

Nurse Science Department

STUDENT HANDBOOK



OKLAHOMA CITY

Fall 2012- Spring 2013

(69 hour degree plan)

OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY
DEPARTMENT OF NURSE SCIENCE

I have received a copy of the NURSE SCIENCE DEPARTMENT STUDENT HANDBOOK. I understand that I have the responsibility to read and adhere to the policies contained in this handbook and any updated policies posted on the OSU-Oklahoma City web page, during my nursing education at Oklahoma State University-Oklahoma City.

Web resource for Nurse Science Policy updates: <http://www.osuokc.edu/nursing/handbook.aspx>

Name _____ Date _____

OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY
NURSE SCIENCE DEPARTMENT
OATH OF CONFIDENTIALITY

Name _____ CWID _____

I, _____, understand that any patient/family information to which I have access, either through records, direct client contact, or caregiver/student conferences, is privileged and shall be held in strict confidence.

I will ensure the privacy of all information by documenting only on appropriate procedural forms which will be kept secure according to agency policy. When such information is included in written assignments, I will ensure that the information is written in such a way as to prevent any connection with specific patients/families.

I further agree to abide by all policies and procedures of the agency to which I am assigned, with utmost concern for the privacy, security, and well-being of the patients/families I am privileged to visit.

Student Signature

Date

OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY
NURSE SCIENCE DEPARTMENT
RELEASE OF INFORMATION

STUDENT NAME _____

This form is an authorization to release your clinical requirement information to healthcare clinical facilities with which Oklahoma State University-Oklahoma City has a clinical contract or agreement. This release will be in effect until your last clinical date in the Nurse Science Program.

The information release includes:

Name

Immunization records

PPD or CXR results

Date of Basic Life Support/Healthcare Provider course

Background Check, criminal and sex offender reports

Results of drug screen, if required

You will be notified if you are denied participation in the clinical rotation due to information provided to the healthcare clinical facility.

Clinical facility contract settlement:

"In the event such authorization and release are not given by the student, the student shall be disqualified from participation at the clinical facility. The results of the clinical requirement information must be satisfactory to the healthcare clinical facility."

I hereby authorize Oklahoma State University-Oklahoma City Nurse Science Department to release the information above to the healthcare facilities for clinical rotations.

Student Signature

Date



AGREEMENT FOR SIMULATION LAB

As a patron of the Simulation Lab, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

I agree to adhere to the following guidelines:

- All patient information is confidential and any inappropriate viewing, discussion or disclosure of this information is a violation of OSU-Oklahoma City Nursing Program policy.
- This information is privileged and confidential regardless of format: electronic, written, overheard or observed.
- I may view, use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of policy and may be a violation of HIPAA.
- No food or drinks are allowed in the simulation lab.
- The simulation lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. Professional behavior and respect is expected toward the patient in the scenario, students and faculty. Situations simulated in the lab are to be used as a learning tool and not to be used for humiliation of fellow students.
- The simulation mannequins are to be used with respect and be treated as if they were live patients.
- Always support the head when moving or turning the simulator mannequin.
- No written material, electronic material or parts of the mannequin are to be removed from the lab.
- No hospital supplies (medications, needles, linens, etc.) are to be removed from the lab.
- Do not manipulate, or remove any cords or connections from any of the equipment or the simulator mannequin unless instructed to do so by the simulation lab specialist (i.e. IV lines, etc.)
- Pens, markers, and other permanent writing instruments are NOT allowed in the simulation lab except where designated (i.e. whiteboard dry erase marker). Please leave these things with your belongings. These items will permanently stain the skin of the simulator mannequin. Pencils are used for documentation purposes but are not to be used directly on the simulator.
- Nothing other than the supplied lubrication spray is to be used to lubricate equipment.
- Complete/review any preparation materials that your instructor has provided prior to the start of the simulation.

I have read the above listed expectations and agree to follow them at all times when using the simulator mannequin. Non-adherence to these expectations may constitute dismissal from the Simulation Lab.

Signature: _____

Printed Name: _____

Date: _____

Course: _____

Authorization for Photography and Recording of Simulation Sessions



I, _____ hereby grant to OSU-Oklahoma City and its legal representatives and assigns, the irrevocable and unrestricted rights to photograph and record clinical labs and simulation sessions throughout my enrollment in the college and to use the photographs or recordings in the review and evaluation of the performance of the clinical groups and individuals. In addition, I give permission for use of this recording in the education of current and future faculty and staff on the implementation of labs and simulation in clinical education, with the understanding that these recordings will not be used for presentations outside OSU-OKC without the express consent of the participants. I hereby release OSU-Oklahoma City and its legal representatives and assigns from all claims and liability relating to the use of these photographs and recordings.

Signed _____ Date _____

Printed Name _____

Witness _____ Date _____

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Signed _____ Date _____

Printed Name _____

Witness _____ Date _____

The OSU-OKC Registered Nursing Program is fully approved by:

Oklahoma Board of Nursing
2915 N, Classen Blvd. Ste 524
Oklahoma City, OK 73106
www.ok.gov/nursing
405.962.1800

The OSU-OKC Registered Nursing Program is fully accredited by:
Accreditation Commission for Education in Nursing (ACEN, formally known as NLNAC)
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
www.acenursing.net
404.975.5000

The Higher Learning Commission and a member of the North Central Association
230 N. Lasalle St., Suite 7-500
Chicago, OK 60604
www.ncahlc.org
800.621.7440

OSU-Oklahoma City's programs of study are approved by the Board of Regents for Oklahoma State University and the A & M Colleges, the Oklahoma State Regents for Higher Education and the Oklahoma State Accrediting Agency.

AGENCY MEMBER OF:
National League for Nursing
Oklahoma League for Nursing
The National Organization for Associate Degree Nursing
The Institute of Oklahoma for Nurse Educators

NOTICE: Nurse Science Departmental policies and procedures described herein are subject to change.

OSU-Oklahoma City supports the Americans with Disabilities Act (ADA) and welcomes requests for reasonable accommodation. For ADA accommodations, please contact the Office of Services to Students with Disabilities at 405.945.3385. OSU-Oklahoma City in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

OSU-Oklahoma City is in compliance with Section 22 (The Drug Free Schools and Communities Act Amendment of 1989) of Title XII of the Higher Education Act of 1965 and imposes a standard of conduct which prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the OSU-Oklahoma City campus or as a part of any of its activities. Failure to comply with this policy will result in sanctions as outlined in the Student Rights and Responsibilities Policy and/or OSU Employee Responsibilities. A complete copy of the text of the Title XII Drug and Alcohol Abuse Prevention Policy is available at the Office of Admissions/Records and Financial Aid.

OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY
DEPARTMENT OF NURSE SCIENCE
STUDENT HANDBOOK
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Welcome to OSU-Oklahoma City Nurse Science Department!

We are delighted that you have chosen Oklahoma State University Oklahoma City (OSU-OKC). Our nursing program has a rich tradition of excellence and innovation. Since 1980, we have prepared knowledgeable, caring and clinically-proficient registered nurses. In January 1997, we opened up our extended campus in Goodwell at OPSU.

This handbook is designed to serve as a reference for policies and procedures. If, after reading this handbook or a course syllabus, you have a question, please get it clarified. Clear communication is a cornerstone of good nursing care and a sound education.

The faculty members are eager to help you and want to see you succeed. If you have a question, do not be afraid to speak to your faculty, advisor, or me. All full-time faculty members have posted office hours outside their doors.

The nursing program is very rigorous and you will be challenged. However, you are capable of success. Our nursing program is designed to sharpen your critical-thinking skills, stimulate scientific inquiry, and develop evidence-based practices keeping in mind the true art of nursing, which is caring. Our faculty are experienced in both nursing practice and teaching to guide you every step of the way in developing your professional nursing knowledge and skills. They are committed to partnering with you during your education program so that your experience at OSU OKC exceeds your expectations.

One venue to establish and expand professional interests is through the Student Nurses Association. I would encourage each of you to consider becoming actively involved in this organization as well as some of the many other activities/clubs/organizations on campus.

Congratulations on taking this important career step. We wish you success and personal fulfillment from your educational journey. My door is open for you, stop by to say “Hi” or share your thoughts.

Judith Kemper, PhD, RN
Division Head, Health Sciences
Department Head, Nurse Science

OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY
DEPARTMENT OF NURSE SCIENCE

PHILOSOPHY

We the faculty, accept the following beliefs:

Each individual is a complex, worthwhile and unique being. Inherent in this belief is the right of each individual to make decisions while striving to achieve an optimal level of health. Each individual functions within society having impact upon, as well as being directly influenced by, society and the environment. Individual uniqueness is affected by this interrelationship.

Health is a state of optimal physical, mental and social well-being, not only the absence of disease or infirmity. A healthy individual is one who strives to function at an optimal level in the physical, mental and social realms. Each individual has a personal responsibility to acquire and maintain an optimal level of functioning.

Nursing practice focuses on the needs of the individual striving to achieve the highest level of wellness. Using the nursing process, the nurse assists the individual throughout the life span to deal with health related problems. The practice of nursing incorporates the individual as an active participant with responsibility in making decisions about personal health care. Decisions should reflect the individual's ability to progress toward the highest level of functioning on the health-illness continuum. Inherent in the practice of nursing is consultation and collaboration with the client, family members, significant others and members of the health care team. The uniqueness of nursing practice is an attitude of caring, integrated with knowledge of psychosocial and biophysical sciences.

The faculty accepts that education is an ongoing process, and that each individual learner is unique, having responsibility for choosing an individual level of achievement. The faculty stimulates the cognitive, affective and psychomotor development of the individual learner through planned interactions and experiences. The curriculum and climate encourage the learner to acquire the knowledge, skills and critical thinking ability needed to practice nursing. Since this associate degree nursing program attracts a large percentage of adult learners, methods of instruction are based upon principles of adult learning theory. Students enter the nursing program with a variety of life experiences. The faculty values prior learning and structures the learning environment to build upon previously acquired knowledge and skills.

The faculty believes that nursing education should take place in institutions of higher education and should be augmented by knowledge derived from courses in general education, physical, biological and psychosocial sciences. The faculty also recognizes a responsibility to the consumer. Learning activities are planned and provided that promote student growth and incorporate client safety through adherence to established standards of practice. The curriculum facilitates a holistic approach to nursing practice and education, providing the knowledge base, experience and critical thinking opportunities necessary to become a safe practitioner.

The associate degree graduate is prepared for accountable nursing practice, integrating the roles of provider of care, manager of care and member within the discipline of nursing as defined by the National League for Nursing, Council of Associate Degree Programs (1990). The scope of practice centers on direct client care in a variety of community based settings with established protocols for delivery of care. The associate degree graduate is able to provide direct client care, supervise the delivery of direct client care, and work with groups of family and significant others who are closely associated with individual clients. The associate degree graduate is also prepared to manage the delivery of direct client care through appropriate delegation to other members of the health care team. The graduate of this program is prepared to function as a collaborative member of the nursing and health care delivery team under the direction of a professional nurse or physician. The graduate of this program is prepared with a foundation for life-long learning.

GRADUATE EDUCATIONAL OUTCOMES

The OSU-Oklahoma City graduate should be able to demonstrate knowledge of health-illness theory and the ability to use the nursing process within structured settings. By integrating the roles of provider and manager of client care, and member within the profession, the graduate is able to:

PROVIDER OF CARE

1. Use critical thinking to integrate knowledge from required biophysical and social sciences to deliver safe nursing care to individuals in diverse health care settings.
2. Use the nursing process to care for individuals with alterations in health status and to facilitate the promotion of optimal levels of wellness.
3. Use effective communication skills to establish and maintain relationships with clients, families, and other members of the health care team.

MANAGER OF CLIENT CARE

4. Facilitate client care by consulting and collaborating with the client, family members, significant others and members of the health care team.
5. Manage nursing care for a group of clients in diverse settings having established care protocols.
6. Delegate appropriate nursing tasks to other health care providers.

MEMBER WITHIN THE DISCIPLINE OF NURSING

7. Accept personal accountability for nursing practice, ongoing self-development and continuing education.
8. Incorporate legal and ethical principles into the practice of nursing.
9. Participate as a productive member of work groups whose focus is the delivery of health care.

Reviewed by Student Development Committee 10/2011; Approved: NS Faculty Meeting 03/04/96

The philosophy of the Nurse Science Department states that nursing education should take place in institutions of higher education and should be augmented by knowledge derived from courses in general education, physical, biological and psychosocial sciences. The curriculum consists of thirty-seven hours of general education and support courses, with thirty-two hours of nursing courses. The graduate educational outcomes for the nursing curriculum are supported by the OSU-Oklaoma City general education goals.

OSU-OKLAHOMA CITY GENERAL EDUCATION GOALS

Upon completion of General Education Curriculum, students should be proficient in demonstrating the following competencies:

GOAL #1: CRITICAL THINKING:

Explanation:

Critical thinking skills include, but are not limited to, the ability to comprehend complex ideas, data, and concepts; to make inferences based on careful observation; to make judgments based on specific and appropriate criteria; to solve problems using specific processes and techniques; to recognize relationships among the arts, culture, and society; to develop new ideas by synthesizing related and/or fragmented information; to apply knowledge and understanding to different contexts, situations, and/or specific endeavors; and to recognize the need to acquire new information.

*All courses will contain assignments that demonstrate critical thinking, but not all courses will include all critical thinking elements listed.

GOAL #2: EFFECTIVE COMMUNICATIONS

Explanation:

Effective communication is the ability to develop organized, coherent, unified written or oral presentations for various audiences and situations.

GOAL #3: COMPUTER PROFICIENCY

Explanation:

Computer proficiency includes a basic knowledge of operating systems, word processing, and Internet research capabilities.

GOAL #4: CIVIC RESPONSIBILITY

Explanation:

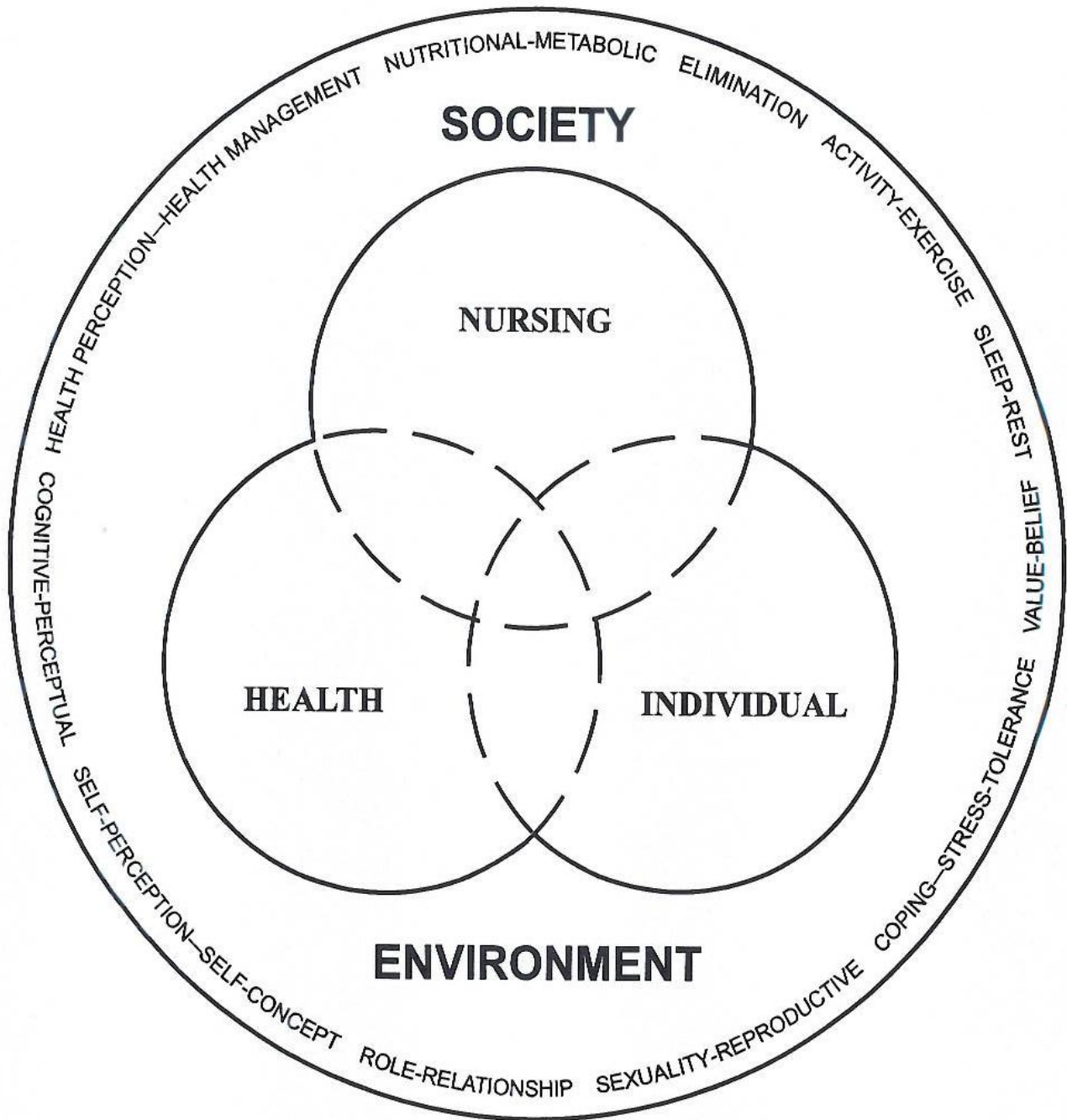
Preparation for civic responsibility in the democratic society of the United States includes acquiring knowledge of the social, political, economic, and historical structures of the nation in order to function effectively as citizens in a country that is increasingly diverse and multicultural in its population and more global in its view and functions.

GOAL #5: GLOBAL AWARENESS

Explanation:

Global awareness includes knowledge of the geography, history, cultures, values, ecologies, languages, and present day issues of different peoples and countries, as well as an understanding of the global economic, political and technological forces which define the interconnectedness and shape the lives of the world's citizens.

ORGANIZING STRUCTURE



ORGANIZING STRUCTURE

The Nurse Science faculty recognizes that the practice of nursing occurs within society and the environment. The curriculum of the Nurse Science Department focuses on the predominant concepts of health, individual, and nursing as they influence and are influenced by society and the environment. The faculty has identified Gordon's Functional health Patterns* as pervasive concepts that are used as a framework for presentation of the curriculum.

PREDOMINANT CONCEPTS

Health is a dynamic state influenced by internal and external factors. A healthy individual is one who strives to function at an optimal level in the bio-psycho-social system. The predominant and pervasive concepts provide a framework for assessing and evaluating the health of the individual. This conceptual approach focuses on the ability to maintain life functions and the response to alterations in function.

Society is made up of individuals from diverse ethnic, racial, religious, and social groups that impact and influence each other's values, beliefs, attitudes, and behaviors.

Environment is the total setting in which life and behavior occur.

The individual is a unique being who responds to both internal and external stimuli as a unified open system. Each individual has basic needs common to all and has responsibility for making life decisions necessary to meet those needs. The individual is an active participant in the process of human development continuing throughout the life span. A dynamic interaction exists between the individual, society and the environment.

Nursing is the art and science of assisting the individual to attain and maintain an optimal level of wellness. The nurse recognizes that the individual's right of choice and responsibility for maintaining health and designs with that individual a plan of care specific to identified needs. The nurse recognizes that responsibility for decision making stays with the individual until alterations in function interfere with decision making abilities. The nurse acknowledges the influence of society and the environment on the individual's capacity for meeting these needs as well as the nurse's ability to assist in meeting these needs. The associate degree nurse practices the art and science of nursing through integrating the roles of provider of care, manager of care, and member within the discipline of nursing as defined by the National League for Nursing, Council of Associate Degree Programs, 1990.

Critical thinking is a cognitive, investigative, learned process characterized by the ability to make knowledgeable decisions relevant to the discipline of nursing.

Communication abilities are the use of verbal, non-verbal, and written interpersonal transactions involving active listening and feedback in a clear and concise exchange of feelings, facts, and ideas.

Therapeutic nursing interventions are activities carried out or delegated by the nurse to assist the client to achieve an optimal level of wellness and/or comfort. These activities have a measurable outcome with which they can be evaluated.

PERVASIVE CONCEPTS

"Functional health patterns of clients, whether individuals, families, or communities, evolve from client-environment interaction. Each pattern is an expression of biopsychosocial integration. No one pattern can be understood without knowledge of the other patterns. Functional patterns are influenced by biological, developmental, cultural, social, and spiritual factors." (Gordon, 1994)

Health Perception-Health Management Pattern

"Describes the client's perceived pattern of health and well-being and how health is managed. Includes the individual's perception of health status and its relevance to current activities and future planning. Also included is the individual's health risk management and general health care behavior, such as adherence to mental and physical health promotion activities, medical or nursing prescriptions, and follow-up care.

Nutritional-Metabolic Pattern

"Describes pattern of food and fluid consumption relative to metabolic need and pattern indicators of local nutrient supply. Includes the individual's patterns of food and fluid consumption; daily eating times, the types and quantity of food and fluids consumed, particular food preferences, and the use of nutrient or vitamin supplements. Describes breastfeeding and infant feeding patterns. Includes reports of any skin lesions and general ability to heal. The condition of skin, hair, nails, mucous membranes, and teeth and measure of body temperature, height, and weight are included.

Elimination Pattern

"Describes patterns of excretory function (bowel, bladder, and skin). Includes the individual's perceived regularity of excretory function, use of routines or laxatives for bowel elimination, and any changes or disturbances in time pattern, mode of excretion, quality, or quantity. Also included are any devices employed to control excretion.

Activity-Exercise Pattern

"Describes pattern of exercise, activity, leisure, and recreation. Includes activities of daily living requiring energy expenditure, such as hygiene, cooking, shopping, eating, working, and home maintenance. Also included are the type, quantity, and quality of exercise, including sports, which describe the typical pattern for the individual. Factors that interfere with the desired or expected pattern for the individual (such as neuromuscular deficits and compensations, dyspnea, angina, or muscle cramping on exertion, and cardiac/pulmonary classification, if appropriate) are included. Leisure patterns are also included and describe the activities the individual undertakes as recreation either with a group or as an individual. Emphasis is on the activities of high importance or significance to the individual.

