



**Associate
Degree Nursing
Program Guidelines
2020-2021**

Table of Contents

Accreditation/Approval Status of the ADN Program	4
Handbook Disclaimer	4
Mission Statement	5
Core Values	5
General Information.....	6
Curriculum – Regular Track Sequence.....	6
Curriculum – Extended Track Sequence	7
Curriculum – LPN to RN Bridge Track Sequence.....	8
Philosophy.....	9
Organizing Framework.....	11
Organizing Framework Diagram	12
Curricular Concept Definitions	13
Associate Degree Nursing Student Learning Outcomes.....	16
Associate Degree Nursing Program Outcomes	17
Auditing a Course.....	18
Course Registration and Disclaimer.....	18
Professional Standards	19
American Nurses Association Code of Ethics for Nurses	20
NSNA Code of Academic and Clinical Conduct.....	21
Honor Code.....	22
Academic Honesty Policy.....	22
Electronic Device Policy.....	23
Students as Committee Members.....	24
Communications to Students	24
Mandatory Advising.....	24
Missed Appointments.....	25
Health Documents.....	25
Name Change	26
Academic Policies	27
Progression in the Nursing Program.....	27
To Remain in Good Academic Standing.....	27
Track Change Requests	27
Grades	28
Credit Class Instructional Ratio.....	28
Content Mastery Testing.....	29
Learning Contract.....	29
Unsatisfactory Progress Notification	29

Attendance and Preparedness	30
Information on Absences from Exams, Lab, or Clinical Practicum	30
Information on Tardiness to Exams, Lab, or Clinical Practicum	32
Information on Being Unprepared	32
Information on Referral to the Nursing Academic Progression and Graduation (APG) Committee	34
Faculty Absences	35
Course Withdrawal and/or Failure	35
Reinstatement to a Nursing Program	36
Program Return After Failure First Semester	36
Transfer into the Nursing Program	37
Medication Dosage Calculation Policy	37
Clinical Policies	41
Uniform and Dress Code	41
Required Equipment	42
Clinical Assignments	42
Confidentiality of Patient's Records	43
Nursing Documentation Guidelines	43
Leveled Clinical Skills Notebook	43
Intravenous Therapy	44
Clinical Performance	45
Clinical Evaluations	45
Critical Incident	45
Critical Elements	46
Engelstad School of Health Sciences ADA Statement	46
Tips for Success	47
Student-to-Student Tips for Success	48
Take Care of Yourself	48
Take Care of Each Other	48
Take One Day at a Time	48
Take Care of Business	48
Appendices	50
Nursing Documentation Guidelines	51
CSN Policy School of Health Sciences Student Reinstatement	53
Student Learning Contract: Theory	56
Student Learning Contract: Clinical/Lab	58
Lab Tardy	60
Clinical Tardy	61
Lab/Clinical Unpreparedness	62
Lab/Clinical/Exam Absence	63
Recommendation for Removal from a Health Sciences Program	64
Name Change	65
Associate Degree Nursing Program Graduate Reference	66
Equal Opportunity is the Law	69

Accreditation/Approval Status of the Associate Degree Nursing Program

CSN offers both an AAS degree in Nursing (for students who have not been practical/vocational nurses) and an AAS degree in Nursing LPN to RN Bridge Emphasis. Graduates are eligible to apply to write the NCLEX-RN exam for state licensure. Courses from the AAS degree in Nursing can be applied toward the requirements for a Bachelor of Science in Nursing degree. The CSN programs have full approval status by the Nevada State Board of Nursing, 4220 S Maryland Pkwy, Suite 300, Las Vegas, NV, 89119, (702) 486-5800 and are accredited by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Rd. N.E., Suite 850, Atlanta, GA 30326, (404) 975-5000.

HANDBOOK DISCLAIMER:

PLEASE NOTE THAT THE NURSING PROGRAM GUIDELINES FOR THE CURRENT ACADEMIC YEAR WILL BE FOLLOWED. PAST EDITIONS OF THE GUIDELINES WILL NOT BE UTILIZED FOR ANY PURPOSES.

AS A RESULT OF THE ONGOING CONCERNS OVER THE COVID-19 PANDEMIC, COURSE SYLLABI MAY BE ADJUSTED BY FACULTY AT ANY TIME DUE TO REQUIRED MANDATES FROM THE CSN, CLINICAL SITES, CDC, AND STATE AND FEDERAL GOVERNMENT ORGANIZATIONS.

Mission Statement

The CSN Nursing Department's mission is to graduate competent, compassionate, caring nurses and nursing assistants who strive for excellence in their delivery of care to a diverse community. The department supports academic success through student engagement, cultural and scientific literacy, and assisting students to meet their educational and professional goals.

Adopted Fall 2002; Revised Fall 2007; Fall 2009; Fall 2014; Spring 2017

Core Values

Caring

Actively create an environment of kindness and compassion that recognizes individual preferences and needs in order to facilitate and support faculty and students in achievement of the nursing department mission.

Communication

Actively create an environment that supports shared decision-making, cohesiveness, collaboration, and teamwork.

Competence

Actively create an environment that strives for achievement of the outcomes of the Associate Degree Nursing program and seeks to increase the level of achievement defined in these outcomes.

Creativity

Actively create an environment to foster evidence-based innovation in nursing education and practice. Creativity is the highest level of knowledge described in the Revised Bloom's Taxonomy.

Professionalism

Actively create an environment that insists upon adherence to the standards of nursing education and practice including legal, ethical, and professional organization standards.

General Information

Curriculum – Full Time Sequence (Regular Track) (no nursing courses during summer sessions)

Prerequisites

- ENG 101 Composition 1 3 cr.
- MATH 120 Fundamentals of College Mathematics (MATH 124 or above recommended) 3 cr.
- PSY 101 General Psychology 3 cr.
- BIOL 189 Fundamentals of Life Science 4 cr.
- BIOL 223 Anatomy & Physiology 1 4 cr.

General Education Requirements

- BIOL 224 Anatomy & Physiology 2 (prior to 2nd semester) 4 cr.
- BIOL 251 Microbiology (prior to 3rd semester) 4 cr.
- SOC 101 Principles of Sociology (prior to 4th semester) 3 cr.
- COM 101 Oral Communication (prior to 4th semester) 3 cr.
- PSC 101 Introduction to American Politics (by graduation) (or HIST 101 and 102 or HIST 101 and 217) 4 cr.

First Semester

- NURS 101 Introduction to Professional Nursing Practice 6 cr.
- NURS 125 Pharmacology for Nursing Practice 2 cr.

Second Semester

- NURS 115 Medical-Surgical Nursing 1 6.5 cr.
- NURS 243 Mental Health Nursing 3 cr.

Third Semester

- NURS 247 Maternal-Newborn Nursing 3 cr.
- NURS 248 Pediatric Nursing 3 cr.

Fourth Semester

- NURS 208 Professional Practice 3.5 cr.
- NURS 211 Medical-Surgical Nursing 2 4.5 cr.
- NURS 296 Nursing Management and Preceptorship 2.5 cr.

Total Associate of Applied Science – Nursing Credits 69 cr.

Curriculum – Part Time Sequence (Extended Track) (one nursing course every summer session)

Prerequisites

- ENG 101 Composition 1 3 cr.
- MATH 120 Fundamentals of College Mathematics (MATH 124 or above recommended) 3 cr.
- PSY 101 General Psychology 3 cr.
- BIOL 189 Fundamentals of Life Science 4 cr.
- BIOL 223 Anatomy & Physiology 1 4 cr.

General Education Requirements

- BIOL 224 Anatomy & Physiology 2 (prior to 2nd semester) 4 cr.
- BIOL 251 Microbiology (prior to 3rd semester) 4 cr.
- SOC 101 Principles of Sociology (prior to 4th semester) 3 cr.
- COM 101 Oral Communication (prior to 4th semester) 3 cr.
- PSC 101 Introduction to American Politics (by graduation) (or HIST 101 and 102 or HIST 101 and 217) 4 cr.

