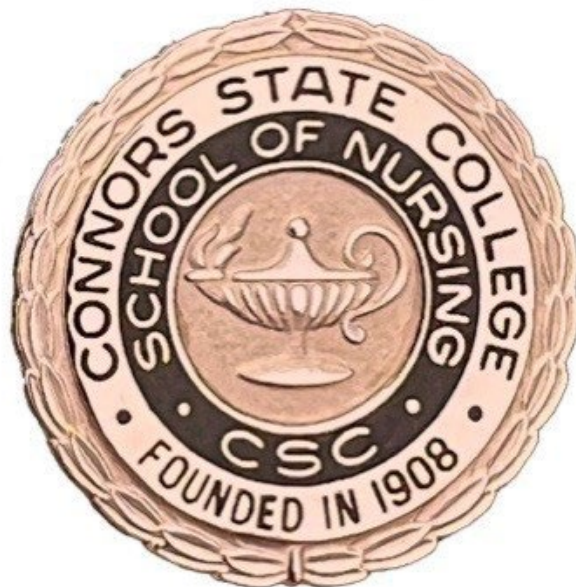


Connors State College Nursing Program

NURSING STUDENT HANDBOOK

Effective August 18, 2025



2501 N 41st St E, Muskogee, OK 74403

(918) 684-5436

www.connorsstate.edu/nursing

CSC Program Code Muskogee (US24400500)

CSC Program Code Tahlequah (US24410200)

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Welcome!

The faculty and staff welcome you to the nursing program. Connors State College's Nursing Program is a beautiful place for you to prepare for a career as an associate degree nurse. Believing that each student is unique, the nursing faculty strives to assist them in achieving their potential. Faculty display office hours; students can make appointments by calling (918) 684-5436. An open-door policy is available for immediate concerns.

The program intends for students to meet the End of Program Student Learning Outcomes (EPSLOs). These will assist you in demonstrating the requirements for completion of the program. Nursing is dynamic and based on physical, psycho-emotional, social, spiritual, and cultural concepts. This framework is supported by applying scientific theory, technical and behavioral skills proficiency, and a sensitive approach to caregiving that 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 time in the nursing program. We will share your happiness as you receive your Associate of Applied Science in Nursing degree and your nursing pin. We hope you will fondly remember Connors State College as the starting point of your professional nursing career.

With warm wishes,

The Associate of Applied Science in Nursing Faculty and Staff

Sandra Scott Foresman DNP, FNP-C, APRN
Division Chair Nursing and Allied Health

Disclaimer Statement

This Nursing Student Handbook contains important policies, procedures, and guidelines that all faculty and students follow. This handbook and the Connors State College Student Handbook are the primary sources of policy information. Faculty and students should be familiar with the materials contained in these documents and conduct themselves accordingly. Students should address any questions concerning this document to their faculty or the Director of Nursing and Allied Health.

The Nursing Student Handbook is accurate at the time of printing. Still, it is subject to change from time to time as deemed appropriate by the nursing program to fulfill the role and mission or to accommodate circumstances beyond control. No materials, however complete, can anticipate every occasion a student or faculty member may encounter. Consequently, in implementing the policies, procedures, and guidelines outlined in this handbook, the faculty must sometimes exercise appropriate professional judgment in managing situations as they arise. Following the Chain of Command process, students should address any questions or concerns, including the faculty, the Director of Nursing and Allied Health, and the Vice-President of Academic Affairs.

The nursing program reserves the right to terminate programs or modify program requirements, content, schedule, delivery methods, and program offerings from semester to semester for educational, financial, and other reasons beyond the control of the college or nursing program.

The Nursing Student Handbook contains policies and procedures specific to the Nursing Program. Students are also responsible for knowing the information in their syllabi regarding course-specific policies and procedures. The learning management system, Canvas, and CSC e-mail will inform students of changes and updates to the Nursing Student Handbook.

Nursing Program Information

Skills Needed for a Nursing Student

Nurses dedicate their lives to helping others and meeting patients' needs. Being a caring and successful nurse is challenging and requires specific skills. Nursing students who already have these skills will find themselves ahead of the game; those who do not can, with practice, develop the necessary skills.

- **Critical Thinking**
In nursing, critical thinking requires the ability to think systematically and logically with openness to question and to reflect on the reasoning processes used to ensure safe nursing practice and quality care. Critical thinking encompasses identifying a problem, determining the best solution, and choosing the most effective method of reaching that solution. After executing the plan, critical thinkers reflect on the intervention to determine if it was effective or could be executed more successfully.
- **Self-Awareness**
Nursing students will interact with and care for people with backgrounds and beliefs that are different from their own. It is crucial that students recognize their personally held

attitudes about various ethnic, cultural, and social backgrounds and willingly support patient-centered care for individuals and groups whose values differ from their own. Students must also acknowledge their limitations in knowledge and clinical expertise and actively seek learning opportunities.

- **Dedication**

Learning the skills necessary to be a nurse requires dedication to the task. Nursing students must possess this dedication to be successful. If a nursing student is not devoted to becoming a nurse, they will not be likely to acquire the extensive set of other specialized skills necessary for the occupation.

- **Organization**

Nursing students must be adept organizers, like practicing nurses. Learning the information taught in the nursing program is difficult enough; disorganized students create additional challenges for themselves. Nursing students who struggle with organization should select an organizational system to keep class material in order. Using effective organizational strategies can reduce reliance on memory and promote safety for the patient and student.

- **Flexibility**

Every day is different for a practicing nurse. Nursing students need to be flexible to ensure they modify their plans and schedules based on the needs of the patient and the hospital. Additionally, nurses often have notoriously odd schedules. Individuals who do not have schedule flexibility may struggle when entering this profession.

- **Compassion**

Nursing is not just science; the field is also about the art of patient care. Nursing students who exhibit compassion will be more effective care experts and will respond to patients more appropriately. Compassion is not something that faculty can teach in a formal sense. Still, nursing students can improve their compassion skills by putting themselves in their patient's shoes before making patient-care decisions.

- **Positive Team Attitude**

Nursing students with a positive outlook on life will more efficiently manage the challenging aspects of nursing and continue to work productively as nurses despite the demanding situations they may encounter. Students should value teamwork and demonstrate a commitment to team goals by focusing on communication and contributing positively to resolving conflict and disagreement.

Physical and Mental Requirements for Participation in Nursing

The following essential physical and mental requirements 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 client rooms and work areas to administer various procedures.
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 and requests, monitor alarms, and 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. Communication abilities sufficient for interactions with others in verbal and written form, such as explaining treatment procedures, initiating health teaching, documenting and interpreting nursing actions, and client responses.
7. The ability to communicate professionally, establish rapport with clients and colleagues, use problem-solving skills, and function effectively under stress.
8. Perform within a crisis, providing care to meet the client's physical, emotional, or psychosocial needs.
9. Critical thinking abilities sufficient for clinical judgment to identify cause/effect relationships in clinical situations.

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

Mission

The mission of the Connors State College Nursing Program is to promote excellence in associate degree nursing education by providing quality learning 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 functions as an integral part of Connors State College and is in accord with the mission and core values of the college. The goal of the nursing program is to provide residents of this community with quality career education for licensure as registered nurses, which will enable students to succeed in a global society.

The faculty believes each **PERSON** has physical, psycho-emotional, social, spiritual, and cultural needs that fluctuate throughout the life span. People, although unique, have similar basic needs that follow a sequential and predictable developmental pattern. To meet the specific needs necessary for growth and development, the individual continuously interacts with a dynamic **ENVIRONMENT** and requires ongoing effort 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 society. The desire for optimal health may motivate individuals to seek out the health care system to effectively prevent illness and promote wellness.

The faculty believes **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.

The faculty believes **NURSING** is a practice discipline and provides 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 that 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 is supported by the application of theory, critical thinking, clinical judgment, proficiency in 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 that incorporates 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 the 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's needs, allowing freedom of expression, and stimulating curiosity.

The faculty believes **LEARNING** is a dynamic process that occurs within the learner. Knowledge acquisition and synthesis result in behavioral change. That change leads to active participation on the student's part and enhances the process of being a self-directed learner. The faculty utilizes adult learning principles to create learning experiences that build on the student's 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 ensure a 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 *Nursing Competencies by Educational Level: Guidelines for Nursing Practice and Education in Oklahoma*. The five core competencies are 1) Provide patient-centered care; 2) Work in interdisciplinary teams; 3) Employ evidence-based practice; 4) Apply quality improvement; and 5) Utilize informatics.

As a **provider of client-centered care**, the graduate of the Connors State College Nursing Program uses clinical judgment as a basis for critical decision-making as a caregiver, advocate, and teacher to patients across the lifespan. The faculty believes it is essential that the graduate has current knowledge of nursing concepts, skills, and communication techniques to make sound nursing decisions, implement therapeutic nursing interventions, and 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 to collaborate effectively with the patient, significant support persons, and health care team to achieve positive outcomes.

The graduate from Connors State College Nursing Program will **utilize evidence-based practice** to identify new and existing knowledge for the application of relevant research to improve healthcare 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 the delivery of safe and competent client care. Safety outcomes use National Patient Safety Goals (NSPG) for client care, staff scheduling, and regulation for workflow. 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 to improve 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 teach 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 coordinating nursing care for client(s) and groups of clients using management principles. To be competent in the role of manager of care, the faculty believes 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 practitioners.

Accreditation, Approval, and Endorsement

The Associate Degree in Nursing is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA, 30326.
Phone: (404) 975-5000 Fax: (404) 975-5020

The Associate Degree in Nursing Program at Connors State College is approved by the Oklahoma Board of Nursing, 2501 N Lincoln Blvd, Suite 207, Oklahoma City, OK 73105 Phone (405) 962-1800. The program prepares a graduate to be eligible to take the National Council Licensure Examination (NCLEX) for licensing as a registered professional nurse.

The Connors State College Simulation Center is endorsed by the International Nursing Association of Clinical Simulation and Learning. With over 2,400 members worldwide, the International Nursing Association for Clinical Simulation and Learning (INACSL) is an association dedicated to advancing the science of healthcare simulation.

End of Program Student Learning Outcomes

The graduate of Connors State College with an Associate of Applied Science in Nursing degree will:

1. **Provide patient-centered** care by performing evidence-based nursing interventions, including teaching, which are appropriate for diverse patient populations across the lifespan within healthcare settings.
2. Participate as a **member within interdisciplinary** teams to foster communication, respect, and shared decision making, using ethical standards and the legal framework for practice to collaborate effectively with patients, significant support persons, and healthcare teams to achieve positive outcomes.
3. Utilize **evidence-based practice** to plan, coordinate, implement, and evaluate nursing care to improve patient safety in healthcare.
4. Apply **quality improvement** principles and national patient safety resources to assure the delivery of safe and competent patient care.
5. Apply **information technology** to ethically manage data, communicate effectively, and improve patient care and safety.
6. Accept accountability for nursing practice as a **manager of care** and be responsible for professional growth.