Sleep-Rest Pattern

"Describes patterns of sleep, rest, and relaxation. Includes patterns of sleep and rest-relaxation periods during the 24-hour day. Includes the individual's perception of the quality and quantity of sleep and rest and perception of energy level. Included also are aids to sleep such as medications or nighttime routines that the individual employs.

Cognitive-Perceptual Pattern

"Describes sensory-perceptual and cognitive pattern. Includes the adequacy of sensory modes, such as vision, hearing, taste, touch, or smell, and the compensation or prosthetics utilized for disturbances. Reports of pain perception and how pain is managed are also included when appropriate. Also included are the cognitive functional abilities, such as language, memory, and decision making.

Self-Perception—Self-Concept Pattern

"Describes self-concept pattern and perceptions of self. Includes the individual's attitudes about himself or herself perception of abilities (cognitive, affective, or physical), body image, identity, general sense of worth, and general emotional pattern. Pattern of body posture and movement, eye contact, voice, and speech pattern are included.

Role-Relationship Pattern

“Describes pattern of role engagements and relationships. Includes the individual’s perception of the major roles and responsibilities in current life situation. Satisfaction or disturbances in family, work, or social relationships and responsibilities related to these roles are included.

Sexuality-Reproductive Pattern

“Describes patterns of satisfaction or dissatisfaction with sexuality; describes reproductive pattern. Includes the individual’s perceived satisfaction with or disturbances in his or her sexuality. Included also is the female’s reproductive stage, pre- or postmenopause, and any perceived problems.

Coping—Stress-Tolerance Pattern

“Describes general coping pattern and effectiveness of the pattern in terms of stress tolerance. Includes the individual’s reserve or capacity to resist challenge to self-integrity, modes of handling stress, family or other support systems, and perceived ability to control and manage situations.

Value-Belief Pattern

“Describes patterns of values, goals, or beliefs (including spiritual) that guide choices or decisions. Includes what is perceived as important in life, quality of life, and any perceived conflicts in values, beliefs, or expectations that are health related.” (Gordon, 1994)

*Gordon, Marjory (1994). Nursing Diagnosis Process & Application, 3rd ed., “Functional Health Patterns Typology: Definitions,” Appendix G. pp. 318-319. Mosby-Year Book, Inc.: St.Louis, Missouri.

Organizing Structure

Approved: 03/04/96

Definition for critical thinking

Approved: 05/09/96

Definitions for pervasive concepts

Revised: 11/09/01

Approved: 05/08/97

Reviewed by Student Development

Committee: 10/2011

Nurse Science A.A.S.

Program Description

The Nurse Science Department offers a program of study leading to the Associate in Applied Science. The program is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. The OSU-Oklahoma City Nursing program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. The course study is 69-credit hours which includes classroom and laboratory instruction on campus as well as supervised clinical experience in affiliating health agencies.

Because there are more students applying for nursing courses than is possible to enroll, an Admissions Committee selects students for the program. Two classes are admitted to the nursing program each academic year. A graduation retention GPA of at least 2.5 on college work completed is necessary in order to be considered for the nursing courses. High school transcripts are evaluated if no college work has been completed. The following factors are considered in selecting students: GPA of previous academic work, pre-admission test scores, required general education and related courses completed.

All required documents must be in the nursing office by the specified deadlines for the fall and spring semesters. Contact the Nurse Science Department for application information. (405) 945-3210.

It is possible to complete the nursing program in four semesters. However, if the student has other responsibilities such as family or job, he/she may elect to enroll in general education and related courses before seeking admission to the nursing courses. After admission into the nursing program, the courses must be taken sequentially as listed. All students considering entrance into the nursing program are urged to seek advisement from counselors in the Nurse Science Department.

Degree Awarded

Associate in Applied Science

Technical Occupational Specialty

32 Credit Hours

Date	Institution

Support and Related Courses

19 Credit Hours

BIOL	1214	Human Anatomy & Lab	4		
CHEM	1214	Chemistry I			
OR {Choose one}			3		
CHEM	1314	General Chemistry I			
MICRO	2124	Introduction to Microbiology	4		
NSCI	1113	Basic Human Nutrition	3		
PSIO	2314	Human Physiology	4		

General Education Requirements

18 Credit Hours

ENGL	1113	English Composition I	3		
ENGL	1213	English Composition II	3		
HIST	1483	U.S. History to 1865			
OR {Choose one}			3		
HIST	1493	U.S. History Since 1865			
POLS	1113	American Government	3		
PSYC	1113	Introductory Psychology	3		
SOC	1113	Introductory Sociology	3		

Total to Graduate

69 Credit Hours

For More Information

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Student Center, Room 121
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Student Name: _____

CWID: _____

Counselor: _____

Catalog 2012-2013

NURSE SCIENCE AAS COURSE DESCRIPTIONS

NURS 1116 FUNDAMENTALS OF NURSING

Basic major area course designed to allow the student to develop the basic understanding, knowledge and skills of nursing care. Includes orientation to nursing and beginning interpersonal relations and nursing interventions in illness. Lab: six hours per week. Co-requisites: ENGL 1113 and CHEM 1214 and PSYC 1113.

NURS 1128 ADULT NURSING

Focuses on application of nursing process in meeting needs of clients. Using critical thinking, students learn to use knowledge from biophysical and psychosocial sciences and curriculum concepts to plan and provide adult care in a variety of settings within legal and ethical guidelines. Lab: nine hours per week. Prerequisites: NURS 1116. Co-requisites: BIOL 1214 and HIST 1483 or HIST 1493 and NSCI 1113.

NURS 2228 MATERNAL AND CHILD NURSING

Physiological and psychosocial factors involved in the family-centered approach to maternal and child nursing. Nursing care of the mother during the maternity cycle and of infants and children from birth through adolescence. Normal aspects are emphasized and used as a base for identifying the abnormal. Lab: nine hours per week. Prerequisites: NURS 1128 and BIOL 11214 and HIST 1493 or HIST 1483 and NSCI 1113. Co-requisites: PSIO 2314 and SOC 1113 and ENGL 1213.

NURS 2238 ADVANCED NURSING

Builds upon knowledge of the curricular concepts attained in the three preceding semesters of study. Using critical thinking, students incorporate these concepts to plan and provide holistic care within legal/ethical guidelines for clients in a variety of health care settings. Learning experiences are designed to assist the student beginning the transition from the role of student to the role of staff nurse. Lab: nine hours per week. Prerequisites: NURS 2228 and PSIO 2314 and SOC 1113 and ENGL 1213. Co-requisites: POLS 1113 and MICRO 2124 and NURS 2252.

NURS 2252 TRENDS AND ISSUES IN NURSING

A course designed to assist nursing students in assuming a new role as a graduate nurse. Contemporary social and professional trends in nursing will be researched and discussed. Prerequisites: NURS 1116, NURS 1128, NURS 2228, PSIO 2314, SOC 1113, ENGL 1213.

OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY
NURSE SCIENCE DEPARTMENT

GRADUATE EDUCATIONAL OUTCOMES
AND LEVELED COURSE OBJECTIVES

ROLE OF PROVIDER OF CARE

I. Use critical thinking to integrate knowledge from required biophysical and psychosocial sciences to deliver safe nursing care to individuals in diverse health care settings.

<u>1116</u>	<u>1128</u>	<u>2228</u>	<u>2238</u>
1. Use critical thinking to identify knowledge from the biophysical and psychosocial sciences to provide physical safety and psychological well being when implementing care for an adult client.	1. Use critical thinking to apply concepts and make inferences from the biophysical and psychosocial sciences to develop rationale to guide safe care of adult clients.	1. Use critical thinking to analyze knowledge from the biophysical and psychosocial sciences to deliver safe nursing care to childbearing and childrearing families.	1. Use critical thinking to integrate principles from biophysical and psychosocial sciences to assist clients to attain optimal level of wellness.
Use knowledge base and experience to provide client care.	Compare and contrast knowledge base and experience to client care situations to individualize client care.	Make nursing judgments based on comparison with theoretical and experiential knowledge base for the childrearing/childbearing family.	Make nursing judgments based on comparison with theoretical and experiential knowledge base for the client with complex health needs.
Identify possible solutions to simple client care situations using problem solving and the nursing process.	Create alternative solutions to client care situations as a basis for decision making using problem solving and nursing process.	Generate alternative solutions to childbearing and childrearing client care situations as a basis for decision making in problem solving and nursing process.	Generate alternative solutions to complex client care situations as a basis for decision making in problem solving and nursing process.
Identify critical thinking attitudes and their relationships to client care.	Integrate critical thinking attitudes in the approach to client care.	Analyze how critical thinking attitudes alter client care approaches.	Evaluate the impact of critical thinking attitudes on client care outcomes.
Identify intellectual standards of critical thinking in delivering client care.	Integrate intellectual standards of critical thinking in delivering client care.	Analyze how intellectual standards alter approaches to client care.	Evaluate the impact of intellectual standards on client care outcomes.
Describe how standards of care impact client care.	Use standards of care to make decisions about client care.	Analyze the relationship between standards of care and client outcomes.	Evaluate the impact of standards of care on the quality of care provided by the health care team.

ROLE OF PROVIDER OF CARE

II. Use the nursing process to care for individuals with alterations in health status and to facilitate the promotion of optimal levels of wellness.

<u>1116</u>	<u>1128</u>	<u>2228</u>	<u>2238</u>
2. Use the components of the nursing process to plan care for the adult client with simple health care problems.	2. Apply the nursing process to plan and provide individualized care for adults with physiological and psychosocial problems.	2. Apply the nursing process to plan and provide individualized care for childbearing and childrearing families.	2. Use the nursing process to facilitate the care of clients with complex, commonly occurring health care problems.
<u>Assess:</u> Identify relevant objective and subjective data. Utilize available resources in assessment of assigned client.	<u>Assess:</u> Gather reliable client assessment data using appropriate physiological and psychosocial assessment techniques.	<u>Assess:</u> Perform a complete assessment on each assigned client. Perform a gestational age assessment of assigned newborns. Observe and/or assist with an apgar assessments on a newborn.	<u>Assess:</u> Complete comprehensive and ongoing assessments on clients with complex health problems.
<u>Analyze:</u> Organize data according to given concepts. Identify deviations from normal and nursing implications of specific diagnostic tests for client.	<u>Analyze:</u> Organize data into a framework. Identify patterns and relationships in the data. Use scientific rationale to interpret diagnostic tests/procedures by: 1. identifying client needs for preparation and recovery.	<u>Analyze:</u> Interpret data to formulate priority nursing diagnosis. Incorporate rationale for diagnostic tests and/or exams for childbearing/childrearing families.	<u>Analyze:</u> Analyzes data to formulate priority nursing diagnoses independent of instructor. Demonstrates understanding of diagnostic results when planning care.
<u>Diagnose:</u> Select nursing diagnoses based on relevant data. Identify the priorities of nursing diagnoses.	<u>Diagnose:</u> Develop prioritized physiological and psychosocial nursing diagnoses.	<u>Diagnose:</u> Formulate prioritized physiological and psychosocial nursing diagnoses.	<u>Diagnose:</u> Formulate prioritized physiological and psychosocial nursing diagnoses.

Plan:

Identify realistic goals and related outcome criteria appropriate to nursing diagnoses.

Include client in planning.

Plan appropriate interventions reflecting theory base.

Plan:

Develop realistic goals and related outcome criteria appropriate to nursing diagnoses.

Plan individualized client care by consulting with client, significant other, and health care team.

Plan nursing interventions that are validated by scientific rationale.

Plan:

Develop realistic goals and related outcome criteria pertinent to nursing diagnoses.

Plan individualized client care by consulting with client, significant other, and health care team.

Plan nursing interventions that are validated by scientific rationale.

Plan:

Develop realistic goals and related outcome criteria appropriate to nursing diagnoses.

Plan individualized client care by consulting with client, significant other, and health care team.

Plans interventions that reflect increasing understanding of scientific principles and assumptions about client resources.

Plan care utilizing a holistic approach.

Implement:

Implement prepared plan with guidance.

Maintain client safety while implementing nursing care.

Demonstrate the nursing responsibilities necessary for safe administration and documentation of medications according to the first rights.

Implement:

Adapt planned nursing interventions to meet individual client needs.

Maintain a safe, comfortable and therapeutic environment.

Demonstrates the nursing responsibilities for safe and accurate administration and documentation of medications to the 5 rights as well as:

1. monitoring drug effects
2. patient education
3. math calculations
4. rationale for drug use

Implement:

Adapt planned nursing interventions to meet individual client needs.

Maintain a safe, comfortable and therapeutic environment.

Demonstrates the nursing responsibilities for safe and accurate administration and documentation of medications to the 5 rights as well as:

1. monitoring drug effects
2. patient education
3. math calculations
4. rationale for drug use

Implement:

Participate with client and health care team to coordinate care reflective of a 24 hour period.

Maintain a safe, comfortable and therapeutic environment.

Demonstrates the nursing responsibilities for safe and accurate administration and documentation of medications to the 5 rights as well as:

1. monitoring drug effects
2. patient education
3. math calculations
4. rationale for drug use

Evaluate:

Describe care given to assigned client.

Submits required numbers of satisfactory care plans and written assignments.

Evaluate:

Evaluate goal attainment by demonstrating achievement of outcome criteria.

Describe additional data that indicates need for modifications.

Submits required numbers of satisfactory care plans and written assignments.

Evaluate:

Evaluate goal attainment by demonstrating achievement of outcome criteria.

Interpret additional data and state modifications as needed.

Submits required numbers of satisfactory care plans and written assignments.

Evaluate:

Evaluate goal attainment by demonstrating achievement of outcome criteria.

Describe additional data that indicates need for modifications.

Submits required numbers of satisfactory care plans and written assignments.

ROLE OF PROVIDER OF CARE

III. Use effective communication skills to establish and maintain relationships with clients, families and other members of the health care team.

<u>1116</u>	<u>1128</u>	<u>2228</u>	<u>2238</u>
3. Identify and use basic communication techniques to establish relationships with clients, families and members of the health care team.	3. Analyze interaction dynamics and initiate effective communication in relationships whh clients, families and members of the health care team. 3b. Infer learning needs of clients and families and apply principles of communication in relationships with clients, families and members of the health care team.	3. Use effective communication in the delivery of care to individuals within childbearing/childrearing families and maintain positive relationships with members of the health care team.	3. Use effective communication to facilitate therapeutic relationships with clients and significant others and maintain positive relationships with members of the health care team.
Demonstrates tact, discretion, and honesty.	Demonstrates tact, discretion, and honesty.	Demonstrates tact, discretion, and honesty.	Demonstrates tact, discretion, and honesty.
Accepts the expression of positive or negative feelings expressed by client and others without imposing own values.	Accepts the expression of positive or negative feelings expressed by client and others without imposing own values.	Accepts the expression of positive or negative feelings expressed by client and others without imposing own values.	Accepts the expression of positive or negative feelings expressed by client and others without imposing own values.
Communicates caring through interest, concern and respect during interactions with others.	Communicates caring through interest, concern and respect during interactions with others.	Communicates caring through interest, concern and respect during interactions with others.	Communicates caring through interest, concern and respect during interactions with others.
Initiate, maintain and appropriately terminate therapeutic relationships with clients and others.	Initiate, maintain and appropriately terminate therapeutic relationships with clients and others.	Initiate, maintain and appropriately terminate therapeutic relationships with clients and others.	Initiate, maintain and appropriately terminate therapeutic relationships with clients and others.
Communicate on the client's level of understanding.	Communicate effectively according to client's need and level of understanding	Communicate with client according to client's level of growth and development.	Communicate with client according to capabilities of client, demonstrating increased understanding of human behavior.
Communicates non-judgmental attitudes and respect for the individual's belief, attitudes, values and spiritual/cultural diversity.	Communicates non-judgmental attitudes and respect for the individual's belief, attitudes, values and spiritual/cultural diversity.	Communicates non-judgmental attitudes and respect for the individual's belief, attitudes, values, and spiritual/cultural diversity.	Communicates non-judgmental attitudes and respect for the individual's belief, attitudes, values and spiritual/cultural diversity.
Identify and use basic communication techniques.	Identify and use therapeutic communication techniques. Identify blocks and differentiate between process and content.	Use therapeutic communication techniques. Identify blocks and differentiate between process and content.	Evaluate the use of therapeutic communication techniques and develop alternative approaches to facilitate therapeutic interactions.

Conducts basic interview with client to plan care.	Conducts thorough interview with client, family or significant other to plan client care.	Conducts purposeful systematic interview with the client, family or significant other according to their growth and development.	Conducts purposeful systematic interview with the client, family or significant other to plan client care.
Identifies own communication strengths and weaknesses with clients, peers and others.	Demonstrates awareness of others responses to own verbal, emotional and behavioral messages and seeks to modify own behavior if the effect is not therapeutic.	Demonstrates awareness of other's responses to verbal, emotional and behavioral messages. Modifies own behavior to achieve therapeutic effect. Assists others to communicate more effectively.	Evaluates the effects of behavior on others. Modifies own behavior to achieve therapeutic effect. Assists others to communicate more effectively.
ROLE AS MANAGER OF CARE			
IV. Facilitate client care by consulting and collaborating with client, family members, significant others and members of the health care team.			
<u>1116</u> 4. Initiate client care after consulting and collaborating with the client, family, significant others and members of the health care team.	<u>1128</u> 4. Consult and collaborate with clients, significant others and members of the health care team to meet client needs.	<u>2228</u> 4. Consult and collaborate with clients, family members, significant others, and members of the maternal-child health team to enhance client care.	<u>2238</u> 4. Consult and collaborate with clients, significant others, and members of the health care team to integrate and coordinate care.
Demonstrate courtesy, respect and cooperation during interactions with others.	Demonstrate courtesy, respect and cooperation during interactions with others.	Demonstrate courtesy, respect and cooperation during interactions with others.	Demonstrate courtesy, respect and cooperation during interactions with others.
Collaborates with members of health care team when client needs exceed own knowledge and expertise.	Collaborates with members of health care team when client needs exceed own knowledge and expertise.	Collaborates with members of health care team when client needs exceed own knowledge and expertise.	Collaborates with members of health care team when client needs exceed own knowledge and expertise.
Communicates with assigned nurse by: -receive report prior to initiation of care -reports significant changes in client condition -gives report after completion of care	Communicates with assigned nurse by: -receive report prior to initiation of care -reports significant changes in client condition -gives report after completion of care	Communicates with assigned nurse by: -receive report prior to initiation of care -reports significant changes in client condition -gives report after completion of care	Communicates with assigned nurse by: -receive report prior to initiation of care -reports significant changes in client condition -gives report after completion of care
Collaborates with health care team to assess and plan client care.	Facilitate collaboration with the health care team in determining health needs/problems, identifying resources, and implementing care.	Facilitate collaboration with the health care team in determining health needs/problems, identifying resources, and implementing care.	Initiate collaboration with members of the health care team to formulate a coordinated plan of client care, utilizing official channels of communication with the agency.
Participates with health care team to ensure continuity of client care.	Coordinates nursing care activities with health care team to ensure continuity of client care.	Functions independently and collaboratively with the health care team to ensure continuity of client care.	Functions independently and collaboratively with the health care team to ensure continuity of client care.

Consults with client, family, significant others, and members of the health care team to contribute to the plan of care.

Consults with client, family, significant others or members of the health care team to validate information and ensure effective individualized care.

Consult with client, family, significant others or members of the health care team to validate information to ensure effective individualized care and make appropriate referrals as indicated.

Consult with client, family, significant others or members of the health care team to validate information to:
-ensure effective individualized care
-delegate nursing tasks
-make appropriate referrals as indicated

ROLE AS MANAGER OF CARE

V. Manage nursing care for a group of clients in diverse settings having established care protocols.

1116

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2238

5. Identify own role as a member of the health care team providing care to a group of clients.

5. Organize, prioritize, and provide nursing care for a group of adult clients.

5. Organize, prioritize and provide nursing care for groups of maternal-child clients.

5. Collaborate with other health care professionals to manage care for a group of clients.

Organize assignment to meet priority client needs.

Organize care to meet individual client needs according to priority.

Organize care for clients based upon the individual's priority needs.

Organize care based on priority and client needs.

Perform ordered treatments and procedures accurately.

Demonstrate compliance with applicable agency procedures and established client care protocols.

Demonstrate compliance with applicable agency procedures and established client care protocols.

Demonstrate compliance with applicable agency procedures and established client care protocols.

Work in a neat and orderly manner.

Organize and use equipment and supplies in an efficient, cost effective manner.

Organize, adapt and use equipment and supplies in an efficient, cost effective manner.

Organize, adapt and use equipment and supplies in an efficient, cost effective manner.

Complete assigned client care in allotted time.

Complete patient care assignments within specified time frame.

Provide total client care for clients in time allotted.

Completes client care in a timely and efficient manner.