First Semester

- NURS 101 Introduction to Professional Nursing Practice 6 cr.
- NURS 125 Pharmacology for Nursing Practice 2 cr.

Second Semester

- NURS 115 Medical-Surgical Nursing 1 6.5 cr.

Third Semester

- NURS 243 Mental Health Nursing 3 cr.

Fourth Semester

- NURS 247 Maternal-Newborn Nursing 3 cr.

Fifth Semester

- NURS 248 Pediatric Nursing 3 cr.

Sixth Semester

- NURS 211 Medical-Surgical Nursing 2 4.5 cr.

Seventh Semester

- NURS 208 Professional Practice 3.5 cr.
- NURS 296 Nursing Management and Preceptorship 2.5 cr.

Total Associate of Applied Science – Nursing Credits 69 cr.

Curriculum – LPN to RN Bridge (Bridge Track) (no nursing courses during summer sessions)

Prerequisites

- Graduation from an approved PN Program
- NV LPN license 8 cr.
- ENG 101 Composition 1 3 cr.
- MATH 120 Fundamentals of College Mathematics (MATH 124 or above recommended) 3 cr.
- BIOL 189 Fundamentals of Life Science 4 cr.
- BIOL 223 Anatomy & Physiology 1 4 cr.
- BIOL 224 Anatomy & Physiology 2 (prior to 2nd semester) 4 cr.
- PSY 101 General Psychology 3 cr.

General Education Requirements

- BIOL 251 Microbiology (prior to 2nd semester) 4 cr.
- SOC 101 Principles of Sociology (prior to 3rd semester) 3 cr.
- COM 101 Oral Communication (prior to 3rd semester) 3 cr.
- PSC 101 Introduction to American Politics (by graduation) (or HIST 101 and 102 or HIST 101 and 217) 4 cr.

Additional Nursing Requirement

- NURS 125 Pharmacology for Nursing Practice (prior to 3rd semester) 2 cr.

First Semester

- NURS 205 Introduction to Associate Degree Nursing 4.5 cr.
- NURS 243 Mental Health Nursing 3 cr.

Second Semester

- NURS 247 Maternal-Newborn Nursing 3 cr.
- NURS 248 Pediatric Nursing 3 cr.

Third Semester

- NURS 208 Professional Practice 3.5 cr.
- NURS 211 Medical-Surgical Nursing 2 4.5 cr.
- NURS 296 Nursing Management and Preceptorship 2.5 cr.

Total Associate of Applied Science – Nursing Credits 69 cr.

Associate Degree Nursing Program

Philosophy

The nursing faculty of the College of Southern Nevada (CSN) believes that the college strives to meet the educational and health professional needs of the community by providing an Associate Degree Nursing program whose graduates may matriculate into a partner RN-to-BSN program. The nursing program provides student-centered instruction that emphasizes application of knowledge, development of critical thinking, caring, communication, professionalism, teaching/learning, and collaboration.

The nursing faculty of CSN believes that individuals at all developmental stages are biological, psychological, social, cultural, and spiritual beings that interact with and adapt to their changing internal and external environment. Each individual has unique capabilities, values, and experiences that influence adaptive behaviors.

Health is a dynamic process varying along a continuum from wellness, through illness, to death. The goal of adaptation is to achieve optimal health with maximum quality of life or death with dignity. Factors influencing health include inborn characteristics, developed capabilities, internal and external stressors, state of development, culture, social supports, spirituality, and an individual's perceived state of well-being. The individual, their family, and society share rights and responsibilities for health.

The American Nurses Association (2016) explain that "Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, facilitation of healing, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, groups, communities, and populations." Nursing is a vital component of the interdisciplinary team. The nursing faculty of CSN believes that the uniqueness of nursing is in its humanistic, holistic, and collaborative approach to the health care of individuals throughout the lifespan.

Graduates have learned to apply knowledge of the biological, behavioral, and social sciences, utilize critical thinking, and show caring as they provide safe and competent nursing care to patients of varied backgrounds. The graduates have demonstrated professional standards of practice, use of teaching/learning principles, and collaboration as they have practiced in a variety of healthcare settings in the community.

Learning for professional practice is a lifelong endeavor. The nursing faculty of CSN believes that learning is a dynamic process involving cognitive, affective, and psychomotor domains. Learning is an active constructive process during which the learner constructs knowledge through their experiences and reflections on those experiences. Learning is best achieved by active participation in didactic and experiential situations. Learning is influenced by one's value system, past experience, motivations, perceptions, and learning style. Learners are responsible and accountable for self-direction, personal and professional development, and utilization of learning resources available from the college and the community. The nursing faculty of CSN believes that a positive, caring, supportive, and respectful student-teacher relationship is essential to promote a spirit of inquiry as well as professional and personal development. Nurse

educators have the responsibility to assist students in development of moral, legal, and ethical conscience that will enable them to meet the challenges found in the changing health care needs of society.

The population of the community includes socio-culturally diverse individuals with varying educational and personal goals. The College of Southern Nevada actively encourages the inclusion of faculty and students from various backgrounds. Additionally, the faculty believes we can influence the lives of students and the community as we prepare professional nursing graduates. We are committed to the integrity of our program and the competence of our graduates.

Approved 4/16/2004
Reviewed 10/2009
Revised 3/2017
Approved 5/2017
Reviewed 2/2018

Organizing Framework

Using the philosophy as a foundation, the CSN faculty of nursing developed an organizing framework for the Associate of Applied Science-Nursing curriculum. The organizing framework uses the key curricular concepts of application of knowledge, development of critical thinking, caring, communication, professionalism, teaching/learning, and collaboration. The key curricular concepts include the behaviors of practicing within a regulatory framework, ethical standards, valuing a nursing career, and commitment to professional growth, continuous learning, and self-development.

The concept of adaptation focuses on each individual as being unique and viewed as biological, psychological, social, cultural, and spiritual beings that interact with and adapt to their changing internal and external environment. Each individual has unique capabilities, values, and experiences that influence adaptive behaviors. Adaptation is a dynamic process because the individual's environment is continually changing. Each person has unique characteristics, capabilities, physical emotional, social, and spiritual needs, value systems, and life experiences that influence adaptive behaviors. An individual's response to environmental change results in adaptive or maladaptive responses. Adaptive responses are coping mechanisms that promote health, growth, and quality of life or death with dignity. A goal of nursing is to promote adaptation. Encouraging adaptation assists individuals and their families to maintain or achieve health, growth, and quality of life or death with dignity.