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

Admission and Nursing Degree Plan

To be considered for admission to the CSC nursing program, all applicants must:

1. **Apply and be accepted to CSC.** The CSC Admissions Office requires **official** transcripts from all colleges or universities attended before you may enroll in classes. If transferring credits general education requirements from another college or university, complete a **course equivalency request** to ensure Connors will accept that course. Students can find the request on the Admissions, Advisement, and Registrar webpage on the Connors website. In addition, students must maintain the accepted grade point for admission, with no grade less than a “C” in any support courses.
2. Access Canvas as the Learning Management System used at CSC. You must have an active C-Key account to use Canvas before course registration. To set up C-Key, go to the CSC website (connorsstate.edu) and click “My CSC.” Then click “Students.” You can then set up your C-Key account and access Canvas. If you are not a current CSC student, please apply immediately. You cannot enroll or obtain a C-Key until admitted to CSC.
3. Access the required word processing software. The CSC Campus Standard for student assignments is Microsoft Word. You may download Microsoft Office 365 from <http://office.com> for free once admitted to CSC. Students must have basic computer application skills, be familiar with word processing and manipulating files/folders, and be capable of sending and receiving emails.
4. Apply to the CSC nursing program. Your nursing program application is a contract agreeing you are academically, physically, and mentally prepared for the rigors of nursing school. Nursing is a demanding program of study because of the essential nature of the dedication required. Therefore, success depends primarily on adequate preparation and planning. The following are suggestions to help ensure success:
 - a. Plan three hours of study time each week for each credit hour the student is enrolled. Example: Students enrolled in twelve credit hours should plan 36 hours of study time beyond class and lab time each week.
 - b. Throughout the nursing program, you will use standardized testing to compare CSC nursing students to those in other nursing programs. This program aims to prepare you to be successful in nursing classes, on the National Council Licensure Exam (NCLEX-RN), and in your role as a professional nurse. Each semester, a fee will be

added to your tuition bill to pay for the exams and provide an NCLEX-RN review course at graduation.

After acceptance into the program, students will need to provide documentation of the following:

1. Upload all **Required Health Records** information **regarding immunizations and background check in Verified Credentials**. Do not supply health information directly to the CSC Nursing Program.
2. Upload an **American Heart Association BLS for Healthcare Providers CPR certification card**, valid for two years (i.e., December 2023 - December 2025). It cannot expire during any semester of the nursing program. If your CPR Certification is not valid for two years upon entry into the nursing program, you may complete the CPR class at the Nursing and Allied Health Building. CPR classes are offered on the CSC Muskogee campus before each semester begins. The fee for the CSC CPR classes is paid on the day of the class.

Clinical Affiliation Agreements state that students and faculty must follow hospital policy, which may include vaccinations. After acceptance into the program, students will need to provide documentation of the following:

- a. MMRs (2) or positive titer.
- b. Hepatitis B three (3) series, or positive titer.
- c. Proof of two (2) varicella vaccines or a positive titer.
- d. Tetanus/Diphtheria/Pertussis (TDaP) vaccine within the last (10) years.
- e. Influenza vaccination each Fall semester.
- f. Tuberculosis (PPD) testing negative yearly. Students with a history of a positive TB test will need a chest x-ray every 5 years and approval for public contact from the Health Department or healthcare provider.
- g. COVID-19 vaccines (2) with recommended boosters. Waiver request from the Director of Nursing and Allied Health scottsd@connorsstate.edu. Not all clinical facilities accept waivers, and a waiver does not guarantee clinical placement required for nursing course completion.
- h. American Heart Association (AHA) current CPR/BLS certification must include adult, child, and infant.
- i. Negative Federal Criminal Background check (sex offender is included).
- j. Negative Drug Screen.

DIVISION OF NURSING AND ALLIED HEALTH

Nursing

ASSOCIATES OF APPLIED SCIENCE

Requirements for Academic Year 2025-2026

GENERAL EDUCATION REQUIREMENTS		
30 HOURS		
(*Check Catalog listings for prerequisites.)		
Area	Hours	To be selected from:
English Composition	6	ENGL1113 English Composition I* ENGL 1213 English Composition 11*
American History	3	HIST 1483 U.S. History to 1877 or HIST 1493 U.S. History since 1877
US Government	3	POLS 1113 American Federal Government
Science	8	Please select one Biology track: BIOL 1314 Anatomy & Physiology I* BIOL 1324 Anatomy & Physiology II* OR BIOL 2104 Human Anatomy* BIOL2114 Human Physiology* You cannot mix and match.
Science	4	BIOL 2124, General Microbiology*
Behavioral Science	3	PSYC 1113 Introduction to Psychology
Nutrition	3	FCSE 1213 Introduction to Nutrition
PROGRAM REQUIREMENTS TRADITIONAL NURSING PROGRAM		
42 HOURS		
(**Course requires acceptance into the Connors State College Nursing Program to register.)		
Foundations in Nursing	7	NURS 1117**
Foundations in Nursing Clinical	3	NURS 1143**
Maternal and Pediatric Nursing	7	NURS 1227**
Maternal and Pediatric Nursing Clinical	3	NURS 1223**
Psychiatric and Medical-Surgical Nursing	7	NURS 2137**
Psychiatric and Medical-Surgical Nursing Clinical	3	NURS 2133**
Critical Care Nursing and Leadership Development	7	NURS 2247**
Critical Care Nursing and Leadership Development Clinical	3	NURS 2243**
Trends and Issues in Nursing	2	NURS 2252**
PROGRAM REQUIREMENTS CAREER LADDER NURSING PROGRAM		
28 HOURS		
(**Course requires acceptance into the Connors State College Nursing Program to register.)		
Transitions to Professional Nursing	3	NURS 2223**
Mathematics for Nurses	3	NURS 1133**
Psychiatric and Medical-Surgical Nursing	7	NURS 2137**
Psychiatric and Medical-Surgical Nursing Clinical	3	NURS 2133**
Critical Care Nursing and Leadership Development	7	NURS 2247**
Critical Care Nursing and Leadership Development Clinical	3	NURS 2243**
Trends and Issues in Nursing	2	NURS2252**
GUIDED ELECTIVES		
(Recommended; not required)		
Success in Nursing Education	2	NURS 1002
Medical Terminology	3	NURS 1003 NURS
Lab and Diagnostics	2	1112** NURS
Study of Diseases and Disorders	3	1113** NURS
Pharmacology	2	1232**
Physical Education activity courses do not count toward graduation. A maximum of 6 credit hours allowed for Special Topics (ST) courses can be applied toward a degree		
Total Hours: 72		

Students desiring an Associate of Science degree will need the following courses and those listed for the Associate of Applied Science in Nursing. Completing the courses below will satisfy the general education requirements for most Bachelor of Science in Nursing degrees.

- Humanities (6 hours)
- Pre-Calculus, College Algebra, or Applied Mathematics (3 hours)
- Microcomputers or Fundamentals of Computer Usage (3 hours)

General Student Fees And Expenses

Information regarding college fees and expenses is in the College Catalog <http://connorsstate.edu/wp-content/uploads/2023/07/23-24-Catalog-Final-7.26.2023.pdf>. These fees vary by student.

Nursing Program Estimated Fees and Expenses

Tuition & Mandatory Fees <ul style="list-style-type: none"> 72 credit hours Nursing Lab fee 	<ul style="list-style-type: none"> \$ 100.00/credit hour (OK Resident) <i>or</i> \$ 153.76/credit hour (Out-of-State) \$ 197.50 / Semester 	<ul style="list-style-type: none"> \$7,200.00 \$ 790.00 \$ 7,990.00
Class Expenses <ul style="list-style-type: none"> Standardized Testing Electronic Device Traditional Skills Kit Career Ladder Skills Kit Traditional E-Books Package Career Ladder E-Books Package General Student Fees (Parking, ID, room/board, activity fee, technology fee, student records fee, etc.) 	<ul style="list-style-type: none"> \$ 155.00 / Semester \$ 800.00-\$ 900.00 \$ 237.45 <i>or</i> \$ 137.92 \$1,299.25 / Semester \$1,872.25 / Semester https://connorsstate.edu/wp-content/uploads/2022/07/FY2023-Tuition-and-Fee-Schedule.pdf 	<ul style="list-style-type: none"> \$ 620.00 \$ 800.00 \$ 237.45 <i>or</i> \$ 137.92 \$ 5,197.00 <i>or</i> \$ 5,616.17 \$ 2,000.00 <i>See the website for a breakdown of applicable general student fees. The amount varies per student.</i> \$ 8,992.37
Estimated Clinical Expenses <ul style="list-style-type: none"> Influenza (x 2) MMR (x 2) Varicella (x 2) T-dap TB Skin Test (PPD) (\$26.50/year) Hepatitis B Series (X 2 or 3 shots) Covid Immunization(s) AHA BLS Provider CPR Class Liability Insurance (\$13.00/year) Verified Credentials (Entrance Background Check, Drug Test, & Document Tracker) Clinical Hub (\$35/year) 	<ul style="list-style-type: none"> \$ 81.98 \$103.99 \$313.98 \$ 74.99 \$ 53.00 \$302.97 \$ 0.00 \$ 50.00 \$ 26.00 \$175.25 \$ 70.00 	<p><i>The cost of immunizations or titers varies based on insurance, the number of immunizations needed, the location obtained, titers, etc. These prices are from the Walgreens Pharmacy website.</i></p> <p><i>Students are responsible for transportation to and from clinical sites and meals during clinical.</i></p> <ul style="list-style-type: none"> \$ 1,252.16
Uniforms and Related Expenses <ul style="list-style-type: none"> Two professional uniforms (Connors logo black scrubs) Black undershirt, if desired One white scrub jacket Two name tags One stethoscope One pair of black leather nursing shoes 	<ul style="list-style-type: none"> \$120.00 \$20.00 \$ 45.00 \$ 22.00 \$ 50.00 \$ 65.00 	<ul style="list-style-type: none"> \$ 322.00
Pinning/Graduation/ NCLEX Fees <ul style="list-style-type: none"> Pinning/Commencement (pin, lamp, cap, cap/gown) NCLEX-RN Licensure Exam NCLEX Fingerprint/Background Check 	<ul style="list-style-type: none"> \$180.00 \$ 85.00 Single-State <i>or</i> \$150.00 Multi-state \$ 51.25 	<ul style="list-style-type: none"> \$ 316.25
		Total
		18,872.78

Financial Aid

Information concerning financial aid is in the college catalog. Students seeking information regarding specific programs should consult with the Financial Aid office. Students may obtain financial aid packets, verify filing deadlines, and get assistance filing forms from the Financial Aid office at (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 about nursing scholarships may be found on the CSC nursing website: <https://connorsstate.edu/finaid/>.

General Information

Smoke and VAPE-free campus

Each student is to help maintain a clean environment. All CSC campuses are smoke and VAPE-free. Respectful and civil behavior is appreciated.

Communication

All nursing students **must** activate their CSC student email accounts. Significant changes in policy and procedures, announcements, etc., will be communicated through this email address. If you are not checking this account frequently, please have all emails from this address forwarded to a personal email account. Faculty may also use messages in Canvas to communicate notices within the specific course. Students may leave messages as necessary.

Students should address faculty as Mr. or Ms. and their last name. Address faculty with an earned doctorate as Dr. and their last name. It is not professional to begin an email with “Hey.” Please provide the course name and number, student ID, full name, and phone number in your correspondence. An automatic email signature is a convenient way to ensure we have the information to assist you promptly.

Student Employment

Most students find it challenging 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.** Students cannot come to clinical immediately following an overnight shift. Healthcare is a safety dependent environment; students will need to be able to always provide safe care.

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.