ROLE AS MANAGER OF CARE

VI. Delegate appropriate nursing tasks to other health care providers.

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2238

6. Identify nursing tasks which may be delegated by the licensed nurse to other members of the health care team.

6. Distinguish nursing tasks which the licensed nurse delegates to other members of the health care team.

6. Organize, prioritize and provide nursing care for groups of maternal-child clients.

6. Apply professional guidelines when delegating client care to other health care providers.

Perform delegated independent, dependent, and interdependent nursing actions.	Differentiate nursing care tasks which are appropriate to the interests and skills of various health care team members.	Propose nursing care tasks that may be delegated to various health care team members.	Delegate nursing tasks to appropriate members of the health care team.
Recognize contributions of various health care team members in providing complete client care.	Identify guidelines and caregiver skills which are used by the licensed nurse when delegating client care.	Evaluate the delegation of care provided by various health care team members.	Coordinates and evaluate delegated nursing care activities to provide for continuity of care.
ROLE AS MEMBER WITHIN THE DISCIPLINE OF NURSING			
VII. Accept personal accountability for nursing practice, ongoing self-development and continuing education.			
<u>1116</u>	<u>1128</u>	<u>2228</u>	<u>2238</u>
7. Assume responsibility for one's own nursing practice.	7. Accept responsibility and accountability for own nursing practice, personal conduct, learning and self-evaluation.	7. Develop strategies to enhance personal accountability, on-going self-development and continuing education.	7. Demonstrate and evaluate personal accountability for own nursing practice.
Evaluate strengths and weaknesses regarding clinical performance.	Evaluate strengths and weaknesses regarding clinical performance.	Evaluate strengths and weaknesses regarding clinical performance.	Evaluate strengths and weaknesses regarding clinical performance.
Uses constructive criticism and suggestions to increase knowledge and change behavior.	Respond appropriately to faculty and supervisory health care team members concerning directions for improving clinical performance and providing safe client care.	Makes changes in clinical performance based upon self and faculty evaluation.	Demonstrates professional growth based on feedback.
Incorporates relevant reference resources in care plans and written assignments.	Incorporates relevant reference resources in care plans and written assignments.	Incorporates relevant reference resources in care plans and written assignments.	Incorporates relevant reference resources in care plans and written assignments.
Submits written assignments punctually and according to criteria.	Submits written assignments punctually and according to criteria.	Submits written assignments punctually and according to criteria.	Submits written assignments punctually and according to criteria.
Actively participates in opportunities for learning.	Display initiative in seeking out clinical learning opportunities that enhance knowledge and experience.	Displays initiative by seeking learning experiences.	Assumes responsibility for professional growth.
Adheres to all policies as outlined in the Nurse Science Handbook including: 1. Arrives to clinical prepared for client care. 2. Reports on time for clinical activities. 3. Notifies appropriate person in advance for absenteeism. 4. Follows dress code.	Adheres to all policies as outlined in the Nurse Science Handbook including: 1. Arrives to clinical prepared for client care. 2. Reports on time for clinical activities. 3. Notifies appropriate person in advance for absenteeism. 4. Follows dress code.	Adheres to all policies as outlined in the Nurse Science Handbook including: 1. Arrives to clinical prepared for client care. 2. Reports on time for clinical activities. 3. Notifies appropriate person in advance for absenteeism. 4. Follows dress code.	Adheres to all policies as outlined in the Nurse Science Handbook including: 1. Arrives to clinical prepared for client care. 2. Reports on time for clinical activities. 3. Notifies appropriate person in advance for absenteeism. 4. Follows dress code.

**ROLE AS MEMBER WITHIN THE
DISCIPLINE OF NURSING**

**VIII. Incorporate legal and ethical principles
into the practice of nursing.**

<u>1116</u>	<u>1128</u>	<u>2228</u>	<u>2238</u>
8. Identify legal guidelines and ethical principles involved in the practice of nursing.	8. Apply legal guidelines and ethical principles in the practice of nursing.	8. Apply legal guidelines and ethical principles in the practice of nursing.	8. Function within the legal and ethical guidelines of the nursing profession.
Provide nursing care within the limitations imposed by legal guidelines, ethical concerns, and personal knowledge and skills. 1) Report own errors 2) Maintain confidentiality of client information 3) Identify unsafe practice 4) Respect patient's rights and choices	Provide nursing care within the limitations imposed by legal guidelines, ethical concerns, and personal knowledge and skills. 1) Report own errors 2) Maintain confidentiality of client information 3) Report unsafe practice 4) Intervene in situations for potential unsafe practice 5) Respect client's rights and choices	Provide nursing care within the limitations imposed by legal guidelines, ethical concerns, and personal knowledge and skills. 1) Report own errors 2) Maintain confidentiality of client information 3) Report unsafe practice 4) Intervene in situations for potential unsafe practice 5) Respect client's rights and choices	Provide nursing care within the limitations imposed by legal guidelines, ethical concerns, and personal knowledge and skills. 1) Initiate appropriate remedial action when errors occur 2) Maintain confidentiality of client information 3) Report unsafe practice 4) Intervene in situations for potential unsafe practice 5) Respect client's rights and choices
Identify beliefs, attitudes and values which may influence health care decisions.	Recognize the influence of beliefs, attitudes, and values on health care decisions. Support the client's right to make informed decisions about health care.	Evaluate the influence of beliefs, attitudes and values on child bearing and childrearing health care decisions. Support the family's right to make informed decisions about health care.	Evaluate the influence of beliefs, attitudes and values on health care decisions. Support the client/family's right to make informed decisions about health care.
Demonstrate compliance with school/agency policies and guidelines.	Demonstrate compliance with school/agency policies and guidelines.	Demonstrate compliance with school/agency policies and guidelines.	Demonstrate compliance with school/agency policies and guidelines.
Question instructions based upon theoretical knowledge.	Question instructions based upon theoretical knowledge.	Question instructions based on professional judgment.	Question instructions based on professional judgment.
Document client care accurately, completely and promptly according to applicable school/agency policies and guidelines.	Document client care accurately, completely and promptly according to applicable school/agency policies and guidelines.	Document client care accurately, completely and promptly according to applicable school/agency policies and guidelines.	Document client care accurately, completely and promptly according to applicable school/agency policies and guidelines.

Recognize the influence of nursing ethics and the ANA Code for Nurses on care of assigned clients.

Identify ethical dilemmas and apply principles of nursing ethics and the ANA Code for Nurses to care of assigned clients.

Evaluate how principles of nursing ethics, the ANA Code for Nurses, and other standards for nursing care affect health care provided to groups of clients.

Propose approaches to health care dilemmas which incorporate ethical principles, the ANA Code for Nurses and other Standards for Nursing Care.

**ROLE AS MEMBER WITHIN THE
DISCIPLINE OF NURSING**

IX. Participate as a productive member of work groups whose focus is the delivery of health care.

1116

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2238

9. Assume responsibility as a member of work groups.

9. Function effectively as a member of collaborative work groups.

9. Evaluate the effectiveness of self and work group members.

9. Evaluate effectiveness of self in work groups and modify participation using principles of group theory.

Participate in group situations.

Convey interest and involvement in group activities.

Support, communicate and collaborate with groups.

Apply principles of effective group process when participating in work activities.

Assumes responsibility for helping other members of the work group.

Facilitate group interaction which contributes to the growth and learning of the work group.

Monitor and evaluate the effectiveness of self and work group.

Evaluates contributions of self and others to work group activities.

Assume responsibility for seeking assistance from members of the health care team as needed.

Participate in peer group and health care team collaboration to facilitate problem solving and learning.

Perform as a productive member of health care team.

Encourages participation of group

OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY

ACADEMIC CALENDAR FOR 2013-2014

August 19, 2013	First Day of Class
September 2, 2013	Labor Day Campus closed/no classes in session
October 17-18, 2013	Fall Break Campus closed/no classes in session
November 15, 2013	DEADLINE to Drop Class with a "W"
November 27-29, 2013	Thanksgiving Break No classes in session. (Campus closed November 28-29)
December 23, 2013-January 2, 2014	Campus Closed
January 13, 2014	First Day of Class
January 20, 2014	Martin Luther King, Jr. Day Campus closed/no classes in session
March 17-21, 2014	Spring Break no classes in session
April 25, 2014	DEADLINE to Drop Class with a "W"
May 11, 2014	Last Day of Classes
May 12, 2014	Commencement
May 26, 2014	Memorial Day Campus closed/no classes in session
June 2, 2014	First Day of Class
July 4, 2014	Independence Day-Observed Campus closed/no classes in session
July 27, 2014	Last Day of Classes

GENERAL INFORMATION AND SERVICES FOR STUDENTS

- I. **Bookstore** — The OSU-Oklahoma City Bookstore is operated and managed by Follett Higher Education Group, a private company that manages bookstores in colleges and universities across the country. The Bookstore offers a complete line of required course books and educational supplies, an assortment of gift items, paperbacks, computer supplies, calendars and greeting cards.
www.bkstr.com

It is also the best source for OSU-Oklahoma City and OSU insignia items, including T-shirts, sweatshirts, coffee mugs, jackets and notebooks. Textbooks may be reserved on the web at www.osuokc.bkstr.com. Students may sell their books back year round. Full refunds with a receipt are available through the first two weeks of a sixteen-week class. The Bookstore is located in the Student Center, second floor. Phone (405) 945-3201, fax (405) 945-3213.

- II. **Business Office** — Tuition is paid, parking decals issued and student account information obtained in the Business Office, Administration Building, Room 201.
- III. **Cafeteria** — The Break Place, located in the Student Center, second floor, offers a place to eat, relax and visit with friends or study. Breakfast items, both hot and cold, are available daily. Other meal offerings include homemade entrees, cook-to-order grill items, fresh-made wraps and salads and a variety of snacks. A selection of hot and cold drinks, chips and snack items are available, not only at The Break Place, but also from vending machines located across campus.
- IV. **Learning Center** — The Learning Center (TLC) offers computer-assisted instruction in most academic areas, free tutoring (computer-based and individual), study test bank, access to the Internet, MS Word, Excel and PowerPoint on computers, career exploration and Academic Systems. Special programs such as Second Chance, the GED program and the Family Resource Center are also among the services offered through The Learning Center.

The Learning Center is located in the Learning Resource Center Building, second floor. Hours of operation are Monday through Thursday, 8 a.m. to 9 p.m.; Friday, 8 a.m. to 5 p.m.; Saturday, 9 a.m. to 5 p.m.; and Sunday, noon to 6 p.m. For more information call The Learning Center director at (405) 945-8691.

- V. **Library** — The Library is on the Learning Resource Center fourth floor, and is open seven days a week. Students are required to have a valid OSU-Oklahoma City photo identification card (ID). Hours are Monday through Thursday, 8 a.m. to 9 p.m.; Friday, 8 a.m. to 5 p.m.; Saturday, 9 a.m. to 5 p.m. and Sunday, 1 p.m. to 5 p.m. Holidays and interim hours are posted. An exterior book return is located on the west side of the LRC building.

Fully automated, the Library provides many electronic information resources with staff available to instruct students in the use of these resources. Inter-Library Loan service is available for items not held locally. Self-service photocopiers and study rooms are provided. Proceeds from the donation of materials to an on-going book sale, sponsored by the Library Friends, are used for library resources.

VI. Wellness Services — The Wellness Center operates Monday through Thursday, 7 a.m. to 8 p.m., Friday, 7 a.m. to 6 p.m., Saturday, 9 a.m. to 4 p.m. (summer and break times may vary). Located on the first floor of the Administration Building, the center features a fully-equipped exercise room with treadmills; elliptical trainers; bikes; Cybex, Paramount and Quantum strength training equipment; and a multi-purpose room for serious aerobic classes. Other accommodations include a tennis court, an outdoor volleyball court, a one-half mile outdoor fitness track, a croquet court and a five-hole golf course.

Expanded services include a variety of fitness and wellness programs, as well as intramural sports. Many new opportunities are available to OSU-Oklahoma City students and the community. Currently enrolled students receive free Wellness Center membership. New members can obtain a free fitness orientation. Call the Wellness Center at (405) 945-8642 for the latest program information and scheduling or look visit on the Web at www.osuokc.edu/wellness.

VII. Advisement and Counseling Center — OSU-Oklahoma City's student-centered philosophy is reflected in the Advisement and Counseling Center where students discover a highly personalized approach to fostering the growth and full potential of each student. Academic advisement for all students whether new, transfer, undeclared, non-degree seeking, international and/or pre-nursing, is provided by professional staff in a caring environment.

Counselors take a special interest in assisting students in choosing, progressing toward and completing their educational, career and life goals. Workshops on success-related topics are presented throughout the semester at no charge to students. Contact a counselor for more information, located first floor, Student Center, or by calling (405) 945-9150.

VIII. Inclement Weather, Class Cancellation, Campus Closing — A decision to close the campus, or to cancel classes because of inclement weather or other adverse conditions, will be made as early as possible. Students should watch and listen for news broadcasts on the stations listed below. Also, the OSU-Oklahoma City web site (www.osuokc.edu) will detail whether the campus is closed, classes are cancelled or delayed. A decision to close the campus includes offices across the campus. If only classes are cancelled, campus offices remain open. Students may also sign up on O-Key to receive alerts on their cell phone.

Television

1. KFOR Channel 4 (Cox Cable)
2. KOCO Channel 5 (Cox Cable)
3. KWTW Channel 9 (Cox Cable)
4. KOKH Channel 25 (Cox Cable)

Radio

1. KTOK 1000 (AM)
2. KOMA 1520 (AM)
3. KOMA 92.5 (FM)
4. KJYO 102.7 (FM)

Instructions and further information for these contingencies have been provided for faculty and staff employees through the campus Emergency Preparedness Plan.

ACADEMIC REGULATIONS INFORMATION

A. STUDY TIME RECOMMENDATIONS

1. Courses are structured to require a minimum of three (3) hours of preparation for each class hour and laboratory hour. For example, a six (6) hour credit course will require a minimum of eighteen (18) hours of study/preparation time per week.
2. In order to meet the demands of the course work, it is recommended that students do not exceed twenty (20) hours employment each week.

B. EXAMINATIONS

1. Nurse Science course examinations may be multiple choice, essay questions, or other format and may be taken individually or collaboratively at the direction of the faculty. The student should read each course syllabus for specific information about examinations in that course.
2. All students have the privilege of abiding by and upholding the honor system when taking examinations.
3. Refer to NSP 04.02 "Grade Requirements and Scale" for information about examination grades. Other questions should be directed to the faculty assigned to the particular course.
4. Nursing examinations focus on critical thinking and require the application of course content to the practice situation. Such application requires integration of knowledge from many resources and cannot be found on one page of one book. Students must understand that in a clinical situation the one, best answer which appears in the text book may not be available when a critical decision must be made. Students will be required to apply concepts and ideas from a variety of areas to answer examination questions. Students should expect questions requiring critical thinking and a high level of discrimination such as *best, most important, first, highest priority, etc.*

C. ACADEMIC DISHONESTY AND MISCONDUCT

1. Academic dishonesty or misconduct is not tolerated at institutions within the Oklahoma State University system. Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. Academic misconduct is behavior that results in intellectual advantage obtained by violating specific means. Academic dishonesty or misconduct cases are governed by the Oklahoma State University-Oklahoma City Student Rights and Responsibilities Code.

D. ACADEMIC DIFFICULTIES

1. Students having academic difficulties are urged to seek initial counseling from their clinical instructor. Referrals are frequently made for students to seek tutoring and other supportive assistance from the Learning Center. Refer to NSP 06.04 "Nurse Science Student Counseling for Success."
2. Refer to NSP 05.01 "Nurse Science Guidelines for Accommodation of Students with Disabilities," and NSP 05.02 "Nurse Science English Speaking Proficiency" for policy information regarding academic difficulties of students with special problems.

E. CLASS SCHEDULE CHANGES

1. Students are expected to complete the courses in which they register. If a change is necessary, students must file the appropriate drop/add withdrawal form with the Office of Admissions and Records. The date the form is received by the Admissions and Records Office is the official date for the transaction.
2. Dropping Courses: At anytime during the first twelve weeks of a fall or spring semester or during the first six weeks of a summer session, students may withdraw/drop courses and a "W" will appear on the transcript. After the beginning of the twelfth week in a regular semester or the beginning of the sixth week in a summer session, students cannot drop courses and will receive from the instructor only the grades of "A", "B", "C", "D", "F", "I", or "P".
3. Adding courses: Students can add courses before classes begin and during the first week of classes. Students must secure signatures from department heads or advisors for course adds.
4. Withdrawing from OSU-Oklaoma City: Withdrawal occurs when a student drops from all classes. To completely and officially withdraw from college students must initiate the process at the department office and complete the process by submitting the withdrawal form to the Office of Admissions and Records.
5. Students who originally enroll in classes for credit may change to audit, assuming all financial obligations to the college have been met. Students changing from credit to audit must do so within the time limits authorized for drop/withdrawal. Students who audit nursing courses will be permitted to attend classes and participate in classroom discussions and campus lab experiences. Auditing students may not take exams, quizzes, or attend clinical labs.
6. Refer to NSP 06.01 "Nurse Science Interruption of Normal Progression" for information concerning the implications of withdrawal from the nursing program.

F. TUITION AND FEES REFUND POLICY

1. When a student enrolls at OSU-Oklaoma City, she/he reserves a place which cannot be made available to another student until she/he officially withdraws/drops the class. Many students cannot enroll in classes they want or need each semester because these classes are filled. A drop/add and withdrawal period is provided at the beginning of each semester to allow some shifting of schedules and placements of students into class vacancies which may be created. A late withdrawal/drop often occurs too late for the class vacancy to be filled, therefore denying another student the opportunity to enroll in the class.
2. Non-attendance or non-payment does not withdraw/drop a student from class. Refunds cannot be issued for non-attendance. All fees will be refunded if a class is cancelled due to insufficient enrollment. Refunds require approximately 14 days to process. Refunds will not be honored unless all financial obligations to OSU-Oklaoma City have been cleared. The following refund schedule will be used in refunding fees for students who completely withdraw (officially drop all classes) or drop individual classes.

Please Note: You are responsible for all charges incurred if you fail to withdraw prior to the first day of the semester or during the 100% refund period.

Add/Drop Periods

- 1st /two /weeks if a 16-week session
- 1st week of a 12-week session
- 1st week of an 8-week session
- Prior to beginning of a 4-week session
- Prior to the beginning of a Fast Track course

NO REFUNDS WILL BE MADE AFTER THE ADD/DROP PERIODS

G. CONCURRENT ENROLLMENT

1. Students who wish to earn credits concurrently at another institution or through enrollment in correspondence or extension while attending OSU-Oklaoma City must secure approval from the department head if the student expects OSU-Oklaoma City to accept those credits. Refer to NSP 02.01 "Nurse Science Credit by Advanced Standing for NS 1116 & NS 1128" for further information about advanced standing in the Nurse Science program.
2. Residency/graduation requirements: The last 12 hours immediately preceding graduation must be taken in residence at OSU-Oklaoma City. In addition to these hours, the student must have earned a minimum of four more credit hours in residence making a total of not less than 16 semester hours. See NSP 04.03 "Nurse Science Graduation Requirements" for further information about the application of this requirement to the Nurse Science program. Also refer to "Concurrent Enrollment Policy" in the OSU-Oklaoma City School Catalog.

H. CHANGE OF STUDENT INFORMATION

Students who have a change in name, telephone number or address must notify the Office of Admissions and the Nurse Science Secretary immediately. This is necessary to insure the accurate recording of grades and to maintain records at the Oklahoma Board of Nursing.

I. RELEASE OF INFORMATION

1. The Family Educational Rights and Privacy Act of 1974 as amended May 5, 1975, requires that educational institutions notify students of the information that is maintained and considered "directory information". The amended act also requires that educational institutions give students an opportunity to request that directory information pertaining to them not be released without written permission. The information listed below has been classified as directory information by Oklahoma State University. Students may request this information be held confidential by filing a form in the Office of Admissions.

Information that OSU considers "directory information":

- a. student's name, local/permanent address
 - b. telephone number
 - c. date and place of birth
 - d. major field of study
 - e. dates of attendance at OSU
 - f. degrees and awards granted
 - g. academic classification (freshman, sophomore, etc.)
 - h. sex
 - i. class schedule
 - j. educational institutions previously attended
 - k. degree(s) held, dates granted, and institution(s) granting such degree(s)
 - l. advisor
 - m. participation in officially recognized organizations, activities, sports
 - n. parents' names/addresses
2. The Office of Admissions is the official office of the institute for maintaining and releasing information pertaining to student academic records, and for releasing information pertaining to student discipline records. All information collected and maintained by this office pertaining to students not listed as "directory information" is considered confidential information and is not released to anyone but the student without a written request from the student. Students are welcome to review all information maintained in this office and request that all inaccurate information be expunged.

J. GRADUATION AND LICENSURE

1. Students who have completed the second semester of the Nurse Science Curriculum are eligible to write the advanced unlicensed assistive certification examination. Further information may be obtained from the Oklahoma Board of Nursing.
2. Students who have completed the third semester of the Nurse Science Curriculum are eligible to write the NCLEX-PN Examination. Further information may be obtained from the Oklahoma Board of Nursing.
3. Information for graduation and application to take the National Council Licensure Examination (NCLEX) is given in NURS 2252, "Trends and Issue in Nursing". This course is taken with either NURS 2228 or NURS 2238.
4. Refer to NSP 04.03 "Nurse Science Graduation Requirements" and NSP 05.03 "Nurse Science Guidelines for NCLEX Candidates with History of Arrest/Convictions/Prior Disciplinary Action" for important information pertaining to nursing graduation and licensure.
5. ALL applicants for licensure shall submit to the Oklahoma Board of Nursing a criminal history records search conducted by the Oklahoma State Bureau of Investigation not less than three (3) months old.
6. Beginning November 1, 2003, ALL applicants for licensure shall submit to the Oklahoma Board of Nursing evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received.

K. STUDENTS WITH DISABILITIES

1. OSU-Oklahoma City fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990 for qualified handicapped individuals. Therefore, students are encouraged to self-identify their accommodation needs. It is important to note that in order to successfully progress through the nursing curriculum and function as a practicing nurse upon graduation, an individual must be able to perform certain physical activities that include vocal, visual, auditory and dexterity requirements.
2. Refer to NSP 05.01 "Nurse Science Guidelines for Accommodation of Students with Disabilities" for further information.

L. STUDENT RIGHTS AND RESPONSIBILITIES

1. It is the policy of Oklahoma State University to provide equal opportunity to all students enrolled at the University or one of the branch campuses on the basis of merit without discrimination because of sex, race, age, national origin, religion, or qualified handicap or disability.
2. Oklahoma State University students shall have available to them certain procedures for resolving complaints and grievances which may arise in areas related to (1) recruitment and admission to the institution; (2) admission to and treatment while enrolled in an educational program; (3) employment on campus; or (4) other matters of consequence relating to student life or instructional programs.

3. All students enrolled at the Oklahoma City campus who have a complaint related to an area previously described that cannot be resolved informally between the parties involved, may request the formation of a grievance committee which shall hear the grievance and make recommendations to the appropriate Vice President. A complete copy of the Grievance Procedures may be obtained from the Office of the Vice President for Student Services or the Vice President for Academic Affairs.
4. Refer to NSP 06.02 "Nurse Science Student Dismissal, NSP 06.02a "Nurse Science Student Counseling Procedure", "NSP 06.03 "Students petitions for Exceptions to Nurse Science Department Policies & Requirements," and NSP 06.03a "Nurse Science Student Petition" for further information. OSU-Oklahoma City Student Rights and Responsibilities Governing Student Behavior document also provides additional information.

