



**Practical
Nursing
Program Guidelines
2019-2020**

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Revised 8/13/2015; 8/10/2019
 Edited 7/18/2016; 6/20/2017; 9/2017

Accreditation/Approval Status of the Practical Nursing Program

The Practical Nursing programs are designed to prepare the graduate to provide nursing care in structured health care settings for clients of all ages who have well defined health problems with predictable outcomes. Graduates are eligible to apply to take the NCLEX-PN exam for state licensure and become a licensed practical nurse (LPN). The Practical Nursing 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.

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

The mission of the Practical Nursing Program is to provide an inclusive learning environment using a variety of delivery methods to a diverse population. The goal is to promote student success and prepare graduates who practice safe, entry level practical nursing care.

Adopted Spring 2016: Revised Fall, 2018

Core Values

Caring

Provide an environment of kindness and compassion that recognizes and supports cultural sensitivity.

Communication

Create an environment that supports shared decision-making, cohesiveness, collaboration, and teamwork through active listening.

Competence

A shared commitment to provide a safe environment that strives for excellence, high expectations, productivity, nursing knowledge/academic excellence, and is goal-orientated.

Creativity

Use critical thinking to explore innovative ways to positively impact nursing care.

Professionalism

An environment that is mutually responsive to lifelong learning, collegiality, accountability, and patient advocacy.

General Information

Curriculum – Practical Nursing Program: No Prerequisite Tract

First Semester Courses (Summer)		Credits
HHP 123B	Intro to the Human Body	4
HHP 124B	Intro to the Human Body Computer Lab	1
ENGLISH	English 100, 101, 102, 113, or 114	3-5 cr
MATH 120 or above	College Math *except Math 122 & Math 123	3
TOTAL		11-13

Second Semester Courses (Fall)		Credits
PN 103B	Gerontological Health Care	2
PN 104B	Fundamentals of Practical Nursing	5
PN 105B	Practical Nursing I	5
PN 125B	Pharmacology for Practical Nursing	2
TOTAL		14

Third Semester Courses (Spring)		Credits
PN 106B	Family Nursing	3
PN 108B	Practical Nursing II	4
PN 110B	Practical Nursing Preceptorship/Professionalism	4
TOTAL		11

TOTAL PROGRAM CREDITS 36-38

- *All courses require a C or better to continue in the program.*

Curriculum – Military Medic/Corpsman to LPN Track (Designed to bridge military education and experience with the Nevada LPN)

Program Prerequisites:

Courses	Credits
Military Medical Courses	16
ENG 101 Composition 1	3
TOTAL	19

Fall Semester		Credits
PN 106B	Family Nursing	3
PN 107B	Adult Health Nursing I	4.5
Spring Semester		Credits
PN 109B	Adult Health Nursing II	4.5
PN 111B	Practical Nursing Leadership/Management	3
TOTAL		15

TOTAL PROGRAM CREDITS 34

➤ *All courses require a C or better to continue in the program.*

Practical Nursing Program

Philosophy

The Practical Nursing Program believes that Practical Nursing (PN) is based in the biological, psychological, social, and spiritual sciences. Licensed Practical Nurses (LPNs) care for diverse individuals and families in a variety of inpatient and community-based settings by providing safe, culturally sensitive, individualized patient centered care as a member of the health care team.

Nursing is a profession that contributes to the health and well-being of the individual. As providers of care, LPNs contribute to the promotion of wellness, use nursing judgment in the identification of current and emerging patient problems, and function as advocates for individuals and families. LPNs demonstrate leadership by guiding and directing other LPNs and unlicensed assistive personnel to provide safe, quality patient care within the state's scope of practice. LPNs provide selected patient education and reinforce education provided by other members of the health care team to achieve positive clinical outcomes.

Professional values guide interactions with individuals, families, and the health care team. LPNs demonstrate professional behaviors by exhibiting accountability for ones actions, meeting the health care needs of patients, and assuming legal responsibility for the care provided. LPNs demonstrate professional identity by upholding a commitment to the public and by adhering to an established code of ethics.

LPNs recognize that teamwork and interprofessional collaboration among health care professionals is critical for delivering safe, quality patient care. The LPN is an integral part of the nursing team and uses knowledge and skills to meet the basic health needs for clients with stable, well-defined health care needs in a variety of settings under the direction of qualified health professionals. In complex situations, the practical nurse communicates significant observations to the registered nurse and/or physician for guidance in meeting specific nursing requirements. Implementing established evidence-based care is essential to the delivery of quality, safe, patient-centered care.

The faculty believes the teaching-learning process is a cooperative and collaborative effort between the student and the teacher and that the adult learner desires relevancy in the curriculum. The educational process includes clearly defined goals and conducted in a positive learning environment where the learner is considered as having inherent worth, uniqueness, and individual learning needs. The faculty recognizes that students learn at different rates, from simple to complex, possess varying learning styles, and therefore, strive to accommodate these individualized differences through curriculum planning and teaching strategies. The teacher is regarded as a facilitator of learning.

Approved 12/10/1999

Reviewed and approved 11/12/2004

Reviewed 10/2009

Revised 8/2018

Organizing Framework

Using the philosophy as a foundation, the CSN faculty of nursing developed an organizing framework for the Practical Nursing (PN) 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, characteristics, values, experiences; physical emotional, social, and spiritual needs; value systems, and life experiences that influence adaptive behaviors. Adaptation is a dynamic process because the individual's environment is continually changing. 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 PN 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, 8/2018

Organizing Framework Diagram



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

Practical Nursing Program Student Learning Outcomes

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

1. Provide safe, quality, evidence-based, patient-centered nursing care to restore, promote, and maintain physical and mental health throughout the lifespan in a variety of healthcare settings.
2. Participate in clinical judgement to make patient-centered care decisions supported by the best current evidence.
3. Participate in quality improvement processes to continuously improve the quality and safety of health care systems and its practice.
4. Participate in collaboration and teamwork with the interdisciplinary team, the patient, and the patient's support persons to enhance patient satisfaction, health outcomes, and shared decision-making.
5. Demonstrate accountability and responsibility for one's own nursing practice consistent with established legal, ethical, and professional standards.
6. Use information and technology to communicate, manage knowledge, avoid error, and support decision-making.

Approved 12/2/2002
Reviewed and approved 11/12/2004
Revised 7/2015, 8/2018

Practical Nursing Program Outcomes

Performance on End-of-Program Student Learning Outcomes

100% of the Practical Nursing graduates will attain at least a 2 rating on the final clinical evaluation tool (PN 110B).

100% of the Military Medic/Corpsman to LPN graduates will attain at least a 2 rating on all three clinical evaluation tools (PN 106B, PN 107B, and PN 109B).