CNA Certification

Once grades are official, about two weeks after the semester ends, students who complete the first semester of the nursing program, NURS 1117 Foundations in Nursing, will receive a completion certificate from Connors State College. (See Appendix A)

1. **Complete a Training Exception application from the Oklahoma State Department of Health**
<https://oklahoma.gov/content/dam/ok/en/health/health2/documents/training-exception-application-odh-832-packet-10.2.19-revised-1-page-fillable.pdf>
2. **Request an official Connors transcript with the grades posted for the first. Parchment can automatically send the transcript directly to the Oklahoma State Department of Health**
<https://connorsstate.edu/?s=Request+transcript&submit=Search>

LPN by Equivalency

Once grades are official, about two weeks after the semester ends, students who complete the second semester of the nursing program, NURS 1227 Maternal and Pediatric Nursing, will be awarded an LPN Equivalency Certificate from Connors State College.

1. **Create a Nurse Portal account**
<https://oklahoma.gov/content/dam/ok/en/nursing/documents/nurseportalinfo.pdf>
2. **Request an official Connors transcript with the grades posted for the second semester. Parchment can automatically send the transcript directly to the Oklahoma Board of Nursing.**
<https://connorsstate.edu/?s=Request+transcript&submit=Search>
3. **Complete an LPN by Equivalency application from the Oklahoma Board of Nursing.**
<https://oklahoma.gov/content/dam/ok/en/nursing/documents/nclex7.pdf>
4. **Review the scope of practice differences between LPNs and RNs. An NCLEX-PN review book and practice tests with Next Gen NCLEX-PN questions are highly recommended and available from the Connors Library or Amazon.**
5. **Once an Authorization to Test (ATT) is received, students schedule a test date with Pearson Vue.**
<https://nclex.com/testing-locations.page>

Student Nurse Association (SNA)

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

Student Class Officers

Each semester, students elect class officers. The Traditional and Career Ladder programs are both represented when electing class officers as well as both campuses. Positions of officers include the president (primary spokesperson), vice-president (assists the president), secretary/treasurer (keeps minutes, records, and monies collected), and historian (pictures and videos). The office of secretary/ treasurer may be two separate positions. The officers elected should be willing to be leaders and represent the class. Officers should also work in teams, possess effective communication skills, and convey professionalism.

A class representative is also elected. The class representative from each semester will have the opportunity to attend the Nurse Faculty Organizations (NFO) meetings to present class concerns, issues, or updates and have input on some decisions made by the NFO. Any class officer may attend the NFO meetings if the class representative is unavailable. No more than two class officers (including the NFO representative) from any one semester may attend the NFO meeting. Students shall attend the first part of the agenda before individual student issues are covered.

Nursing Faculty Organization (NFO)

The Nursing Faculty Organization (NFO) comprises all full-time nursing faculty and the Director of Nursing and Allied Health. The NFO functions to plan, implement, and evaluate the associate degree nursing program. The NFO follows the philosophy, objectives, policies, and procedures of the parent institution, as well as policies and procedures specific to the nursing program and with the external controls that affect this institution and the nursing program.

All faculty participate and assume the following responsibilities: admissions, progression, graduation, curriculum, evaluation, and discipline. The NFO ensures that policies, procedures, and professional standards of care are appropriately implemented and followed throughout the nursing program. The NFO meets regularly to discuss items including but not limited to the following: examination review, curriculum development and review, student admission and progression, and student discipline. The NFO regularly evaluates the academic rigor and quality of the nursing program and demonstrates it meets the standards of the external controls of the Accreditation Commission for Education in Nursing (ACEN) and the Oklahoma Board of Nursing (OBN).

Nurses Christian Fellowship (NCF)

NCF's Mission is to transform the nursing profession through uniquely:
Biblically grounded communities

Effective faith sharing

Comprehensive resources that support integrated whole-person care for and by the nurse

Local groups, or NCF chapters, differ widely. Their purpose is to provide an authentic community that witnesses the power of Jesus Christ to change people's lives through forgiveness, hope, and reconciliation. The professional nurse groups offer a Christian community of prayer, Bible study, and outreach to others. On campus, nursing students come together to study the Bible, explore how to follow Jesus in life and nursing and offer the love of Jesus to their classmates and faculty. The CSC NCF group meets the second Monday of each month following the Baptist Collegiate Ministries lunch.

Pinning Ceremony

Pinning is a traditional ceremony where nursing graduates receive their nursing pins. All graduating students, family, and friends are invited to attend the ceremony. The Connors State College Nursing Faculty and the Director of Nursing and Allied Health will plan the ceremony in collaboration with the students. The Pinning Ceremony is not a substitute for commencement; students should plan to attend both events.

The Connors State College Nursing program dress code will be enforced at the pinning ceremony, with the exception of requiring the hair to be pinned back. Graduates wear a white V-neck unisex uniform/scrub top, black undershirt (if desired), black scrub pants, and black leather shoes. Students will have the option of purchasing and wearing a white nursing cap for the pinning ceremony and pictures. Graduates select a current Connors State Nursing Faculty member to pin the graduate during the Pinning Ceremony.

Graduates may choose to organize and develop a slide show featuring pictures of the group while in the program.

- Each student's photo will appear in the slide show.
- The slide show is due to the Lead Instructor/Pinning Chairperson ten days before Pinning.
- The Director of Nursing and Allied Health will approve it. Edits will be requested if necessary.
- If revisions are necessary, the revised presentation will be due no later than one week before the ceremony.

All pinning materials, including speeches, are reviewed and approved by the Director of Nursing and Allied Health before being used, following the same timeline.

Materials not submitted with final approval one week before the ceremony will not be presented in the Pinning ceremony.

Graduates will write their "thank you," which will appear in the Pinning Ceremony Program.

- The "thank you" must be typed legibly and kept to a 75-word maximum.
- The "thank you" must be submitted to the Lead Instructor/Pinning Chairperson coordinating the Pinning Ceremony for approval.

- The Lead Instructor and Director of Nursing and Allied Health must approve the “thank you.”
- A short slide show with music featuring the graduates in graduation attire OR a current student may be elected by the class to perform a song.
- The Lead Instructor/Pining Chairperson and Director of Nursing and Allied Health must approve the short slide show or song.
- Music will play while students walk in and exit. The song “Go Light Your Candle” will be played during the lamp lighting.
- The Pinning Ceremony is considered a respectful ceremony and a rite of passage for nursing, and as such, no bullhorns, cowbells, or related items are allowed during the program. These items are reserved for the graduation ceremony held by the college.
- Any honor cords that a student may wish to wear during the Pinning Ceremony must be approved by the Lead instructor/Pinning Chairperson and Director of Nursing and Allied Health using the timeline above for the slide show.
- The pinning ceremony will be on the Friday of “finals week” with a time and place that will be determined on a semester-by-semester basis.

Academic Policies

Academic Advisement

A link to schedule academic advising, mentoring, or enrollment appointments is available on the nursing webpage <http://www.connorsstate.edu/nursing>. Dates and times are available for groups or individuals in Muskogee or Tahlequah and via Zoom. It is always best to schedule an appointment since it guarantees an advisor will be available. Nursing faculty post office hours outside their office door.

Academic Accommodations

Before classes start, 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 Audri Mannon, ADA Coordinator, at (918) 463-6245 as soon as possible to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive **official** notice of a disability but are under no obligation to provide accommodation before verification or to make accommodation retroactive. Students can find more information in the ADA Handbook, which they can access on the CSC website: <http://connorsstate.edu/ada/handbook>.

Course Syllabi

The faculty prepares a syllabus for each nursing course. The syllabus includes a description and overview of the course, course objectives, requirements to meet these objectives, teaching methods, evaluation, grading procedure, and required texts. The syllabus, class schedule, calendar, and class outlines and objectives are on Canvas for viewing and printing. There is also an outline of expected behaviors, specific protocols, and guidelines for clinical

experiences. Students must complete all assignments to pass the course. The student and faculty are required to abide by all policies in their student handbook and course syllabus.

Grading Scale and Progression

A = 91.5 – 100%
B = 83.2 – 91.4%
C = 74.9 – 83.1%
D = 66.6 – 74.8%
F = 66.5% and below

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 Tool for clinical experience. Students must satisfactorily master skills in the laboratory setting. Nursing students identified as at risk are counseled and required to develop a plan for success. Advanced standing credit earned by LPN and Paramedic students will be submitted to the registrar when attending the 4th semester and requires a fee for applying advanced standing credit hours to the Career Ladder Student’s transcript.

Concurrent Theory and Clinical Course Components

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

Because of the close correlation between clinical and theory objectives, the faculty is concerned about patient safety when a student does not understand the theory. ***Therefore, if a student has an “F” (66.5%)” for a theory grade average at the completion of the mid-term nursing exam (this may be after the “academic mid-term” for the semester) or any time after that, or if the clinical evaluation is unsatisfactory, it is not considered safe for the student to continue attending clinical, the student receives an academic withdrawal from the course.*** Once the student cannot successfully pass the theory portion of the course, they will no longer be permitted to take theory examinations. The student will be allowed to continue auditing the theory component of the course, if desired, to promote success when the course is repeated.

Collaborative Group Work

Throughout the nursing program, students will participate in various group activities. To be most effective, all students should prepare for discussions in advance and actively participate in

group processes. Also, collaborative writing and presentation assignments are utilized throughout the program. These assignments develop critical thinking and team-building skills. All assignments completed by a group must be identified as such, and all students are accountable for the content.

Nursing Program Policies and Guidelines

Attendance and Classroom Learning

Class attendance is necessary for the successful completion of the program. Students are expected to be on time and prepared before the class session by completing assigned readings, reviewing the unit objectives, and previewing the material provided by the faculty. Consistent absences lead to unsuccessful progression in the program. Repeated tardiness or absenteeism is unacceptable and will result in written counseling from faculty.

In case of an unavoidable absence, the student must notify the instructor(s) before the class via email. The student is responsible for obtaining information presented during a missed class. Faculty will not repeat theory content; however, a student may request faculty approval to have a classmate tape the theory material presented in class.

Students who are on probation should avoid any absences. After the second absence from class, the student will receive written counseling. After three absences from class, the student will come before the Nursing Faculty Organization (NFO) to discuss attendance. Excessive absences could result in a probationary student's dismissal.

If a student has been tardy three (3) times, this will equal one (1) absence. Once a student has been absent three (3) times, they must meet with an instructor for mentoring. The instructor will complete a Record of Student Counseling, which will remain in the student file.

Classroom Dress Code

Connors State College Nursing Students should dress professionally and be attentive to personal hygiene and cleanliness. For activities and classes not designated as clinical or lab, students may wear street clothes, but such clothing shall be appropriate for a professional learning environment. The Tahlequah campus at OSU-COM has a dress code prohibiting jeans. Students should be in color coordinating scrubs or business attire when on the Tahlequah campus. Specific nursing program activities may require business dress attire. Students not obeying the dress code for professional functions will be asked to leave.

Upon graduation, students may donate scrubs and lab jackets with the school logo for future students. Students may contact any nursing faculty member or our Coordinator of Nursing and Allied Health to access this "Share-A-Scrub" student resource.

Social Media

This policy applies to students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and theory course activities. The distribution of sensitive and confidential information is protected under HIPAA and FERPA, whether discussed through traditional communication channels or social media. Examples include but are not limited to Facebook, LinkedIn, YouTube, Instagram, TikTok, Wikipedia, blogs, podcasts, or RSS feeds.

This policy will require modification as new technologies and social networking tools emerge, but the spirit of the policy remains to protect sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus requires additional vigilance to safeguard personal, professional, and college reputations. As students, you must represent CSC and the nursing program fairly, accurately, and legally while protecting the institution's brand and reputation. When publishing information on social media sites, remain aware that information may be public for anyone to see and can be traced back to you as an individual.