M. COMPUTER LITERACY POLICY

1. Oklahoma State Regents for Higher Education policy indicates "Students must demonstrate computer proficiency, which includes the competent use of a variety of software and networking applications."
2. The goal of the OSU-Oklahoma City Student computer Literacy Policy is that all degree- or certificate-seeking students and those students who complete 30 or more credit hours at OSU-Oklahoma City should possess sufficient skill and experience to employ contemporary information systems in their personal and professional lives. Specifically, they should be able to:
 - a. enter, manipulate, and retrieve information using microcomputer systems;
 - b. identify and use software for word processing; and
 - c. identify and use common internal and external electronic data sources.
3. The Nurse Science curriculum is designated by the Division of Health Sciences as computer intensive.

PROVIDING ACCOMMODATION FOR STUDENTS ACCORDING TO THE AMERICANS WITH DISABILITIES ACT (ADA)

The following is the University approved statement regarding accommodation for students with disabilities in accordance with the Americans with Disabilities Act (ADA):

"If any member of the class feels that he/she has a disability and needs special accommodations of any nature whatsoever, the instructor will work with you and the Office of Services to Students with Disabilities to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this class. Please advise the instructor of such disability and the desired accommodation at some point before, during or immediately after the first scheduled class period."

The student who desires accommodation in the learning environment has the responsibility to identify self as a student with a disability to the ADA advisor and to request accommodation.

The ADA advisor will provide the student with information about appropriate documentation of the disability.

The student and the ADA advisor will develop a preliminary request and the ADA advisor will send the requests to the Division Head and involved faculty.

The instructor will inform the Division Head and the ADA advisor if any part of the request is inappropriate.

The request will be re-negotiated by the involved individuals to resolve the concerns for appropriate accommodation.

The student, ADA advisor, instructor, and Division Head will receive a copy of the finalized request.

It is the affirmative obligation of the student not only to provide competent medical documentation as requested by the Office of Services to Students with Disabilities, but also to renew any additional requests for accommodation each new academic semester.

For further information, refer to Nurse Science Policy 05.01 "Nurse Science Guidelines for Accommodation of Students with Disabilities."

OSU-OKC NURSE SCIENCE DEPARTMENT

SCHOLARSHIPS AND QUALIFICATIONS – FALL & SPRING

Scholarship Title	Semester Currently Enrolled	Amount	Application Due Date for Next Semester Award	Qualifications	Additional Qualifications
Barbara Statum	NS 1116 NS 1128 NS 2228	\$200	April 1 Nov. 1	GPA = 3.0 Oklahoma Resident	Submit list of clinical instructors who can validate your clinical practice and performance. Demonstrated leadership abilities and/or involvement in school activities.
La Verne Aldridge	NS 1116	\$4,500 (\$1,500 per semesters for 3 semesters)	April 1 Nov. 1	GPA = 2.5 Oklahoma Resident Financial Need	Demonstrated leadership.
Larry Love	NS 1203 NS 1128	\$300	April 1	GPA 2.5 Oklahoma Resident Financial Need	Identify personal and professional goals. Write personal philosophy of nursing.
Nancy Hall	NS 1116 NS 1203 NS 1128	\$2,500 (\$1250 Per semesters 2228 & 2238)	April 1	GPA = 3.0 Oklahoma Resident Financial Need	Identify personal and professional goals. Write personal philosophy of nursing. Submit 2 letters of recommendation.
Lois Faye May	NS 1116	\$200	April 1 Nov. 1	GPA = 2.5	Leadership and/or involvement in school/community activities. Two letters to support above.
Deaconess	In any health sciences program as full or part-time.	\$1000 (maximum award)	April 1	GPA = 2.5 Oklahoma Resident Financial Need	Identify personal and professional goals. Write personal philosophy of nursing. Submit 1 letter of recommendation.
Chris Pitts	NS 1116 NS 1128 NS 2228	Up to \$500	April 1 Nov 1	GPA = 2.5 Financial Need	Preferred single-parent applicants.

Applications are available on-line. Please turn in completed application(s) to Nurse Science Office.

"Scholarship award contingent upon continued fund availability and student standing within the program: Scholarship availability subject to change without notice."

Other financial opportunities: - Tuition Waiver Scholarships; Physicians Manpower; DAR Scholarships-Applications available via the internet resource: Scholarships.com

Reviewed/revised 11-2012

NURSING STUDENT DRESS CODE FOR CLINICAL LABS

Many health care employers establish dress codes for nursing personnel. The purpose of nursing dress codes is to provide guidelines for appropriate work attire, to allow for recognition of nurses giving client care, and to promote a professional appearance.

The following describes appropriate attire for OSU-Oklahoma City nursing students in various clinical lab situations. **Clinical agencies, clinical unit personnel, and nursing faculty have the authority to deny you permission to attend clinical lab, visit patients, or review client records if you are inappropriately dressed.** If you have any questions concerning dress code expectations, please discuss these with your clinical instructor prior to beginning clinical lab experience. Clinical instructor has discretion to determine if students are professionally dressed.

CLINICAL LABS WHEN STUDENT UNIFORM IS REQUIRED:

- 1) The student uniform consists of a black bottom, orange colored top, white shoes and white socks or hose, the OSU-Oklahoma City school patch, and OSU-Oklahoma City student photo name tag. A white lab coat with school patch and name tag is also considered part of the uniform and should be worn to and from the clinical unit. The uniform and lab coat are always clean and pressed.
 - a) The top is worn outside the pants. A plain white t-shirt, either long or short sleeves, may be worn under the top if desired.
 - b) Pants are to have ankle length straight legs without banded or elastic cuffs and must not touch the floor.
 - c) Shoes must be predominantly white, clean and polished, and worn exclusively with the uniform. Canvas shoes, sandals, open-heeled clogs, or boots are not acceptable.
 - d) The OSU-Oklahoma City school patch is affixed three (3) inches below the shoulder on the right sleeve of the uniform and lab coat.
 - e) The OSU-Oklahoma City student photo name tag should be easily visible on the left side of the uniform top and on the lab coat.
 - f) Hair must be clean, neat, and arranged in a manner that maintains medical asepsis.
 - g) Jewelry is limited to wedding band and/or engagement ring, a watch with a second hand, and single stud type earring in each earlobe if ears are pierced. Other forms of body piercing with jewelry attached in full view are not acceptable. Clothing must cover all body art (tattoos).
 - h) Fingernails must be clean, neat, and trimmed to a length not visible beyond the fingertip. Nail polish, if worn, must be clear or a neutral shade. Chipped or cracked polish should be removed. Artificial nails are not to be worn.
 - i) Students may not chew gum while in the clinical area.
 - j) Personal grooming is extremely important when students are involved in direct client care. Students should remember when working with clients:
 - regular bathing and use of deodorants
 - no cologne or perfume
 - conservative makeup only
 - k) No use of tobacco products is allowed in the clinical area and policies at each clinical facility related to tobacco use/smoking must be followed.

CLINICAL LABS WHEN STUDENT UNIFORMS ARE NOT REQUIRED:

- 2) Students may not be required to wear the complete uniform for clinical labs in home health or mental health nursing. Also, visits to the clinical facility for orientation or patient care planning may not require uniforms as described above. When instructed to wear only lab coat over casual, appropriate clothing, students are responsible for using good judgment in dressing to create a professional appearance. Discuss any questions or concerns with your clinical instructor prior to the clinical lab.
- a) Lab coats must be all white, clean and pressed; with OSU-Oklahoma City school patch affixed three (3) inches under the shoulder seam on the right sleeve and OSU-Oklahoma City student name tag clearly visible on the left side of the lab coat.
 - b) Regular shoes, clean and polished, are worn with socks or hose. Canvas shoes, sandals, open-toed or open-heeled shoes are not appropriate.
 - c) The following clothing are not to be worn:
 - denim slacks or jeans;
 - military fatigues, overalls, nylon or knit sweat suits;
 - shorts of any type, or cut-off pants;
 - sleeveless, low-cut, tight or revealing clothing of any type (tube and halter tops, sundresses, slip dresses, mini-skirts, leggings, etc.)
 - sweat shirts or t-shirts
 - d) Hair must be clean, neat, and arranged in a manner that maintains medical asepsis.
 - e) Jewelry is limited to wedding band and/or engagement ring, a watch with a second hand, and single stud type earring in each earlobe if ears are pierced. Other forms of body piercing with jewelry attached in full view are not acceptable. Clothing must cover all body art (tattoos).
 - f) Fingernails must be clean, neat, and trimmed to a length not visible beyond the fingertip. Nail polish, if worn, must be clear or a neutral shade. Chipped or cracked polish should be removed.
 - g) Students may not chew gum while in the clinical area.
 - h) Personal grooming is extremely important when students are involved in direct client care. Students should remember when working with clients:
 - regular bathing and use of deodorants
 - no cologne or perfume
 - conservative makeup only

REMEMBER: Clinical agencies, clinical unit nursing personnel, and nursing faculty have the authority to deny you permission to attend clinical lab, visit patients, or review client records if you are inappropriately dressed. Please clarify any instruction for attire or dress code expectations with your clinical instructor prior to your clinical lab experience.

"Any person licensed or certified by the Oklahoma Board of Nursing who provides direct care to patients **shall, while on duty, wear an insignia or badge identifying the license or certification issued** to such person by the Board." (SB 587)

OSU-OKLAHOMA CITY STUDENT NURSES ASSOCIATION

FAQ'S

WHAT IS SNA?

OSU-Oklahoma City's Student Nurses Association is dedicated to organizing, representing and mentoring nursing students at this college. We advocate high quality nursing education and nursing care standards. As members, we work to promote the development of skills needed to become responsible and accountable nurses.

WHY JOIN SNA.?

Members benefit from networking to promote access to learning support, friends, jobs and other helpful information. SNA prepares its members for lifelong participation in professional nursing organizations. Members gain recognition as part of an active organization that promotes worthwhile projects benefitting nursing students and others in the community.

WHO SHOULD JOIN?

All nursing students and pre-nursing students at OSU-Oklahoma City are invited to join.

WHEN/WHERE ARE THE MEETINGS?

Meetings are held on campus every month. Programs will be publicized in advance. Watch for fliers at the student center and in the Health Tech building publicizing meetings and other SNA. activities.

HOW DO I BECOME A MEMBER?

Membership forms will be available at the beginning of each nursing course semester. We raise additional funds to support SNA activities through donations and other fundraising projects as well as the membership fee.

Members are also encouraged to join local, state and national student nurse organizations. Membership information is available from SNA officers and Nurse Science faculty advisors for SNA.

WHO ARE THE OSU-OKLAHOMA CITY SNA FACULTY ADVISORS?

The SNA faculty advisors consist of four Nurse Science faculty members, one from each clinical nurse science course teaching team. Check with the team leader in your course area for specific faculty names.

WHERE CAN I GET MORE INFORMATION?

There is a bulletin board in the hallway of the Health Technology building, second floor.

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

Employment of Nursing Students or Non-Licensed
Graduate Guidelines

When a nursing student or a recent graduate of a nursing education program is employed by a health care institution, the following guidelines shall be utilized:

- I. A nursing student or a recent graduate of a nursing education program may be employed as a Nurse Technician or a Practical Nurse Technician as follows:
 - A. After evaluation of competency and as defined in the agency's job description, the Nurse Technician and the Practical Nurse Technician are allowed to perform all the duties of a nursing assistant, as well as other technical skills which have been learned in a nursing education program and for which competency has been previously demonstrated under the supervision of a faculty member. Delegation of nursing functions must fall within the Oklahoma Board of Nursing Policy #P-04, *Delegations of Nursing Functions to Unlicensed Persons*.
 - B. Exceptions include but are not limited to the following: The Nurse Technician or Practical Nurse Technician may not administer medication, perform assessments, act in a supervisory position, take verbal orders from the physician or other health care provider, or develop the plan of care.
 - C. A Registered Nurse is directly responsible at all times for the nurse Technician/Practical Nurse Technician, who is functioning as an unlicensed person with a defined job description. The RN must be physically present in the institution, not, however, providing direct supervision for every activity.
- II. Definitions:
 - A. The Nurse Technician
 - 1. Is currently enrolled in a program of registered nursing or between terms/semesters; or
 - 2. Has completed a program of registered nursing and has applied to write the licensure examination. The graduate may continue to be employed in a Nursing Technician role until licensed in any state, territory, or country, provided that the first licensure examination is taken within 90 days after graduation and the examination is passed within 6 months of graduation, on either the first or the second attempt.
 - B. The Practical Nurse Technician
 - 1. Is currently enrolled in a program of practical nursing; or
 - 2. Has completed a program of practical nursing and has applied to write the licensure examination. The graduate may continue to be employed in a Practical Nurse Technician role until licensed in any state, territory, or country, provided the first licensure examination is taken within 90 days after graduation and the examination is passed within 6 months of graduation, on either the first or the second attempt.
- III. Job Description and Identification:
 - A. A written job description for the Nurse Technician/Practical Nurse Technician must be developed by the employing facility and provided to the Nurse Technician/Practical Nurse Technician. The job description may be more restrictive than the Board policy but may not be less restrictive.
 - B. The Nurse Technician/Practical Nurse Technician shall not wear a patch, uniform or nametag that identifies him/her as a student of the nursing education program.

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

Applicants for licensure or AUA certification in Oklahoma who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; **or** have ever had disciplinary action taken against another health-related license or certification; **or** have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing. Failure to report such action may be a violation of the *Oklahoma Nursing Practice Act*. All applicants for licensure as a registered nurse or licensed practical nurse must have submitted a criminal history records search conducted by the Oklahoma State Bureau of Investigation not more than three (3) months prior to submission of the application [59 O.S. §567.5].

Effective November 1, 2003, a candidate for a license to practice as a registered nurse or licensed practical nurse shall submit to the Oklahoma Board of Nursing “certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received” [59 O.S. §567.5]. **Therefore, applicants for licensure in Oklahoma with one or more felony convictions cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received.**

The applicant must submit the following information to the Board:

1. Application for licensure and licensure fee
2. A signed letter from the applicant describing the location and circumstances of the offense, date, court action taken and current status
3. OSBI criminal history search not more than three (3) months old
4. If applicable, **certified** copies of the Affidavit of Probable Cause, Information Sheet, Charges, Judgment and Sentence, and verification that the sentencing requirements are complete (these documents may be obtained from the courthouse in the county in which the arrest took place). Please ensure that the copies are certified, e.g., they are stamped with the court seal.

Failure to submit the above information in a timely manner may result in a delay in processing the application. After Board staff reviews this information, the applicant will be notified of any additional action that must be taken. The applicant may be required to appear before the Board. Additional documentation that may be requested prior to this appearance, includes, but is not limited to, letters of reference from a clinical faculty member, the director/dean of program, a probation officer, employer or others. Please be aware that an applicant may **not** be eligible for licensure or endorsement to surrounding states due to individual states’ restrictions, even if the applicant is able to be licensed in Oklahoma. Individuals who plan to apply for licensure in other states must check with that state’s board of nursing to obtain information on requirements.

STUDENT REPRESENTATION ON NURSE SCIENCE FACULTY COMMITTEES

Student representatives are selected to represent their peers on selected Nurse Science faculty standing committees. Student representatives on faculty committees serve for two consecutive semesters. The committees with representatives include:

<u>Committee</u>	<u>Term</u>
a) Curriculum Development Committee: Two students (NURS 2228 & NURS 2238) Selected in NURS 2228 <i>during a Fall semester</i>	Two Consecutive Semesters
b) Curriculum Revision Task Force: Two students (NURS 2228 & NURS 2238) Selected in NURS 2228 <i>during a Fall semester</i>	Two Consecutive Semesters
c) Faculty Development Committee: No Student representative	
d) Student Development Committee:	
1. Admissions/Retention/Policy: One student from NURS 1116. One student from NURS 1128. <i>The student from NURS 1128 shall be an LPN who has successfully completed the Advanced Standing Admission Procedure. In the event that there is no LPN student from NURS 1128 meeting this criterion, any student from NURS 2228 who has successfully completed the Advanced Standing Procedure will be selected.</i>	Two Consecutive Semesters
2. Student Nurse Association Advisement: SNA Student Officers	For term of elected office

Refer to NSP 07.02 "Nursing Student Representation on Nurse Science Faculty Committees" for further information.

Revised 05-2012

NURSING AND HEALTH-RELATED WEB SITES

INTRODUCTION

The Nurse Science Department encourages nursing students to increase their computer skills by using internet resources to assist learning. Each nursing course recommends and/or assigns specific web sites as reference and resource material to enhance student learning and develop computer literacy. These web sites are found in each course syllabus, and are evaluated regularly for content suitability and continued availability on the internet.

The web sites listed below are recommended as sources for general nursing and health-related information. They may provide links to more specific topics, and content changes will occur from time to time. Information concerning other web sites is available in the library, from nursing and professional health journals, and from nursing faculty and course syllabi.

National Council of State Boards of Nursing

www.ncsbn.org

Oklahoma Board of Nursing

www.ok.gov/nursing

Centers for Disease Control and Prevention

<http://www.cdc.gov/>

RN (professional nursing journal)

www.rnweb.com

OBGYN.net (obstetric & gynecologic information)

<http://www.obgyn.net>

National Institute of Diabetes and Digestive and Kidney Diseases

www.niddk.nih.gov

American Lung Association

www.lungusa.org

The Auscultation Assistant (audio files of heart & breath sounds)

www.med.ucla.edu/wilkes/intro.html

Virtual Nursing

www.virtualnurse.com

DRUG-FREE SCHOOL POLICY STATEMENT

1.01 PURPOSE

The Drug Free Schools and Communities Act Amendments of 1989 require an institution of higher education to certify to the U.S. Department of Education by 10-1-90, that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance of any kind. This policy is adopted by Oklahoma State University to comply with this statutory directive.

2.01 POLICY

As set forth in local, state, and federal laws, and the rules and regulations of the University, Oklahoma State University-Oklahoma City prohibits the unlawful possession, use or distribution of illicit drugs¹ and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the University or as part of University activities.

3.01 INTERNAL SANCTIONS

Any student or employee of the University who has violated this prohibition shall be subject to disciplinary action including, but not limited to, suspension, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program. ² any disciplinary action shall be taken in accordance with applicable policies of the University.

4.01 EXTERNAL SANCTIONS

Local, state, and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense, a controlled substance,³ and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than 5 years, a fine of \$250,000, or both. If however, 50-100 kilograms of marijuana are involved instead of less than 50, and all other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then you are subject to not less than 20 years or life, a fine of \$1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000

but not more than \$100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of \$250,000, or both.

Starting July 1, 2000, conviction under Federal or State law involving the possession or sale of a controlled substance shall make a student ineligible to receive any grant, loan, or work assistance beginning with the date of conviction and ending as follows: (1) conviction for possession of a controlled substance: first offense - 1 year; second offense - 2 years; third offense - indefinite; (2) sale of a controlled substance: first offense - 2 years; second offense - indefinite. Students may regain eligibility earlier than specified by satisfactorily completing a rehabilitation program or other requirement as specified in the regulations.

State Law provides similar penalties with regard to the simple possession, distribution, or possession with the intent to distribute a controlled dangerous substance.⁴ Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment of 2 years to life in the penitentiary and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to \$40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma "Trafficking in Illegal Drugs Act" which provides for much harsher penalties.

In addition, state law provides that possession of or possession with the intent to consume 3.2 beer by someone under 21 years old in a public place is a misdemeanor punishable by a fine not to exceed \$100.00 or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/intoxicating beverages by someone under 21 years old in a public place is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed \$100.00, or both.⁵ There are also state laws concerning driving under the influence of alcohol and using a false driver's license to obtain 3.2 beer or other alcoholic beverages. Depending upon the number of previous convictions or gravity of the circumstances you may be convicted of a felony or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

There are also Oklahoma City laws similar to those described above. If drugs are involved the city will, most likely, defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, you may be convicted of violating

both local and state law and punished according to both laws. Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense is a serious blemish on your record which could prevent you from entering many careers or obtaining certain jobs.

Further information regarding these local, state, and federal laws may be found in the Student Activities Office where copies are available to students and employees. Students and employees are encouraged to review this information. The above-referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

5.01 HEALTH RISKS

Alcohol and other drug use can represent serious threats to health and quality of life. Alcohol and other drug use increase the risk of accidents, birth defects, HIV/AIDS, and other disease. Combining drugs may lead to unpredictable effects and many prescription and nonprescription drugs are potentially addictive and dangerous. Major categories of drugs and probable effects are below.

Alcohol impairs judgment and coordination, and in many persons causes a greater likelihood of aggressive and/or violent behavior. Even short term use may cause respiratory depression and, when consumed by pregnant women, may cause irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) or even death. Long-term use may lead to irreversible physical and mental impairment, including liver disease, heart disease, cancer, ulcers, gastritis, delirium tremens, and pancreatitis. Alcohol interacts negatively with more than 150 medications. Driving while under the influence of alcohol is particularly dangerous and is a major cause of traffic-related deaths.

Barbiturates (depressants, Quaaludes, Valium, Zanax, etc.) depress central nervous, cardiovascular, and respiratory functions. Barbiturate use may lower blood pressure, slow reactions, and distort reality. Convulsions, coma, and death are outcomes associated with barbiturate use. Combining the consumption of barbiturates with alcohol or 3.2 beer is especially dangerous.

Cocaine/Crack are powerful central nervous system stimulants that constrict blood vessels, dilate pupils, increase blood pressure, and elevate heart rate. Cocaine use may induce restlessness, irritability, anxiety, paranoia, seizures, cardiac arrest, respiratory failure, and death. Cocaine is extremely addictive, both psychologically and physically. Great risk exists whether cocaine is ingested by inhalation (snorting), injection, or smoking. Compulsive cocaine use may develop even more rapidly if the substance is smoked, and smoking crack cocaine can produce particularly aggressive paranoid behavior in users.