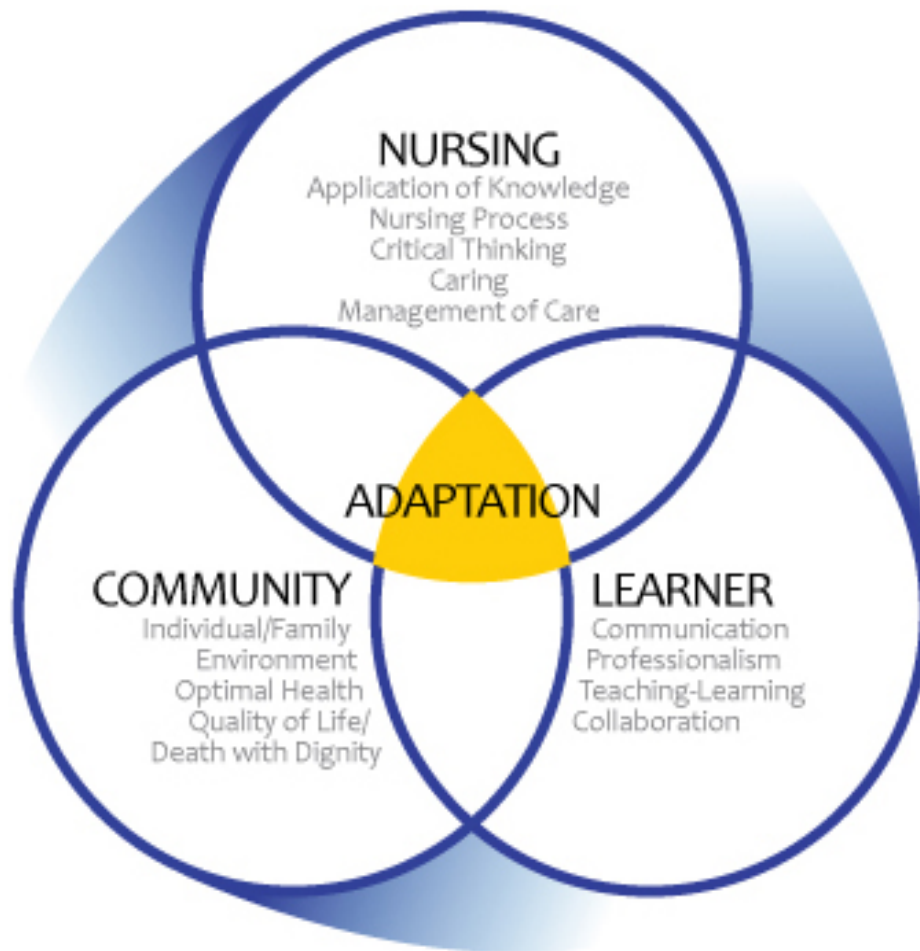
The CSN AAS nursing graduate interacts with patients using the concepts of application of knowledge, critical thinking, caring, communication, professionalism, teaching/learning, and collaboration to assist patients to adapt to their changing internal and external environments with the goal of promoting health, growth, and quality of life or death with dignity. This is illustrated in the Organizing Framework Diagram on the next page.

References

American Nurses Association. (2016).
What is Nursing? Retrieved from
[http://www.nursingworld.org/
EspeciallyForYou/What-Is-Nursing](http://www.nursingworld.org/EspeciallyForYou/What-Is-Nursing)

Approved 4/16/2004
Re-approved 10/2009
Revised 3/2017
Approved 5/2017
Reviewed 2/2018

Organizing Framework Diagram



Revised 3/2017
Approved 5/2017
Reviewed 2/2018

Curricular Concept Definitions

Adaptation

Adaptation is a dynamic process in which an individual/family responds to change in their environment. Adaptive coping leads to optimal health, quality of life, or death with dignity.

Individual/Family

An individual is a physiological, psychological, socio/cultural, and spiritual being with unique inherent characteristics, capabilities, value systems, and life experiences. A family is a group of individuals who provide mutual support and nurturance. The individuals in a family may be living together, be related by blood or be related by marriage. Individuals and families have the right to optimal health, quality of life, or death with dignity.

Environment

The environment consists of the physical, socio/cultural, political, and spiritual influences, circumstances, and conditions that surround and affect the health of individuals and groups.

Optimal Health

Optimal health is maximum wellbeing that arises from the ability to function physically, psychologically, socio/culturally, and spiritually at one's highest level.

Quality of Life

Quality of life is a complex concept that includes the effect of an individual's health on that person's ability to find meaning and achieve purpose in life.

Death with Dignity

A dignified death is defined as the process of dying during which the preferences of the person and family is respected, comfort is promoted, and the grieving process is facilitated so that the maximum quality of life of the person and their family is fostered.

Application of Knowledge

Application of knowledge is defined as the utilization of information from the basic sciences and nursing, and the nursing process while critical thinking in clinical situations to provide nursing care.

Nursing Process

The nursing process is a systematic method for providing nursing care. The nursing process includes assessment of the patient's health status, identification of health care problems,

establishment of patient-centered goals, planning of nursing interventions to achieve the established goals, implementation of the nursing interventions, and evaluation of achievement of the established patient-centered goals.

Critical Thinking

Critical thinking is used in every step of the nursing process and is essential to providing optimal, individualized, patient-centered nursing care. The two dimensions of critical thinking are critical thinking dispositions and critical thinking skills. Critical thinking dispositions are qualities of individuals that promote solving problems using critical thinking skills, rather than other methods of problem-solving, and include: truth-seeking, open-mindedness, analyticity, systematically, inquisitiveness, maturity, and trust in reasoning skills. Critical thinking skills are mental processes of individuals used to solve problems and include: interpretation, analysis, evaluation, inference, explanation, and self-regulation (Facione, 1990).

Facione, P. (1990). Critical thinking: A statement of expert consensus for purposes of educational assessment and instruction. *The Delphi report: Research findings and recommendations prepared for the American Philosophical Association: Executive summary*. Fullerton, California: California Academic Press. Retrieved from http://assessment.aas.duke.edu/documents/Delphi_Report.pdf

Caring

Caring is knowledgeable and deliberate, rather than an emotional response. While caring, the nurse demonstrates concern for the inner life and subjective meaning of the patient. Caring embraces and intersects with art, science, humanities, and spirituality. Caring occurs within a transpersonal relationship between the nurse and patient (Watson Caring Science Institute, n.d.) in a climate of hope and trust where patients' preferences are respected. Through caring, the patient is supported and empowered to adapt and achieve optimal quality of life or death with dignity.

Watson Caring Science Institute. (n.d.). Caring science theory, research and measurement. Retrieved from <https://www.watsoncaringscience.org/about-us/caring-science-definitions-processes-theory/>

Management of Care

Management of care is providing and directing nursing care that enhances the care delivery setting to protect patients and health care team members. Management of care is an integral part of fostering patient adaptation and achievement of optimal quality of life or death with dignity. Management of care is a complex concept that involves many factors including but not limited to advocacy, patient rights, collaboration, management, confidentiality, delegation, supervision, ethical practice, and quality improvement. Management of care is performed within a safe and effective care environment and the legal, ethical and regulatory frameworks of the nursing profession (National Council of State Boards of Nursing, 2016).

National Council of State Boards of Nursing. (2016). 2016 NCLEX-RN® Detailed Test Plan. Retrieved from https://www.ncsbn.org/2016_RN_DetTestPlan_Educator.pdf

Communication

Communication is an interactive process through which there is an exchange of information.

Communication may be written, occur verbally or nonverbally, and may be facilitated by technology. Communication is essential to all steps of the nursing process. Therapeutic communication occurs in a trusting relationship between the nurse and patient and focuses exclusively on the needs and concerns of the patient.

Professionalism

Professionalism is demonstrated by the behavior of a member of a profession. Nursing professional behavior includes commitment to the nursing profession, adherence to standards of professional nursing practice, and practice within the legal, ethical and regulatory frameworks of the nursing profession.

Teaching-Learning

Teaching is the process of facilitating learning. Learning is the process whereby knowledge or skills are acquired. Effective teaching methods are based upon theories of learning and principles of teaching. When providing nursing care, teaching is used to promote the patient's adaption and achievement of optimal quality of life or death with dignity.

Collaboration

Collaboration involves communication with patients, their families, and other healthcare professionals. Collaboration among these entities includes shared planning, decision-making, problem solving, and goal setting. The result of collaboration is efficient utilization of resources, skills, and talents to foster patient adaption and achievement of optimal quality of life or death with dignity.

Approved 4/16/2004
Re-approved 10/2009
Revised 7/2016; 3/2017
Approved 5/2017
Reviewed 2/2018

Associate Degree Nursing Student Learning Outcomes

Upon graduation from the CSN Associate Degree Nursing Program, the graduate will be able to:

1. Incorporate physiological, psychological, social-cultural, and spiritual concepts to provide safe and competent nursing care for patients at various stages in their life.
2. Combine the nursing process with clinical reasoning to assist patients with adaptive behaviors that enhance, maintain, and promote optimal health, quality of life, and/or death with dignity.
3. Demonstrate caring behaviors with patients to attain optimal health, quality life, or death with dignity.
4. Apply principles of verbal and written communication with professionals and patients.
5. Provide patient care employing the Quality and Safety Education (QSEN) initiatives reflecting professional nursing practice within legal, ethical, and regulatory standards.
6. Integrate teaching/learning principles to promote healthy behaviors for patients.
7. Optimize collaboration with interdisciplinary teams and community resources when managing the care of patients.

