-10_090809.pdf.

CLINICAL POLICIES

DRESS CODE

The dress code for the clinical experience is as follows:

1. White (unisex) uniform top with college insignia patch on the left upper sleeve; black uniform pant or skirt. Lab coat length should not to go beyond fingertips.
2. Name pin (orange with black lettering) which designates the student and college; and/or student identification card.

3. Watch with second hand;

4. White or neutral hosiery;

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

6. The following can constitute a hazard to client’s welfare and are not allowed:
   
   a. large rings

   b. offensive perfumes

   c. excessively long fingernails

   d. chipped nail polish

   e. 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 occasion to be in the clinical area to select a client or review client records and are to be attired in appropriate business casual clothes and a lab coat 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 ask to leave.

**ATTENDANCE**

Clinical attendance is mandatory for progression in the program. Excessive 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 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.

**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. 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.

CARE PLANS

Assigned care plans/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 evaluation, which will be signed by both the faculty member and the student. Any
student with more than two unsatisfactory evaluations will be referred to the Nursing Faculty Organization Committee for review and disciplinary action. An unsatisfactory 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 may result in failure of the course and/or dismissal from the program.

**SKILLS LABORATORY POLICIES**

A student must satisfactorily demonstrate safe performance and pass a post-test of designated 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 (Muskogee West 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.

**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 will be used as well to communicate notices within the specific course.

Each faculty member has a mailbox for inter- and intra-departmental communications. Students may leave messages as necessary. Notices are 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 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 must have the following health information on file in the department of nursing and prior to each semester. Each student will be responsible for updating their health information. A submitted copy of updated health information with name is required within the first week of class. **If these are not current, students will not be permitted to go to clinical (NO TOLERANCE).**

Submit copies (not originals) of the following:

1. Proof of two (2) MMR immunizations or positive rubella titer.
2. A written verification of varicella (chicken pox) history, varicella vaccination or a positive varicella titer.
3. Proof of Tdap vaccine (Diphtheria/Pertussis/Tetanus)
4. Proof of tuberculosis (TB) testing with 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 and/or symptom checklist completed.
5. Flu vaccine according to clinical site policy.
6. Proof of Hepatitis B three (3) dose vaccine series or a signed declination statement.
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.

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

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

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.

Reviewed: 12/17/2014
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 SimplificationSubtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individual identifiable patient 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. Students are required to sign the School of Nursing's HIPAA form (see Appendix G) that states the student understands the HIPAA regulations. This form will be kept in the student’s file.

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.

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 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 device

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.
DEPARTMENT INFORMATION

Each student is expected to clean up and help maintain a clean environment. All Connors State College campus are a smoke-free, and Vap-free campus. Respectful behavior is expected at all times.

CHILDREN WILL NOT BE PERMITTED INTO THE CLASSROOM WHILE CLASS IS IN SESSION. ALSO, CHILDREN ARE NOT TO BE LEFT UNATTENDED IN THE DEPARTMENT FOR ANY REASON.

ADDITIONAL INFORMATION

Students having questions or concerns about their nursing education are encouraged to call:

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 Muskogee

Fax: (918) 781-5471

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.
APPENDIX B

Release of Responsibility: Exposure to Blood, Body Fluids, Respiratory, and Skin

I understand that, as a nursing student, I will be potentially exposed to blood, body fluids, respiratory, and skin. I have received training in Standard Precautions, and understand the necessity of following Standard Precautions, both in the campus laboratory and in the clinical agencies.

I understand that I am not required to practice invasive techniques on classmates, nor to allow classmates to practice invasive techniques on me, as mannequins are provided for this purpose. However, if I choose to participate in practicing on classmates, I realize that it is strictly voluntary and at my own risk. If I allow another person to practice an invasive technique on me, and that person becomes exposed to my blood or body fluids, I agree to be tested according to the recommendations of the attending physician. If I should sustain an injury during practice of an invasive technique, I understand that I must adhere to the following protocol:

POST EXPOSURE EVALUATION AND PROTOCOL FOR EXPOSURE TO BLOOD BORNE PATHOGENS.