Performance on Licensure Exams

Annually, the Practical Nursing and Military Medic/Corpsman to LPN graduates will meet or exceed 80% on the NCLEX-PN licensure exam as first-time test takers.

Program Completion

At least 70% of the students who enter the Practical Nursing Program will graduate in no more than five (5) semesters or 150% of the nursing program length, beginning with enrollment in the first nursing course.

At least 80% of the students who enter the Military Medic/Corpsman to LPN Program will graduate in two (2) semesters.

Program Satisfaction (End-of-Program Survey)

95% of the Practical Nursing and Military Medic/Corpsman to LPN graduates will rate the quality of curriculum, classroom, and clinical use in attaining program outcomes an average of a 3.0 or higher on a 5-point Likert scale.

Job Placement

Within six to twelve months after graduation, at least 75% of the Practical Nursing and Military Medic/Corpsman to LPN graduates who desire employment will be employed in the field of nursing.

Approved 4/16/04
Reviewed 10/2009
Revised 7/13/2016; 6/27/17;
9/17/2017

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 PN 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.

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.

Transfer Students

An applicant seeking recognition of previously earned nursing credits at another college or university nursing program must meet **all** requirements for admission including the preadmission exam for the nursing program, all immunizations, and a completed health history and physical. In addition, the applicant must submit:

- Course syllabi containing course outline(s) and course objective(s) for all earned nursing credits which are to be evaluated.
- A letter of recommendation from the Dean/Director of the nursing program previously attended.

Upon receipt, the PN Program Director and appropriate faculty will review all materials to determine which, if any, credits will be considered transferable. Transferability is considered in terms of 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 students have priority over transfer students for available course openings.

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 and may be touched in a learning context. At times impressions, communications, or behaviors may be misinterpreted. Honest communication with the person(s) involved is needed to clarify feelings and expectations. Effective communication is one of the tools available for personal empowerment.

If at any time a student feels that 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

The Code for Licensed Practical/Vocational Nurses

The Code, adopted by the National Federation of Licensed Practical Nurses (NFLPN) in 1961 and revised in 1979, provides a motivation for establishing, maintaining, and elevating Professional standards. Each LPN/LVN, upon entering the profession, inherits the responsibility to adhere to the standards of ethical practice and conduct as set forth in this Code.

1. Know the scope of maximum utilization of the LPN/LVN as specified by the nursing practice act and function within the scope.
2. Safeguard the confidential information acquired from any source about the patient.
3. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
4. Uphold the highest standards in personal appearance, language, dress, and demeanor.
5. Stay informed about issues affecting the practice of nursing and delivery of health care and, where appropriate, participate in government and policy decisions.
6. Accept responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.
7. Accept responsibility for membership in NFLPN and participate in its efforts to maintain the established standards of nursing practice and employment policies which lead to quality patient care.

Source: National Federation of Licensed Practical Nurses, Inc., *Nursing Practice Standards for the Licensed Practical/Vocational Nurse* (retrieved from <http://nalpn.org/wp-content/uploads/2016/02/NALPN-Practice-Standards.pdf> , 12/2015)

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.

A CODE FOR NURSING STUDENTS

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. (2001). Code of Academic and Clinical Conduct. Retrieved from <https://www.nсна.org/nsna-code-of-ethics.html>

Honor Code

The faculty of CSN's 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 Practical 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://at.csn.edu/sites/default/files/documents/2017_academic-integrity-policy_2.pdf

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

Disability Resources

If you have a documented disability that may require assistance, you will need to contact the Disability Resource Center (DRC) for coordination of your academic accommodations. An advisor is available to discuss appropriate accommodations with students. Please contact the DRC on North Las Vegas the number is 651-4045, for West Charleston the number is 651-5644 and for Henderson the number is 651-3795 at your earliest convenience to request timely and appropriate accommodations.

A student in any Health Sciences program with an approved documented disability can request reasonable accommodations to meet standards. The College will provide appropriate reasonable accommodations, but is not required to substantially alter the requirements or nature of any Health Sciences program, which includes extra time for competency testing. Potential students are

encouraged to consult CSN's Disability Resource Center, as appropriate, for complete information on the types of accommodations that may be available to assist the student to meet their educational and professional goals.

Please refer to the CSN Americans with Disabilities Act (ADA) statement <https://www.csn.edu/ada> and current CSN Disability Resource Center contact information <https://www.csn.edu/drc>

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 and images may **NEVER** be scanned, photographed, or video or audio recorded while inside **ANY** clinical facility. Use of electronic devices that is a violation of 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 their 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:
 - i) 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. I
 - ii) Electronic devices may not be used or visible in patient rooms, nurses' stations, or hallways at any time.
 - iii) Electronic devices may not be used or visible during clinical conferences, except with the express permission of the instructor.

- iv) If a student wishes to use an electronic device, they must first inform their supervising nurse and/or instructor that they will be leaving their assigned patient care area. The student will go to a conference room or break room to use their electronic device.
 - v) If a student expects an emergency call, the student will inform their instructor at the beginning of clinical and adhere to the directions of their instructor.
7. Violation of HIPAA will result in failure of the course and termination from the nursing program. Violation of any of the remaining guidelines above will result in the following consequences:
- i) First offense: Learning contract. (unless otherwise stated in the course syllabus).
 - ii) Second offense: 3% deduction from the course grade.
 - iii) 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 Committee (APG).

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 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 within the online portion of their course.

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 their various emails and course announcements daily and to check their mailbox and read the information contained on the bulletin boards at least weekly.

Mandatory Advising

Students enrolled in a practical nursing program are assigned a Faculty Advisor. Students are informed of the name of their advisor during new student orientation. Alternatively, students may inquire in 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 practical 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 and every semester. If a student does not meet with their assigned advisor on the scheduled advising day, the student is responsible to arrange an 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 their degree pathway. 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 (COMPLIO).

- Current American Heart Association Basic Life Support training certification. (Please note: only American Heart Association Basic Life Support training is accepted). The student may call the American Heart Association to receive information of those training centers endorsed by them.
- 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 available at the Nursing Program Office (K 106 F).
- Negative urine drug screen. Students will purchase their drug screen from the document repository service (CastleBranch). Students will follow CastleBranch procedures for purchasing, completing and submitting their urine drug screen.
- Proof of current health insurance each semester that **cannot** lapse during the semester.
- Completion of criminal history background check from 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 your name is permitted only if a student has legal documentation showing that their 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 (student must purchase a new PreCheck)
- Name Tags
- 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 nursing front desk in K106. The Program Director will change the student's name with CastleBranch after receiving the Name Change Form with all supporting documentation. Only after the student receives the approval email from their Program Director or the Nursing Department Chair, may the student begin to use their new name within the nursing program.

Approved 4/1/2016
Reviewed 7/2018

Academic Policies

Progression in the Practical Nursing Program

Practical nursing students must successfully complete all of the Practical 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 are readmitted to the program.