Approved 4/16/04
Reviewed 10/2009
Revised 11/20/2015
Reviewed 5/2017
Reviewed 5/2019
Revised 9/20/2019
Approved 12/2019

Associate Degree Nursing Program Outcomes

Performance on Licensure Exams

The program's most recent annual licensure examination pass rate will be at least 80% for all first-time test takers during the same 12-month period.

Program Completion

70% of the students who enter the Associate Degree Nursing Program will graduate within three years.

Program Satisfaction

95% of ADN program graduates will rate the quality of classroom, lab, and clinical curriculum for attaining program outcomes as 3.0 or higher on a 5-point Likert scale on the End-of-Program Survey during the last week of school.

Job Placement

80% of ADN Program graduates who complete the 6-12 month post-graduation survey will indicate employment as a RN.

Approved 4/16/04

Reviewed 10/2009

Revised 7/13/2016; 6/27/17

Reviewed/Revised/Approved 11/2017

Reviewed/Revised 1/2018

Approved 4/2018

Auditing a Course

A nursing student cannot audit a required nursing course. Exceptions include, but are not limited to, students wanting to audit a course that was previously completed or nurses requesting to audit for professional reasons. Requests to audit a nursing course must be initiated with the ADN Program Director who will consult with the course coordinator. Audit is dependent upon faculty approval, space availability, existing college policies, and professional regulations. Students who are auditing a course will be required to follow the same program policies as non-auditing students.

Course Registration

Selection and assignment to nursing courses occurs mid-semester for the upcoming semester and is coordinated by the Clinical Coordinator within the Associate Degree Nursing Program. Students will have the opportunity to make limited selections of course sections for the upcoming semester. The selection process will be determined and dates/times will be announced each semester. Students may select sections from available "Options," which are predetermined sets of sections that include the theory, clinical, and lab courses for the upcoming semester. **Every semester the dates/times and process to make final changes to the assigned course "Option(s)" will be posted on Canvas by the Clinical Coordinator.**

Option selection date(s) will be announced in Canvas. Students may register for nursing courses only after they have received their option(s). **Students will be administratively removed if they register for a course section other than assigned.**

Disclaimer: Changes to published nursing course schedules may be necessary due to unforeseen or uncontrollable circumstances within the nursing program or clinical agencies. CSN Nursing Department administration reserves the right to cancel sections, change days, dates, times, and locations of nursing course sections at any time. Such changes may affect previously assigned student course and section selections. Students will be informed by email or phone message and will be required to change their schedules accordingly.

Professional Standards

Nurses have the privilege of interacting with a diverse group of people. During the course of nursing education, students will develop and strengthen communication skills. Communication involves interactions between students, clients, faculty, staff, and guests located on campus or at off-campus learning sites (clinical facilities or other settings). Respect for individual differences in opinions, beliefs, gender, lifestyle practices, religious, racial, cultural, or social backgrounds should be demonstrated by effective listening and communication skills as well as respect for physical space and privacy issues. Professional conduct standards at CSN are based on the American Nurses Association (ANA) code of ethics.

Therefore, professional communication and behavior is expected in all interactions and in all settings. Unethical or unprofessional conduct may result in expulsion from the program.

Nursing is a hands-on profession. During the course of nursing education, students will learn about nursing practice and demonstrate a variety of nursing skills. This means that students will be touching patients and peers in various learning environments, and includes being touched professionally in a setting such as lab. At times impressions, communications, or behaviors may be misinterpreted. Clarifying feelings and expectations with individuals requires active listening and interpersonal communication. Effective communication is one of the tools available for personal empowerment.

If at any time, a student feels that his or her safety is threatened or feels uncomfortable confronting behavior thought to be unprofessional, please describe your feelings to a faculty member or the Program Director. Immediate reporting of concerns is needed so that concerns can be dealt with quickly and effectively.

American Nurses Association Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth, and uniqueness attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation promote health and to provide optimal patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association, *Code for Ethics for Nurses with Interpretive Statements* (Washington, DC: ANA, 2015).

NSNA Code of Academic and Clinical Conduct

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

CODE OF ACADEMIC AND CLINICAL CONDUCT

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.

17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

NSNA. (2009). Code of Academic and Clinical Conduct. Retrieved from <https://www.nсна.org/nsna-code-of-ethics.html> on July 6, 2018.

Honor Code

The faculty of CSN Nursing Programs value integrity. To support this value, the faculty endorses the College of Southern Nevada Engelstad School of Health Sciences Student Honor Code. Respect, honesty, integrity, and accountability are expectations for the behavior of all nursing students and every student enrolled in the nursing program is expected to follow the honor code. Students who break the honor code are subject to the processes and consequences described in the CSN Academic Integrity Policy and the CSN Disruptive and Abusive Student Policy. Students are referred to the Engelstad School of Health Sciences Student Handbook and the CSN Policies and Procedures Manual.

Academic Honesty Policy

Honesty is a professional characteristic that is vital to the practice of safe nursing and is expected of all students. Therefore, dishonest behavior will not be tolerated because of its potential to place the public at risk.

Attempting to access instructor material through publishing companies is considered to be dishonest behavior and may result in removal from the program. Academic dishonesty includes, but is not limited to, plagiarizing, cheating, falsifying or altering information connected to academic evaluation, and failure to report clinical errors. Any student who submits the work of another as her/his own or purposefully does not credit words or ideas borrowed from another source, is guilty of plagiarism. A student who uses notes (without instructor approval) during an examination, takes an exam for another student, copies answers from another student's exam, or who discusses a test with a student who has not taken the test is guilty of cheating. The program has the right to individually evaluate cases of academic dishonesty and, when behavior is proven to be dishonest, action will be taken following the Academic Integrity Policy: <https://www.csn.edu/sites/default/files/documents/studentacademicintegrity.pdf>

All students are required to sign the Acknowledgment of Academic Honesty Policy Form (see signature forms).

Electronic Device Policy

The CSN Department of Nursing supports professional use of electronic devices, such as cell phones, tablets, or personal computers, for appropriate learning purposes. This policy is developed for the purpose of defining appropriate use of electronic devices in classroom, lab, and clinical. In general, the non-disruptive use of electronic devices to promote learning is supported. but, illegal, distracting, disruptive, or rude use of electronic devices is not tolerated. The following guidelines are meant to guide students and faculty about the appropriate professional use of electronic devices, and provide consequences for illegal, distracting, disruptive, or rude use.

Electronic devices may be used during class or lab only with permission of the instructor for reference and taking notes. The following activities using electronic devices during class or lab are not permitted: phone calls, texts, games, unrelated internet searches, communication on social media, as well as any other use of electronic device that is not related to learning the topic of the class or lab.

- 1) Video or audio recording of classes and labs is forbidden according to NSHE and CSN policy. Your instructor may permit recording after you complete the required permission form and agreement about use of recordings for personal study purposes only. Recordings may never be published to any media.
- 2) Data, pictures, and images may **NEVER** be scanned and/or photographed while *inside ANY* clinical facility. This includes video or audio recordings. Use of electronic devices that violates HIPAA **will result in immediate failure of the course and termination from the nursing program.**
- 3) Posting of **ANY** patient related material including photographs on **ANY** social media site is prohibited. (This behavior violates HIPAA and will result in immediate failure of the course and termination from the nursing program.)
- 4) Nursing students will adhere to the clinical facility policy and clinical instructor direction regarding use of electronic devices. The clinical instructor will inform students during clinical orientation of the facility policy and of the directions regarding the use of electronic devices.
- 5) If a clinical facility does not permit use of an electronic device, students may not bring the electronic device into the facility at any time.
- 6) If a clinical facility does permit use of an electronic device, students will adhere to the following:
 - a) Cell phones may be carried only if entirely covered in a pocket and set on vibrate or silent. The cell phone may not be removed from the pocket in patient care areas.
 - b) Electronic devices may not be used or visible in patient rooms, nurses' stations, or hallways at any time.
 - c) Electronic devices may not be used or visible during clinical conferences, except with the express permission of the instructor.
 - d) If a student wishes to use an electronic device, they must first inform the supervising nurse and/or instructor that they will be leaving the assigned patient care area. The student will go to a conference room or break room to use the electronic device.