- Do not post confidential or proprietary information about CSC, faculty, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the nursing student role.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and CSC.
- Do not use CSC logos or graphics on personal social media sites.
- Do not use the CSC name to promote a product, cause, political party, or candidate.
- The administration must approve using the nursing program marks (logos and graphics) for college-sanctioned events (posters, flyers, postings).
- There is a time and place for learning to use electronic devices and cell phones in class, simulation, or clinical settings. Checking email or social media unrelated to learning is not acceptable.
- No student shall record faculty or fellow students for personal or social media use without the express permission of the faculty or fellow student. Photographs of clinical facilities or patients should avoid HIPAA violations.
- Be aware of your association with CSC in online social networks. Ensure your profile and related content are consistent with how you wish to present yourself to colleagues, patients/clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on behalf of CSC.
- You are solely responsible for what you post.

Student Illness, Injury, or Hospitalization

The safety of students and clients is essential since infectious diseases may not be readily apparent. Health policies exist to address this concern.

- Possible exposure to infectious materials. (See Appendix B)
- Student Illness: If at any time throughout the nursing program, the student becomes permanently or temporarily unable to meet the physical and mental qualifications outlined in the nursing advisement materials, including but not limited to surgery, pregnancy, or injury, report this to a nursing instructor immediately and provide documentation from a physician for release or accommodations. Students must be able to perform all nursing objectives in a manner that will not harm themselves or patient safety. In addition, students must meet the requirements of the policies and procedures of the currently assigned clinical facility. Faculty cannot always designate an alternate facility.
- Hospitalization: Following any required hospitalization, the student must submit to the nursing faculty a written letter from the relevant physician certifying that the student can return to school and perform all the duties expected of a nursing student. The student submits this letter to the faculty before resuming classroom or clinical activities.
- Expenses related to illness: The student is responsible for any expenses incurred while performing in the capacity of a student. For example, if a student sticks themselves with a needle, they will be responsible for all expenses related to treatment.

Inclement Weather

Classes will remain in session during inclement weather unless otherwise announced by the college. Students can sign up for emergency notifications issued by the college. All in-person classes and clinical experiences will be canceled if the CSC campus is closed.

Cell Phones

All cell phones should be set to silent or vibrate during class, skills lab, simulation, and clinical. It is unacceptable to text message during a class or leave class to answer a call unless regarding an emergency. Return calls may be made during break or after class. Students may use cell phones for specific class activities at the instructor's direction. No cell phones are allowed in the testing area during test sessions after the duo push required for login.

Refrain from using cell phones at the bedside in clinical. A non-patient care area or breakroom is preferable. Some clinical facilities have limited Wi-Fi. Some students may need to call faculty while assisting classmates on another clinical unit. Photographs are not allowed inside any clinical facility due to the actual or perceived risk of a HIPAA violation.

Children in Class

Children are not permitted in the classroom or open lab during class. Children should not be left unattended in any Connors State College building for any reason. Lactation space is available for breastfeeding mothers in the Nursing and Allied Health Building.

Academic Advisement

A link to schedule appointments for advising or mentoring is available on the nursing webpage: <https://connorsstate.edu/nursing/>. Dates and times are available for groups or individuals in Muskogee or Tahlequah and via Zoom. It is always best to schedule an appointment since it guarantees an advisor will be available. Each nursing faculty post office hours and advisement schedules outside their office door.

E-Books

Each course syllabus lists required e-books and supplemental references. Each student must purchase e-books through the Campus 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 Connors State College 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 username and password. (C-Key Activation Instructions are available at <https://connorsstate.edu/new-students-start-here/>). Canvas 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 Kevin Isom (kevinwi@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.
- The computer lab is a quiet area. Please silence cell phones.
- Do not attempt to repair any malfunctions of Connors equipment. Notify a member of the nursing staff.
- It is the responsibility of every user to ensure that the computer lab equipment is not abused, damaged, or used in a manner other than intended.

- Computers are for educational and professional use, not for personal use or by friends or family. Users will not access pornographic or illegal info using Connors State College resources.
- Users are responsible for logging out when they are done using a computer.

Non-Discrimination Policy

Connors State College is committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, sexual orientation, or other non-merit reasons in admissions, educational programs or activities, and employment, as required by applicable laws and regulations. Please see the *CSC Catalog* for additional information.

Student Development

The Success Center is available to enhance 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 11 at the Three Rivers Port Campus.

Drug Policy

Connors State College Nursing Program requires all nursing students to complete clinical practicum hours each semester to meet curriculum requirements. These clinical practicum hours are in a variety of settings. The student must meet all attendance conditions set forth by each clinical facility. One of these conditions is verification of a “negative” or “cleared” urine drug screen no more than four weeks before the orientation day for the Registered Nursing Program at CSC.

Additional urine drug screens must be repeated before resuming the Registered Nursing Program after any break in enrollment, no more than four weeks before re-entry, and for “Cause/Suspicion” random testing. For “Cause/Suspicion,” testing may be required if the Director of Nursing and Allied Health, in consultation with nursing faculty, determines the student's behavior is reasonably suggestive of impairment. **CSC Nursing Program supports and enforces a zero-tolerance alcohol and drug policy.**

Drug Screen Procedure:

1. Connors State College Nursing Program will contract with a vendor to collect urine samples for drug testing that meets legal and clinical facility standards. Students will be assigned a collection time and place. The CSC Nursing Program will not accept results from any company or government entity other than those designated by the CSC Nursing Program.
2. The contracted vendor will conduct the testing. The company will investigate any “non-negative” or “positive” results. If indicated, the company will contact the student’s healthcare providers to validate current prescriptions. If the rationale

provided meets the criteria of the medical staff of the testing company, a “cleared” test result will be reported to Connors State College Nursing Program.

3. The cost of all drug testing will be the student’s responsibility.

Consequences:

1. In the event a student tests “*non-negative*” or “*positive*” for illegal drugs, prescription drugs without a current, legal, valid prescription, or intemperate use of drugs and alcohol, the student will be dismissed from the program unless a retest of the sample is requested at the time notification of test failure is given. The student is fully responsible for the cost of this additional testing. The student will be dismissed from the program if the retest results are still positive.
2. If the initial drug screen is found to be “*non-negative*” or “*positive*,” the student will be withdrawn from the nursing program for one year from the start of the semester in which the drug screen was positive and will be required to follow the re-entry policy. Re-entry is not guaranteed.
3. If a student fails to produce the requested sample by the date and time designated, the student will be treated as if the test result were positive and dismissed from the program.
4. Students with “*non-negative*” or “*positive*” drug tests for “Cause/Suspicion” random testing will be dismissed from the program. In this instance, there will be no retest opportunity. The student will be referred to the re-entry policy and must submit documentation of intervention and treatment for faculty approval. The CSC Nursing Program will require random drug screenings for the remainder of the student’s enrollment. The cost will be the student’s responsibility.

Student Procedure(s):

1. The Nursing Program Director of Nursing and Allied Health or designee will provide accepted applications with the necessary procedures for the required drug screening.
2. A student with a “*non-negative*” or “*positive*” drug test result will not be allowed to attend clinical or clinical laboratory experience. As a result, the missed clinical policy will be enforced, and a clinical failure will result. Clinical failure prevents the student from completing the designated degree program.
3. Accepted applicants in the Nursing Program must complete the following no more than four weeks before the applicable course’s orientation day:
 - a. Establish or access the current account with the contract vendor as directed by the Nursing Program Director of Nursing and Allied Health or designee. Complete the urine drug screen as directed by the contract vendor.
 - b. Successfully pass the drug screen with sufficient time for the vendor to provide clearance documentation to the Director of Nursing and Allied Health or designee.

- c. If an accepted applicant fails to complete the above no more than four weeks before the orientation day of class, they will not be allowed to begin classes and will jeopardize their admission status in the program.
- d. Students who need to complete drug screening will be provided with the necessary procedures by the Director of Nursing and Allied Health or designee.
- e. Students who fail to adhere to the drug testing deadline the Nursing Program sets will be withdrawn from all classes until the vendor provides the CSC Nursing Program with clearance documentation to the Director of Nursing and Allied Health or designee.

Student for “Cause/Suspicion” Drug Testing Procedure(s):

- 1. Current students in the nursing program may be drug-tested for “Cause/Suspicion” random testing.
- 2. Students who need to complete drug screening will be provided with the necessary procedures by the Director of Nursing and Allied Health or designee.
- 3. Students who fail to adhere to the drug testing deadline the Nursing Program sets will be suspended from all classes until the vendor provides the CSC Nursing Program with clearance documentation to the Director of Nursing and Allied Health or designee.

Program Re-Enrollment:

- 1. Students who refuse the drug test will relinquish their position in the program.
- 2. Students who test “*non-negative*” or “*positive*” for controlled substances must show proof that they have been evaluated by a certified substance abuse professional who determines what, if any, assistance that student needs in resolving problems associated with drug abuse/misuse. Proof that the substance abuse professional is certified must be given to the Director of Nursing and Allied Health. Students needing rehabilitation must show evidence of successfully completing the prescribed program before being eligible to re-apply to the Nursing Program. The CSC contracted Medical Review Officer (MRO) must review and approve this proof. If re-enrollment is approved, the student will be subject to unannounced drug testing during the duration of the program. If any test is “*non-negative*” or “*positive*,” the student will be dismissed from the program. This delayed progression counts as the student’s one-time deferment.

Chemical (Drug) or Physical Impairment

Policy:

Definition of the Chemically Impaired Student: *A student in the academic, laboratory, or clinical setting who is under the influence of cognitive-altering substances such as alcohol, illegal drugs, or certain prescription medications or who is experiencing physical impairment that potentially jeopardizes patient safety or learning.*

Faculty Procedure(s):

Assess for any signs or behaviors indicative of possible chemical impairment. Examples may include:

A. Behavioral Characteristics:

- 1) absenteeism; tardiness; frequently leaving the clinical assignment
- 2) behavioral changes such as mood swings, irritability, decreased productivity
- 3) isolation or withdrawal from the other nursing students
- 4) decreased classroom or clinical productivity
- 5) fluctuating academic or clinical performance
- 6) inappropriate physical appearance
- 7) inconsistent communication patterns
- 8) odor/scent of chemical or substance

B. Physiologic Characteristics:

- 1) flushed face
- 2) eyes (bloodshot/red, dilated)
- 3) abnormal pupillary construction or dilation
- 4) coordination (swaying, staggering, unsteady)
- 5) speech (incoherent, confused, slurred, rambling, slow)
- 6) jitteriness
- 7) alertness (excessive sleepiness or confusion)

2. Procedure for Suspected Substance Abuse:

- A. If impairment behaviors are observed, the student is informed of the faculty's responsibility to remove the student from the class or clinical setting based on:
 - 1) the inability to provide safe, effective, and competent patient care; and,
 - 2) infringement of the learning process on other students present.
- B. The student will leave the area and go with a faculty member and another faculty or Director of Nursing and Allied Health to discuss the situation privately. The discussion will be documented, and the decision to refer for drug testing will be made.
- C. If the decision is to refer the student for drug testing, the student should be instructed on where and when to report for testing.
 - 1) Instruct the student to report for testing immediately once receiving a time/date.
 - 2) The student's refusal to submit to drug testing will result in immediate dismissal from the program.