Date Rape Drugs (Rohypnol, rophies, roofies, GHB, Ketamine, etc.) may incapacitate a person, particularly when used with alcohol. Rohypnol and GHB (gamma-hydroxybutyrate) are characterized as “date rape” drugs because they incapacitate victims, thereby increasing vulnerability to sexual assault and other crime. Sedation, relaxation, and amnesia are associated with Rohypnol use. Rohypnol may be psychologically and physically addictive and can cause death if mixed with alcohol or other depressants. GHB usage may result in coma and seizures and, when combined with methamphetamine, appears to cause an increased risk of seizure. Combining use with other drugs such as alcohol can result in nausea and difficulty in breathing. GHB may also produce withdrawal effects, including insomnia, anxiety, tremors, and sweating. Ketamine may induce feelings of near-death experiences.

Ecstasy (X, Adam, MDMA, XTC, etc.) has amphetamine-like and hallucinogenic properties. Its chemical structure is similar to other synthetic drugs known to cause brain damage. Ecstasy use may cause psychological difficulties, including confusion, depression, sleep problems, drug craving, severe anxiety, paranoia and even psychotic episodes. Similar difficulties may occur weeks after taking MDMA. Physical symptoms such as increases in heart rate and blood pressure may result from use of such substances.. Other physical symptoms include muscle tension, blurred vision, nausea, rapid eye movement and involuntary teeth clenching.

Hallucinogens (acid, PCP, LSD, psilocybin [mushrooms]) are among the most potent mood-changing chemicals and may produce unpredictable effects that may impair coordination, perception, and cognition. Some LSD users experience flashbacks, often without warning, without the user having taken the drug again. Violence, paranoia, delusions, hallucinations, convulsions, coma, cardiac arrest, and respiratory failure may result from hallucinogen use.

Marijuana (pot, grass, hash, cannabis sativa, etc.) may impair memory, attention, coordination, and learning. Short term effects of smoking marijuana may include problems with memory, learning, distorted perception, difficulty in thinking and problem solving, loss of coordination, increased heart rate, anxiety, and panic attacks. Persons who smoke marijuana regularly may have many of the same respiratory problems as tobacco smokers, including daily cough and phlegm, chronic bronchitis, and more frequent chest colds. Because users of marijuana deeply inhale and hold marijuana smoke in their lungs, they incur a higher risk of getting lung cancer.

Narcotics (heroin, pain medication [Demerol, Percodan, Lortab, etc.]) may produce temporary euphoria followed by depression, drowsiness, cognitive impairment and vomiting. Narcotic use may cause convulsions, coma, and death. Tolerance and dependence tend to develop rapidly. Using contaminated

syringes to inject drugs may result in contracting HIV and other infectious diseases such as hepatitis.

Nicotine (tobacco, cigarettes, cigars, chewing tobacco, nicotine chewing gum and patches) is highly addictive, and, according to the Surgeon General, is a major cause of stroke and is the third leading cause of death in the United States. Over time, higher levels of nicotine must be consumed in order to achieve the same effect. Nicotine consumption results in central nervous system sedation and, after initial activation, may cause drowsiness and depression. If women smoke cigarettes and also take oral contraceptives, they are more prone to cardiovascular and cerebrovascular diseases than are other smokers. Pregnant women who smoke cigarettes run an increased risk of having stillborn or premature infants or infants with low birth weight.

Steroids (anabolic-androgenic) may permanently damage liver, cardiovascular, and reproductive systems. Possible side effects include liver tumors, cancer, jaundice, fluid retention, and hypertension. In men, steroids may cause shrinking of testicles, reduced sperm count, infertility, baldness, breast development, and increased risk for prostate cancer. In women, steroid use may cause growth of facial hair, male-pattern baldness, menstrual changes, enlarged clitoris, and deepened voice.

Stimulants (amphetamine, methamphetamine, speed, crystal, crank, Ritalin, caffeine, various over-the-counter stimulants and diet aids) are powerful central nervous system stimulants that may increase agitation, physical activity, and anxiety. Stimulants may decrease appetite, dilate pupils, and cause sleeplessness. Dizziness, higher blood pressure, paranoia, mood disturbance, hallucination, dependence, convulsions, and death due to stroke or heart failure may also result from use.

Reference: National Institute on Drug Abuse, National Institutes of Health - www.nida.nih.gov

Additional information about health risks associated with alcohol and other drug use may be available from the following sources.

6.01 Alcohol/Drug Treatment Resources

Oklahoma State University Counseling Services and the Employee Assistance Program offer counseling and referral sources for OSU students and employees. Additional treatment and informational resources appear below.

Center for Substance Abuse Treatment Information and Referral Line

1-800-662-HELP (4357)

Cocaine Helpline

1-800-COCAINE (262-2463)

www.drughelp.org

National Council on Alcoholism and Drug Dependence Hope Line

1-800-622-2255, 24 hours a day

National Institute on Drug Abuse National Institutes of Health

888-NIH-NIDA toll-free

www.nida.nih.gov

Reach-Out Hotline

1-800-522-9054

Alcohol, drug, domestic violence, sexual assault, rape crisis intervention and mental health referral.

OSU/STILLWATER AREA RESOURCES

Employee Assistance Program (employees only)

127 Wellness Center, OSU, Stillwater

405-744-6415

University Counseling Services (student only)

316 Student Union, OSU, Stillwater

405-744-5472

002 Student Health Center

OSU, Stillwater

405-744-7007

www.okstate.edu/ucs

Adopted by Board of Regents, 9-7-89

Revised March, 1999 and August 2000

Reviewed 10-2011

SECTION II

**OKLAHOMA STATE UNIVERSITY
OKLAHOMA CITY**

**NURSE SCIENCE
DEPARTMENT POLICIES**

Section II

NURSE SCIENCE DEPARTMENT POLICIES

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NURSE SCIENCE
ADMISSION REQUIREMENTS
NSP 01.01

POLICY

In addition to the admission requirements for OSU-Oklahoma City

REGULAR ADMISSION

1. The applicant must have:
 - a) All college transcripts or a high school transcript or equivalent if you have less than 12 college hours;
 - b) A score for the Nursing Admission Test;
 - c) A Graduation Retention GPA of 2.5 or better on academic work completed;
 - d) Paid the appropriate fees;
 - e) A current (*within 3 months*) OSBI (Oklahoma State Bureau of Investigation) background check.

NOTE: Admission to the Nurse Science program may be denied to any student with a criminal history.

2. Application materials must be completed and returned to the Department of Nurse Science by established deadlines.
3. Applicants who are accepted into the nursing program and who do not enroll in the semester for which they are accepted must reapply.
4. OSU-Oklahoma City fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 and ADA 1990 for qualified handicapped individuals. It is important to note that in order to successfully progress through the nursing curriculum and function as a practicing nurse upon graduation, an individual must be able to perform certain physical activities that include vocal, visual, auditory and dexterity requirements.
5. As a condition for admission, an applicant may be required to be interviewed by members of the Nurse Science Admissions and Retention Committee.
6. For selected courses, computer proficiency evidence will be required via high school transcript course, formal course documentation, or passing a computer proficiency exam.
7. Applicants who are accepted into the nursing program will be required to provide evidence of a current (*within 1 month*) negative urine drug screen and an extended background check.
8. A student with a non-negative UDS (or has refused to provide a UDS) or a positive background check during the Nurse Science Program may be administratively withdrawn.
9. Once admitted, a student will not be permitted to transfer between course sites within the Nurse Science Program. A site is defined as either traditional classroom, online, or any other particular delivery modality.

PROCEDURE NSP 01.01

RESPONSIBLE PERSON	ACTION
Applicant	1. Prepare and submit all required information, including an extended background check by established deadlines
Division Head, Health Sciences	1. Review applications for completeness and admission profile
Associate Division Head	2. As needed, interview applicants
Admission Committee Members	3. Notify applicant of acceptance or non-acceptance

Revised 1/10/11; 11/04/08 Revised: 08/08; Revised: 12/14/07; Revised: 03/05/07; Approved by OSU-Oklahoma City Adm. 04/12/07; Revised: 5/10/06; Adm. Approved: 7/06/06; Revised: 02/07/05; Revised: 05/12/04; Revised: 05/12/01; Revised: 10/09/98; Revised: 05/09/96; Adopted: 10/07/85

NURSE SCIENCE DEPARTMENT

PROCEDURE FOR STUDENT CLINICAL REQUIREMENTS

NSP 01.01a

1. Students are notified at least six weeks prior to the start of the first semester of classes of their eligibility of admission to the OSU-Oklahoma City Nurse Science Program.
2. Students may be enrolled in the nursing program once all clinical requirements are completed and results have been obtained. The requirements are, but not exclusive of: immunizations, TB screening, Flu vaccine, Hepatitis B series, American Heart Association Basic Life Support for Health Care Providers, extended background check and urine drug screen (UDS).
3. All students before being admitted to the nursing program must submit the results of an extensive criminal background check.
 - a. The results of that background check must come directly to the Health Sciences Division.
 - b. If all clinical sites cannot be cleared for the student's participation, the student will not be eligible for admission, or continuation, in the program.
4. All students being admitted to the program are required to undergo a urine drug screen by a lab approved by the nursing program. The results must be submitted directly from the lab to the Health Sciences Division.
 - a. Any student receiving a non-negative UDS will be retested to avoid a "false positive."
 - b. Before subsequent admission to the program, the student must submit:
 - i. Proof of successful participation in a formal intervention designed to address the drug use indicated in the screening, and
 - ii. A negative UDS that was taken during the six weeks prior to the start of classes for the semester in which the student is seeking enrollment.
 - c. If the UDS submitted prior is non-negative, a second UDS will be conducted to eliminate the possibility of a "false positive."
5. Students will be responsible for all costs associated with the background check and the UDS.
6. All costs related to retesting to avoid the possibility of a "false positive" UDS will be paid by the Health Sciences Division.
7. UDS of any student admitted to the nursing program may be requested, whenever credible chemical impairment is present. Refer to NSP 05.04, Nurse Science Guidelines for Chemically Impaired Students.
8. Should evidence of a non-negative UDS be presented to the Health Sciences Division that was not solicited by the Nurse Science Program, the student may be dismissed from the program immediately.
9. Should evidence of a criminal background be presented to the Health Sciences Division that was not solicited by the Nurse Science Program, the student may be dismissed from the program immediately.

Reviewed: 10-2011; Adopted 01/2011

NURSE SCIENCE
GUIDELINES FOR ABILITIES REQUIRED
TO PROVIDE CLIENT CARE IN
THE ASSOCIATE DEGREE NURSING PROGRAM
NSP 01.02

POLICY

In order to successfully progress through the nursing curriculum and function as a practicing nurse upon graduation, an individual must be able to perform, with or without reasonable accommodations, certain activities that include vocal, visual, auditory, dexterity, emotional, and intellectual requirements.

Therefore, in order to be retained in the program after admission, all applicants will demonstrate:

1. Sufficient visual acuity, such as is needed in the accurate preparation and administration of medications, and for the observation necessary for client assessment and nursing care.
2. Sufficient auditory perception to receive verbal communication from clients and members of the health team and to assess health needs of people through the use of monitoring devices such as stethoscopes, intravenous infusion pumps, cardiac monitors, fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills required in meeting client health care needs safely. These include, but are not limited to, manipulation of equipment and performance of CPR.
4. Sufficient intellectual function; cognitive, psychological and emotional stability to plan, implement and provide safe care for clients.

OSU—Oklahoma City fully subscribes to all principles and requirements of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 for qualified handicapped individuals.

An individual denied admission or continuance in the program due to the inability to perform certain activities has the right to appeal any decision made. A complete copy of the Grievance Procedure may be obtained from the office of the Vice President for Student Services or the Vice President of Academic Affairs.

Reviewed:10-2011; Revised: 03/05/07; Approved by OSU-Oklahoma City Adm. 04/12/07; Revised: 05/06/02; Revised: 05/09/96; Adopted: 1991

NURSE SCIENCE
ADMISSION BY TRANSFER
NSP 01.03

POLICY

1. Qualified applicants will be admitted based on space availability.
2. Applicants must meet all requirements for admission to the nursing program in addition to application to OSU-Oklahoma City.
3. All college credits from other institutions will be evaluated on an individual basis to determine their possible application to the nursing curriculum requirements of OSU-Oklahoma City.
4. There will be no more than one academic year between completion of the last nursing course and transfer into the nursing program at OSU-Oklahoma City.
5. A minimum grade of "C" is required in all courses necessary for the Associate of Applied Science degree and a Graduation Retention GPA of 2.0 or better.
6. Previous nursing courses must be from a school of nursing approved by the State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC).
7. Applicants may only request admission into NS1128 (2nd semester) or NS2228 (3rd semester).
8. Applicants will not be accepted for admission if there is a history of being unsuccessful in two nursing courses (withdrawals and /or failures).
9. Prior to enrollment in a nursing course, the following must be submitted:
 - a) Course description and course syllabi from previous nursing courses and samples of graded nursing care plans;
 - b) Letter from applicant stating reason for transfer;
 - c) Summary of previous clinical experience. Include documentation of skills provided by the faculty of the transferring school. Also include OSU-Oklahoma City skills checklist;
 - d) Documentation of:
 - Rubella, Rubeola, and Mumps immunity;
 - Varicella immunity;
 - Absence of active TB (See NSP 03.04 "Student Health");
 - Hepatitis B vaccination or signed waiver;
 - BLS CPR Certification Healthcare Provider;
 - Current (*within 3 months*) OSBI (Oklahoma State Bureau of Investigation) background check;
 - e) Letter of recommendation from the Department Head, Dean, or Director of the school from which the applicant is transferring.

NOTE: Admission to the Nurse Science program may be denied to any student with a criminal history.

10. Applicants who are accepted into the nursing program will be required to provide evidence of a current (*within 1 month*) negative urine drug screen and an extended background check.

PROCEDURE NSP 01.03

RESPONSIBLE PERSON	ACTION
Applicant	1. Prepare and submit requirements for admission by the established deadline .
Division Head, Health Sciences	1. Interview applicant
Associate Division Head and/or	2. Initiate evaluation procedure
Admission Committee Members	3. Notify applicant of acceptance or non-acceptance

NURSE SCIENCE
NSP 01.03a
Skills Checklist for Transfer Students

In addition to evaluating previous courses taken for appropriate placement in the curriculum, it is also important to determine skill development in order to facilitate success for the student. The following checklist has been prepared to assist in evaluating appropriate placement of the transfer student relative to the level of the student's skill development.

Theory of the skill and practice in laboratory is considered essential for placement. Clinical practice is required for some skills and is used to provide a better overall picture of the remaining skills. Those skills with one asterisk (*) are necessary to enter the second semester. Those with two asterisks (**) are necessary to enter the third semester.

Reviewed: 10-10-2011; Updated: 3/12/2007

SKILL	SEMESTER OF THEORY	LABORATORY PRACTICE	CLINICAL PRACTICE
TPR	*	*	*
BP	*	*	*
Drug Calculations	*	*	*
Oral Medications	*	*	*
Medication Injections	*	*	**
IV Medications	**	**	
Intravenous therapy	**	**	
Sterile technique	*	*	
Dressing change	*	*	
Catheterization	*	*	
Nasogastric tubes	**	**	
Physical assessment	*	*	*
Psychosocial assessment	*	*	*
Pain Assessment	*	*	*
Patient interview	*	*	*
Nursing care plan	*	*	*
Removal of Indwelling Catheter	*	*	
Intake and Output	*	*	*
Oxygen Administration	*	*	**
Isolation Techniques	*	*	
Use of Restraint	*	*	
Body Mechanics (Safe Patient Handling)	*	*	*
Therapeutic Communication	*		

Oklahoma State University - Oklahoma City
Nurse Science Department
STUDENT PERFORMANCE CHECKLIST

School:

Student must be checked off before performing these skills independently in the clinical area. The following procedures will be performed under supervision as specified by institution, school policy or the Nurse Practice Act.

Evaluators are to date/initialed each skill at time of evaluation.

1. ADMISSION, TRANSFER & DISCHARGE	15. COLLECT SPECIMENS Oral Swab Tracheostomy Suction Urine Stool	Oral Swab Tracheostomy Suction Urine Stool
2. AIRWAY MANAGEMENT Suctioning Neuropharyngeal Oral Tracheal Endotracheal Incentive Spirometry	16. EARLY A.M. CARE Oral Hygiene Pain & Remove Bedrail/Oral	Oral Swab Tracheostomy Suction Urine Stool
3. AMBULATION/TRANSFERS	17. ELECTROCARDIOGRAMS	Oral Swab Tracheostomy Suction Urine Stool
4. ANTI-EMBOLISM DEVICES TED Hose Intermittent Pneumatic Compression device	18. ENEMAS Fecal Impaction Removal	Oral Swab Tracheostomy Suction Urine Stool
5. APPLICATION OF HEAT & COLD	19. FINGER STICK BLOOD SLUAMS	Oral Swab Tracheostomy Suction Urine Stool
6. ASSESSMENT	20. INSERTION, REMOVAL & CARE OF TUBES Nasogastric Feeding	Oral Swab Tracheostomy Suction Urine Stool
7. BATHS Bed Sitz With/Towel	21. INTAKE/OUTPUT, FEED PATIENTS	Oral Swab Tracheostomy Suction Urine Stool
8. BED EXERCISE ROM TCOB Dangling	22. ISOLATION TECHNIQUES	Oral Swab Tracheostomy Suction Urine Stool
9. GED MARKING Open Closed Occupied Surgical	23. IRRIGATIONS Poly Colostomy Vaginal	Oral Swab Tracheostomy Suction Urine Stool
10. BLOOD ADMINISTRATION	24. IV BAG CHANGE	Oral Swab Tracheostomy Suction Urine Stool
11. BODY POSITIONING & ALIGNMENT	25. IV CATHETER CARE	Oral Swab Tracheostomy Suction Urine Stool
12. CARE PLAN DEVELOPMENT/REVISION	26. IV INSERTION	Oral Swab Tracheostomy Suction Urine Stool
13. CLIENT/FAMILY EDUCATION	27. MEDICAL ASEPSIS	Oral Swab Tracheostomy Suction Urine Stool
14. COMMUNICATION Documentation Verbal Therapeutic	28. MEDICATION ADMINISTRATION Intradermal Intramuscular Oral Rectal Subcutaneous	Oral Swab Tracheostomy Suction Urine Stool

29. MONITORING Aetna Cardiac Fetal		37. PHYSICAL RESTRAINTS	
30. NEURO CHECKS LOC Pupillary Reaction Glasgow Coma Scale		38. POSTMORTEM CARE	
31. OSTOMY AND STOMA CARE		39. STERILE ASEPSIS	
32. OXYGEN ADMINISTRATION		40. TUBE FEEDINGS Lavage Gavage PEG tube	
33. PCA PUMP		41. URINARY CATHETERIZATION	
34. PRE/POST OPERATIVE PREPARATION		42. VENTILATOR MANAGEMENT	
35. PRE/POST PARTUM AND NURSERY CARE		43. VITAL SIGNS Temperature Blood Pressure Diet/nap Pain/pain Respiration Pulse Aptical Oxidal Pulse Oximeter Dewar	
36. PHLEBOTOMY		44. WOMAN ENLIGHTENMENT	

EVALUATOR SIGNATURE/AGENCY/INITIAL

[illegible]

NESSA APPROVED SKILLS CHECKLIST

NURSE SCIENCE DEPARTMENT
CREDIT BY ADVANCED STANDING
FOR
NURSE SCIENCE 1116 & 1128
NSP 02.01

POLICY

1. Admission with advanced standing is limited to Licensed Practical Nurses (LPN and LVN) who have graduated from a state approved LPN or LVN program (not required to be NLNAC approved) and hold current unencumbered state licensure or have graduated from a Military LPN equivalent program and hold current unencumbered state licensure.
2. In order to qualify for advanced standing credit in Nurse Science, the applicant must:
 - a) Be officially enrolled at OSU-Oklahoma City;
 - b) Have met all criteria for admission to the nursing program;
 - c) Have completed the required prerequisite courses with a grade of "C" or better. A Graduation Retention GPA of 2.5 is required for admission into the nursing program;
 - d) Show proof of current LPN/LVN licensure;
 - e) Present evidence of graduating from a state approved or military approved practical nursing program;
 - f) Have the approval of the Division Head or Associate Division Head of the Health Sciences Division;
 - g) Have paid the appropriate fees;
 - h) A current (*within 3 months*) OSBI (Oklahoma State Bureau of Investigation) background check.

NOTE: Admission to the Nurse Science program may be denied to any student with a criminal history.

- i) Have successfully passed the advanced standing challenge examinations for Fundamentals of Nursing and Adult Nursing **with a 70%.**
 - j) Have successfully completed NURS 1213.
3. NURS 1213: Prerequisites to enrollment in NURS 1213 are: CHEM 1214 or 1314, ENGL 1113 and PSYC 1113. Students enrolled in NURS 1213 must have an overall 2.5 GPA in college courses completed.
4. NURS 1116: Upon completion of prerequisite courses (CHEM 1214 or CHEM 1314, ENGL 1113, PSYC 1113, and NURS 1213) and after passing the advanced standing examination, the applicant will be given credit for the first nursing course, NURS 1116, and eligible to be admitted to NURS 1128.
5. NURS 1128: Upon completion of prerequisite courses (NURS1116 and its co-requisites); then co-requisite courses (HIST 1493 or 1483, NSCI 1113, BIOL 1214 and NURS 1213) and after passing the advanced standing examination, the applicant will be given credit for the second semester nursing course, NURS 1128, and eligible to be admitted to NURS 2228.
6. Upon successful completion of NURS 1213 Role Transition in Nursing, the Advanced Standing challenge applicant is eligible to be enrolled into NURS 1128 or NURS 2228 depending on results of advanced standing exams.
7. Applicant must enter Nurse Science program not more than two (2) calendar years after passing the advanced standing examinations and not more than one (1) calendar year after completing NURS 1213.
8. Applicant may take each advanced standing examination two (2) times, at least 4 weeks apart per application period.
9. Upon satisfactory completion of the above criteria, credit will be recorded with a grade of "Pass" and filed with the Office of the Registrar. Credit earned through advanced standing is considered provisional and will be placed on the student's permanent transcript record only after the successful completion of a minimum of 12 resident credit hours earned at OSU-Oklahoma City.