A. Immediate Treatment
   a. Wound Care/First Aid
      i. Clean wound with soap and water.
      ii. Flush mucous membranes with water or normal saline solution
      iii. 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 HIV exposure.
   c. Notification of Responsible Parties
      i. Faculty: Notify lead instructor or director of nursing.
      ii. Students: Notify lab/clinical instructor.
      iii. Complete a Post Exposure Evaluation and Follow-up form (see appendix B) 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.

B. Financial Responsibility
   i. Faculty: The cost incurred with a faculty member exposure will be the responsibility of Connors State College unless covered by the clinical facility.
   ii. Students: The cost incurred with a student exposure will be the responsibility of the student’s unless covered by the clinical facility.

_____________________________________   ______________________      ______________
Student Signature                  Name (please print)                  Date
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**

PROCEDURE:
- 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.

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

**STUDENT DOES NOT IMPROVE**

**TERMS OF CONTRACT MET**

Probation lifted with condition: performance must be maintained at acceptable level. If not, student is subject to dismissal.

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

**DISMISSAL**

**RECOMMEND DISMISSAL**

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

**OPTION II**
**UNSAFE PERFORMANCE**

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

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

**PROBATION**

**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 NOT MET

Probation lifted with condition: performance must be maintained at acceptable level. If not, student is subject to dismissal.

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

**DISMISSAL**

**FINAL PROBATION**

(Go to Probation)
APPENDIX D

OKLAHOMA BOARD OF NURSING
2915 North Classen Blvd., Suite 524
Oklahoma City, OK 73106
(405) 962-1800

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 E

**Connors State College- RISE**

*Individual Student Test Analysis*

<table>
<thead>
<tr>
<th>Questions Missed</th>
<th>#</th>
<th>Q</th>
<th>Subject</th>
<th>Missread Question</th>
<th>Misunderstood Question</th>
<th>Read Into The Question</th>
<th>Missed Important Keyword In Question</th>
<th>Did not Remember/ recognize subject matter</th>
<th>Did not Understand Subject Material</th>
<th>Did not recognize rationale for correct answer</th>
<th>Guessed Wrong</th>
<th>Changed Answer</th>
<th>Marked Wrong Incorrectly</th>
<th>Did Not Read All Responses Carefully</th>
<th>Used wrong Rationale for Selecting response</th>
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APPENDIX F  
CONNORS STATE COLLEGE  
DEPARTMENT OF NURSING  
HONOR CODE PLEDGE  
Expectations of Connors State College Nursing Students

The Connors State College Department of Nursing promises to create a professional environment that fosters excellence where the entire college community works together with integrity and care for others.

**Excellence**
- I will perform at the highest level that I can.
- I will be the best that I can be.

**Integrity**
- I will commit myself, even in the face of adversity to the five fundamental values of honesty, trust, fairness, respect, and responsibility.
- I commit myself to academic honesty and integrity in the classroom and clinical setting at all times.
- I will take responsibility for what I say and do.

**Caring**
- I will demonstrate a commitment to the attributes of compassion, empathy, altruism, responsibility and tolerance.
- I will demonstrate caring behaviors at all times.
- I will respect individual diversity through a non-judgmental attitude and approach.

**Adaptability**
- I will be flexible and adapt to change when needed.
- I will work to become a creative problem solver.

**Respect**
- I will not tolerate discrimination.
- I will contribute to creating a safe and supportive atmosphere for teaching learning.
- I will regard privacy and confidentiality as core obligations.
- I will communicate with peers, staff, and faculty in a professional and respectful manner.