- e) If a student expects an emergency call, the student will inform the instructor at the beginning of clinical and adhere to the directions of the instructor.
- 7) Violation of any of the other electronic device policy guidelines listed above (#5, #6) will result in the following consequences:
 - a) First offense: Learning contract (unless otherwise stated in the course syllabus).
 - b) Second offense: 3% deduction from the course grade.
 - c) Third offense: Failure of the course and termination from the nursing program.
- 8) Consequences for violation of the electronic device policy may not be appealed to the Academic Progression and Graduation (APG) Committee.

Students as Committee Members

The faculty values student representation on select nursing department committees. Information will be sent via email or posted on the bulletin board for information regarding selection of student representatives. In addition, one student will be elected from each starting class for representation at faculty meetings. Student volunteers are requested for the curriculum and advisory board meetings as well.

Communications to Students

Every student is provided a physical "mailbox" which is a file in a cabinet in WC K106. It is understood that student mailboxes are personal and private. Thus, other students are not allowed to look into another student's mailbox without their permission. Also, every student is provided a CSN student email account. Students are responsible to activate their student email account and keep their personal email current in MyCSN. Additionally, every nursing course has an email associated with the online portion of the course. Physical bulletin boards are located in WC K106.

The faculty use the student emails, mailbox, course announcements (in lecture and online courses), Canvas Nursing Student site, and bulletin boards to post notices, changes, and other types of communication. It is the responsibility of the student to check the various emails and course announcements daily and to check his/her mailbox and read the information contained on the bulletin boards at least weekly.

Mandatory Advising

Students enrolled in a nursing program are assigned a Faculty Advisor. Students are informed of the name of their advisor during new student orientation. Students may also request this information at the Nursing Administration Desk in WC K106. Students may make appointments with their advisor to help problem-solve any issue or problem they may be experiencing that can potentially interrupt their progress in the nursing program. Students are strongly encouraged to seek assistance at the first indication that they may be experiencing an issue or problem that can potentially interrupt their progress in the nursing program.

Students are required to meet with an advisor prior to the start of each semester. If a student does not meet with the assigned advisor on the scheduled advising day, the student is responsible to notify the advisor and arrange an alternate advising appointment.

Two activities are required during every mandatory advising meeting. The advisor will verify that the student is current on all required clinical documents (clinical ticket) and the advisor will review the student's progress toward fulfilling the requirements for the degree pathway.

The student is required to print (one copy for each nursing clinical) the current document compliance report(s) and bring it to the advising appointment. The compliance report is available from the document repository service specified by the nursing department. The advisor will verify that the student is compliant in all areas on the compliance report (except first semester students who may be missing the third hepatitis B immunization dose). The advisor will sign and date the student's fully compliant report for *each* clinical course. Only an original signature by the *assigned* advisor will be accepted by the clinical instructor. The most recent signed compliance report is the student's clinical ticket required the first day of clinical. The clinical ticket will expire when any one compliance document expires. The student is responsible to provide an updated compliance form to both clinical instructor and advisor (a second advisor signature is not required) when any portion of the clinical ticket expires. Students who do not provide updated compliance forms to their clinical instructor will be dismissed from clinical and the absence penalty will apply. **Note: CSN Nursing Department administration and faculty reserve the right to request compliance testing to be performed at and for specific time frames in order to secure clinical placement.**

The advisor will review the students' progress toward fulfilling the requirements for the certificate/degree pathway by reviewing the student's advisement report in MyCSN. If any certificate/degree requirements are not satisfied, the advisor will discuss with the student what the student must do to complete the certificate/degree. The advisor will document this discussion in MyCSN advisement notes. The student is responsible to take the required action(s) to complete the degree requirements.

Missed Appointments

For efficient use of student, faculty, and staff time, many activities are scheduled by appointment. Once the student has selected a time for the activity, the student is expected to demonstrate professional responsibility by preparing for and keeping the appointment.

Students who find it necessary to change appointment times are advised to call to cancel at least one hour before the time of the appointment. This applies to advising appointments, practicum appointments, and any appointments made with any faculty member or administrator. Students who have a repeated pattern of missed appointments will be referred to the Program Director.

Health Documents

Each nursing student must submit proof of the following to the document repository service

(CastleBranch/Complio):

- Current American Heart Association Basic Life Support training certification. (**Only the American Heart Association Basic Life Support training is accepted**). The student may call the American Heart Association to receive information of endorsed training centers.
- An annual physical exam. Students must use the School of Health Sciences physical exam form. This form was developed based on the needs of the health programs. No other form will be accepted. Forms are available at the Nursing Program Office (K 106).
- Negative urine drug screen. Students will purchase the drug screen from the document repository service (CastleBranch/Complio). Students will follow CastleBranch/Complio procedures for purchasing, completing and submitting the urine drug screen.
- Proof of current health insurance each semester that **cannot** lapse during the semester.
- Completion of criminal history background check from StudentCheck/Complio.
- Proof of noninfectivity for TB (see Engelstad School of Health Sciences Policies and Procedures).
- Proof of immunity to Hepatitis B, Varicella, Measles, Mumps, Rubella, Tetanus, Diphtheria, and Pertussis (see Engelstad School of Health Sciences Policies and Procedures).

Name Change During the Program

Students must consistently use the name under which they were admitted unless they have completed the entire name change process. Changing a name is permitted only if a student has legal documentation showing that his/her name has been legally changed. Either a court document showing legal name change or marriage certificate, plus social security card and driver's license with changed name, are required to initiate a name change while in the nursing program.

To change your name while in the nursing program, the student must initiate the name change in all of the following places:

- CSN Admissions and Records
- PreCheck/Complio
- Name Tags
- Standardized Testing Company (HESI or other)
- NV State Board of Nursing (if a CNA)
- Nursing Department

Student must complete the Name Change Form and provide documentation that name changes have been accomplished in all places indicated on the form. When complete, the Name Change Form with all supporting documentation must be submitted to the Nursing Administration Desk in WC K106. The Program Director will change the student's name with CastleBranch/Complio after receiving the Name Change Form with all supporting documentation. Only after the student receives the approval email from the Program Director or the Nursing Department Chair, may the student begin to use his/her new name within the nursing program.

Academic Policies

Progression in the Nursing Program

Nursing students must complete all program courses and general education requirements to graduate. A nursing student must successfully complete all of the Nursing courses in a semester before progressing to the next semester. Students are not required to repeat Nursing courses they have successfully completed unless they have withdrawn from, reapplied to, or readmitted to the program. Students enrolled in the Regular Track are not eligible to take nursing courses during the summer session.

To Remain in Good Academic Standing

Because of the interdependent nature of theory, lab, and clinical, failure to successfully complete any one of these components requires the nursing student to repeat ALL components of a course.

Except in extraordinary circumstances (determined by the ESHS Student Reinstatement Policy), nursing students in the Regular Track program must complete the nursing course sequence within **three academic years** of the date of admission to the first nursing course. All nursing students in the Extended Track program must complete the nursing course sequence within **three calendar years** of the date of admission to the first nursing course.

Except in extraordinary circumstances (determined by the ESHS Student Reinstatement Policy), students who earn a grade less than C in any nursing course twice will not be considered in good academic standing.

Track Change Requests

Only under extraordinary circumstances is a student who is admitted into either the Regular Track or Extended Track able to change track with permission from the Program Director. The student must be in good academic standing at the time of the request, and space must be available in order for a track change to be made. **Extraordinary circumstances include illness, medical events, or legal circumstances with substantiating documentation.**

Track changes will only be accepted into the following Regular Track courses; NURS 115, 243, 247 and 248. Track changes will only be accepted into the following Extended Track courses; NURS 115, 243, 247, 248, and 211. **A nursing student who has been granted a track change is not eligible to request another track change**, unless otherwise determined by the Program Director.