10. Applicants who are accepted into the nursing program will be required to provide evidence of a current (*within 1 month*) negative urine drug screen and an extended background check.

PROCEDURE NSP 02.01

RESPONSIBLE PERSON	ACTION
Applicant	1. Meet all criteria for admission to OSU-Oklahoma City 2. Make arrangements for challenge examination with the Role Transitions coordinator 3. Receive approval from Health Sciences Division Head 4. Successfully passed advanced standing exams for Fundamentals and Adult Nursing with a 70%. a. To challenge Nurse Science 1116: Fundamentals of Nursing Exam b. To challenge Nurse Science 1128: Adult Nursing Exam
Division Head, Health Sciences Associate Division Head or Role Transition Coordinator	1. Upon successful completion, record a grade of "pass" on the application form and file with Office of the Registrar 2. Counsel the candidates as to placement requirements for future enrollment

Revised: 01-2011; Revised: 11/04/08; Revised: 12/14/07; Revised: 05/16/07; Approved by OSU-Oklahoma City Administration 05/22/07; Revised: 03/05/07; Approved by OSU-Oklahoma City Administration 04/12/07; Revised: 05/10/06; Approved by OSU-Oklahoma City Administration 07/06/06; Revised: 11/21/05; Revised: 10/3/05; Revised: 08/13/01; Revised: 10/09/98; Revised: 05/09/96; Adopted: 03/04/85

NURSE SCIENCE DEPARTMENT

ADMISSION INTO NURSE SCIENCE 1128

BY

DIRECT ARTICULATION

NSP 02.02

POLICY

1. Admission by direct articulation into Nurse Science 1128 is limited to Licensed Practical Nurses (LPN or LVN) who hold a current unencumbered state license. The applicant must have graduated from an NLNAC accredited LPN/LVN program.
2. In order to qualify for direct articulation into Nurse Science 1128, the applicant must:
 - a) Be officially enrolled at OSU-Oklahoma City;
 - b) Have met all criteria for admission to the nursing program;
 - c) Have completed the required prerequisite courses with a grade of "C" or better. A Graduation Retention GPA of 2.5 is required for admission into the nursing program;
 - d) Show proof of current LPN/LVN licensure;
 - e) Present evidence of graduation from an NLNAC approved practical nursing program;
 - f) Have the approval of the Division Head or Associate Division Head of the Health Science Division.
3. Upon successful completion of prerequisite courses (CHEM 1214 or CHEM 1314, ENGL 1113, PSYC 1113), the applicant will be given credit for the first nursing course, NURS 1116, and will be admitted to NURS 1128 when space is available.
4. If space availability is limited, the qualified LPN/LVN applicants with the highest number of total points on Nurse Science Admission Profile will be admitted to the Nurse Science 1128.
5. Upon satisfactory completion of the above criteria, credit will be recorded with a grade of "pass" and filed with the Office of the Registrar. Credit earned through direct articulation will be placed on the student's permanent transcript only after the successful completion of a minimum of 12 resident credit hours earned at OSU-Oklahoma City.

PROCEDURE NSP 02.02

RESPONSIBLE PERSON	ACTION
Applicant	1. Meet all criteria for admission to OSU-Oklahoma City 2. Receive approval from Health Sciences Division Head
Division Head, Health Sciences or Associate Division Head	1. Upon successful completion, record a grade of "pass" on the application form and file with Office of the Registrar 2. Counsel the candidates as to placement requirements for future enrollment

Revised: 01-2011; Revised: 11/04/08; Revised: 05/16/07; Approved by OSU-Oklahoma City Administration 05/22/07; Revised: 03/05/07; Approved by OSU-Oklahoma City Administration 04/12/07; Revised: 08/13/01; Revised: 10/09/98; Revised: 02/03/97; Adopted: 03/04/85

NURSE SCIENCE DEPARTMENT
ADMISSION INTO NURSE SCIENCE 2228
BY
DIRECT ARTICULATION
NSP 02.03

POLICY

1. Admission by direct articulation into Nurse Science 2228 is limited to Licensed Practical Nurses who hold current unencumbered state licensure. The applicant must have graduated from an NLNAC accredited LPN or LVN program.
2. In order to qualify for direct articulation into Nurse Science 2228, the applicant must:
 - a) Be officially enrolled at OSU-Oklahoma City;
 - b) Have met all criteria for admission to the nursing program;
 - c) Have completed the required prerequisite courses with a grade of "C" or better. A Graduation Retention GPA of 2.5 is required for admission into the nursing program;
 - d) Show proof of current LPN/LVN licensure;
 - e) Present evidence of graduation from an NLNAC approved practical nursing program;
 - f) Have the approval of the Division Head or Associate Division Head of the Health Sciences Division;
 - g) Successfully completed NURS 1213.
3. Upon successful completion of prerequisite courses (CHEM 1214 or CHEM 1314, ENGL 1113, PSYC 1113, NSCI 1113, BIOL 1214, HIST 1493 or 1483, and NURS 1213), the applicant will be given credit for NURS1116 and NURS 1128. Then will be eligible for admission to NURS 2228.
4. The qualified LPN/LVN applicants with the highest number of total points on Nurse Science Admission Profile will be admitted.
5. Upon satisfactory completion of the above criteria, credit will be recorded with a grade of "pass" and filed with the Office of the Registrar. Credit earned through direct articulation will be placed on the student's permanent transcript only after the successful completion of a minimum of 12 resident credit hours earned at OSU-Oklahoma City.

PROCEDURE NSP 02.03

RESPONSIBLE PERSON	ACTION
Applicant	1. Meet all criteria for admission to OSU-Oklahoma City 2. Receive approval from Health Sciences Division Head
Division Head, Health Sciences or Associate Division Head	1. Upon successful completion, record a grade of "pass" on the application form and file with Office of the Registrar 2. Counsel the candidates as to placement requirements for future enrollment

Revised: 01-2011; Revised: 11/04/08; Revised: 05/16/07; Approved by OSU-Oklahoma City Administration 05/22/07; Revised: 03/05/07; Approved by OSU-Oklahoma City Administration 04/12/07; Revised: 06/01/06; Approved by OSU-Oklahoma City Administration 07/06/06; Revised: 05/10/06; Revised: 08/13/01; Revised: 10/09/98; Revised: 02/03/97; Adopted: 11/07/94

NURSE SCIENCE DEPARTMENT
ENROLLMENT NURSE SCIENCE 1213
NSP 02.04

POLICY

1. Admission to Nurse Science 1213 Role Transition in Nursing is open to:
 - a) Licensed Practical Nurses (LPN or LVN) who hold current unencumbered state licensure and graduated from an approved practical nursing program.
 - b) Paramedics who hold current licensure, graduated from an approved paramedic program, and provide documentation of at least 1,000 hours of practice within the last 3 years.
2. The applicant must have:
 - a) A Graduation Retention GPA of 2.5 or above;
 - b) Submitted all college transcripts or a high school transcript or equivalent if less than 12 college hours;
 - c) Paid the appropriate fees;
 - d) A current (*within 3 months*) extended background check;
NOTE: Admission to NS1213 may be denied to any student with a criminal history.
 - e) Completed the following courses with a grade of "C" or better;
ENGL 1113 - Freshman Composition I
PSYCH 1113 - Introduction to Psychology
CHEM 1214 or 1314 - General Chemistry
 - f) Completed or concurrent enrollment in;
BIOL1214 – Human Anatomy
HIST1483 OR 1493 – US History
NSCI 1113 – Nutrition
 - g) Taken the Nursing Admission Test;
 - h) Passed the Fundamentals of Nursing and Adult Nursing Challenge Exams **with a 70%** if entering the program via advanced standing;
 - j) The approval of the Division Head of Health Sciences or the Associate Division Head.
3. The student must enter a **core Nurse Science course** within one (1) calendar year after completing NURS 1213.
4. The student must complete the major area courses required for the Associate Degree in Nursing within a three (3) year period.
5. Re-enrollment into NURS 1213 is limited to one time only.
6. If a student is enrolled in NURS 1213 with special permission while waiting to take the NCLEX-PN during the NURS 1213 course, the student must pass the NCLEX-PN the first time. If student does not pass the NCLEX-PN, student will be automatically withdrawn from OSU-OKC nursing program and ineligible to gain acceptance at a future date.
7. Application materials must be completed and returned to the Department of Nurse Science by established deadlines.
8. Applicants who are accepted into the nursing program and who do not enroll in the semester for which they are accepted must reapply.
9. OSU–Oklahoma City fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 and ADA 1990 for qualified handicapped individuals. It is important to note that in order to successfully progress through the nursing curriculum and function as a practicing nurse upon graduation, an individual must be able to perform certain physical activities that include vocal, visual, and auditory and dexterity requirements.
10. As a condition for admission, an applicant may be required to be interviewed by members of the Nurse Science Admissions/Advanced standing Committee.

11. Applicants who are accepted into the nursing program will be required to provide evidence of a negative urine drug screen.

PROCEDURE NSP 02.04

RESPONSIBLE PERSON	ACTION
Student	1. Meet general requirements for admission to the Nurse science Department 2. Meet all criteria for admission into NS1213 and provide documentation to the Nurse Science Department
Division Head, Health Sciences Associate Division Head or Role Transition Coordinator	1. Counsel student as to placement requirements for enrollment

Revised: 7-2012; Revised: 01-2011; Revised: 11/04/08; Revised: 12/14/07; Revised: 05/16/07; Approved by OSU-Oklahoma City Administration 05/22/07; Revised: 03/05/07; Approved by OSU-Oklahoma City Administration 04/12/07; Revised: 06/01/06; Approved by OSU-Oklahoma City Administration 07/06/06; Revised: 05/10/06; Revised: 10/09/98; Revised: 02/03/97; Adopted:11/07/88

NURSE SCIENCE DEPARTMENT
APPLICATION PROCEDURE FOR PARAMEDICS
SEEKING ADVANCED STANDING
NSP 02.05

POLICY

1. Admission with advanced standing is limited to Paramedics who have graduated from a state/National Registry approved Paramedic program and hold current licensure.
2. In order to qualify for advanced standing credit in Nurse Science, the applicant must:
 - a) Be officially enrolled at OSU-Oklahoma City;
 - b) Have met all criteria for admission to the nursing program;
 - c) Have completed the required prerequisite courses with a grade of "C" or better. A Graduation Retention GPA of 2.5 is required for admission into the nursing program;
 - d) Show proof of current Paramedic licensure;
 - e) Present evidence of graduating from a state/National Registry approved Paramedic program;
 - f) Provide documentation of at least 1,000 hours of practice within the last 3 years;
 - g) Have the approval of the Division Head or Associate Division Head of the Health Sciences Division;
 - h) A current (*within 3 months*) OSBI (Oklahoma State Bureau of Investigation) background check.

NOTE: Admission to the Nurse Science program may be denied to any student with a criminal history.

- i) Have successfully passed the advanced standing examinations for Fundamentals of Nursing and Adult Nursing **with a 70%**;
 - j) Have successfully completed NURS 1213.
3. NURS 1213: Prerequisites to enrollment in NURS 1213 are; CHEM 1214 or 1314, ENGL 1113 and PSYC 1113. Students enrolled in NURS 1213 must have an overall 2.0 GPA in college courses completed.
4. NURS 1116: Upon completion of prerequisite courses (CHEM 1214 or CHEM 1314, ENGL 1113, PSYC 1113, and NURS 1213) and after passing the advanced standing examination **with a 70%**, the applicant will be given credit for the first nursing course, NURS 1116, and eligible to be admitted to NURS1128.
5. NURS 1128: Upon completion of prerequisite courses (NURS1116 and its co-requisites); then co-requisite courses (HIST 1493 or 1483, NSCI 1113, BIOL 1214 and NURS 1213) and after passing the advanced standing examination, the applicant will be given credit for the second semester nursing course, NURS 1128, and eligible to be admitted to NURS 2228.
6. Upon successful completion of NURS 1213 Role Transition in Nursing, the Advanced Standing challenge applicant is eligible to be enrolled into NURS 1128 or NURS 2228 **depending on successful completion of the challenge exams with a 70%.**
7. Applicant must enter Nurse Science program not more than two (2) calendar years after passing the advanced standing examinations and not more than one (1) calendar year after completing NURS 1213.
8. Applicant may take each advanced standing examination two (2) times, at least 4 weeks apart, per application period.
9. Upon satisfactory completion of the above criteria, (including the successful completion of the challenge exams with 70%, credit will be recorded with a grade of "Pass" and filed with the Office of the Registrar. Credit earned through advanced standing is considered provisional and will be placed on the student's permanent transcript record only after the successful completion of a minimum of 12 resident credit hours earned at OSU-Oklahoma City.

10. Applicants who are accepted into the nursing program will be required to provide evidence of a current (*within 1 month*) negative urine drug screen and an extended background check.

11. Once admitted, a student will not be permitted to transfer between course sites within the Nurse Science Program. A site is defined as either traditional classroom, online, or any other particular delivery modality.

PROCEDURE NSP 02.05

RESPONSIBLE PERSON	ACTION
Applicant	1. Meet all criteria for admission to OSU-Oklahoma City 2. Make arrangements for challenge examination with the Role Transition Coordinator 3. Receive approval from Division Head, Health Sciences 4. Successfully pass advanced standing HESI exams for Fundamentals and Adult Nursing with a 70%. 5. To challenge Nurse Science 1116: Fundamentals of Nursing Exam 6. To challenge Nurse Science 1128: Adult Nursing Exam
Division Head, Health Sciences Associate Division Head or Role Transition Coordinator	1. Upon successful completion, record a grade of "pass" on the application form and file with Office of the Registrar 2. Counsel student as to placement requirements for enrollment

Revised:01-2011; Revised: 11/04/08; Revised: 05/16/07; Approved by OSU-Oklahoma City Administration 05/22/07; Revised: 03/05/07; Approved by OSU-Oklahoma City Administration 04/12/07; Revised: 05/10/06; Approved by OSU-Oklahoma City Administration 07/06/06; Revised: 11/21/05; Revised: 10/3/05; Revised: 08/13/01; Revised: 10/09/98; Revised: 05/09/96; Adopted: 03/04/85

NURSE SCIENCE DEPARTMENT
CLINICAL FACILITIES
NSP 03.01

The *Oklahoma Nursing Practice Act and Rules* established the requirements for faculty to student ratios in clinical areas involving direct care of clients, stating that the ratio “shall be defensible in light of safety, learning objectives, students’ level, and patient acuity” [485:10-5-4.1 (f)]. Reference: <https://www.ok.gov/nursing/facratio.pdf>

POLICY

1. A contract is required with each clinical agency or facility used for student learning experiences involving more than an observation. The contract must be reviewed annually.
2. A letter of agreement is required for agencies used for observational experience. The letter of agreement must be reviewed annually.
3. Criminal background checks including a Sex Offender Registry check are required and urine drug screens may be required under agreements with institutions where student clinical experiences are scheduled.

PROCEDURE NSP 03.01

RESPONSIBLE PERSON	ACTION
Division Head, Health Sciences	1. Negotiate contract to be mutually agreed upon by each party 2. Consult with OSU legal staff as necessary 3. Contact agency annually for review of contract
University Legal Staff	1. Judication of contract
Associate Division Head/Delegate	1. Inform agency/facility of the names of instructors and students, dates, times, and objectives for the planned student experience
Agency	1. Return signed copy of renewal agreement to Nurse Science Department Head
Instructor/Team Leader	1. Initiate letter of agreement which reiterates the verbal agreement made for student utilization of the agency 2. Send names of students and instructors who will be using the agency/facility each semester 3. Send two (2) copies of the letter of agreement, signed by the Nurse Science Department Head or Associate Department Head, to each agency
Agency	1. Return one signed copy of the letter of agreement to the Nurse Science Department Head

Board Approved: 03/29/05 OBN Policy/Guideline# E-09; Board Reviewed w/o Revision: Page 1 of 1; Board Revised: F: Users/NORMA/Policies/Education/Faculty to Student Ratios
Reviewed: 10-2011; Revised: 05/16/07; Revised: 02/07/05; Revised: 05/12/04; Revised: 01/11/99; Revised: 05/09/96; Adopted: 03/03/80

NURSE SCIENCE DEPARTMENT
CLINICAL PRECEPTORS
NSP 03.02

POLICY

Clinical preceptors are utilized in an effort to provide effective opportunities for students to develop and utilize skills related to the coordination and management of patient care for a group of patients. Practicing nurses present a strong resource for helping the student develop these skills.

“Clinical preceptors may be used for supervision of students in community health, leadership/management, independent study, elective courses, home health, and selected hospitals and long-term care facility experiences consistent with Board policy. [485: 10-5-5, 2 (j)]. This policy is applicable to students enrolled in nursing education programs leading to licensure as a Registered Nurse or Licensed Practical Nurse.”

Reference: <https://www.ok.gov/nursing/ed-precpt.pdf>{Oklahoma Board of Nursing; Regulatory Authority 485: 10-5-5.2(j)}

PROCEDURE NSP 03.02

RESPONSIBLE PERSON	ACTION
Division Head, Health Sciences Associate Division Head	1. Negotiate mutually written agreement to be agreed upon by the clinical agency and the nursing program 2. Inform agency/facility the names of students, dates, time, and objectives for the planned student experience
Nurse Science Department Faculty	1. Coordinate clinical preceptorships and informs agency/facility of the names of students 2. Provide orientation materials for preceptors 3. Establish contact with preceptors to monitor and evaluate student learning experiences 4. Be available when students are in the clinical area
Qualified Preceptor/Agency Representative	1. Meet with student prior to the clinical experience to clarify dates, times, and objectives for the experience 2. Work with the student to complete the written objectives 3. Contact Nurse Science faculty for any concerns
Student	1. Meet with preceptor prior to the clinical experience to clarify dates, times, and objectives 2. Work with the preceptor to complete objectives 3. Contact Nurse Science faculty for any concerns

Board Approved: 9/92 OBN Policy/Guideline #E-02; Board Reviewed w/o Revision: 3/04 Page 3 of 3; Board Revised: 5/94, 3/02; 07/05
F:/USERS/NORMA/Policies/Education/Preceptor
Reviewed 10/2011; Revised: 05/16/07; Revised: 01/11/99; Revised: 05/09/96; Adopted: 10/04/93

NURSE SCIENCE DEPARTMENT
PROFESSIONAL LIABILITY INSURANCE - STUDENT
NSP 03.03

POLICY

1. The Department of Nurse Science requires that all nursing students have professional liability insurance.
2. Students in the Nurse Science Department at OSU-Oklahoma City are covered by enrollment in the Student Malpractice Blanket Liability Insurance Program.

PROCEDURE NSP 03.03

RESPONSIBLE PERSON	ACTION
Division Head, Health Sciences Associate Division Head	1. Inform prospective nursing students of the policy concerning student liability insurance and the method of payment 2. Maintain a copy of policy as proof of coverage
Nursing Student	1. Enroll in the Student Malpractice Blanket Liability Insurance program each semester when paying class fees
OSU-Oklahoma City Business Office	1. Maintain a copy of policy as proof of coverage and remit annual premium to designated company

Reviewed 10/2011; Reviewed: 05/16/07 No changes; Revised: 05/10/06; Approved by OSU-Oklahoma City Administration 7/06/06; Revised: 01/11/99; Revised: 05/09/96; Adopted: 03/04/85

NURSE SCIENCE DEPARTMENT
STUDENT CLINICAL REQUIREMENTS
NSP 03.04

POLICY

1. A nursing student who has been ill or injured may, upon return to class, be requested by an instructor to submit a written statement regarding status of health from attending physician. The physician's statement must include any limitations imposed by illness, condition, or prescribed medications.
2. A nursing student who is pregnant and delivers during the semester will, upon return to class, submit a written statement regarding status of health or activity limitations from attending physician.
3. A nursing student will not attempt to attend class or clinical lab when the student's illness might be contagious.
4. Nursing students must present documentation of:
 - Rubella, Mumps and Rubeola immunity;
 - Varicella immunity;
 - Hepatitis B vaccination or signed waiver;
 - Current CPR certification American Heart Association Healthcare Provider;
 - Absence of active TB (See section 5 below).
 - An extended background check;
 - A urine drug test; conducted by a lab approved by the Nurse Science Department.
5. A nursing student is required to show yearly proof of absence of active tuberculosis. If a student converts to a positive PPD and/or has had contact with an active TB patient, then the student is required to obtain a chest x-ray and a public contact release statement from the health department.

*NOTE: X-rays may be obtained at a county health department or with a private physician.

6. A nursing student with a positive PPD and negative chest x-ray should not be given annual x-rays unless signs or symptoms are present. (See NSP 03.04c"TB Screening Form").

The student must have on file annually a self review of symptoms via the TB Screening Form (NSP 03.04c);

7. A student who has allowed the annual PPD to lapse, must have 2 PPDs, two weeks apart, to be admitted or to continue clinicals.
8. A nursing student who experiences illness or injury while enrolled in the Nurse Science program at OSU-Oklahoma City will assume total financial responsibility for diagnostic procedures and/or medical care. Neither the clinical facility nor OSU-Oklahoma City will assume any liability.
9. Upon each application to the nursing program, the applicant must provide a criminal background check including sex offender and violent offender registry check. The accepted applicant will be required within three (3) months prior to clinical to submit an extended background check and a (within in month) urine drug screen (UDS).
10. If a student has a lapse in the program (an interruption of normal progression--one semester or more), an extended background check and a urine drug screen must be resubmitted.

PROCEDURE NSP 03.04

RESPONSIBLE PERSON	ACTION
Student	1. Provide the Department of Nursing with documentation of: Rubella, Rubeola, Mumps, Varicella immunity; absence of active TB; Hepatitis B vaccination or signed waiver; current CPR American Heart Association Healthcare Provider certification, urine drug screen (by an approved lab) and extended background check.
Nurse Science Team Leader Associate Division Head Nurse Science Faculty	1. Verify and maintain required health records in the student's folders. 2. Provide documented proof of required health record, CPR Healthcare Provider certification, background check and urine drug screen to healthcare facilities. 3. Verify students' current criminal background check, extended background check, sex offender and violent offender registry, plus urine drug screen by an approved lab.