- 3) Provide students with the contract vendor information.
 - 4) The cost is the student's responsibility.
 - 5) In addition to the 10-panel drug screen, an alcohol level will also be collected at this time.
- D. The faculty member will complete the Faculty Report of Reasonable Suspicion of Drug/Alcohol Use for submission to the Director of Nursing and Allied Health. One copy of this form will be given to the student personally, and a second copy will be placed in the student's permanent file on campus.
- E. The Director of Nursing and Allied Health will be notified immediately of the suspicion of chemical impairment.
- F. An academic or clinical conference will be conducted with the student, the student's clinical instructor, and the Director of Nursing and Allied Health.
- G. If the student voluntarily admits to known chemical abuse, is found to be drug screen "*non-negative*" or "*positive*," or the presenting evidence is solid and convincing, the student will not be allowed to return to the classroom, clinical, or laboratory setting until initial rehab plan has been completed and an ongoing plan to prevent reoccurrences is in progress. Documentation required.
- H. The cost of the continued proscribed treatment, or additional drug testing, is the student's responsibility.
- I. Students with "*non-negative*" or "*positive*" drug tests will be dismissed from the program.
- J. If the student is dismissed from the clinical setting, the faculty member will assist with finding a safe transportation home for the impaired student. If refused or the student is violent, police are to be notified.

Academic Integrity

Nursing faculty will not tolerate dishonesty, and it is considered unethical. Academic misconduct includes but is not limited to cheating on exams, discussing exam or quiz questions before the exam grades are posted, posting exam content online, taking or posting screenshots or photos of online exams, disseminating or discussing the content of practicums or simulations, copying partial or complete assignments, plagiarizing from published sources, or allowing others to copy from you. Every student will produce their original, independent work unless the syllabus specifies a group assignment.

An academic integrity violation by a student on any graded activity will result in a zero on that assignment and receive disciplinary action. Academic integrity violations related to lab or clinical hours will result in an unexcused absence and a zero for the performance evaluation. Any assignment assigned a failing grade or listed as an unexcused absence because of academic misconduct is ineligible for make-up. A second offense will result in failing the course. Students

or faculty should report academic integrity issues to the Director of Nursing and Allied Health, and the Student Counseling Pathway should guide disciplinary action.

Nursing Student Code of Conduct

The mission of Connors State College is building futures one at a time as we promote excellence in our community and the global society. Achieving this mission is possible by defining a standard or a code of conduct for behavior that will enable students to work with the faculty, staff, and administration positively.

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 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 help them discipline themselves.

Connors State College is an institution of higher learning. The rules and regulations ensure optimal conditions for learning for all students. The standard or code of conduct for students is 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.

In addition, the nursing faculty of Connors State College has adopted a code of conduct that describes the expectations for students entering the nursing program. Each student will read and sign this pledge as a contract of professional behavior.

Professional Standards for Nursing Students

All nursing students should conduct themselves in a manner consistent with the nursing profession's standards. This standard includes more than student grades; it encompasses all student activities necessary for continuing intellectual and professional growth in an academic setting. Students engaged in unprofessional conduct are subject to academic sanctions, including probation, suspension, or dismissal from the program, as outlined in the Student Counseling Pathway (See Appendix C). Unprofessional conduct in nursing behavior (acts, knowledge, and practices) that fails to conform to the accepted standards of the nursing profession, or which could jeopardize the health and welfare of people shall include, but not be limited to, the following:

1. Inaccurate recording, reporting, falsifying, or altering patient records; or
2. Falsifying documents submitted to the university or nursing program; or
3. Leaving a nursing assignment without properly advising appropriate personnel; or
4. Violating the confidentiality of information or knowledge concerning the patient; or
5. Administering medication, treatment, skill, or procedure in a clinical setting without satisfactorily demonstrating safe performance, passing a post-test of that skill, and having received theory instruction regarding specified content in the classroom or lab setting or

6. Discriminating in the rendering of nursing services or
7. Allowing own value system to interfere with patient care/well-being or
8. Verbally or physically abusing patients or
9. Engaging in verbally abusive language or interpreted as verbally abusive with a patient, staff member, faculty, or fellow student or
10. While caring for a patient, engaging in conduct with a patient that is sexual or interpreted as sexual; in any verbal behavior that is seductive or sexually demeaning to a patient; engaging in sexual exploitation of a patient; or
11. Obtaining money, property, or services from a patient using undue influence, harassment, coercion, deception, fraud, or
12. Conduct detrimental to the public interest; or
13. Aiding and abetting the practice of practical nursing, registered nursing, or advanced practice nursing by any person not licensed as a Licensed Practical Nurse, Registered Nurse, or recognized as an Advanced Practitioner; or
14. Impersonating a licensed practitioner or permitting another person to use their nursing student identification for any purpose or
15. Aiding, abetting, or assisting any other person to violate or circumvent any law, rule, or regulation intended to guide the conduct of a nurse or nursing student.
16. Appropriating, without authority, medications, supplies, or personal items of the patient or agency; or
17. Forging a prescription for medication/drugs; or
18. Presenting a forged prescription, selling or attempting to sell a controlled dangerous substance, or otherwise making such drugs available without authority to self, friends, or family members; or
19. Selling or attempting to sell a controlled dangerous substance or otherwise making such drugs available without authority to self, friends, or family members; or
20. Engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws, or
21. Utilizing social network media sites to place negative comments regarding faculty, peers, student grades, or the clinical settings or any comments regarding activities or experiences in the clinical setting; or
22. Use of any/all tobacco products, including e-cigarettes and vape products, during scheduled clinical hours or
23. Violation of a clinical agency's approved clinical skills list or agency student policies; or
24. Violation of any part of the contractual agreement between CSC and the clinical agency; or
25. Any arrest that warrants ineligibility to practice while in the nursing program or
26. Any behaviors that violate the Honor Code Pledge or
27. Any behaviors that violate the CSC Student Code of Conduct; or
28. Any additional behaviors that violate the policies listed in the CSC Student Nursing Handbook.

Academic Dishonesty

Academic dishonesty is intentional participation in deceptive practices regarding one's scholarly work or the work of another. Dishonest behaviors include lying, cheating, plagiarism, alteration of records, forgery, false representation, and knowingly assisting another person in dishonest acts (Gaberson & Oermann, 2010). This behavior includes more than student grades. It encompasses all faculty and student activities necessary for intellectual and professional growth in an academic setting. Dishonesty is serious because it can harm clients, learners, faculty-student relationships, and the education program. Examples include, but are not limited to:

- Obtaining information from another student during an examination.
- Communicating information to another student during an examination.
- Knowingly allowing another student to copy one's work.
- Offering another person's work as one's own, such as by copying or having someone else do the assignment.
- Taking an examination for another student or having someone take an examination for oneself.
- Sharing answers for a take-home examination unless specifically authorized by the instructor.
- Using unauthorized material during an examination.
- Altering a graded examination or assignment and returning it for additional credit.
- Having another person or a company do the research and/or writing of an assigned paper or report.
- Misreporting or altering the data in laboratory or research projects.
- Using a speech, essay, discussion board posting, course assignment, report, project or paper done for one class in another class unless specifically authorized by the instructors.
- Presenting another person's work as one's own: copying a speech, essay, report, discussion board posting, project or paper from another person or from other sources.
- Using outside sources (books or other written sources) without giving proper credit (by naming the source and putting any exact words in quotation marks).
- Collusion; a student knowingly and intentionally helps another student perform an act of academic dishonesty. Dishonesty will be disciplined in the same manner as the act itself.

<https://www.goldenwestcollege.edu/senate/academic-integrity-guide-faculty/index.html>

Unprofessional conduct may include, but is not limited to:

1. Possession, sale, or distribution of illegal drugs or other wrongful conduct relating to drugs;
2. Unlawful possession of weapons;
3. Theft;
4. Charges or conviction of a felony;
5. Excessive tardiness or absenteeism;

6. Administering medication or treatment in a negligent manner or with the permission of the instructor;
7. Violating the confidentiality of information or knowledge concerning the client;
8. Use of profanity in clinical areas;
9. Repeated violation of the dress code;
10. Any activity that would jeopardize the health, safety, or welfare of the client, the hospital staff, faculty, other students, or self;
11. Being under the influence of mind-altering drugs, use of illegal drugs, or the use of alcohol while in class or 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 their level in the program;
17. Omitting an act that a reasonable and prudent student would perform at their level in the program;
18. Failure to disclose errors to the hospital's responsible party and clinical instructor;
19. Conduct detrimental to the public interest; and,
20. While caring for a client, engaging in conduct with a client that is sexual or may reasonably be interpreted as sexual, or in any verbal behavior that is seductive or sexually demeaning to a client, or engaging in sexual exploitation of a client.
21. Taking or posting unauthorized pictures or videos of any faculty member or student without their consent.

Oermann, M. H., Shellenbarger, T., & Gaberson, K. B. (2022). *Clinical Teaching Strategies in Nursing* (6th ed). Springer.

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 a semester, not to exceed two (2) times while in the nursing program.

A student dismissed from the program may appeal first to the Nursing Faculty Organization (NFO). The student must submit an appeal in writing. Students will be allowed to present their appeal to the NFO. The student may have an advisor present, but the advisor's role is limited to advising the student only; the advisor may not actively participate in the appeal meeting. The NFO shall communicate the decision in writing to the student within a reasonable time. If the student is unsatisfied with the NFO's decision, the student may appeal to the Vice President of Academic Affairs in writing. In their sole discretion, the Vice President of

Academic Affairs may choose to meet with or solicit additional information from the student and the NFO. The decision of the Vice President of Academic Affairs shall be final.

Withdrawal

Students who elect to withdraw from any course through the 11th week of the semester (see the academic calendar for specific dates) will receive a “W” on the transcript for that course regardless of the course grade earned to that point. From the 12th week forward, a “W” will be applied only for students who have a passing grade, C or higher, at the point of withdrawal; students who have earned a course grade of D or F at the time of withdrawal will receive an “F” on their transcript.

Readmission

Students may apply for re-entry into the Nursing Program following withdrawal or an unsuccessful academic progression from NURS 1227 Maternal and Pediatric Nursing, NURS 2137 Psych and Med-Surg Nursing, NURS 2247 Critical Care and Leadership Development Nursing, or NURS 2223 Role Transitions within one academic year of exit. Students requesting re-admittance to NURS 1117 Foundations in Nursing must complete another application to the nursing program for the next application period. All entrance exam scores must be current. Students requesting re-admittance to NURS 1117 Foundations in Nursing can submit a letter of request along with a plan for success. As with all reacceptances, these spaces are limited, and students are not guaranteed re-admittance. The exception would be a student dismissed from the program.

Readmission Procedure

Readmission procedures are the student's responsibility. The Director of Nursing and Allied Health or lead instructor will assist the student as needed. Approval to re-enter the Nursing Program requires space availability, cumulative GPA, the reason for withdrawal or dismissal, extenuating circumstances, and student behavior (absences, student counseling, tardiness, etc.). Refer to “Procedure” for details.

Students may only repeat a nursing theory course once (NURS 1117, NURS 1228, NURS 2137, & NURS 2247). A student is dismissed from the program if the second attempt at the same course or a subsequent course result in a failure or withdrawal. If a student has been out of the Nursing Program for at least three years, the student may apply for entry into the Foundations course.

Readmission into the Nursing Program is not guaranteed.