To request a track change, the student must type a letter to the ADN Program Director and include substantiating documentation. The letter must include student's name, NSHE #, email address, and street address. The letter must include the current track and nursing course, the requested track change, and the semester/course to be placed. The letter must be typed and

contain an original signature. Substantiating documentation must be included with the letter. The track change request letter and supporting documentation must be hand delivered to the Nursing Administration Desk in WC K106 or mailed to the ADN Program Director and **upon receipt, the letter must be time stamped.**

All requests for track change **must be submitted at least 4 weeks prior to the end of the student's currently enrolled Spring or Fall semester.** Students submitting these requests can expect to be notified no later than 3 weeks after final grades are submitted. Requests submitted less than 4 weeks prior to the end of the Spring or Fall semester will not be considered for that semester.

Track change requests are considered per individual circumstances and space available basis within the administrative constraints of the college and of the nursing department.

Grades

Students must achieve a grade of "C" in all required nursing courses to progress in the Nursing Program. Clinical courses are graded on a pass/fail basis (refer to each specific course syllabus for grading). In order to pass a nursing course, the student must pass theory, clinical and lab skills. A failed course may be repeated once after program reinstatement.

A minimum cumulative score of 75% on nursing course exams and a minimum overall (including exams and other coursework) grade of 75% is required to pass every nursing course (except for NURS 296) in the program.

The grading scale for all nursing courses, is as follows:

A= 93-100

B= 84-92

C= 75-83

D= 70-74

F= Below 70

The Nursing Program does not use + or – grading

Credit Class Instructional Ratio

Lecture	1 credit hour = 1 hour of instruction
Clinical	1 credit hour = 3 hours of instruction
Lab	1 credit hour = 3 hours of instruction
Simulation	1 hour = 2 hours clinical instruction

Content Mastery Testing

Students are required to purchase the HESI standardized exams, adaptive learning resources, and NCLEX-RN preparation review. Purchasing information will be provided at the beginning of each semester. Assignments utilizing purchased learning resources and the HESI Remediation and Grading Policy will be available in course syllabi.

Learning Contract

The purpose of a learning contract is to promote student success through creating a supportive partnership between student and instructor. A learning contract will be initiated when a student is having difficulty meeting learning outcomes (see criteria below). The learning contract is designed to help the student to meet the course outcomes and requires the student's active participation in the learning contract's development and fulfillment. The initiation of a learning contract is not necessarily associated with a point penalty for a course.

If one or more of the following criteria occur, the student is required to meet with the instructor to complete a learning contract. If a student does not meet with the instructor as required, the learning contract will be developed by the instructor and sent to the student via email. The appendix contains the learning contract form which may be edited to meet the individual needs of the student. Learning contracts are placed in the student's file for future reference and serve as documentation that the instructor notified the student of risk of course failure and provided individual assistance to the student to meet the course outcomes.

Criteria:

- Theory grade below 75%.
- Unsatisfactory progress in meeting clinical or lab outcomes.
- Receipt of a penalty for violation of the Attendance and Preparedness Policy or for late submission of an assignment.
- Failure of the first dosage calculation test.

See Appendices for a copy of the Learning Contract Form

Unsatisfactory Progress Notification

Instructors are expected to bring performance problems to the student's attention in a timely manner in order that the student has an opportunity to correct the problem. Instructors will request that students sign the Unsatisfactory Progress Notification Form for the purpose of documenting that notification to the student has occurred.

Attendance and Preparedness

The ADN Program at CSN is a college level program that prepares students for entry-level registered nurse positions. College enrollment assumes maturity, seriousness of purpose, and self-discipline in order to meet course objectives. Consistent attendance at the assigned time and full preparedness is the standard of the profession. Therefore, all nursing students at CSN must demonstrate these behaviors. The Nursing faculty also strongly recommend attendance at all theory classes, labs, and clinical practicums in order to develop the knowledge, skills, and attitudes necessary to be prepared for the industry's entry level positions. Failure to notify the **lab or clinical instructor of an absence** prior to the start of lab/clinical, unless the student provides documentation of inability to do so, will result in a 3% deduction.

Information on Absences from Exam, Lab, or Clinical Practicum

Clinical Absence Policy

Students who **miss more than one clinical** for any reason (even if the associated grade penalty has been excused by the APG Committee) will not be able to proceed in their nursing course.

Exceptions to this policy may be addressed with the ADN Program Director.

Exam Absence

If the student notifies the instructor at least one hour in advance, the student and instructor will arrange a make-up test within one week. However, 20% of the maximum points possible for the exam will be initially deducted from the student's score.

If the student neglects to notify the instructor at least one hour ahead of a scheduled exam, a score of 0 will be assigned.

The instructor will complete the appropriate form to document the exam absence. The student's signature is not required on the form submitted to the APG Committee. Students who have appropriate documentation may submit an appeal to the APG Committee to remove the 20% score penalty.

Clinical Absence Definition

Clinical absence is defined as:

- 1) Arriving after the facility's or unit's policy for what is considered unacceptable lateness, or the specified time after which patient care may not be rendered
- 2) Arriving more than 30 minutes late, or leaving more than 30 minutes early, or
- 3) Missing the entire clinical for any reason.

Failure to **notify the instructor** prior to start of clinical will result in a 3% deduction.

Each clinical absence will result in a 3% grade penalty deduction from the final theory course grade. The 3% deduction may be appealed to the APG Committee. The student **will not be permitted** to stay in clinical if 1) above applies or if the student arrives more than 60 minutes late. Students who arrive more than 30 but less than 60 minutes late will be permitted to stay in clinical to avoid missing clinical time, but the 3% grade penalty will apply. The instructor will complete the

appropriate form to document the clinical absence. The student's signature is not required on the form submitted to the APG Committee. Students who have appropriate documentation may submit the appeal to the APG Committee to remove the 3% course penalty.

Laboratory Absence Definition

Laboratory absence is defined as:

- 1) Arriving more than 10 minutes late, or
- 2) Leaving more than 10 minutes early, or
- 3) Missing the entire lab for any reason.

Failure to **notify the instructor** prior to start of lab will result in a 3% deduction.

Each laboratory absence will result in a 3% grade penalty deduction from the final theory course grade. The 3% deduction may be appealed to the APG Committee. The opportunity to complete lab at an alternate time may be arranged only if doing so would not impose undue hardship on the instructor or institution that could have been reasonably avoided. If the alternate for the missed lab cannot be arranged and more than 10% of lab time has been missed, then the student will fail the laboratory course. The instructor will complete the appropriate form to document the lab absence. The student's signature is not required on the form submitted to the APG Committee. Students who have appropriate documentation may submit the appeal to the APG Committee to remove the 3% course penalty.

If an instructor deems that a student is ill the student will be required to leave theory, lab, or clinical and this will be considered an absence. The student is responsible for safe transportation, including any necessary costs. A student may still require a healthcare provider's note (i.e. doctor of osteopathy, medical doctor, nurse practitioner or physician's assistant) to appeal the absence to the APG Committee.

Religious observance that conflicts with scheduled coursework may be accommodated. It is the responsibility of the student to notify the instructor in advance and in writing if the student intends to participate in a religious observance. Opportunity to complete coursework may be provided by the instructor. The usual penalty for absence will apply and may be appealed to the APG Committee. This policy shall not apply in the event that administering the coursework at an alternate time would impose undue hardship on the instructor or institution that could have been reasonably avoided.

School-sanctioned events receive designation only from the Nursing Department Chair. Students are responsible to **request such designation for an event** from the Nursing Department Chair. Students are responsible for notifying their instructors at least one week prior to such absences to arrange to complete any and all required assignments. Failure to obtain school sanctioned event designation or to notify instructors at least one week ahead will result in the usual penalty for the absence. Students remain responsible for didactic course content or to complete assignments as per course syllabus.

Information on Tardiness to Exams, Lab or Clinical Practicum

Exam Tardiness

If the student arrives late for an exam, the student will be permitted to take the exam, however the end time will not be extended. Each course syllabus will explain course policy for late arrival to classroom quizzes.