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 Practical Nursing student to repeat ALL components of a course.

Except in extraordinary circumstances (determined by the ESHS reinstatement policy), students in the Practical Nursing program must complete the nursing course sequence within **five semesters** of the date of admission to the first nursing course. All Military Medic/Corpsman to LPN students must complete the nursing course sequence within **three semesters** of the date of admission to the first nursing course.

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

Grades

Students must achieve a grade of “C” in all required nursing courses to progress in the Practical Nursing Program. Clinical and lab 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. A failed course may be repeated once after program reinstatement.

The grading scale for all practical 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

Practical nursing students are required to purchase the HESI by Elsevier course resources, testing, remediation, and NCLEX-PN preparation packages. The course syllabi will describe how the resources, exams, and NCLEX-PN preparation packages will be utilized in each course.

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 their instructor to complete a learning contract. If a student does not meet with their instructor as required, their learning contract will be developed by their 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% after the first exam or later in the semester
- 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 may have an opportunity to correct the problem. Students will be requested to sign the Unsatisfactory Progress Notification Form for the purpose of documenting that notification to the student has occurred.

Attendance and Preparedness

The Practical Nursing Program at CSN is a college level program that prepares students for entry-level practical 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 PN Program Director.

Exam Absence

If the student notifies their 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 their instructor at least one hour ahead of a scheduled exam, a score of 0 (zero) 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. Students who have appropriate documentation may submit an appeal to the APG committee to remove the 20% score penalty.

Clinical Absence

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

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. 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 not 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. Students who have appropriate documentation may submit an 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 their 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 not 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

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. Each subsequent clinical tardiness will result in additional 3% grade penalty deductions from the final theory course grade. In 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. The student's signature is not required on the form. Students who have appropriate documentation may submit an appeal to the APG committee to remove the 3% course penalty.

Laboratory Tardiness

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. 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 exam absence. The student's signature is not required on the form. Students who have appropriate documentation may submit an appeal to the APG committee to remove the 3% score 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
- 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 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 their preparatory assignment or has their 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 stay in lab; however, a 3% deduction from their final course grade will be applied. However, if the student did previously complete their 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 their final course grade will be applied and learning contract written for 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 learning contract written for unprepared student with the following exception: If the student can retrieve the missing items within ten minutes, the student will be permitted to 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 Committee (APG)

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 appropriateness of appealing the 3% grade penalty deduction from the final theory course to the APG Committee. Appropriate basis for referral to APG will include serious, unusual, and unavoidable events prohibiting student 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 you are absent due to illness, you 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 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 their written appeal of a 3% deduction. If the student does not submit their written appeal to the Nursing Administration Desk at WC K106 within 2 weeks of the absence/tardiness, the APG will not consider their appeal for this 3% grade penalty deduction at any time.

The student’s written appeal must contain the following:

- 1) written explanation of their appeal
- 2) written explanation of the circumstances of the appealed situation
- 3) supporting documentation of their appeal (i.e. doctor’s or mortician’s note)
- 4) phone number where student will be available when their appeal is being considered by the APG committee
- 5) student’s email

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

If a student does not choose to appear at the APG committee meeting when their 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 meeting to discuss the details of their appeal. This request to appear at the next scheduled APG 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 meeting. If the student does not request at least one week prior to appear at the next scheduled APG 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, 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, of course, 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 practical nursing curriculum is terminated from the 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 and Nursing Program Guidelines handbook).
2. Schedule an exit interview with the Program Director. The Program Director may obtain input regarding 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 Student Reinstatement Policy.

1. Students who have completed any limited-entry program are exempt from the Reinstatement Policy.
2. Students who have matriculated into any limited-entry program and who later exit that program in the **first semester** (whether administratively or voluntarily) are exempt from this reinstatement policy but are limited to **one attempt at reapplication into the same program**.
3. Students who have matriculated into any limited-entry program and who later exit that program (whether administratively or voluntarily) in the **second to final semester** must request reinstatement but are limited to **one attempt at reinstatement into the same program**.

Students desiring reinstatement into the Practical Nursing program must submit a “Limited Entry Reinstatement Committee Student Letter” form to the Practical 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 and no less than 30 days before the Reinstatement Committee meets. 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.

In accordance to the Engelstad School of Health Sciences 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, they 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.

Readmission to Program

Refer to policy stated above.

Medication Dosage Calculation Policy

Accurate medication dosage calculation is essential for safe administration of medications. PN students must demonstrate proficiency in dosage calculation by passing a dosage calculation exam administered within the first weeks (as specified in the course syllabi) of PN 104B, 105B, 106B, 107B, 108B, and 109B. 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 terminated from the PN program.

1. If a student fails the first attempt at the dosage calculation exam, the student must see their course instructor to receive a learning contract and be referred for individual remediation within one day.
2. 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.

3. 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 PN Program Director as soon as possible to withdraw from the course and the PN program.
4. If a student has been terminated from the program due to failure to pass the dosage calculation exam and decides to request reinstatement, the student must show proof of acceptable remediation (toolbox class or individual tutoring) with their reinstatement request.
5. Only the answer in the indicated answer space for each question will be considered.
6. No partial credit will be given for any question.
7. Trailing zero's after a decimal point and lack of zero (or other numbers) before a decimal point will be considered an error.
8. 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.
9. Calculators (non-scientific) are allowed for the exams. Phone calculators are not allowed.
10. The nursing department policy for Attendance and Tardiness will apply to the dosage calculation exams.

Course	Expected Score	Number of Attempts	Number of Test Questions	Time Given To Complete
PN 104B	95%	2	20	60 minutes
PN 105B	95%	2	20	60 minutes
PN 106B	95%	2	20	60 minutes
PN 107B	95%	2	20	60 minutes
PN 108B	95%	2	20	60 minutes
PN 109B	95%	2	20	60 minutes

Clinical Policies

1. General Orientation, as identified by the clinical site, will be arranged by the Clinical Coordinator and/or the Course Coordinator prior to, or at the beginning of each semester.
2. Preparation for clinical is essential. The instructor is obligated to protect patient safety; this includes the necessity to send an unprepared student home from the clinical setting. In courses where "prep sheets" are required, the sheets must be completed and given to the clinical instructor at the beginning of clinical. Unprepared "prep sheets" may result in an unexcused absence. Course preparedness is determined course-by course. Students should refer to their course syllabus for complete information.
3. If a student receives an Open Lab referral from an instructor, the remediation must be completed **before** the student returns to the next clinical session. (Refer to Open Lab and Being Unprepared.)
4. Students are expected to be ready to work at the scheduled time.
5. Students must inform the instructor of clinical absence at least **one hour before** the scheduled experience.
6. Additional breaks for smoking are not permitted during clinical.