Revised 10/2011; Revised 4/12/10; 10/20/08; Revised: 05/16/07; Revised: 05/10/06; Approved by OSU-Oklahoma City Administration 7/06/06; Revised: 02/07/05; Approved by OSU-Oklahoma City Administration; Revised: 05/12/04; Revised: 01/11/99; Revised: 05/09/96; Adopted: 11/07/88

NURSE SCIENCE DEPARTMENT

NSP 03.04a

Immunization Record

Student Name _____ SS# _____

The following documentation is required upon acceptance to the Nurse Science program at Oklahoma State University-Oklahoma City:

- 1) Tuberculin Test: within one (1) year

Result _____ Date _____

Physician's Signature _____

- 2) Rubella: must have proof of immunity by titer

Result _____ Date _____

Physician's Signature _____

- 3) Rubeola: must have proof of immunity by titer

Result _____ Date _____

Physician's Signature _____

- 4) Mumps: must have proof of immunity by titer

Result _____ Date _____

Physician's Signature _____

OR YOU MAY PROVIDE PROOF OF TWO (2) MMR VACCINATION:

- 5) MMR Vaccination date(s): _____

- 6) Varicella No _____ Yes _____ Titer Result _____ Date _____

Vaccination #1 _____ #2 _____

- 7) Hepatitis B Titer Result _____ Date _____

Vaccination #1 _____ #2 _____ #3 _____

Physician Name (print or typed) : _____ Office Phone: _____

Physician's Signature: _____ Date: _____

**Nurse Science Department
NSP 03.04b
Hepatitis B Vaccine Recommendations**

Hepatitis B virus is found in virtually all body fluids and some secretions. It can be transmitted by puncturing the skin with a contaminated instrument or needle, allowing contaminated blood or body fluids to come in contact with an open wound or mucous membrane, through sexual contact and through contaminated blood products. The hepatitis B virus can cause chronic cirrhosis, liver failure and liver cancer. Health care workers are at high risk for contracting the virus and should be vaccinated.

Hepatitis B has a long incubation period. The vaccination may not prevent hepatitis B infection in the individuals who have an unrecognized hepatitis B infection at the time of vaccine administration. Additionally, it may not prevent infection in individuals who do not achieve protective antibody titers.

Precautions:

Vaccination should be delayed in individuals who have any febrile illness or active infection and in individuals who are pregnant or are nursing mothers.

Adverse Reactions:

The most frequently reported adverse reactions are injection site soreness (22%), fatigue (14%), headache and dizziness (1-10%).

Immunization Schedule:

The usual immunization regimen consists of three (3) injections of vaccine given according to the following schedule:

- #1 at elected date
- #2 one month later
- #3 six months after the first injection.
- Antibody test one month after third injection.
- Booster five years after third injection.

I have read and understand the above information.

Date: _____ Signature _____

I elect NOT to take the Hepatitis B Vaccine

Date: _____ Signature _____

Nurse Science Department
NSP 03.04c
TB SCREENING FORM

The following student has a positive reactor to the PPD skin test and has had an initial negative chest x-ray.

NAME _____

DATE OF POSITIVE PPD SKIN TEST _____

DATE OF INITIAL CHEST X-RAY _____

RESULTS OF INITIAL CHEST X-RAY _____

DATE of Public Contact Release from Health Department _____

During the past year, have you had any of the following symptoms?

	YES	NO
Fatigue (without cause)	_____	_____
Loss of weight	_____	_____
Night sweats	_____	_____
Productive cough	_____	_____
Blood tinged sputum	_____	_____
Afternoon temperature elevation	_____	_____
Chest pain	_____	_____

Student Signature _____ Date _____

Based on student documentation, findings indicate no active disease.

Health Department Administrative
Signature _____ Date _____

Updated form 5/16/07 ES
Updated form 4/12/10
Reviewed 10/2011

NURSE SCIENCE DEPARTMENT
UNIVERSAL/BODY SUBSTANCE ISOLATION POLICY
NSP 03.05

POLICY

The Department of Nurse Science believes students and faculty deserve to be protected from all foreseeable hazards in the care of clients. The department has made efforts to insure that the best information concerning the growing threat of infectious disease is provided to students.

1. Since medical history and examination cannot reliably identify all patients infected with blood-borne pathogens, blood and body-fluid precautions will be used consistently for ALL patients, regardless of diagnosis. Nursing students will routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient is anticipated. Standard Precautions are to include the following procedures:
 - a) Gloves will be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures;
 - b) Gloves will be changed after contact with each patient;
 - c) Masks and protective eyewear or face shields will be worn during procedures that are likely to generate droplets or sprays of blood or body fluids to provide protection for mucous membranes of the mouth, nose and eyes;
 - d) Gowns or aprons will be worn as necessary to prevent contamination of clothing and protect the skin from blood and body fluid exposure;
 - e) Hands and other skin surfaces will be washed immediately and thoroughly if contaminated with blood or other body fluids;
 - f) Nursing students will take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle-stick injuries, needles will not be recapped, purposely bent or broken by hand. After they are used, disposable syringes and needles, scalpel blades and other sharp items will be placed in puncture resistant biohazard containers for disposal;
 - g) To minimize direct contact transmission: CPR mouth shields, resuscitation bags, or other ventilation devices will be available for use in areas in which the need for mouth-to-mouth resuscitation is predictable.
2. Nursing students with special health problems may be exempted from providing care to patients with suspected or diagnosed communicable disease. Student must provide from their primary health care provider a release statement identifying specific limitations regarding patient care in a health care environment. The release form will be submitted prior to participation in the clinical setting.
3. Students and faculty will follow health care agency/facility policy.

PROCEDURE NSP 03.05

RESPONSIBLE PERSON	ACTION
Nurse Science Faculty	1. All skills involving contact with blood and/or body fluids will be taught using gloves 2. Critical criteria for psychomotor skills involving contact with blood and/or body fluids will incorporate the use of gloves 3. Validate the students' annual review of infection control education information 4. Clinical Assignments for students will be made based on student learning objectives and individual student situations (see criteria item 2)
Student Nurse Science Faculty	1. Annually review infection control education information 2. If accidental exposure to blood borne pathogen occurs, the following procedure will be implemented: 3. Student will notify the clinical instructor immediately 4. Nurse Science Faculty will notify the supervisor within the healthcare facility immediately 5. Nurse Science Faculty will notify the Nurse Science Department Head or Associate Division Head as soon as possible 6. Student and Nurse Science Faculty will complete an incident report form at the healthcare facility
Student	1. A nursing student who experiences illness or injury while enrolled in the Nurse Science Program at OSU-Oklahoma City will assume total financial responsibility for diagnostic procedures and/or medical care. Neither the clinical facility nor OSU-Oklahoma City will assume any liability 2. If accidental exposure to blood or body fluids of a patient suspected of having HIV or blood borne disease occurs, the student should be aware of the following: 3. If the patient has a positive HIV test, the student nurse will then be encouraged to be tested for HIV. Appropriate counseling regarding the risk of infection and recommendation for the prevention of transmission will be provided 4. If the patient has a negative HIV test and no evidence of HIV, no follow up is necessary 5. If blood borne disease other than HIV is suspected, the student is encouraged to consult private physician or provider for appropriate diagnostic testing or treatment

Revised 10/2011; Revised 02/27/09; Reviewed: 05/16/07; Revised: 05/05/98; Revised: 05/06/96; Adopted: 04/12/88

NURSE SCIENCE DEPARTMENT
STORAGE, USE & DISPOSAL OF HYPODERMIC SYRINGES
AND NEEDLES
NSP 03.06

POLICY

1. Hypodermic syringes and needles will be kept under double lock.
2. Hypodermic syringes and needles may be used by nursing students for practice of nursing skills under the supervision of a Nurse Science faculty person.
3. Hypodermic syringes and needles are to be used in the Skills Lab or other faculty-designated practice areas. They are not to be removed from the practice areas.
4. Immediately after final use, the hypodermic syringe and needle will be left uncapped and disposed of in a special puncture resistant biohazard container specifically for contaminated syringes and needles.
5. Containers of contaminated hypodermic syringes and needles will be disposed of at appropriate intervals by designated Nurse Science faculty.

PROCEDURE NSP 03.06

RESPONSIBLE PERSON	ACTION
Student	1. Arrange with faculty person to obtain equipment from locked storage area 2. Use equipment in designated area 3. Dispose of used equipment in marked container 4. Immediately arrange with faculty person for return of contaminated equipment to locked storage area
Nurse Science Faculty	1. Keep storage area locked at all times 2. Arrange with student for check out and return of equipment from locked storage 3. Dispose of contaminated equipment at appropriate intervals

Reference: City Ordinance #13937, The City of Oklahoma City, Oklahoma.

Reviewed 10/2011; Reviewed: 05/16/07; Revised: 11/05/90; Revised: 10/01/90; Revised: 11/07/88; Adopted: 11/12/79

NURSE SCIENCE DEPARTMENT
USE OF ELECTRONIC DEVICES AND SOCIAL NETWORKING
NSP 3.07

Policy

With the advent of electronic devices, a large amount of nursing, medical, and productivity software has been developed. Studies have shown that students who use electronic devices in the clinical setting are more successful and are not as anxious about the experiences. The use of electronic devices in the clinical setting provides the student with up-to-date information, which is readily available.

Therefore, the student may use an electronic device as a resource during clinical experiences as per facility policy. Compliance must be ensured with the Health Insurance Portability and Accountability act (HIPPA).

Social networking has allowed people across the world to have unprecedented access to immediate updates on another person's location, situation, and commentary. However, this open access can also put the individual at a personal risk. People can be stalked; employers can search potential candidates, and people may unintentionally violate privacy rules. With this in mind, discussing any clinical situation on any social networking site is strictly forbidden. Violation of this policy would be considered a privacy violation and subject to dismissal or other disciplinary action under NSP 06.02 Student Dismissal.

PROCEDURE NSP 03.07

RESPONSIBLE PERSON	ACTION
Nursing Science Faculty	1. To orient the clinical students to the electronic device/social networking policy at the beginning of clinical in order for students to be aware of HIPPA compliance
Student	1. At a minimum, enable password protection on electronic device: a) Minimum of 4-6 character length password b) Device should lock out after third unsuccessful password attempt c) Passwords should change every 90 days (or sooner if the student believes their password has been compromised) d) Infrared ports or wireless access should be disabled (or enabled only while the device is unlocked) 2. De-identify client information. Remove/do not record the following data a) Client age b) Names c) Room numbers d) Geographical subdivisions e) All elements of dates f) Telephone numbers g) Fax numbers h) E-mail address i) Social Security Number j) Medical record number k) Health plan beneficiary number

-
- l) Account number
 - m) Certificate/license number
 - n) Vehicle identifiers and serial number
 - o) Device identifiers and serial numbers
 - p) Universal resource locators (URL's)
 - q) Internet protocol (IP) address numbers
 - r) Biometric identifiers, including finger and voice prints
 - s) No photographic images of any body parts
 - t) Any other unique identifying number, characteristic, code, etc.
3. Refrain from posting any commentary about clinical experiences, clinical situations, patients, or any information listed above in any social networking venue, regardless of privacy settings.
-

Revised: 1/10/11; 11/04/08; Adopted: 05/10/06; Approved by OSU-Oklahoma City Administration 07/06/06

NURSE SCIENCE DEPARTMENT
ATTENDANCE
NSP 04.01

POLICY

1. Each student should place emphasis on developing a sense of responsibility for his/her education. In this connection, students are held accountable for all work covered in a course despite valid reasons for absence from class or laboratory. Each student is expected to attend classes and laboratory periods.
2. The student must provide documentation of all requirements listed under Nurse Science Student Health (**NSP 03.04**) prior to clinical experience.
3. Once a clinical laboratory assignment is made, a contract is established for the student to give nursing care and is considered binding. Therefore, the student who is going to be tardy or absent is responsible for notification of the designated person or persons, stipulated by the instructor, prior to the beginning of the laboratory period.
4. In the event a student reports for clinical laboratory unprepared, he/she will not be allowed to provide care and will be sent home and counted as absent.
5. When a student has been absent a total of one week's hours in theory class and/or absent a total of one week's hours in laboratory classes, the respective teaching team reserves the right to review the student's record for consideration concerning appropriate action, including possible dismissal from the nursing program. (See **NSP 06.02: Nurse Science Student Dismissal**)
6. A nursing student who has been absent due to illness or injury must present, upon return, on request of the instructor, a written statement regarding status of health from the Healthcare Provider. (See **NSP 03.04: Nurse Science Student Health**) The instructor reserves the right to make the final decision of admitting the student to class or lab utilizing the criteria of patient safety.
7. The Team Leader will inform the Division Head in the case of repeated absenteeism.

PROCEDURE NSP 04.01

RESPONSIBLE PERSON	ACTION
Student	1. Attend all scheduled classes and labs 2. Provide documentation of all requirements as listed in <u>Nurse Science Student Clinical Requirements, NSP 03.04</u> 3. Assume responsibility for all costs associated with criminal background check and urine drug screen. Cost of retesting, if necessary to assure accurate result, will be paid by OSU-Oklahoma City 4. Report to clinicals fully prepared as designated by the course syllabus 5. Notify instructor and clinical area of any expected absence 6. After any absence, present justification for same, and if due to illness or injury must, on request, submit a written statement regarding health status from the attending Healthcare Provider.
Nurse Science Faculty	1. Review student absences which total one week's hours in theory or clinicals and consider appropriate action
Team Leader	1. Report excessive or repeated absenteeism to Nurse Science Division Head
Division Head, Health Sciences or Associate Division Head, Health Sciences	1. Notify student of positive criminal background checks and/or urine drug screen results and submit results to clinical agency without student identification 2. Notify student of clinical agency's decision to allow or deny the student's clinical attendance

Reviewed 10/2011; Reviewed: 4/12/10; 05/16/07; Revised: 02/07/05; Approved by OSU-Oklahoma City Administration; Revised: 05/12/04; Revised: 01/11/99; Revised: 09/09/96; Adopted: 08/08/78

NURSE SCIENCE DEPARTMENT
GRADE REQUIREMENTS AND SCALE
NSP 04.02

POLICY

1. A minimum grade of “C” is required in all courses necessary for the Associate of Applied Science degree. Nurse Science students must also maintain a graduation/retention GPA of 2.5 or better.
2. When the final grade for any semester is calculated, the one (1) decimal place past the whole number will be converted to the next highest whole number if it is 0.5 or above.
3. The grading conversion scale is:

A = 90% - 100%
B = 80% - 90%
C = 76.5% - 79%
D = 70% - 76%
F = 69% and below

PROCEDURE NSP 04.02

RESPONSIBLE PERSON	ACTION
Nurse Science Department Head	1. Notify students of failure to maintain required graduation/retention GPA of 2.5 2. Determine if students have met criteria for graduation
Nurse Science Team Leaders or Designated Advisor	1. Calculate grades and notify students of progress in course 2. Submit final grades to Nurse Science Administration at end of each semester on or before date established by Administration

Revised 10/2011; Reviewed:11/04/08; 05/16/07; Reference: OSU-Oklahoma City Student Handbook; Revised: 02/03/97; Adopted: 01/24/83

NURSE SCIENCE DEPARTMENT
GRADUATION REQUIREMENTS
NSP 04.03

POLICY

The last 12 hours immediately preceding graduation must be taken in residence at OSU-Oklahoma City.

PROCEDURE NSP 04.03

RESPONSIBLE PERSON	ACTION
Student	1. Enroll in all remaining courses required for graduation during last semester in residence 2. Ascertain status of transcript of grades on required courses before the fourth semester
Nurse Science Department Head	1. Determine if student has met criteria for graduation

Reviewed 10/2011; Reviewed: 05/16/07; Reference: OSU-Oklahoma City Student Handbook; OSU-Oklahoma City Catalogue; Revised: 11/05/90; Adopted: 10/01/90

NURSE SCIENCE
GUIDELINES FOR ACCOMMODATION
OF STUDENTS WITH DISABILITIES
NSP 05.01

POLICY

The Nursing Program of OSU-Oklahoma City is committed to the goal of achieving equal educational opportunities and participation for students with disabilities, in accordance with the principles and requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

It is important to note that in order to successfully progress through the nursing curriculum and function as a practicing nurse upon graduation, an individual must be able to perform certain physical activities that include vocal, visual, auditory, dexterity and intellectual requirements. (See **NSP 01.02: Nurse Science Guidelines for Abilities Required to Provide Client Care in the Associate Degree Nursing Program**. Refer to Services to Students with Disabilities for further information in the OSU-Oklahoma City Student Handbook.)

PROCEDURE NSP 05.01

RESPONSIBLE PERSON	ACTION
Team Leader	1. Include the ADA Recommended Syllabus Statement as part of course syllabus
Student	1. Decide whether to disclose disability and request accommodation 2. If disability is declared and accommodation requested, the student must furnish proof of the disability to the institution's ADA Coordinator for the Office of Disability Services. Accommodations must be requested for each class, every semester
ADA Coordinator	1. Verify and document student's proof of disability 2. Cooperate with student and faculty to identify reasonable and specific accommodations for disabled students in each nursing course and clinical lab 3. Maintain confidentiality of student records concerning disabilities and accommodation requests
Nurse Science Faculty	1. If approached by a student concerning a disability, refer the student to the institution's ADA Coordinator for the Office of Disability Services 2. Do not diagnose the disability or refer the student to specific testing 3. Accommodation will not be provided for any student if the student does not present the required documentation from the Office of Services to Students with Disability 4. Cooperate with ADA Coordinator and Team Leader in devising appropriate and specific accommodations for disabled students in nursing courses and clinical labs 5. Maintain confidentiality of student information regarding documented disabilities and accommodations

Reviewed: 10/2011; Revised: 05/16/07; Approved by OSU-Oklahoma City Administration 05/22/07; Adopted: 04/10/1995

OKLAHOMA STATE UNIVERSITY
OKLAHOMA CITY
Nurse Science Department

RECOMMENDED SYLLABUS STATEMENT- ADA ACCOMODATION
NSP 05.01a

To be included in all Nurse Science course syllabi:

OSU-Oklahoma City is committed to providing educational opportunities and support services to students with disabilities based upon the documentation of a disability covered under the Americans with Disabilities act (ADA) and Section 504 of the Rehabilitation Act of 1973. OSU-Oklahoma City is committed to providing full access to students pursuing their educational and career goals.

Students are encouraged to submit the appropriate documentation and to make their requests well in advance of the beginning of classes to ensure appropriate delivery of services and accommodations.

Documentation and requests for specific reasonable accommodations should be directed to:

Advisor to Students with Disabilities,
Oklahoma State University-Oklahoma City
900 North Portland
Student Center, First Floor
Oklahoma City, Oklahoma 73107-6197
Voice: (405) 945-3385
Fax: (405) 945-9127

Students may refer to the following web site: <http://www.osuokc.edu/disabled/>

Reviewed 10/2011; Revised 05/16/07 Approved by OSU-OKC Administration 5/22/07; Updated from the Fall 2005 OSU-Oklahoma City Faculty Handbook, 12/23/05; Distributed 11/07/94

NURSE SCIENCE
ENGLISH SPEAKING PROFICIENCY
(Students for Whom English is a Second Language)
NSP 05.02

POLICY

1. All applicants for whom English is a second language must successfully pass the SPEAK test prior to applying to the Nurse Science program.
2. A comprehensibility score of at least 45 will be required for an applicant to make application to the nursing program.
3. Scores are the property of OSU-Oklahoma City and therefore are not transferable to any other institution.

PROCEDURE NSP 05.02

RESPONSIBLE PERSON	ACTION
Applicant	1. Schedule test with the Test Center according to established deadlines
Testing Center	1. Schedule and administer test 2. Submit test to Educational Testing Systems for evaluation
Nurse Science Department	1. Notify applicant of score
Division Head, Health Science or designee	1. Provide remediation counseling if needed: a) Work with the applicant and the Learning Center for development of individualized learning in any of the following areas: i. Study Skills ii. Vocabulary Development iii. Reading Comprehension iv. Listening/Note-taking v. Spelling Improvement
Applicant	1. After successful completion of individual learning plan, the applicant may pay the appropriate fee and retake the SPEAK or TOEFL iBT <i>Note: The applicant only needs to pass the SPEAK test once. The applicant may take the SPEAK test only once per application period. The deadlines for SPEAK testing are September 1 and March 1 for generic nurse science program applicants and June 1 and November 1 for LPN/Paramedic to RN program applicants.</i>

Reviewed 10/2011; Revised: 05/16/07 Approved by OSU-Oklahoma City Administration 5/22/07; Revised: 06/15/06 Approved by OSU-Oklahoma City Administration 7/06/06; Revised: 05/10/00; Revised: 01/11/99; Adopted: 12/01/86

NURSE SCIENCE
Instructions for NCLEX Candidates
with History of Arrest/Convictions/Prior Disciplinary Action
NSP 05.03

OKLAHOMA BOARD OF NURSING
2915 N. CLASSEN BLVD., SUITE 524
OKLAHOMA CITY, OK 73106
405/962-1800

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

*Applicants for licensure or AUA certification in Oklahoma who have ever been arrested for or convicted of any offense, including a deferred sentence or expunged offense; **or** have ever had disciplinary action taken against another health-related license or certification; **or** have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing. Failure to report such action may be a violation of the Oklahoma Nursing Practice Act. All applicants for licensure as a registered nurse or licensed practical nurse must have submitted a criminal history records search conducted by the Oklahoma State Bureau of Investigation not more than three (3) months prior to submission of the application [59 O.S. §567.5].*

Effective November 1, 2003, a candidate for a license to practice as a registered nurse or licensed practical nurse shall submit to the Oklahoma Board of Nursing “certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon on the criminal offense has been received” [59 O.S. §567.5].

Therefore, applicants for licensure in Oklahoma with one or more felony convictions cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received.