Clinical Tardiness Definition

Clinical tardiness is defined as:

- 1) Arriving 1- 30 minutes late or
- 2) Leaving 1- 30 minutes early for any reason.

The first clinical tardiness will result in a documented verbal warning. The second clinical tardiness will result in a written warning. The third clinical tardiness will result in a 3% grade penalty deduction from the final theory course grade. Each subsequent clinical tardiness will result in additional 3% grade penalty deductions from the final theory course grade. In the case of clinical tardiness, students will be allowed to remain in clinical to avoid missing clinical experience time, but penalties described in above will be applied. The instructor will complete the appropriate form to document the clinical tardiness. Students who have appropriate documentation may submit the appeal to the APG Committee to remove the 3% course penalty.

Laboratory Tardiness Definition

Laboratory tardiness is defined as:

- 1) Arriving 1- 10 minutes late or
- 2) Leaving 1- 10 minutes early for any reason.

The first lab tardiness will result in a documented verbal warning. The second lab tardiness will result in a written warning. The third lab tardiness will result in a 3% grade penalty deduction from the final theory course grade. Each subsequent laboratory tardiness will result in additional 3% grade penalty deductions from the final theory course grade. In case of laboratory tardiness, students will be allowed to remain in lab to learn the skills, but will still incur penalties explained above. The instructor will complete the appropriate form to document the lab tardiness. Students who have appropriate documentation may submit the appeal to the APG Committee to remove the 3% course penalty.

Information on Being Unprepared

Unprepared is defined as failure to bring any one of the following materials to clinical or lab:

- 1) Updated clinical ticket/compliance report
- 2) Uniform
- 3) Nametag and agency badge (if applicable)
- 4) Preparation assignment
- 5) Nursing Skills Checklist
- 6) Stethoscope
- 7) Watch
- 8) Black pen
- 9) Additional materials as specified in the course syllabus or as required by the instructor.

Clinical: Students **will be dismissed** from clinical and a 3% deduction from their final theory course grade applied if they:

- 1) Do not have completed preparation assignment or
- 2) Are not wearing the specified clinical uniform, or
- 3) Do not have their updated clinical ticket/compliance report, nametag and/or agency badge (if applicable).

However, if the student did previously complete the preparatory assignment or has the clinical uniform, updated clinical ticket/compliance report, nametag, and/or agency badge easily obtainable, the student will be permitted to retrieve the missing item(s) and return to clinical within one hour. The student will not be permitted to complete the preparatory assignment during clinical hours. Upon returning to the clinical area, the tardy or absence policy will apply depending on the time when the student returns.

Lab: Students who are not in appropriate lab attire or do not bring their completed preparation assignment to lab can stay in lab; however, a 3% deduction from their final course grade will be applied. However, if the student did previously complete the preparatory assignment but simply forgot to bring it, the student may retrieve it and return to lab within 10 minutes. The student will not be permitted to complete the preparatory assignment during lab hours. Upon returning to lab, the tardy or absence policy will apply depending on the time when the student returns.

The first instance of being unprepared for clinical or lab that **does not involve any materials specified above**, the student will be given a documented verbal warning and learning contract. See the remainder of this paragraph about the penalty for the second and every subsequent instance of being unprepared for clinical or lab that does not involve any materials specified in above.

Clinical: A 3% deduction from the final theory course grade will be applied and a learning contract written for the unprepared student with the following exception: If the student can retrieve the missing items within one hour, the student will be permitted do so and return to clinical. Upon returning to clinical, the tardy or absence policy will apply depending on the time when the student returns.

Lab: A 3% deduction from the final theory course grade will be applied and a learning contract written for the unprepared student with the following exception: If the student can retrieve the missing items within ten minutes, the student will be permitted do so and return to lab. Upon returning to lab, the tardy or absence policy will apply depending on the time when the student returns. An unprepared penalty (including absence and tardy penalties because of being unprepared) cannot be appealed.

Open Lab and Being Unprepared: Open lab is optional, **unless** you are given a referral by your instructor to improve specified skills. In such a circumstance, this will be treated as an assignment and open lab is mandatory. You must go to open lab for the specified amount of time (if making up clinical time), or until skills are mastered and the open lab tutor is willing to sign off on the referral slip for those skills. At that time, you will return the signed referral form to your instructor. Failure to do so in the time allotted by the instructor on the form will be considered an “unprepared,” and will result in a 3% deduction for the class.

Information on Referral to the Nursing Academic Progression and Graduation (APG) Committee

The instructor will complete the appropriate form documenting absence, tardiness, or unpreparedness as soon as possible with or without the student. The student's signature is not necessary on the form. The instructor may email the completed form to the student.

The instructor and student may discuss the appropriateness of appealing the 3% grade penalty deduction from the final theory course grade at the APG Committee. Appropriate bases for referral to the APG Committee will include serious, unusual, and unavoidable events prohibiting student from attendance. The student must provide documentation. Examples include:

- 1) Illness, injury, childbirth
- 2) Student's immediate family member's emergency
- 3) Death of a family member: grandparent, parent, child, sibling, spouse/partner, in-laws
- 4) Religious observance
- 5) Subpoena for court appearance, jury summons or other legal appearance
- 6) Natural disaster.

If the student is absent due to illness, he/she must seek medical care and, in appealing the 3% deduction, provide a medical excuse for the date missed. This excuse must identify the facility, or be on the medical provider's prescription pad. This excuse will be accepted **only** if signed by a licensed medical provider, such as an MD, OD, PA, or nurse practitioner. If the signature is a stamp, a written signature will also be required.

An appeal to the APG Committee is not appropriate in the following circumstances:

- 1) Student exceeding more than one absence of the scheduled clinical per course
- 2) Failure to notify the **lab or clinical instructor** of an absence prior to the start of lab/clinical (unless supporting documentation is provided of why such notification was not possible)
- 3) Unpreparedness
- 4) If the student does not adhere to the two-week rule (see paragraph below).

The student will indicate on the form if an appeal to the APG Committee is requested. The instructor will note the request for an appeal in the "comments" section of the form, and will note the student's instructors on the form. The instructor will forward the form to the course coordinator and chair of the APG Committee. The chair of the APG Committee will notify the student's instructors of an impending meeting involving the student. Results of all the APG Committee meeting outcomes will be emailed to all faculty.

Two-Week Rule: The student is responsible to go in person to the Nursing Administration Desk in WC K106 within 2 weeks of the absence/tardiness to submit the written appeal of a 3% deduction. If the student does not submit the written appeal to the Nursing Administration Desk in WC K106 within 2 weeks of the absence/tardiness, the APG Committee will not consider his/her appeal for this 3% grade penalty deduction at any time.

The student's written appeal must contain the following:

- 1) Written explanation of the appeal
- 2) Written explanation of the circumstances of the appealed situation
- 3) Supporting documentation of the appeal (i.e. doctor's or mortician's note)

- 4) Phone number where student will be available when the appeal is being considered by the APG Committee.
- 5) Student's email.

Students are not required to appear at the APG Committee meeting when their written appeal is being considered. If the APG Committee has questions, the student will be called at the phone number provided by the student.

If a student is not at the APG Committee meeting when the written appeal is being considered **and if** the APG Committee decides to uphold the 3% deduction, **then** the student may request to appear at the next scheduled APG Committee meeting to discuss the details of the appeal. This request to appear at the next scheduled APG Committee meeting must be made in person at or via email to the Nursing Administration Desk in WC K106 at least one week prior to the next scheduled APG Committee meeting. If the student does not request at least one week prior to appear at the next scheduled APG Committee meeting, then the 3% penalty will apply and the APG Committee will not consider the matter again. A student who has concerns about the decision of the APG Committee, may speak to the Nursing Department Chair.

See Appendices for a copy of the Attendance and Preparedness Forms.