7. It is **strongly recommended** that students **not** work at least 8 hours immediately **preceding** their clinical hours.
8. The end of one clinical must be at least 12 hours prior to the beginning of the next clinical experience.
9. The instructor reserves the right to ask the student to leave the clinical area if the student does not meet the dress code for the nursing program/health care facility as outlined, or if the student appears impaired in any way.
10. The English language **is to be spoken exclusively** in class, lab, and clinical settings.

CSN Practical Nursing Clinical Guidelines

- All students will follow CSN's Practical Nursing Program Guidelines.
- Instructors will provide students with weekly clinical expectations.
- Students will adhere to the Practical Nursing Program Guidelines for clinical uniform and equipment requirements. Students must wear their clinical uniforms (including name badge) whenever they are at the clinical site. This includes the pre-clinical visit to the clinical site.
- Cell phone use is prohibited unless authorized by instructor.
- Students will adhere to the CSN Practical Nursing Program Attendance Policy for clinical absence, tardiness, or early departure.
- Students who show up ill or unprepared for clinical will be sent home.

Students are expected to bring their clinical skills checklist to clinical each week. Skills must be performed and signed off in lab prior to demonstration in the clinical setting.

Students may perform the following skills, once successfully completed in the laboratory setting, chaperoned by another student/faculty/ or nursing staff:

- Bathing and personal hygiene
- Foley or Straight catheterization
- Removing an indwelling catheter
- Inserting a rectal tube
- Fecal impaction removal

Skills Performed *with Instructor/Preceptor Supervision Only:*

- Medication administration via nonparenteral routes (oral, topical, suppository, etc.),parenteral routes (intradermal, subcutaneous, intramuscular, and intravenous), and through feeding tubes unless otherwise directed by instructor/preceptor.
- Administration of tube feedings

Uniform and Dress Code

Classroom and Nursing Laboratory: Students must wear appropriate street clothes to all classroom sessions and scrubs with closed toed shoes to lab.

Clinical Setting: Students must adhere to the following requirements for all clinical sessions. *The clinical instructor is responsible for monitoring the uniform and dress code and is the final authority for the appropriateness of the student's dress.*

- a. Daily shower or bath.
- b. Antiperspirant/deodorant daily.
- c. No perfumes or other products with strong odors
- d. Students will *not* smell of cigarette smoke while in uniform in the clinical area.
- e. Hair clean and off the face; if hair is long, it *must* be restrained at the nape of the neck.
No excessive decorative adornments.
- f. Hair color will be natural (i.e. black, blonde, brown) without nontraditional colors which include, but are not limited to blue, green, or purple.
- g. Beards and/or mustaches, if worn, must be clean and neatly trimmed, close to the jawline. Length not to exceed ½ inch.
- h. Fingernails clean and trimmed short (no more than ¼ inch past the tip of the finger).
 - **No** artificial nails, defined as application of a product to the nail to include, but not limited to, acrylic, overlay, tips, or silk wraps.
 - No nail jewelry, defined as items applied to the nail for decoration to include, but not limited to, items glued to or pierced through the nail.
 - No nail polish.
- i. White leather shoes, clean and in good repair. No open-toed shoes, backless shoes, sandals, or slippers permitted with no exceptions.
- j. White over the ankle socks.
- k. Students will wear the specified nursing department student uniform whenever in the clinical area. The course coordinator/clinical instructor will inform students regarding the specified nursing department student uniform.
- l. Jewelry is restricted to a plain wedding band and a watch. Small post pierced earrings are permitted. Dangling earrings, gauges, and hoop earrings are not permitted.
- m. Jewelry in visible body piercing other than ears must be removed if possible or covered whenever present at clinical facility including obtaining assignments and patient information.
- n. Tattoos will be covered in clinical according to facility policy. The clinical instructor will inform students regarding the facility policy about tattoos.
- o. CSN Name identification is to be worn at all times. A name badge will be provided to the student prior to the first clinical. If the clinical facility requires a specific badge, this must be worn at all times while in the facility.

Note: The nursing program will provide students with one nametag. The student must purchase additional or replacement nametags at the Campus bookstore.

Required Equipment

- a. Stethoscope
- b. Bandage Scissors
- c. Hemostat (straight or curved)
- d. Watch with second hand
- e. Black pens
- f. Nursing Drug reference book
- g. Penlight
- h. Clear goggles with full solid side shield

Clinical Assignments

Students are responsible for preparing for all clinical experiences. Clinical instructors are responsible for informing students of clinical assignments. Assignments will be discussed in a scheduled pre-clinical conference. Students are expected to dress in nursing school uniform whenever at the clinical facility. Students are only permitted in the clinical facility with the knowledge and permission of their clinical instructor. For most courses, simulation will be part of the clinical experience. One hour of simulation is equivalent to two hours of clinical instruction. Students will be held to the same accountability as for clinical and be responsible to prepare for simulation with assigned scenario material.

Confidentiality of Patient's Records

Students are expected to adhere to the requirements of professional behavior as outlined in the **Engelstad School of Health Sciences Student Handbook**. Under certain circumstances, and with the clinical instructor's knowledge and approval, students may be granted permission to review a former patient's record in the Medical Records Department of the affiliating agency for the purpose of completing a nursing care plan or similar assignment. In compliance with HIPAA, every student will guard the confidentiality of the patient's medical record. Patient information may not be removed from the clinical facility. Records are not to be photocopied or photographed.

Nursing Documentation Guidelines

The nursing faculty developed Documentation Guidelines and with the **expectation that students review and use them in their clinical experiences**. See Appendices.

Leveled Clinical Skills Checklist

The Practical Nursing program has an LPN Skills Checklist available online with the first nursing course. This checklist is used throughout the practical nursing program, in all courses with clinical components, to record the laboratory and clinical completion of the clinical skills required for each course.

The student is responsible for maintaining the *Clinical Skills Checklist*. If it is lost, the **student is responsible** for obtaining new signatures for all required clinical skills. The *Leveled Clinical Skills Checklist* will be used as a reference for each course's clinical evaluation tool. Students must satisfactorily complete at least 90% of the required clinical skills per course in order to receive a passing grade for the clinical component of the course. The student will bring the *Leveled Clinical Skills Checklist* to the midterm clinical evaluation for review with the instructor.

If, in the clinical instructor's opinion, sufficient clinical skills have not been completed by midterm, the student is responsible for submitting a plan for performing and completing the necessary skills required for satisfactory completion of the course.

The student will bring the *Leveled Clinical Skills Checklist* to the final clinical evaluation meeting with the instructor. At least 90% of the skills required for the course must be satisfactorily completed and documented in the *Leveled Clinical Skills Checklist* at this time to receive a passing grade for the clinical component of the course.