Procedure

A. General Requirements:

1. After ascertaining the candidates for re-entry have satisfactorily completed the re-entry requirement, re-entry priority is on a point system. The ranking is ranked (1) on space availability and reason for withdrawal, (2) cumulative GPA, (3) content of the re-entry paperwork, (4) student behavior, including absences, student

counseling, and tardiness, and (5) participation in mentoring. Refer to the Point System for Readmission. Extenuating circumstances are at the discretion of the Director of Nursing and Allied Health and Nursing Faculty.

2. Suppose more than one candidate for re-entry has the same number of points calculated from the point system. In that case, each candidate's "Clinical Evaluation Tool" will be reviewed, and the decision for re-entry is the candidate's clinical performance.
3. Space must be available in the course the student is requesting to re-enter. An enrollment limit per course is in place to ensure an optimal learning environment.
4. Cumulative GPA is the average of general education requirements for the Nursing Program, and all completed nursing courses, **NOT** including the semester the student is withdrawing from.
5. The student requesting re-entry into the Nursing Program must submit a formal business letter, including a valid return address requesting readmission to the program addressed to the Director of Nursing and Allied Health. A personal "Plan for Success" form must be completed and submitted. **The nursing program should receive it by the Wednesday of finals week. If a student is in jeopardy of failing, they should be proactive and submit their request before taking the final exam. Late submissions will not be accepted. Students will need to communicate with the lead instructor while preparing their requests for guidance.** The e-mail and the "Plan for Success" are submitted to Tracy Lieblang, Administrative Assistant, or e-mailed to tracy.lieblang@connorsstate.edu.
6. Student behavior is a consideration when there are more candidates for re-entry than space availability; excessive absences or tardiness and verbal or written counseling documents impact requests for readmission.
7. The nursing faculty will hold a closed-session faculty meeting to consider the candidate's request for readmission.
8. The candidates for readmission will receive written notification of the faculty's decision within ten business days of the meeting. The notice will contain requirements and specified due dates for completing remediation if readmitted. If the specified remediation is not complete by the date indicated on the readmission request email, **the student will forfeit their space in the program.**
9. Returning students will meet weekly with the lead instructor or designated faculty. These meetings may be group or individual sessions.
10. All students readmitted to the nursing program will be on probation until graduation. The student may be dismissed from the program if they incur further disciplinary or academic issues.
11. Students who are on probation should avoid any absences. After the second absence from class, the student will receive written counseling. After three absences from class, the student will come before the Nursing Faculty Organization (NFO) to discuss attendance. Excessive absences could result in a probationary student's dismissal.

The Returning Student's Responsibilities

1. Complete an email to the Administrative Assistant of Nursing and Allied Health requesting re-entry into the course, indicating the course number, course name, semester, and year. The email must also include a detailed description of the reason for withdrawal, including personal or academic reasons and actions the student has taken to ensure success upon readmission to the program. (Documents located at <http://www.connorsstate.edu/nursing>. Select admissions, then scroll down to "Readmission Policy.")
2. Complete a "Plan for Success," a plan of care written about the student, which includes self-assessment, analysis, goals, and plan of action to ensure success upon re-entry into the program.
3. The email and "Plan for Success" will be submitted to the Administrative Assistant or e-mailed to tracy.lieblang@connorsstate.edu.
4. Students readmitted to any nursing course, excluding NURS 2247, must enroll in NURS 1002 *Success in Nursing Education* if not previously taken.
5. Complete the assigned remediation as outlined in the readmission letter.
6. Students accepted to return to the program who have a lapse of enrollment for one year or more will complete a new drug screen and background check before re-entry. All students accepted to return must be current with BLS and on all health requirements outlined through **Verified Credentials**. If the specified health requirements are incomplete, the student will forfeit their space in the program.

Extenuating Circumstances

7. Extenuating circumstances **may** be a consideration for student re-entry by the Director of Nursing and Allied Health and the Nursing Faculty. Proper documentation and notification of the circumstances must be provided to the faculty before the student's withdrawal, or if this is not possible, faculty notification must be made within seven days of the extenuating circumstances.
8. Examples of extenuating circumstances may include but are not limited to the birth of a child, the student's serious health condition, a family member's serious health condition, or the death of a family member.

Permanent Dismissal

9. Readmission into the Nursing Program is not a consideration for students permanently dismissed from the Nursing Program. Reasons for permanent dismissal include, but are not limited to:
 - a. Documented incidents of unsafe practice as defined in the Nursing Student Handbook.
 - b. Academic dishonesty is defined in the Nursing Student Handbook and the Connors State College Academic Integrity Policy.
 - c. Other administrative issues are in the Connors State College Student Handbook.

Point System for Readmission

Space availability will determine how many students may be re-admitted into each semester. Once space availability is verified, points are based on the below point system for each student desiring re-entry. Students are ranked by points awarded for re-entry. Extenuating circumstances are considered.

GPA (Calculated only on required nursing courses completed, not to include the nursing course the student withdrew from)	
2.5 – 2.7	1
2.8 – 3.0	2
3.1 – 3.4	3
3.5 – 3.7	4
3.8 – 4.0	5
Readmission Paperwork	
Completed email to the Director of Nursing and Allied Health (including a detailed description of the reason for withdrawal and actions taken for success)	
Very detailed, complete	5
Somewhat detailed, primarily complete	3
Minimally detailed, incomplete	1
Plan for Success (complete, detailed, individualized, and cited)	
Very detailed, complete	5
Somewhat detailed, primarily complete	3
Minimally detailed, incomplete	1
Student Behavior	
Documented Absences (theory, skills lab, simulation, or clinical)	
0 – 2	5
>2	0
Documented Tardiness (theory, skills lab, simulation, or clinical)	
0 – 2	5
3 – 5	3
6 or more	0
Documented Counseling (for any reason other than absences or tardiness)	
None	5
1 offense	3
2 or more offenses	0
Mentoring	
More than 3 sessions	5
1 – 2 sessions	3
None	0
Total Possible Points:	35

Plan For Success

Name				
Assessment	Nursing Diagnosis	Goal(s)	Interventions	Rationale with References

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, starting with enrollment into NURS 2137 Psych & Med-Surg Nursing.*

Grievance Procedure

The Nursing Program faculty and staff are available and interested in helping you navigate the program and complete your degree. Feel free to address your concerns and questions with your instructor.

Following 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 first address those complaints with the course instructor. If unsatisfied with the resolution, the student's grievance goes to the Director of Nursing and Allied Health. The student may go to the Vice-President of Academic Affairs if the issue is unresolved. Grievances related to non-nursing courses go to the course instructor, then to the Director of Nursing and Allied Health, and finally to the Vice-President of Academic Affairs. For more information on complaints and grievances, see the Student Complaints page in the Connors State College Student Handbook.

Testing Policies

Absences

1. Examinations are to be taken as scheduled except in the case of an emergency (major illness/death in the family). In the case of a missed exam, the student should:
 - a. Contact the instructor via telephone **before** the time of the test. If the course instructor cannot be reached, the student should contact the nursing department immediately upon open business hours. The instructor may require an e-mail for documentation of your conversation; please include who you spoke to and what time the conversation took place.
 - b. Schedule a time to take the exam (before the scheduled exam date unless an emergency arises).
 - c. Bring documentation of the emergency at the time of make-up testing (doctor's note, obituary).

Note: If nursing faculty deem the situation a non-emergency, you may not be permitted to make up the exam. In this case, you will receive a zero (0).

If the student is more than 5 minutes late for a scheduled exam, they may not enter the testing area to avoid distracting those who are testing.

After achieving an exam average of 74.9% or higher on the **unit exams** and **comprehensive final**, course assignments and online discussions will factor into the student's grade.

Exam Procedures

- Testing with a blank sheet of paper or dry erase board (provided by faculty) is allowed.

- The instructors will not allow the downloading of any exam more than 15 minutes before the start of that exam.
- The instructors will bar entry after 5 minutes to prevent disruption of the testing environment. This delay results in a score of “zero” for the late student.
- Please use the restroom before taking the exam and before any exam review time begins so that valuable testing time is not wasted and other students are not disrupted. Students needing to use the restroom during an exam frequently may be asked to visit with the NFO.
- Students will receive their official exam score approximately one week after the original exam time once the faculty test review committee has reviewed test statistics and made any adjustments, as necessary. Lead instructors will notify students that exam scores are finalized via Canvas.
- All exams will have a minimum of 50 questions and a maximum of 65 questions, excluding the final, which will comprise 100 questions of cumulative course content.
- The time allowed for each unit exam will be one hour and forty-five minutes. The time allowed for the comprehensive final will be two hours and thirty minutes.
- All questions for unit exams and comprehensive final will be delivered “one at a time” without backtracking.
- Students who believe a question may have an incorrect answer must fill out an Exam Clarification Form explaining the rationale and citing the reference. The Exam Clarification Form must be completed and submitted before leaving the testing area on exam day. Exam Clarification Forms without appropriately cited references, or initiated after testing, will not be considered for review. Instructors may need to contact the student for further clarification. Once the review of exam rationales is completed, no further test clarification forms will be accepted. E-mailing an instructor a question related to an exam question may violate the code of conduct.
- Nursing students who make less than 74.9% on any major nursing exam are responsible for scheduling an appointment with their course faculty and developing 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 the review of exam questions. The faculty member will document such counseling. The student must acknowledge and sign the plan for improvement before the next scheduled exam. For a nonemergency rescheduling of an exam, a 10-point deduction would be applied if allowed to test.
- All students are encouraged to come to mentoring sessions. Each student will be asked to read and sign a mentoring contract. Refer to the signed ‘Mentoring Contract’ in **Verified Credentials** individual student records. Note: Mentoring is open to any student, regardless of their grade, and is encouraged.
- Students should come prepared to each mentoring session with a completed ‘Mentoring Form.’ The mentoring form answers the most shared questions so instructors can develop an individualized plan for each student.
- Specific policies unique to each course are outlined in the course syllabi.
- Personal items, including but not limited to water bottles, eyeglass cases, jackets, purses, and hats, should not be brought to the exam area.

- Students' progression in the program is determined by academic testing.
- For a student to pass a nursing course, the final cumulative average of all exams must equal 74.9% or greater, and the additional components must be as outlined in the syllabus. Averages are recorded to the tenth and rounded at the end of the semester's final grade.
- Cell phones or smart watches are to be used for duo authentication when logging into the computer before an exam begins. All electronic devices should be turned off and placed with the faculty at the front of the room. Any student with an electronic device on their person during an exam will receive a zero for that exam.

Cheating

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

Grade Appeal Procedure

The student may appeal a grade or decision by discussing it with the instructor, the lead instructor, and then the Director of Nursing and Allied Health. If no satisfaction is obtained, a further appeal may be made through the established procedure in the **Connors State College Student Handbook**.

Skills/Simulation Center Policies

All clinical policies apply to the simulation center. A student will satisfactorily demonstrate safe performance skills in the laboratory setting before 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.

Clinical Policies

Essential Job Functions for Clinical Rotations

Physical activities required to complete essential functions of the position:

- **Standing/walking:** Standing and walking are required for most of the time spent in the clinical area (6-12 hours). Standing in one position is required while performing certain aspects of patient care. Walking occurs on diverse types of flooring, including, but not limited to, vinyl, tile, linoleum, or carpeted floors.