Faculty Absences

Due to extenuating circumstances, it may be necessary on occasion for a faculty member to miss a class. In such a situation, if possible, the instructor will arrange for a replacement instructor and the class will be held as scheduled. If the instructor is unable to arrange for a replacement, he or she will contact the students involved to notify them of the cancellation of the class (in the case of clinicals), or have a notice posted on the classroom door. Such absences will be excused for the students.

Course Withdrawal and/or Failure

A student who withdraws from a nursing course **or** fails to successfully complete a required course in the nursing curriculum is terminated from the nursing program. Once terminated from the nursing program, a student who wishes to reinstate or reapply must follow the Engelstad School of Health Sciences Student Reinstatement Policy (see Appendices).

Students who withdraw from or fail a course must:

- 1) Obtain and complete Student Withdrawal Forms (available in Nursing Program Office).
- 2) Schedule an exit interview with the Program Director. The Program Director may obtain input regarding the student's academic performance from appropriate faculty.
- 3) Bring the Student Withdrawal Forms to the meeting with Program Director. During the exit interview, the Program Director will develop a plan for remediation and success.
- 4) If not past the CSN withdrawal date, drop the course in MyCSN.
- 5) Check with a financial aid counselor regarding implications for financial aid.
- 6) Follow the process for reinstatement, if desired.

Reinstatement to the Program

Students who are terminated or withdraw from any semester of the nursing program must reinstate or reapply as per the process outlined in the Engelstad School of Health Sciences (ESHS) Student Reinstatement Policy. Students desiring reinstatement into the ADN Program must submit a “Limited Entry Reinstatement Committee Student Letter” form to the Nursing Program Director. This form must be received by the Program Director no later than one calendar year from the date of the termination letter. If the “Limited Entry Reinstatement Committee Student Letter” form is received by the Program Director more than one calendar year after the date of the student’s termination letter, then the student is not eligible for reinstatement but may reapply to the nursing program as per the ESHS Student Reinstatement Policy.

In accordance to the ESHS Student Reinstatement Policy and process, the Program Director must make a recommendation to the Reinstatement Committee. The following will be used as guidelines for the recommendation:

- 1) Health problems, which in previous terms resulted in withdrawal or failure to meet course requirements should be resolved or controlled before reinstatement. The Nursing Program requires a medical release form addressing specific information for pregnancies and illness/accidents prior to reinstatement.
- 2) Personal problems, which in previous terms resulted in withdrawal or failure to meet course requirements, should be resolved. The applicant should submit an explanatory statement.
- 3) If the student received an unsatisfactory grade for a nursing course, he/she must fulfill the remediation contract.
- 4) Except in very extraordinary circumstances, students with a failure in or withdrawal from any nursing course, who have been reinstated to the program one time, will **not** be eligible for a **second** reinstatement.

Students who are reinstated must have a drug screen test as arranged through the Nursing Program.

It is highly recommended that reinstated students attend open nursing lab within the first two weeks of the semester to review the nursing skills learned during their previous semesters.

Program Return After Failure in First Semester: Students who have exited the program in the first semester, whether administratively or voluntarily, are exempt from the ESHS Student Reinstatement Policy but are limited to one attempt at reapplication. Returning ADN students, who have passed NURS 101 within the previous one year, must register for and pass a special topics course which will include concepts and skills from the first three weeks of NURS 101 clinical (ACE) and the entire NURS 101 lab. This course will be provided for those students retaking NURS 125. Failure of this special topics course will result in termination from the nursing program.

Returning students, who have not passed NURS 101 within the previous one year, must register for and pass the course. Returning students, who have passed NURS 125 **more than one year** prior to reinstatement, must score 75% or higher on a NURS 125 course based Pharmacology exam. This exam will be administered at the end of the week before classes begin for the semester. If the reapplying student scores lower than 75%, or does not take this exam as

described above, the student is required to register for and pass NURS 125 again during the first semester of the nursing program.

Transfer into the Nursing Program

It is the policy of the ADN Program to transfer in only nursing coursework equivalent to NURS 101: Fundamentals in Nursing and NURS 125: Pharmacology. A student seeking recognition of previously earned nursing credits from another nursing program must meet **all** requirements for admission to the CSN nursing program. The applicant must submit official transcripts for transcript evaluation by the CSN registrar. In addition, the student seeking transfer must submit:

- Course syllabi containing course outline(s) and course objective(s) for courses equivalent to NURS 101: Fundamentals in Nursing and NURS 125: Pharmacology to be evaluated by the Associate Degree Nursing Program Director.
- A letter from the Dean/Director of the nursing program previously attended stating that the potential transfer student left the program in “good academic standing.”

Upon receipt, the Nursing Department Chair or designated faculty will review all materials to determine if the student completed nursing coursework equivalent to NURS 101: Fundamentals in Nursing and NURS 125: Pharmacology. When determining transferability, the Director or designee considers similarity in course content, course grades, course credits, and course sequence. Nursing course grades must be “C” or higher to be considered for transfer.

After this review, qualified transfer students are admitted on a space-available basis. Reinstatement and RN to LPN Bridge students have priority over transfer students for available course openings.

It is recommended that all documents for potential transfer ADN students be submitted by April 1st for the Fall transfer and November 1st for the Spring transfer.

Medication Dosage Calculation Policy

Accurate medication dosage calculation is essential for safe administration of medications. ADN students must demonstrate proficiency in dosage calculation by passing a dosage calculation exam administered within the first weeks (as specified in the following table) of NURS 101, 205 or 115, 247, 248, and 211. If after the initial exam and one retake the student still has not achieved a passing grade, the student will be considered to have failed the course, the student must withdraw from the course, and the student will be administratively withdrawn from the nursing program.

1. **Incoming** students will be administered a dosage calculation exam on the second orientation day before the start of the first semester. Students who achieve **less than 95%** on this dosage calculation exam will have the opportunity during the second week of school to take another dosage calculation exam. Students that do not achieve a 95% will be provided one more opportunity to retake the exam during the 3rd week. The student must pass the retake,

during the 3rd week, with a 95% to remain in the program.

2. If a student fails the first attempt at the dosage calculation exam, the student must see his/her course coordinator to receive a learning contract and be referred for individual remediation within one day.
3. The student cannot pass medications in clinical until they have passed the dosage calculation exam. Any student who violates this policy will be considered to have committed a serious breach of integrity and accountability.
4. If after the initial exam and one retake, the student still has not achieved a passing grade, the student will be considered to have failed the course. The student must see the ADN Program Director as soon as possible to withdraw from the course.
5. If a student has been withdrawn from the program due to failure to pass the dosage calculation exam and decides to request reinstatement, he/she must show proof of acceptable remediation (Toolbox class or individual tutoring) with the reinstatement request.
6. Answers to problems consist of a number and units. Only the answer in the indicated answer space for each question will be considered.
7. No partial credit will be given for any question.
8. All answers requiring decimals will be rounded to the tenth (one decimal place), unless the question instructs otherwise or the answer requires a whole number.
9. Trailing zero's after a decimal point and lack of zero (or other numbers) before a decimal point will be considered an error.
10. Teaching of dosage calculation will be done during the first one or two weeks of class, prior to the exam. The faculty has agreed to teach dosage calculation using the Dimensional Analysis Method. All students will be given practice questions in dosage calculation for that level's course.
11. Every exam is to have a number of 20 questions. If a question has two or more parts, each part will be considered one question.
12. Calculators (non-scientific) are allowed on the exams. Phone calculators are not allowed.
13. The nursing department policy for Attendance and Tardiness will apply to the dosage calculation exams.

LPN-RN Bridge Students: A medication dosage calculation exam will be given two weeks prior to the start of the semester. Those who do not achieve 95% will have a second opportunity to take another exam on the second week of scheduled lab. Successful completion requires a score of 95% or better. Prior to taking a third attempt, the student must seek advisement and recommendations from the lab instructor and receive a learning contract. The third attempt must

be taken **before** the scheduled third week lab. Students will be notified of exam scheduling. A student who fails to achieve a score of 95% or better on the third attempt will have failed the course, and must see the ADN Program Director as soon as possible to withdraw from the course and nursing program.