Clinical Performance

1. Clinical is conducted every day specified and for the full time frame specified in the course syllabus.
2. Students' technical skills will be evaluated on an ongoing basis in the clinical setting according to criteria and standards outlined in the course objectives and as established by the instructor at the beginning of each clinical course. Students must **satisfactorily achieve each clinical objective** in order to meet course requirements and progress in the nursing program. All skills performed in the clinical setting must be initially supervised by the clinical instructor, or designee, who will evaluate the student's performance in the skill, and who will inform the student when they may perform the skill unsupervised.
A student who performs a procedure incorrectly in the clinical setting will be referred to the nursing laboratory for further review and practice.
3. **Under no circumstances**, after reporting for duty, **are students permitted to leave** their assigned areas **without the permission** of the clinical instructor.
4. One critical incident in the clinical setting may result in termination from the program (see Critical Incident section below).

Clinical Evaluations

1. **Midterm clinical evaluation** occurs at mid semester. The clinical faculty member meets with each individual student and discusses the student's progress toward meeting clinical objectives. A substandard rating will be discussed with the student and expectations for future performance will be put in writing. The clinical faculty member informs the Course Coordinator and/or Program Director of all students who may be at risk of being unsuccessful.
2. **Final clinical evaluation** occurs during or after the student's last clinical experience or during Final Exam Week. The clinical faculty member meets with the individual students to discuss

their clinical performance for the course and assigns a clinical grade. The clinical faculty member informs the Course Coordinator of any student who receives a “No Pass” grade and the Course Coordinator informs the Program Director.

Critical Incident

A critical incident is defined as a single, discrete, observable behavior or action which, by its omission or commission, actually or potentially places the patient or another individual in physical or psychological jeopardy, or involves ethical or legal issues. Commission of a critical incident may result in failure of the course. The faculty member will initiate the necessary report form(s) and submit the form(s) to the Program Director and the Nursing Department Chair. This report will be filed in the student’s official file in the Nursing Program Office. An agency incident report may also be required.

Critical Elements

• *Safety (actual and potential)*

The student will act in a safe manner.

When performing skills, the critical element of safety must be upheld. Safety is defined as freedom from injury or possibility of injury of any type. Safety includes:

- Prevention of bacteriological injury through asepsis. Asepsis is of the utmost importance from the standpoint of preventing and controlling the spread of microorganisms.
- Prevention of mechanical, thermal, chemical, electrical, and pharmacological injuries.
- Maintenance of psychological safety which includes mental well-being and patient comfort by preventing emotional upsets.

The following indicate that the critical element of safety has not been met:

- Any act or omission which actually and/or potentially endangers the client, others, and/or self.
- Failure to conform to the essential standards of acceptable and prevailing nursing practice. Actual injury need not be established.

• *Integrity*

The student will display behavior of integrity and honesty. Any act or omission that demonstrates dishonesty or lack of integrity (e.g., fraud, misrepresentation, deceit, and theft) indicates this critical element has not been met.

• *Accountability*

The student will demonstrate accountability by accepting responsibility for individual action and maintaining clinical competency. Failure to demonstrate accountability and responsibility for behaviors and/or omissions or any other irresponsible behavior indicates the critical element of accountability has not been met.

Engelstad School of Health Sciences ADA Statement

A student in any Health Sciences program with an approved documented disability can request reasonable accommodations to meet standards. The College will provide appropriate reasonable accommodations, but is not required to substantially alter the requirements or nature of any Health Sciences program, which includes extra time for competency testing. Potential students are encouraged to consult CSN's Disability Resource Center, as appropriate, for complete information on the types of accommodations that may be available to assist the student to meet their educational and professional goals.

Tips for Success

- Cut back on work if at all possible.
- Develop a peer, "buddy" system. Form a study group.
- Get to know your advisor and see that person regularly to discuss your concerns and ask for help.
- Learn to manage time and make it work for you.
- Plan three hours of study time for every credit hour you take. For example, nine credits = a minimum of 27 hours of study a week.
- Study difficult or boring subjects before tackling content you like.
- Study in short sessions.
- Study at **your** best time of day (most people do best during daylight hours).
- Use your waiting time, e.g., between classes or bus travel time.
- Develop a regular study pattern and a specific place to study (e.g., library).
- Make agreements with living mates about your study time and **keep to it**.
- Avoid noisy distractions such as TV, stereo, kids, traffic, and telephone.
- Don't allow others to misuse your time.
- Say NO to unexpected requests for your attention or time.
- Hang a "Do Not Disturb" sign on your door when studying.
- Study objectives and use the learning activities in the syllabus.
- Come prepared to class and to skills lab by completing the readings before the class or lab.
- Give yourself permission to be human – **no one is perfect!**
- Allow yourself to be:
 - Willing to learn
 - Interested in learning
 - Willing to explore new ideas, attitudes
 - Self-directed
 - Inquisitive...ask questions
 - Willing to risk
 - Intuitive
 - Creative
 - Willing to laugh

- Willing to be uncomfortable
- Willing to learn new roles and experiences
- Joyful, loving, honest, sharing
- Reality oriented
- **Successful!**

Student-to-Student Tips for Success

Students attending a National Student Nurses' Association convention were asked to share one "survival" tip they would like to pass on to beginning students. Their suggestions can be divided into four categories: 1) take care of yourself; 2) take care of each other; 3) take one day at a time; and 4) take care of business.

Take Care of Yourself

- "Set time aside each day for yourself or your family". "Don't spend all of your time studying".
- "Make sure to take care of yourself. Don't put nursing school ahead of your own health".
- "Make sure you look your best every day. The better you look, the better others will treat you".
- "Take a fun elective".
- "Study hard, but play hard too. Make time for friends. Take walks, work out, dance, swim, play tennis – it will keep you sane".

Take Care of Each Other

- "Build a support system with your fellow students".
- "Work together as a class. Don't let the competitive spirit get in the way". "Get involved early with NSNA. Networking is important".
- "Join a study group. I couldn't have made it without mine".
- "Study with friends. Try studying for 50 minutes and playing or talking for 10 minutes.
- Repeat. It's not much of a social life, but it's better than nothing".
- "Get involved with other students. They can help you and you can help them".

Take One Day at a Time

- "Take it one day, one test, one patient at a time and don't get discouraged".
- "Live one day at a time. Once something is done, don't worry about it. Just keep doing your best at each task".
- "Make the best of any situation by adjusting **your** attitude".
- "Please yourself – be happy meeting your own personal/professional/academic goals".
- "Looking at the overall picture can be pretty scary. Just concentrate on one assignment at a time".

Take Care of Business

- ***"Make nursing school your first priority"***.