- **Sitting:** Sitting while charting or entering data into computers. May sit while receiving/giving verbal report at start/end of shift. They may also sit during breaks and meal periods. Total sitting is less than two hours for each eight-hour shift, depending on clinical assignment.
- **Lifting:** Regularly lifts medical supplies, medications, patient supplies, or charts weighing up to ten pounds. Lifts CPR equipment and other medical equipment weighing at least 50 pounds. Required to assist in lifting and transferring patients of varying weights and is expected to request assistance when lifting, ambulating, and repositioning clients. Must support at least 75 pounds to safely reposition, transfer, and ambulate clients.
- **Carrying:** Occasionally carries specific medical equipment weighing up to 50 pounds.
- **Pushing/Pulling:** Pushing/pulling 71-100 pounds is required when administering client therapy and care, as well as when pushing equipment such as oxygen tanks and monitors and when transporting clients in wheelchairs, beds, or gurneys. Pushing is required at 3.5 pounds of pressure when administering CPR. Full manual dexterity of both upper extremities is needed.
- **Bending:** Required when administering client care. Must be able to bend to touch the floor to remove environmental hazards.
- **Reaching:** Reaching above the head is required when performing aspects of care such as hanging and adjusting IV bags.
- **Squatting/Kneeling:** Required when operating medical equipment and performing aspects of client care, such as CPR.
- **Speaking:** Must speak English to communicate, assess, and educate clients/families. Must also communicate verbally with physicians and other professionals involved in client care.
- **Hearing:** Normal hearing (aide permitted) is required to perform physical assessments, including listening with a stethoscope for bowel, heart, and lung sounds. Must also be able to hear and detect subtle yet critical information regarding a client's condition, including alarms, and to communicate with physicians and other professionals involved with client care. Adequate hearing is required for discussion with others by telephone.
- **Visual Acuity:** Required within normal limits (glasses or contacts permitted) for monitoring equipment, reading medical data, preparing and administering medications and injections, and performing physical assessments of clients, including subtle changes in skin color.
- **Depth Perception:** Required for delicate tasks such as administering injections, sterile catheter insertions (urinary, IV), and nasogastric tube insertions.
- **Fine Motor Skills:** Must have fine motor skills in all fingers and grasp and control medical equipment to perform precise procedures such as sterile dressing changes. Must grasp objects such as a pen to prepare handwritten reports.
- **Tactile Sensation:** Must be able to assess clients through palpation with fingers and hands; must be able to distinguish warm/cold and feel vibrations.

- **Smell:** Must have a good sense of smell to detect odors indicating unsafe conditions or changing client status.
- **Driving Required:** Students are responsible for transportation to and from affiliated clinical agencies.

Clinical Assignment and Supervision

The student will be assigned to clinical sites typically within a fifty-mile radius of campus. Clinical assignments may not necessarily conform to carpools or student preference. Rotations are created to expose the student to a variety of clinical experiences. The faculty member will assign the student to care for a patient based on the course, clinical objectives, and other student criteria. The faculty member can re-assign a student in case of any changes or added information.

The nursing faculty reserves the right and retains the responsibility to alter student clinical assignments based on several factors. These factors include, but are not limited to, student clinical objectives, student clinical performance, and faculty teaching load.

Clinical Dress Code

Students are expected to know and conform to the protocol of the clinical facility assignment while maintaining a professional appearance as representatives of CSC.

1. **Black V Neck (unisex) scrub top with college embroidered insignia over left upper chest and black uniform pants or skirt.** Students may purchase scrubs at Kristie's Scrubs or elsewhere and take them to Kristie's for embroidery. Scrub tops should be non-form fitting and long enough to cover the midriff and backside. The student must be able to raise arms above their head and bend over without skin in the mid-drift being visible. Pants should be loose, non-form fitting, and non-tapered. Faculty may request uniforms to be changed if they are highly baggy or deemed too tight. A white scrub top is required for the Pinning Ceremony.
2. **White scrub jacket with college embroidered insignia.** Lab jackets should be no more than one inch longer than the scrub shirt. Scrub jackets (white) are **only** purchased at Kristie's Scrubs to ensure the correct style and length. A CSC-embroidered scrub jacket is optional but no other outerwear is permitted to be worn in clinical areas.
3. **Black** long-sleeved undershirt may be worn under a uniform top. The undershirt must be clean, and if covering tattoos, it must be thick enough to cover them.
4. **Name Badges (mandatory)** will be purchased. These are orange with black lettering and designate the student and college. Orders for name badges are placed during nursing student orientation.
5. **Student Identification Badges** should be accessible when on campus. The student identification badge ensures access to the copier. In Tahlequah, a second similar student identification badge ensures access to the OSU-COM instructional site and should be displayed prominently above the waist.

6. **Clinical facilities may also require Additional Student Identification Badges.**
Students without name badges and student identification badges will be sent home from the clinical for the day.
7. **Black socks and black leather spill-resistant shoes** are required. Partial canvas or mesh is NOT allowed. No bare ankles should be visible. Shoes need to be completely black, except for the sole.
8. **Mandatory items** for clinical that are considered part of clinical dress:
 - Watch with second-hand
 - Stethoscope
 - Penlight
 - Bandage scissors
 - Electronic devices with e-books for reference and clinical documents are encouraged within the limitations of specific clinical facility policies.
9. The following relate to professionalism, safety, and infection control issues:
 - Hair must be neat, clean, off the shoulders, and natural-looking hair color.
 - No large or dangling jewelry, including rings, earrings, necklaces, false eyelashes, etc.
 - A single set of post earrings may be visible only in the ears.
 - No heavy perfumes.
 - No Fingernails over a ¼ inch in length or dark or chipped nail polish.
 - No artificial or non-natural nails, such as acrylic, dipped, gel nails, etc.
 - Facial piercings must be removed while in clinical areas.
 - Tattoos must be covered.

Clinical Attendance

Clinical attendance is mandatory for progression in the program. Students will have both an on-campus orientation session and a clinical agency orientation. The orientation sessions are **required** and will include introductions to key individuals and a review of expectations. Some agencies have orientations online content, which students are expected to complete. If students do not attend mandatory clinical orientations in full, they will not be able to participate in clinicals and will thus be unable to pass the course. Clinical orientation will not be rescheduled.

Absences impact the clinical evaluation and may lead to a non-passing clinical grade. A student **must** notify the clinical instructor by phone as early as possible if a clinical absence is unavoidable. It is the student's responsibility to inform the **clinical instructor via verbal phone call**. It is not acceptable to text the instructor or to request a fellow student to report their absence. Students must present a physician's release to return to clinicals following surgery or a major illness.

All absences require "make-up" in a clinical setting. If space is unavailable, the student may 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 am and will be at the campus until 4:30 pm. The student will dress in full clinical uniform. All clinical absences will be reported to the lead instructor. The Clinical Faculty will schedule all clinical make-up with assistance from the Director of Nursing and Allied Health. Any student with two clinical absences will be asked to come before

the NFO to discuss a progression plan. A student may be dismissed for excessive absences. Clinical space is limited, and make-up clinicals are not guaranteed.

Clinicals will remain in session in inclement weather unless the CSC campuses are closed. If the college campus closes, all clinical experiences will also be canceled. The clinical instructor will inform the students of any changes to the clinical schedule before the subsequent clinical experience. If the campus remains open, but the student considers it unsafe to drive during inclement weather, the student will need to contact the clinical instructor by phone before the start of the clinical day to report the absence.

Clinical Tardiness

Students will arrive at the clinical facility on time to promote professional accountability. A counseling form will be completed and placed in the student's file for the first tardy recorded. If a second tardy occurs, the student will be referred to NFO. Tardiness will be reflected in the clinical evaluation and jeopardize the clinical grade. Students are expected to call the instructor (*not a fellow student to report tardiness/absence*) as early as possible if the clinical delay is unavoidable. If the student is more than 15 minutes late, the student will be sent home with an unsatisfactory clinical day.

Preparation

Review 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 and will be placed in the student's file.

Grading

A "Satisfactory" or "Unsatisfactory" grade will be given for the clinical experience. Goals are specified for each course utilizing the clinical objectives described in the clinical evaluation tool. A "Satisfactory" grade is required for successful course completion. See course syllabi for specific clinical grading.

Clinical Assignments

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

Due Date Policy

Assigned clinical coursework is due at the time listed in the course syllabus. A student who submits an assignment after the due date, as listed in the clinical syllabus, will receive ten (10) points off per calendar day for each day past the due date. Coursework will only be accepted via Canvas. Emailed assignments will not be accepted. Regardless of the overall course grade, all assigned work must be completed. Failure to submit any required assignments results in a failing grade for the course, irrespective of the theory grade.

Clinical Evaluation Tool

The Clinical Evaluation Tool (CET) is based on Student Learning Outcomes. The CET is provided in each syllabus for the clinical nursing courses. The grading scale for the clinical setting is Satisfactory/Unsatisfactory. A clinical “Unsatisfactory” will result in a grade of ‘No-Pass (NP)’ for the course regardless of scores in theory.

Students will self-evaluate midway through and at the end of each clinical rotation. Faculty will provide feedback at those times as well. If a student is not passing clinical at mid-term or improvement is needed, written feedback will be given at that time to assist the student in meeting the clinical objectives.

Each student must turn in their psychomotor skills sheet, clinical evaluation, and skills check-off (if applicable) to the lead instructor at the end of the semester. Failure to do so will result in an incomplete for the clinical grade.

Care Plans/Case Study

The Care Plan is part of the Nursing Process documentation. The American Nurses Association describes the Nursing Process as “The common thread uniting different types of nurses who work in varied areas in the nursing process – the essential core of practice for the registered nurse to deliver holistic, patient-focused care.” (ANA, 2024). The Nursing Process develops and transcends subconsciously as nurses move across the continuum from novice to expert. As students move through the nursing program, the Care Plan assignment will change based on the growth of the expectations.

The Care Plan assignments will be completed based on actual client encounters in the clinical setting, the selection of which must be approved by the clinical instructor. All data must be collected during the assigned clinical rotation time. Please follow the syllabus instructions for the completion of Care Plans.

Assigned Care Plans must be submitted electronically and show evidence of individualized care for the assigned client(s). Course syllabi outline specific policies for each course. Each instructor may require additional information. Every coursework material assigned will be submitted per syllabi guidelines. All clinical paperwork is to be submitted electronically as per syllabi guidelines. Submission of paper documents is not allowed.

Unsatisfactory Performance

Students unable to achieve the objectives in a clinical experience will receive a written unsatisfactory clinical evaluation, signed by both the faculty member and the student. Faculty will refer any student with an unsatisfactory clinical evaluation 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.

Accountability in Clinical Areas

Performance and practice in the clinical setting constitute a substantial portion of the student's assigned time in the program. Students need to be prepared for each clinical experience and procedure to ensure the safe delivery of client care. If at any time a student demonstrates behavior jeopardizing patient safety or practices nursing in a grossly negligent or incompetent manner, the student will be removed from the clinical setting and may be dismissed from the nursing program. If the student is unprepared for the clinical experience, they will be asked to leave the clinical setting. Students are not permitted to leave the premises during a clinical rotation for any reason.

Students are responsible for being aware of and complying with the clinical agencies' policies and procedures regarding fire, disaster, cardiac arrest, incident reporting, confidentiality, infection control, and standard precautions.

Throughout the program, the student will be held accountable for their actions or lack of actions. Professionalism is always expected. Overall, the student is responsible and accountable for their educational success. Students must proactively seek assistance and educational opportunities in the clinical environment.