Today, I am beginning a career as a professional nurse, which means accepting the responsibilities and unique privileges of that profession. These include monitoring my interactions and behaviors and using self-reflection in order to challenge myself as I evolve into the role of a professional nurse. I understand that it is a great honor and privilege to study and work in the nursing profession. I promise to uphold the highest standards of ethical and compassionate behavior while learning, caring for others, and/or participating in educational activities. I will strive to uphold the spirit and letter of this code during my time at Connors State College Nursing Program and throughout my professional career as a registered nurse.

Print Name _______________________________ Signed Name: _______________________________

Date: __________________ Witness Signature: _____________________________________
APPENDIX G

CONNORS STATE COLLEGE
DEPARTMENT OF NURSING
HIPAA/Confidentiality Agreement

As a nursing student and a representative of the Connors State College Department of Nursing, I realize that I will have access to privileged and confidential information about clients in the clinical agencies to which I will be assigned. In order to protect the clients’ right to privacy, I agree to abide by the following rules:

1. Adhere to the American Nurses’ Association Code of Ethics\(^1\) for Nurses and act in accordance with the Patient’s Bill of Rights\(^2\).
2. Client information will be disclosed only to those persons directly involved in caring for the client.
3. Client information will not be discussed in public areas, such as hallways, cafeteria, elevators, etc.
4. Client information discussed in clinical conferences and classes will be limited to questions and experiences that will enhance the professional education of nursing students, and will not be conveyed outside the classroom. Tape recorders will be turned off before discussing information related to actual clients.
5. Do NOT write client’s names, names of family members, or any other identifiable information on written assignments.
6. Do NOT enter clients’ names or other identifiable client information on computers outside of the clinical agencies.
7. Abide by clinical agency policies regarding client confidentiality.
8. Do NOT make photocopies or computer printouts of clients’ medical records.

I realize that I am subject to disciplinary action, which may include dismissal from the nursing program, if I violate client confidentiality.

________________________________________  __________________________________________________________________________
Student Signature  

________________________________________  __________________________________________________________________________
Student Name (Please Print)  

________________________________________  __________________________________________________________________________
Date  

________________________________________  __________________________________________________________________________
Witness Signature  

\(^1\) http://nursingworld.org/MainMenuCategories/EthicsforNurses/Code-of-Ethics.pdf

\(^2\) http://www.nlm.nih.gov/medlineplus/patientrights.htmL
APPENDIX H

CONNORS STATE COLLEGE
NURSING PROGRAM

AUTHORIZATION FOR REFERENCE CHECK OR REFERRAL

I, the undersigned, authorize Connors State College, its instructors and supervisors, to provide education and employment references for me. I understand that my strengths and weaknesses will be discussed.

Please print your complete name:

First                      Middle                      Last

____________________________________________________________________________

Signature:_________________________ Date:_________________________

Social Security Number:______________________________________________

Reviewed: 12/17/2014

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APPENDIX I

CONNORS STATE COLLEGE
NURSING PROGRAM

CONTRACT FOR MENTORING

I, ______________________________ understand that faculty are providing mentoring sessions for my benefit, and that I am encouraged to attend on a regular basis.

If, at any point in the semester, my grade is below the passing standard of 74.9%, I will attend every mentoring session, at least until my grade is back to a comfortable passing level.

____________________________________  ______________________
Student Signature                        Date
APPENDIX J

CONNORS STATE COLLEGE
NURSING PROGRAM

LAB SUPPLY PACKET
RELEASE FORM

I have agreed to purchase and accept responsibility for the lab supply package required by the Nursing Program. I will use the items contained in the kit **ONLY** for practice purposes and **ONLY** on inanimate objects.

I understand the importance of keeping these items out of reach of small children and other persons who could sustain injuries from misuse of the products.

I further understand that I am expected to bring appropriate supplies to my assigned labs, and will be responsible for procuring new supplies if mine are lost or destroyed.

____________________________________  ____________________
Student Signature                  Date

____________________________________
Student Name (Please Print)
I have read and understand the Connors State College Nursing Program Handbook and agree to follow all policies outlined in the handbook. 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)