- “Take classes seriously. Start out studying hard”. “Maintain good study habits”.
- “Keep up with the reading from Day One”. “Do the reading as you go along. Don’t wait!”
- “Take the extra time needed to do extra readings”.
- **“Keep up with school work rather than trying to catch up”.** ➤ “Start a good home library to use for care plans”. “Keep your notes current”.
- “Review notes daily”.
- “Organize your time. Conserve your energy”. “Use Sunday night to plan your entire week”. “Create your own flash cards”.
- **“Be prepared for three times more work than you ever imagined”.**
- “Take a course in stress management”.
- “Learn to be happy with Cs and thrilled with Bs (especially if you were a straight “A” student in high school”.
- “Get a tutor if necessary”.
- “Make sure you’re financially stable enough to work minimal hours while in school”. “Realize that it is impossible to work full-time and be a good student. If you want to ➤ survive nursing, don’t try to work full-time”. “Get to know your instructors”.
- “Do what the teacher tells you to do. Don’t argue; just do it! It will decrease your stress and your teacher’s stress too”.
- “Buy a book on nursing math and bone up ahead of time”. **“Don’t just memorize material. Learn how to apply it”.** “Learn how to live without sleep”.
- “Don’t forget to breathe”.
- **“Keep your sense of humor”.**

Source: Chenevert, M. (1991). *Mosby’s Tour Guide to Nursing School, A Student’s Road Survival Kit*. St. Louis: Mosby.

APPENDICES

NURSING DOCUMENTATION GUIDELINES

Nursing documentation should be:

- ***Factual***
 - Use descriptive words
 - Use objective information
 - Do not use inferences
 - Document client's own words if data is subjective
 - Use relevant information
 - Pertinent to diagnosis

- ***Accurate***
 - Use exact measurements
 - Date and time all entries
 - Identify all entries properly using the caregivers full name and status
 - Use of proper medical terminology and standard abbreviations approved per facility

- ***Complete***
 - Be concise, appropriate and thorough when providing information about the client's care
 - Document entries describing actual nursing care, client's response, and nursing evaluation – reflects critical thinking
 - Chart technology applied to the client, e.g., oxygen, monitors, NG, foley
 - Address safety issues
 - Include client and family teaching/education
 - Document any change in status
 - Document any abnormality or adverse findings with interventions and evaluation

- ***Current***
 - Timely entries
 - Document at the time of occurrence
 - Use facility timing protocol

- ***Organized***
 - Document in logical order
 - Document in chronological manner

- ***Other***
 - Sample charting, if facility uses variance charting
 - Reinforce purposes of record (communication, education, financial billing, assessment, research, auditing, and legal)
 - Student must follow school of nursing guidelines in addition to the host facility's guidelines

- **Common Pitfalls**
 - Leaving space between entries
 - Use of “White Out”
 - Using “error” – one line across with initials
 - Inconsistent signature on all appropriate entries (example of signature: S. Smith SN, CSN)
 - Do not refer to incident report in nurse’s notes
 - Use of word “patient” or “client” in charting

CSN POLICY School of Health Sciences STUDENT REINSTATEMENT Rev. 02-07-19

I. Membership of Reinstatement Committee

a. The 11-member Limited Entry Programs Reinstatement Committee is comprised of one voting member from each of the following areas. Members are nominated by the respective department chair/director and appointed by the dean for one-year, renewable terms.

Chairperson

Academic Department Members:

Nursing

Health-Related Professions

Dental Sciences, Diagnostic & Rehabilitation Services

Biology

Mathematics

Secondary Members:

Health Programs Advising & Limited Entry Admissions

Health Sciences Classified/Professional Staff

CSN Academic Counselor

Student Conduct Officer

Health Sciences Student (in good standing)

Ex officio Members:

Dean, School of Health Sciences

Administrative Assistant IV, Dean's Office

II. Types of Withdrawal

a. A student may be administratively withdrawn from a health science program for reasons of academic failure, unsatisfactory clinical performance, failure to meet key deadlines or program benchmarks or for professional misconduct (see below).

b. A student may also voluntarily withdraw from a health science program.

III. Reinstatement

a. Students who have completed any limited-entry program are exempt from this Reinstatement Policy.

b. Students who have matriculated into any limited-entry program and who later exit that program in the first semester (whether administratively or voluntarily) are exempt from this reinstatement policy but are limited to one attempt at reapplication into the same program.

c. Students who have matriculated into any limited-entry program and who later exit that program (whether administratively or voluntarily) in the second to final semester must request reinstatement but are limited to one attempt at reinstatement into the same program.

i. No less than 30 days before the Reinstatement Committee meets.

d. Subsequent reapplication and/or reinstatement requests are highly disfavored and are generally limited to withdrawals due to personal or family health-related circumstances; however, under truly extraordinary circumstances, a student may petition for subsequent (2nd) reapplication or reinstatement to the School of Health Sciences via the Reinstatement Process.

i. No less than 30 days before the Reinstatement Committee meets.

e. Reinstatement occurs at the level of the school, *not to any individual program*. Even if a student withdraws from one program and chooses to pursue another Health Science program, s/he must request reinstatement.

f. Returning to the *same program*

- i. Students who re-enter in a subsequent semester are seated on a space-available basis.
- ii. If the number of approved re-entry students exceeds the space available, students will re-enter the program in the order of their applications/approvals or (if multiple simultaneous approvals) by random number assignment. The Office of the Dean will oversee the random number lottery.
- iii. Each program may establish a reasonable timeframe in which an approved student can successfully re-enter before previously completed coursework is considered outdated.
- iv. The Reinstatement Committee will specify this deadline in its written determination. If a student does not successfully re-enter during that window of time (due to lack of space available), s/he must reapply for reinstatement so that the committee can consider his/her situation in the new context.
- v. The Committee may require that the student repeat certain coursework and may require that a student restart the program from the beginning. Further, the committee may specify whether the student automatically qualifies to re-start or whether the student will be re-ranked for admission, subject to the prevailing selection criteria in effect at the time of reinstatement.
- vi. The Committee may require that a student repeat clinical components or demonstrate competency through written or oral testing and/or psychomotor skill validation.

g. Returning to a *different program*

- i. The Committee will discuss the circumstances surrounding the student's withdrawal from the School of Health Sciences to determine suitability and safety for reinstatement. Written recommendations from the respective program directors will be solicited and considered.
- ii. If approved, the student will be advised to prepare and submit a limited entry application, subject to the deadlines and prevailing selection criteria in effect at the time of application. Limited Entry Admissions will not accept or process a reinstatement application without the Reinstatement Committee approval document.
- iii. If denied, a student may appeal the Committee's decision to the Dean of the School of Health Sciences within 21 days of the receipt of the denial letter and, finally, to the Vice-President for Academic Affairs within 14 days of receipt of the Dean's letter. The decision of the Vice-President of Academic Affairs is final.
- iv. The Committee may recommend that a student seek external support, counseling or other ancillary services to promote success after reinstatement.
- v. The decision, requirements and recommendations are communicated to the student in writing. The Office of the Dean issues letters, which are delivered by U.S. Mail.