Students **will be responsible** to their instructors as well as to the clinical staff for ensuring patient safety in the following:

- The care given to the client
- Report immediately to the instructor any incident affecting a client
- Reporting all urgent needs of the client promptly
- Reporting and completing the required documentation for the college and clinical site
- Report immediately to the instructor and designated hospital personnel any accident, injury, or near-miss involving the student

- Reporting on the condition of the client before leaving the clinical area
- Following the procedure established by the faculty for breaks and meals
- Arranging for nursing supervision of the client when the student is off the assigned unit
- Demonstrating courteous, professional behavior
- Following hospital policies and procedures

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

Clinical Records

Clinical facilities require the nursing department to maintain specified documents/information on each student. Upon acceptance to the program, all students must create an account with the Verified Credentials health records management system. Students must have the following health information on file with Verified Credentials before each semester. This information is subject to change based on a clinical facility's requirements. Each student will be responsible for updating their health information. The nursing department Director of Nursing and Allied Health and Lead Instructor will refer to Verified Credentials for completed records during the first week of class. If these are not current, students will not be permitted to attend clinical, which can result in dismissal from the program. Submit copies to Verified Credentials of the following:

1. Proof of two (2) MMR immunizations **or** positive measles, mumps, and rubella titers.
2. Two (2) varicella vaccinations or a positive varicella titer.
3. Proof of Tdap vaccine (Diphtheria/Pertussis/Tetanus) within ten years.
4. Proof of tuberculosis (TB) testing. Spring entry students' test dates must be December, and Fall entry students' test dates must be July. (Renew every year while in the program.)
If the student has a positive TB test (PPD), they will need a chest x-ray within the last five (5) years and approval for public contact from the Health Department or healthcare provider.
5. Proof of Hepatitis B three (3) dose vaccine series or a signed declination statement.
6. Yearly influenza vaccination will be required.
7. Any additional vaccinations required by the clinical facility (including but not limited to COVID).
8. Proof of CPR/BLS certification (American Heart Association Health Care Provider (HCP) card must include adult, child, and infant CPR. Name, course level, and expiration date are required. Must be valid for two (2) years of program length.
9. Background check, including a sex offender registry search (OSBI/FBI) and a drug screen, is required within three months before the first day of class. If the report indicates a felony charge, registration on the sex offender registration list, or positive

drug screen, the student must contact the nursing department for further instructions. The student may need to contact the Board of Nursing and discuss whether s/he will be eligible to sit for the licensing exam.

- a. When a student is convicted of an offense while in the program, they may be subject to dismissal.
- b. All pre-licensure students will 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 year or greater will be required to repeat a drug screen and background check. Students are responsible for completing their health requirements and providing proof of completion. If health requirements are not complete before the start of a clinical semester, the student will not be allowed to begin that semester and will be dismissed from the program. In addition, it is the student's responsibility to MAINTAIN these health requirements throughout the program. If they expire, the student must provide proof of a current program progression requirement. If this does not occur, the student will not progress through the program until the health requirements are met and may be dismissed from the program.

Liability Insurance

Each student is required to have liability or malpractice insurance. Association Member Benefits Advisors, LLC (AMBA) is the insurance provider for the nursing program. Students are notified annually of premium payment each Fall. The premium payment is by money order or cashiers check to the Nursing and Allied Health Coordinator, who then submits the payments to the insurance company. These checks need to be brought to orientation prior to school starting. The insurance policy is 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 entering the nursing program and NURS 2137 Psych and Med Surg Nursing.

HIPAA Compliance

All healthcare professionals 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 individually identifiable client information be disclosed on a need-to-know basis only.

Clinical agencies are mandated to follow HIPAA regulations. Therefore, students must meet all the clinical agency's requirements as part of the clinical affiliation. Each student must 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**. What you see here, what you say here, let it stay here when you leave here.

Connors State College's Nursing Program Considerations

Students will be proactive in the learning process. To encourage student success, consider:

1. Home commitments: It is challenging to meet external demands 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: Each student is required to submit an up-to-date health record before registration for NURS 1117 and before NURS 1227, NURS 2137, and NURS 2247. The health requirements are necessary to meet the expectations of each clinical agency. Students are responsible for the costs associated with health record maintenance, urine drug tests, and criminal background checks. Financial aid will not cover these expenses. The deadline to submit the entire health requirement is before the start of the appropriate course orientation, as noted in the acceptance letter, course welcome letter, or re-admission letter. Students returning to the program will need to have their health status and other records up to date to ensure they can meet the requirements of the clinical setting. Proof of this documentation must be uploaded into **Verified Credentials** (health records management system). Failure to complete these requirements before the orientation date will result in the student forfeiting their position in the program for that semester. Reacceptance the following semester would not be guaranteed.
4. Students are expected to have a valid Healthcare Provider CPR- BLS (Basic Life Support) card provided by the American Heart Association (AHA), which must include adult, child, and infant CPR. It cannot have an expiration date during the semester for which the student is enrolled.
5. Students must have a Certified Federal and State Criminal Background Check completed before the start of NURS 1117. Suppose the Criminal Background check is positive for felonies, violent or sexual offenses, and/or abuse of illegal/legal substances. In that case, students may not be allowed to attend clinical in the clinical facilities. All positions in the nursing program are **contingent** upon a *background* check and review by Connors State College. The school does not guarantee eligibility for licensure from the state of Oklahoma in the event of a positive Criminal Background check. The Oklahoma Board of Nursing has promulgated rules setting forth a list of criminal offenses which disqualify one from becoming or remaining a licensed nurse or certified Advanced Unlicensed Assistant, effective November 1, 2022. If you have a *criminal* history and wish to complete an initial determination of eligibility for licensure through the Oklahoma Board of Nursing, you may visit the Oklahoma Board of Nursing website at <https://oklahoma.gov/content/dam/ok/en/nursing/documents/initialdeterm.pdf>.

Students will review and sign an acknowledgment of receiving the “Notice of Oklahoma Board of Nursing Rule Change Regarding Criminal Offenses and Background Checks.” **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.

6. Computation skills: Medication preparation and administration require calculating dosages accurately and quickly. Weaknesses in applying the four basic mathematical operations (addition, subtraction, multiplication, and division) should be resolved before admission to the program. Do not hesitate to contact the Success Center for math assistance.
7. Students are assigned a clinical site for each semester. Faculty make clinical assignments to promote optimal student learning experiences and minimize commute time.

****Clinical sites and times may change due to an institution's inability to host Connors nursing students. Clinical requests are sent months in advance for confirmation. In some instances, agency changes have occurred just before the start of school.****

****New Nursing Student Orientation is held before the first day of class listed in Canvas.

Student Life

Students in the Nursing Program can be involved in campus activities and organizations. Students can find campus functions at <http://www.connorsstate.edu> on the school’s website calendar.

Student Break Area

An area near the auditorium is for student breaks. It includes vending machines, a refrigerator, a microwave, and a coffee maker. Please utilize this area as needed and keep it clean.

Baptist Collegiate Ministries

BCM meets every Tuesday at Warner. Students can find all events and information on Facebook or other social media.

A regularly scheduled lunch, a free meal provided by a local church or our staff, can be enjoyed on both campuses.

Food Pantry

There is a food pantry available on campus. There is a collection box near the auditorium for students desiring to donate non-perishable food and personal hygiene items. Students in need should contact the Campus Administrator for assistance.

Nursing Student Handbook Signature Page

Students will complete and submit the Nursing Student Handbook Signature Page during Orientation.

(See Appendix D.)

Appendix A

CNA and LPN Equivalency

Oklahoma Board Of Nursing
2501 N. Lincoln Blvd., Ste. 207
Oklahoma City, OK 73105
(405) 962-1800

1. Instructions for practical nurse equivalency candidates applying for licensure by examination.

Go to: <https://oklahoma.gov/content/dam/ok/en/nursing/documents/nclex7.pdf>

2. Information for applicants for licensure or AUA certification with a history of arrests, convictions, or prior disciplinary action.

Go to:

<https://oklahoma.gov/content/dam/ok/en/nursing/documents/nclex9.pdf>

3. Guidelines for employment of individuals enrolled in or non-licensed graduates of nursing education programs.

Go to:

<https://oklahoma.gov/content/dam/ok/en/nursing/documents/ed-guide.pdf>

Appendix B

Exposure Control Plan

METHODS OF COMPLIANCE

- A. Simulation Center: Students must sign a “Lab Supply Packet Release Form” agreeing to use lab supplies only on inanimate objects. It is unnecessary to practice invasive skills with each other in the Simulation Center, as mannequins are available for practice and demonstration.

Campus Lab: Students will be instructed on the assigned institution’s infection control policies/procedures during orientation and are to adhere to institutional policies and procedures.

POST-EXPOSURE EVALUATION AND PROTOCOL

- B. Immediate Treatment
 - 1. Wound Care/First Aid
 - 2. Clean the wound with soap and water
 - 3. Flush mucous membranes with water or normal saline solution
 - 4. Other wound care, as indicated
- C. 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 two hours of potential HIV exposure.
- D. Notification of Responsible Parties
 - 1. Faculty: Notify the lead instructor or Director of Nursing and Allied Health
 - 2. Students: Notify the lab or clinical instructor
- E. Complete a Post Exposure Evaluation and Follow-up form within 48 hours or as soon as possible. The form is filed with the Director of Nursing and Allied Health, with a copy going into the student’s personnel file in the Nursing Department.
- F. 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 unless covered by the clinical facility

Appendix C Student Counseling Pathway

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 to assist and guide students who are not progressing. Serious violations involving patient safety or unprofessional conduct will result in immediate probation or suspension from the program and may result in dismissal from the nursing 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 the form
- d. Follow-up conference date set

PERSONS PRESENT:

- a. Student
- b. Faculty member(s) involved

OPTION II UNSAFE PERFORMANCE

PROCEDURE:

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

FOLLOW-UP CONFERENCE

STUDENT IMPROVES

Process terminated with condition: performance must be maintained at an acceptable level. If not, a probationary period is required.

PROCEDURE:

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

PROBATION

PROCEDURE:

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

FOLLOW-UP CONFERENCE

STUDENT IMPROVES 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

A student may appeal to Executive Vice President (See CSC Student Handbook)

STUDENT DOES NOT IMPROVE

PRESENT:

- a. Student
- b. Faculty member(s) involved or another faculty member if L. I. involved
- c. Lead Instructor

RECOMMEND DISMISSAL

PROCEDURE:

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

STUDENT DOES NOT IMPROVE TERMS OF CONTRACT NOT MET

PRESENT:

- a. Student
- b. Faculty member(s) involved
- c. Full-time faculty members
- d. Director of Nursing and Allied Health

FINAL PROBATION (Go to Probation)

Appendix D

Handbook Signature Sheet

As a student in the Associate 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.
3. Comply with information technology and social media policies/guidelines.
4. Comply with the laboratory policies.
5. Complete clinical requirements by the deadlines (CPR verification, background checks, and all health requirements).
6. Upload clinical requirements to the required data management system (Verified Credentials and The Clinical Hub).
7. Authorize confidential sharing of student identification required by clinical agencies.
8. Consistently demonstrate professional conduct in all student learning and participation settings (registration, classroom lab, and clinical sites).
9. Engage actively in the learning process, including coming prepared for learning and assessment situations.
10. Use the services of nursing faculty academic advisors as needed.
11. Assume responsibility for performing essential functions independently or with reasonable accommodations. This means instructors are aware of authorized accommodations needed in a timely fashion.

My signature (below) acknowledges 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 addenda with a faculty member if I am absent when the addenda are distributed. Failure to obtain the addenda will not excuse me for any infractions after its instituted date.

Student Signature

Date

Student Name (Please Print)