III. Egregious Professional Misconduct

- a. For situations that involve professional misconduct, the faculty, program director and department chair/director (in consultation with the Dean of Health Sciences) have discretion to determine if the precipitating incident is considered *egregious*.
- b. Examples include (but are not limited to) falsification of documentation, dishonesty, patient endangerment, alcohol or substance use on campus or in the clinical setting, etc.
- c. Egregious incidents are grounds for administrative withdrawal from the School of Health Sciences and are referred to CSN Student Conduct for follow-up.
- d. The subject student may pursue reinstatement to the School. If so, at its subsequent regularly scheduled meeting, the Reinstatement Committee will consider the situation, including any relevant

Page 2

update or imposed sanction from Student Conduct. The student may submit testimony (in writing or in person) and may be present for the initial discussion. S/he will then be excused from the room while the committee holds an

executive session. A formal vote will be taken and recorded, and the student will subsequently be informed by the Dean of the outcome.

- e. The committee may exercise any of the options within its regular purview. Additionally, the Committee may recommend that a student's reinstatement request be permanently denied.
- f. A student may appeal the committee's decision to the Dean of the School of Health Sciences within 21 days of the receipt of the denial letter and, finally, to the Vice-President for Academic Affairs within 14 days of receipt of the Dean's letter. The decision of the Vice-President of Academic Affairs is final.
- g. Denied reinstatement to the School does not preclude the student's pursuit of education through another School at the College of Southern Nevada.

**COLLEGE OF SOUTHERN NEVADA
NURSING PROGRAM
STUDENT LEARNING CONTRACT: THEORY (1/2018)**

Student's Name **Course/Section** **Semester/Year** **Instructor(s)**

Date of Incident

Goal: To attain a passing average for the nursing course

Criteria: Score **below 75%**, students must make an appointment with their instructor.

Assessment: (check those that apply)

- Did not complete assigned readings
- Did not study notes
- Did not attend class
- Unable to identify relationship between class topic outcomes/objectives and test questions
- Reading comprehension
- Reading rate
- Test anxiety
- Pattern of missed questions e.g. recall, application, comprehension, analysis or synthesis.
- Pattern related to test taking skills, e.g., Reading into the question, not reading all of the options, missing the key or qualifying word(s), difficulty discriminating the best answer, using personal experience versus standard nursing practice.
- Work obligation, e.g., hours worked/time of day work
- Family commitments
- Personal concerns/issues

Other: _____

Specify Incident:

Interventions: (check those that apply)

- See advisor for study skills
- See advisor for test anxiety
- Complete study skills course via Academic Coaching Services
- Tutoring
- Study groups
- Time management and priority setting

Other(s):

- Financial Aid Office
- Advising & Academic Coaching Services/E-Alert
- CAPS (Counseling and Psychological Services)
- My Coyote Success Workshops (online, on-demand, 24/7)
- Additional: _____

Plan of Action: (Student's individualized plan may be attached)

_____ Student Signature	_____ Date	_____ Faculty Signature	_____ Date
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Evaluation/Follow-up:

_____ Student Signature	_____ Date	_____ Faculty Signature	_____ Date
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**COLLEGE OF SOUTHERN NEVADA
NURSING PROGRAM
STUDENT LEARNING CONTRACT: CLINICAL/LAB (10/2017)**

Student's Name

Course/Section

Semester/Year

Instructor(s)

Date of Incident

Goal: To satisfactorily meet the clinical/lab objectives for the nursing course

Criteria: Unsatisfactory progress in meeting clinical/lab objectives

Assessment: (check those that apply)

- Unable to apply prior knowledge and skills
- Unable to apply theory content to clinical situations
- Unsafe nursing practice (potential or actual patient harm)
- Unprepared for clinical/ laboratory
- Pattern of repeated errors
- Scope of practice issues/concerns
- Unprofessional socialization into role of nursing issues
- Unprofessional conduct
- Does not follow directions
- Work obligation, e.g., hours worked/time of day work
- Family commitments
- Personal concerns/issues
- Multiple incidents of: _____
- Other: _____

Specify Incident:

Interventions: (check those that apply)

- Use open lab for practice
- Tutoring
- Revise study habits and clinical prep activities
- Participate in the development and completion of an individualized action plan for remediation that provides clear, specific expectations to satisfactorily meet the clinical objectives.
- Time management and priority setting
- Other: _____

Plan of Action: (Student's individualized plan may be attached)

Student Signature	Date	Faculty Signature	Date
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Evaluation/Follow-up:

Student Signature	Date	Faculty Signature	Date
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Lab TARDY (10 min or less) (7/2018)

Student Name: _____

Date of Tardy: _____

Lab Course #: _____

Student's Instructor(s): _____

The following remediation plan will apply: *(please check the appropriate line)*

Tardy 1: Documented verbal warning _____

Tardy 2: Written warning _____

Tardy 3 or more: 3% deduction from the final course grade _____

What serious, unusual, and unavoidable events prohibited student from being punctual and warrants referral to the Admissions/Progression/Graduation (APG) Committee?

Student is appealing the deduction?* Yes ___ (see below) No ___ (*Student to initial one*) NA ___

* Student must go in person to the Nursing Administration Desk in WC K106 within 2 weeks of the tardiness which is before _____ (date) to complete and submit the appeal form.

Student signature: _____

Student phone number: _____

Faculty signature: _____ Date: _____

Faculty comments/recommendations:

Faculty: Please forward a copy of this form to the Nursing Department Administrative Assistant and your course coordinator ASAP and provide the student a copy.

Clinical TARDY (30 min or less) (7/2018)

Student Name: _____

Date of Tardy: _____

Clinical Course #: _____

Student's Instructor(s): _____

The following remediation plan will apply: *(please check the appropriate line)*

Tardy 1: Documented verbal warning _____

Tardy 2: Written warning _____

Tardy 3 or more: 3% deduction from the final course grade _____

What serious, unusual, and unavoidable events prohibited student from being punctual and warrants referral to the Admissions/Progression/Graduation (APG) Committee?

Student is appealing the deduction?* Yes ___ (see below) No ___ (*Student to initial one*) NA ___

* Student must go in person to the Nursing Administration Desk in WC K106 within 2 weeks of the tardiness which is before _____ (date) to complete and submit the appeal form.

Student signature: _____

Student phone number: _____

Faculty signature: _____ Date: _____

Faculty comments/recommendations:

Faculty: Please forward a copy of this form to the Nursing Department Administrative Assistant and your course coordinator ASAP and provide the student a copy.

Lab/Clinical Unpreparedness (7/2018)

Student Name: _____

Date of Incident: _____

Course #: _____

Student's Instructor(s): _____

Is this the first incidence of being unprepared? *(Mark one below)*

- Yes, due to missing clinical/lab preparation/ follow up work/ self-evaluation/journal/violation of agency policy; 3% deduction*
- Yes, this unprepared is due to another reason; Written warning _____
- No, this is second or subsequent incident; 3% deduction*

*3% deduction will be applied to final course grade. Students will stay in lab unless item can be retrieved within 10 minutes. Students will be dismissed from clinical if without preparation or if a violation of agency policy. Clinical/ lab preparation may not be completed during the scheduled course hours. However, the student may choose to retrieve the missing items/completed preparation (in order to avoid missing clinical/lab time and/or the 3% deduction). In clinical, students may return only if travel time is less than 60 minutes; the tardy or absence policy will apply depending upon when the student returns. **An unprepared penalty (including absence and tardy penalties because of being unprepared) may not be appealed.**

Description of incident:

Student signature: _____

Student phone number: _____

Faculty signature: _____ Date: _____

Additional faculty comments/recommendations:

Faculty: Please forward a copy of this form to the Nursing Department Administrative Assistant and your course coordinator ASAP and provide the student a copy.

Lab/Clinical/Exam Absence (7/2018)

Student Name: _____

Date of Absence: _____

Course #: _____

Student's Instructor(s): _____

Lab or Clinical Absence:

Reflects the _____ incidence within the time-frame of this course.
(1st, 2nd, etc.)

_____ 1st lab/clinical absence
(3% deduction from final course grade)

_____ 2nd lab/clinical absence
(Refer to Program Director to determine viability in course)

_____ Lab absence in excess of 10% without alternate make-up
(Refer to Program Director to determine viability in course)

Did the student notify the instructor prior to the start of lab/clinical? Yes _____ No _____

Comments: _____

Exam Absence: Student notified their instructor at least one hour in advance?

No – Exam may not be made up and is scored a 0%. This penalty may not be appealed.

Yes – Exam penalty is 20% off the student's exam score. This penalty may be appealed.

What serious, unusual, and unavoidable events prohibited student from being punctual and warrants referral to the Admissions/Progression/Graduation (APG) Committee?

Student is appealing the deduction?* Yes _____ (see below) No _____ (*Student to initial one*)

* Student must go in person to the Nursing Administration Desk in WC K106 within 2 weeks of the absence which is before _____ (date) to complete and submit the appeal form.

Student signature: _____ Phone number: _____

Faculty signature: _____ Date: _____

Faculty: Please forward a copy of this form to the Nursing Department Administrative Assistant and your course coordinator ASAP and provide the student a copy.

**COLLEGE OF SOUTHERN NEVADA
NURSING DEPARTMENT
RECOMMENDATION FOR REMOVAL FROM
A HEALTH SCIENCES PROGRAM**

Student Name _____ Program _____
Student ID Number _____

Reason for Removal

A. Academic Failure

Nature of Problem _____

B. Unsatisfactory Clinical Performance

Nature of Problem _____

C. Professional Misconduct

Nature of Problem _____

D. Voluntary Program Withdrawal

Nature of Problem _____

I have read and discussed the above with the Program director. I have been informed of the appeals process.

Student Signature Date

Program Director Signature Date

PRINT Program director Name

Copies to: Student, Program Director, Department Chair, and Dean of Health Sciences

**COLLEGE OF SOUTHERN NEVADA
NURSING DEPARTMENT
Name Change Form**

Date:

Original Name:

Changed Name:

Street Address:

Email:

Home Phone:

Cell Phone:

- Legal document or marriage certificate showing name change
- Social Security Card
- Driver's License
- CSN Admissions and Records (student must purchase a new PreCheck)
- PreCheck
- Name Tag(s)
- NV State Board of Nursing (if a CNA)

Submit with supporting documentation to the Nursing Department front desk in K106. Wait for approval email from Program Director or the Director of nursing, before using new name within the nursing program.

**COLLEGE OF SOUTHERN NEVADA
NURSING DEPARTMENT
Practical Nursing Graduate Reference**

The following information will be sent as a reference upon written request by a prospective employer. An official copy will be retained in the student's file for one year and will be available upon request.

The following rating scale is used:

- 5 = excellent
- 4 = very good
- 3 = average
- 2 = satisfactory
- 1 = poor

Name of graduate _____

I authorize release of this reference: _____
(Graduate signature)

Date of program completion: _____

Name of faculty providing reference _____

Describe the educational experiences in which you observed or interacted with the graduate, e.g., clinical, skills lab, classroom, advisor. Include name or focus of course and semester of program curriculum:

Ratings:

Synthesizes facts and principles

- ___ Uses critical thinking when contributing to the nursing process
- ___ Uses principles of biological, psychological, social, and nursing sciences when assisting with the development and implementation of the plan of care
- ___ Is proficient in basic nursing techniques and skills

Nursing process

- _____ Contributes to assessment of the client's health status
- _____ Participates in development of written care plan
- _____ Accurately determines priority of care
- _____ Assists with collection of evaluation data

Communication

- _____ Able to express self effectively – verbally and written
- _____ Modifies communication based on assessment of client needs
- _____ Maintains legal documents and/or records

Self-development/self-awareness

- _____ Is dependable, self-directed, and uses initiative
- _____ Recognizes own abilities and limitations
- _____ Consults with appropriate resources when necessary
- _____ Accepts responsibility for own learning/growth

Management

- _____ Uses systematic organization/sets priorities
- _____ Consults with RN and others and seeks guidance as necessary
- _____ Works well in stable, predictable environment
- _____ Capable of providing nursing care for a group of clients
- _____ Demonstrates leadership potential

Legal-ethical

_____ Aware of LPN scope of practice

_____ Maintains standards of conduct outlined in the ANA code for nurses

_____ Assumes responsibility for individual judgments and actions

_____ Demonstrates an understanding of and commitment to the institution's
established policies

Other comments:

Faculty Signature _____ Date _____

COLLEGE OF SOUTHERN NEVADA NURSING DEPARTMENT

WE BELIEVE IN EQUAL OPPORTUNITY

EQUAL OPPORTUNITY IS THE LAW

It is against the law for the College of Southern Nevada as a recipient of Federal financial assistance to discriminate on the following bases:

against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:
deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or
making employment decisions in the administration of, or in connection with, such a program or activity.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

- 1.) The recipient's Equal Opportunity Officer (Mr. Eric J. Gilliland); or
- 2.) The Director, Civil Rights Center (CRC),
U.S. Department of Labor,
200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

For more information contact: Debbie Tanner, Coordinator AA/EEO/ADAA
College of Southern Nevada 6375 W
Charleston Blvd.
WC E 128
Las Vegas, NV 89146
deborah.tanner@csn.edu 702-651-5783

Participant's Signature

Date

An equal opportunity employer/program
Auxiliary aids/services available upon request for individuals with disabilities
702-651-4486