The applicant must submit the following information to the Board:

- 1. Application for licensure and licensure fee*
- 2. A signed letter from the applicant describing the location and circumstances of the offense, date, court action taken and current status*
- 3. OSBI criminal history search not more than three (3) months old*
- 4. If applicable, **certified** copies of the information sheet, charges, judgment, and sentencing, and verification that the sentencing requirements are complete (these documents may be obtained from the courthouse in the county in which the arrest took place). Please ensure that the copies are certified, e.g., they are stamped with the court seal. If the offense has been expunged, provide a letter from the court clerk verifying that there are no records on file regarding any arrest.*

*Failure to submit the above information in a timely manner may result in a delay in processing the application. After Board staff reviews this information, the applicant will be notified of any additional action that must be taken. The applicant may be required to appear before the Board. Additional documentation that may be requested prior to this appearance, includes, but is not limited to, letters of reference from a clinical faculty member, the director/dean of program, a probation officer, employer or others. Please be aware that an applicant may **not** be eligible for licensure or endorsement to surrounding states due to individual states’ restrictions, even if the applicant is able to be licensed in Oklahoma. Individuals who plan to apply for licensure in other states must check with that state’s board of nursing to obtain information on requirements.*

Form X02 Revised 6/01, 11/02, 12/04

Adherence to the following procedure will expedite processing the application:

- A. Candidate submits the following information to the Board at the beginning of the last semester/term of the program:
 1. Application for licensure and licensure fee;
 2. Letter describing circumstances of the offense, date, court action taken and current status;
 3. OSBI criminal history search not more than three (3) months old;
 4. If applicable, certified copies of charges, judgments, and sentencing, and verification that the sentencing requirements are complete (these documents may be obtained from the county courthouse in the county in which the arrest took place).
- B. After review of additional information in the Oklahoma Board of Nursing office, candidate is notified of any additional action that must be taken prior to receiving approval to write examination.
- C. Candidate may be required to appear before the Board to request permission to write the examination. If so, additional documentation may be requested, including:
 1. Official transcript current to the date submitted;
 2. Letters of reference from clinical faculty and director/dean of program;
 3. Reference letters from probation officer, employer and/or other professional references.
- D. Students with a non-negative background history must contact the Oklahoma Board of Nursing to determine eligibility for licensure prior to applying to the nursing program.
- E. Candidate may not be eligible for licensure or endorsement to surrounding states due to individual state restrictions.

PROCEDURE NSP 05.03

RESPONSIBLE PERSON	ACTION
Student/Applicant	1. Answer truthfully on OSU-Oklahoma City Nurse Science application form and nursing licensure application form.
Division Head, Health Science Services or Associate Division Head	1. Publish information for applicants and students concerning OBN rules and regulations and possible implications.

Reference: The Oklahoma Nursing Practice Act Rules and Regulations, 2001; OBN Guidelines for NCLEX Candidates with History of Arrests/Convictions/Prior Disciplinary Action, revised 7/01.

Reviewed 10/2011; Revised: 05/16/07 Administration approved 5/22/07; Revised: 07/12/01; Revised: 01/00; Revised: 01/11/99; Revised: 11/03/97; Adopted: 05/09/96; Board approved 7/1992.

NURSE SCIENCE
GUIDELINES FOR CHEMICALLY IMPAIRED STUDENTS
NSP 05.04

POLICY

OSU-Oklahoma City is dedicated to the development of individual wholeness. As such, it holds the following beliefs:

1. Addiction is an illness that can be successfully treated and the individual returned to a productive level of functioning.
2. A learning environment conducive to the fullest possible human development is emotionally healthy and drug-free.
3. Addiction affects a student's academic and clinical performance in such a manner that the impaired student is a danger to self and clients.
4. It is the responsibility of students to seek diagnosis and treatment for any suspected illness.
5. OSU-Oklahoma City is committed to assisting its students with recovery.
6. This health problem will be proactively addressed by the nursing faculty when identified within the nursing student population.

DEFINITION

The chemically impaired student is a person who, while in the academic or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuses of the substances include episodic misuse or chronic use that has produced psychological and/or physical symptoms.

PROCEDURE NSP 05.04

RESPONSIBLE PERSON	ACTION
Nursing Faculty Clinical Supervising Nurse	1. Identification of substance abuse or chemical impairment will be based on a pattern of observable behaviors (to include, but not limited to: erratic behavior, alcohol odor, slurred speech, motor incapacities, and/or absenteeism) that suggest impairment of an individual's ability to meet standards of performance and safety in clinical sites or the classroom 2. When such observations are made, the student will be escorted by the Nurse Science Department Faculty to the Emergency Room for immediate drug and/or alcohol screening 3. The Nurse Science Department will require that student to sign a Release of Information Form to enable the Department to receive the report
Student	1. If the student refuses to have a screening, this will be grounds for immediate dismissal from the nursing program 2. The Nurse Science Department will be responsible for the fee initially. Reimbursement is the responsibility of the student for positive results 3. Lab results will be submitted to the Nurse Science Department within three working days
Nurse Science Division	1. If the test is positive, the student will be asked to meet with a group of individuals which may include the Division Head, Assistant Division Head, Nursing Counselor, the Vice President of Academic Affairs, and faculty member 2. The Nurse Science Department will dismiss the student from the program and refer him/her to seek counseling/rehabilitation if abuse indicators exist, as

defined under definitions

Nursing Counselor

1. Referral will be made to the nursing Counselor, a resource person for chemical abuse rehabilitation centers, facilitating the student's referral for assistance

Student

1. The student may re-apply to the Nurse Science Program upon proof of completion of a rehabilitation program
2. For readmission consideration, the student must meet the criteria of Nurse Science Policy 06.01, Interruption of Normal Progression and Nurse Science Policy 01.01, Admission Requirements
3. If probationary re-enrollment is granted, randomized drug screening will be required for the duration of the student's course of study at the student's expense
4. The Nurse Science Department will require the student to sign a Release of Information Form to enable the department to receive drug screening reports
5. Failure to abide by randomized drug screening and/or evidence of continued chemical abuse or dependency will be grounds for permanent dismissal from the nurse Science Program
6. The student should refer to the sections on Alcohol/Drug Policies in the OSU-Oklahoma City student handbook for the current academic year for information on University policies and procedures that are in addition to those of the Nurse Science Department

Reviewed 10/2011; Revised: 5/16/07; Administration approved 5/22/07; Adopted 5/10/06; Approved by OSU-Oklahoma City Administration 7/06/06

NURSE SCIENCE
INTERRUPTION OF NORMAL PROGRESSION
NSP 06.01

POLICY

1. A student must successfully complete the five major area courses required for the Associate of Applied Science in Nursing within a three-year period. The three-year period of time begins with the first enrollment in Fundamentals of Nursing.
2. A new student transitioning into NURS 1128 or NURS 2228 may not have more than two (2) semesters after the proposed graduation date to complete the program.
3. Interruption of normal progression will occur when the student:
 - a) Does not achieve a grade of "C" or better in any course necessary for the Associate of Applied Science degree.
 - b) Requests permission to delay progression for a period not to exceed two (2) semesters.
 - c) Does not maintain a grade/retention GPA of 2.0 or better.
 - d) Submits a non-negative UDS during the program followed by a 2nd non-negative UDS.
 - e) Has a criminal conviction that makes the student ineligible to apply for state licensure or participate in client nursing care; including, but not limited to violence or abuse, theft, illegal use of weapons, or illegal use or possession of a controlled substance.
4. A student who has been placed in the special counseling procedure, does not comply with all required activities in the agreement, and fails to successfully complete the course will not be allowed to re-apply to the program or re-enroll in the nursing course. (See **NSP 06.04: Nurse Science Student Counseling for Success**)
5. A student who is unsuccessful in NURS 1116, 1128, 2228, 2238, or 2252, and has not repeated a course, has not violated any patient safety requirements, meets the GPA requirement, and will graduate within the three year time limit will not be required to petition the faculty for permission to re-enroll. The student will need to submit a written request, or e-mail request, to the Associate Division Head, which is dated, signed, and stating course for which student is requesting re-enrollment. These requests need to be submitted within 2 weeks from last day of semester in which student was unsuccessful.
6. Within 2 weeks of interruption of normal progression occurring, the student should proceed with re-enrollment or must notify the Health Science Division Head or the Associate Division Head, in writing of the intent to re-enroll in a Nurse Science course or the student will forfeit the right to re-enroll.
7. A student who wishes to enroll in the Nurse Science Curriculum courses out of the required sequence must petition the faculty through the Nurse Science Department Head.
8. A student may re-enroll only one time in the five major Nurse Science courses required for the Associate of Applied Science in Nursing unless the student is dismissed and denied readmission to the program.
9. Re-admission to the Nursing Program through any avenue will not be considered if the student leaves the program due to a second unsuccessful completion of any nursing course or due to dismissal from the program. (See **NSP 06.02: Nurse Science Student Dismissal**.)
10. Re-enrollment is based on space availability. If space is not available to accommodate all re-enrolling students, the Division Head will implement the **"Criteria for Establishing Priority for Selection of Students Wishing to Re-Enroll."** (NSP 06.01a)

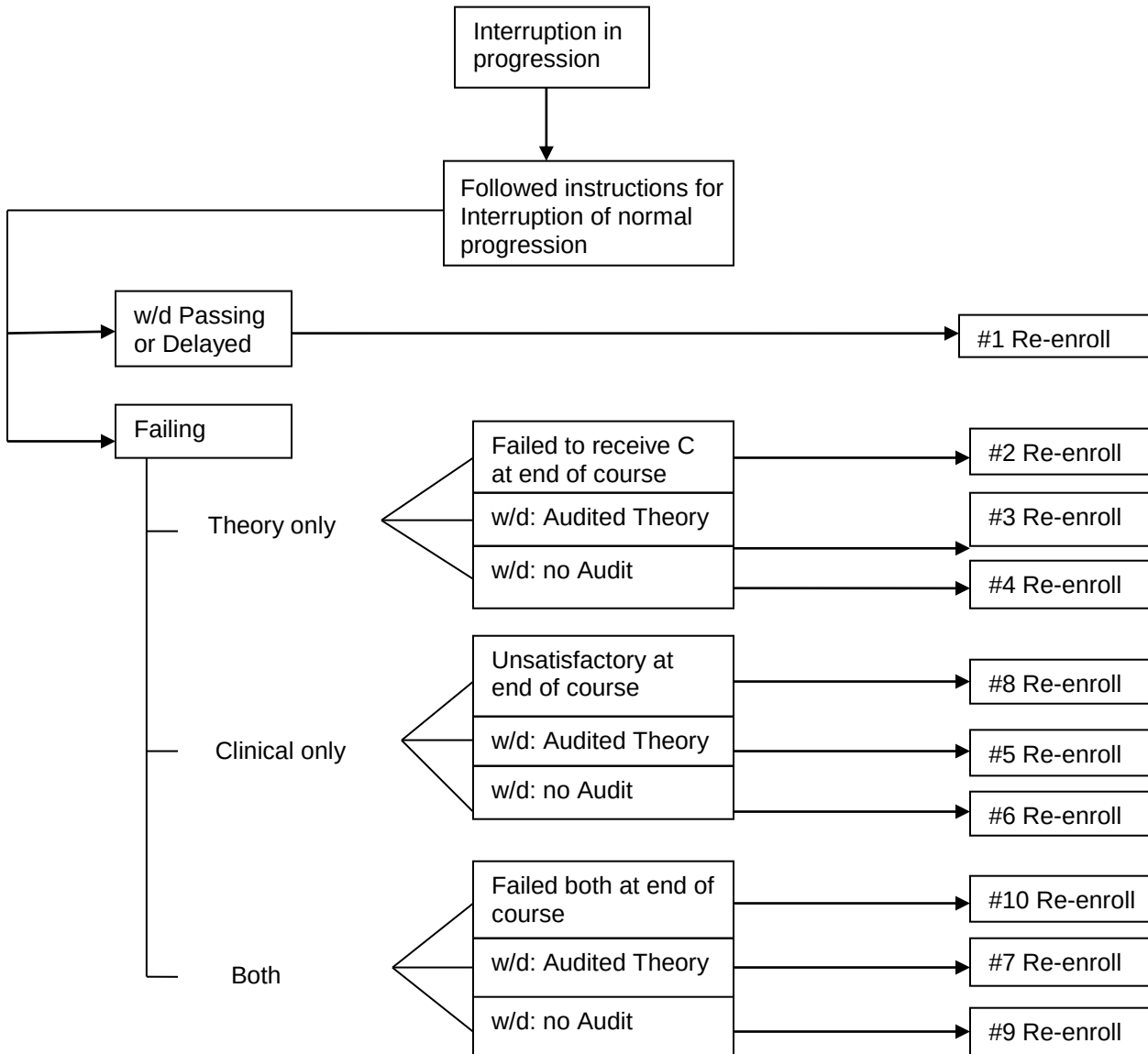
PROCEDURE NSP 06.01

RESPONSIBLE PERSON	ACTION
Student	1. Notify the Division Head, Health Sciences or Associate Division Head in writing within two weeks of the time an interruption of progression occurs according to guidelines provided.
Division Head, Health Sciences/Associate Division Head, Health Sciences	1. Acceptance into a designated semester 2. Dismiss the student from the program. Notify the student when appropriate and necessary 3. Implement “ <u>Criteria for Establishing Priority for Selection of Students Wishing to Re-Enroll.</u> ” (NSP 06.01a) when available spaces cannot accommodate all
Nurse Science Faculty	1. Receive re-enrollment

Revised 5-2012; Reviewed 10/2011; Revised 1/10/11; 04/06/09; Revised: 12/14/07; Revised: 05/16/07; Revised: 02/07/05; Approved by OSU-Oklahoma City Administration; Revised: 05/12/04; Revised: 04/05/03; Revised: 05/14/01; Revised: 03/01/99; Revised: 11/03/97; Revised: 02/03/97; Adopted: 10/07/85

NURSE SCIENCE DEPARTMENT
NSP 06.01a
CRITERIA FOR ESTABLISHING
PRIORITY FOR SELECTION
OF STUDENTS WISHING TO RE-ENROLL

(When available spaces cannot accommodate all)



APPLICATION OF SELECTION CRITERIA:

- 1) All re-enrollment is based on space availability. If, at any point in the priority system, a student must re-enroll in order to complete the program within the three year policy limitation; that student will be given re-enrollment preference. (See **NSP 06.01 “Nurse Science Interruption of Normal Progression”**)
- 2) A student may re-enroll only one time in the five major areas Nurse Science courses required for the Associate of Applied Science in Nursing. Re-admission to the Nursing Program through any avenue will not be considered if the student leaves the program due to a second unsuccessful completion of any nursing course. (See **NSP 06.01 “Nurse Science Interruption of Normal Progression”**)
- 3) Students may be dismissed from the nursing program or denied re-admission to the nursing program for:
 - a) Serious violations involving patient safety;
 - b) Dishonesty in any clinical situation;
 - c) Academic Dishonesty;
 - d) Violations of OSU-Oklahoma City Student Rights & Responsibilities Code.(See **NSP 06.02 “Nurse Science Student Dismissal”**)
- 4) Any student has the option of petitioning the Nurse Science Faculty regarding any departmental policy or requirement. (See **NSP 06.03 “Student Petitions for Exception to Nurse Science Departmental Policies & Requirements”**)
- 5) Students in each re-enrollment priority group will be ranked by course grade at time of interruption of progression to establish re-enrollment priority within each group.
- 6) If there are more students with equal eligibility to re-enroll than there are spaces available, a lottery system will be used for student selection.

Students who must withdraw from any nursing course are encouraged to change their enrollment to audit status. The faculty believe auditing a course may enhance learning and increase the student's ability to succeed. Students who audit nursing courses will be permitted to attend classes and participate in classroom discussions and campus lab experiences. Auditing students may not take exams, quizzes, or attend clinical labs. The **OSU-Oklahoma City Student Handbook** in **“Withdrawing and Dropping Courses”** further states:

“Students who originally enroll in classes for credit may change to audit, assuming all financial obligations to the college have been met. Students changing from credit to audit must do so in the time limits authorized for drop/withdrawal.”

NURSE SCIENCE
STUDENT DISMISSAL
NSP 06.02

POLICY

1. When a student fails to meet the requirements of the nursing program, the student counseling procedure will be initiated. The flow chart (See **NSP 06.02a: Student Counseling Procedure**) demonstrates the procedure which will be used to assist and guide students who are not making progress. All students involved in the counseling procedure will receive individual counseling and assistance.
2. Students may be dismissed from the nursing program or denied re-admission to the nursing program if he/she does not consistently and appropriately meet the following professional standards as judged by the Nurse Science Faculty:
 - a) Function effectively under the stress of uncertainty and change often inherent in client care;
 - b) Possess the emotional health required for the use of intellectual ability and the exercise of sound judgment;
 - c) Demonstrate the ability to develop mature, sensitive, and professional relationships with clients, families, and others responsible for health care;
 - d) Demonstrate personal qualities of compassion, perception, integrity, and motivation;
 - e) Exhibit behavior consistent with stable emotional and physical control.
 - f) Compliance with Social Networking Policy (NSP 03.07).
3. Students may be dismissed from the nursing program or denied re-admission to the nursing program for:
 - a) Serious violations which threaten patient safety;
 - b) Dishonesty in any clinical situation which may or may not result in care that is less than acceptable to the Nurse Science faculty;
 - c) Failure to notify instructor appropriately prior to scheduled exams and clinical absence. (No call; No show);
 - d) Academic dishonesty; including plagiarism and cheating on exams or assignments;
 - e) Violations of **OSU-Oklahoma City Student Rights & Responsibilities Code** (See **OSU-Oklahoma City Catalog**);
 - f) Failure to comply with terms of special counseling procedure agreement and failure in the course (See **NSP 06.04: Nurse Science Student Counseling for Success**);
 - g) Submission of a second non-negative urine drug screen result;
 - h) A criminal conviction during the Nurse Science program that makes the student ineligible to participate in client nursing care. This includes, but is not limited to violence or abuse, theft, illegal use of weapons, or illegal use or possession of a controlled substance. Positive results of student criminal background checks will be submitted to clinical agencies which may deny the student's clinical attendance.

NOTE: Any of the above situations may result in the student's immediate probation or dismissal from the program.

Reviewed 10/2011; Revised 4/25/11; 11/04/08; Revised: 12/14/07; Revised: 05/16/07; Revised: 02/07/05; Approved by OSU-Oklahoma City Administration; Revised: 05/12/04; Revised: 05/09/96; Adopted: 10/7/85

Nurse Science
Student Counseling Procedure
NSP 06.02a

When a student fails to meet the requirements of the nursing program, the student counseling procedure will be initiated. The flow chart below demonstrates the procedure which will be used to assist and guide students who are not making progress. All students involved in the procedure will receive individual counseling and assistance. Serious violations involving patient safety will result in immediate probation or dismissal from the program.

PROBATIONARY CONFERENCE

- 1) Persons present:
Nurse Science
 - a) student
 - b) faculty member
 - c) team leader
 - d) department head/designee
(inclusion optional)
- 2) Procedure:
Those present
 - a) review situation/incident
 - b) document recommendations for improvement
 - c) negotiate contract with student
 - d) establish length of probationary period
 - e) sign contract, all receive a copy



STUDENT IMPROVES

FOLLOW-UP CONFERENCE

Process terminated with stipulation: Performance must be maintained at acceptable level. If not, probationary period will be re-established or proceed to final conference.

**STUDENT DOES NOT IMPROVE
TERMS OF CONTRACT NOT MET**

FINAL CONFERENCE

- 1) Persons present:
Nurse Science
 - a) student
 - b) faculty member
 - c) team leader
 - d) department head/designee
- 2) Documentation signed by all present.
- 3) Student dismissed from program permanently.

NURSE SCIENCE
STUDENT PETITIONS FOR EXCEPTION TO
NURSE SCIENCE DEPARTMENTAL POLICIES & REQUIREMENTS
NSP 06.03

POLICY

All students have the option of petitioning the Nurse Science Faculty for exception to any departmental policy or requirement.

PROCEDURE NSP 06.03

RESPONSIBLE PERSON	ACTION
Student	1. Contact Nurse Science Department Head regarding desire to petition Nurse Science Faculty 2. Submit the completed <u>Nurse Science Student Petition Form (NSP 06.03a)</u>
Division Head, Health Sciences	1. Circulate the petition to the faculty prior to the faculty meeting 2. Relay final decision in writing to student
Nurse Science Faculty	1. Review student petition prior to meeting. Participate in discussion of petition request 2. Decide if further information is needed 3. Decide to grant or deny the petition

Reviewed 10/2011; Revised: 05/16/07; Revised: 03/01/99; Adopted: 02/06/84

NURSE SCIENCE
STUDENT PETITION FORM
NSP 06.03a

STUDENT _____ DATE _____

Please answer the following questions as specifically as possible. Your petition may be handwritten or word processed. You may add other information as you deem appropriate and include additional pages as necessary. The nursing faculty as a whole will review and make a determination regarding your request. (See **NSP 06.03 “Student Petitions for Exemptions to Nurse Science Department Policies & Requirements.”**)

Information contained herein will remain confidential among the Nurse Science Faculty.

1) Which Nurse Science Department Policy or requirement are you petitioning for exemption?

2) Describe the reason or reasons you are requesting this exemption:

3) What specific plans have you made to assist with your future success in the nursing program?

NURSE SCIENCE
STUDENT COUNSELING FOR SUCCESS
NSP 06.04

POLICY

1. Nursing students who are not progressing successfully in any nursing course may, at the discretion of the teaching team, be required to participate in a special counseling procedure. This counseling procedure will require the student to participate in certain learning activities designed to facilitate the student's success in the nursing program.
2. Learning activities prescribed for this counseling procedure will be identified by the teaching team and will be individualized for each student who is at risk for failure in the nursing course. These activities may include, but are not limited to:
 - a) Supervised study or review sessions;
 - b) Individual and/or group counseling;
 - c) Case study discussions;
 - d) Computer-assisted learning assignments;
 - e) Labs for technical or affective nursing skills;
 - f) Individual and/or group discussions to enhance learning skills.Examples: test-taking, time management, organization, and study skills
3. The prescribed activities will be documented in an agreement which also identifies the criteria for student completion and removal from the special counseling procedure.
4. Students placed in the special counseling procedure will be expected to continue to meet all regular course requirements in addition to those requirements stipulated by the agreement.
5. NURS 1116 students who are placed in the special counseling procedure, comply with all required activities in the agreement, and fail to successfully complete the course will be allowed to re-apply for admission to the program. The student may only enroll in NURS 1116 two (2) times. (See **NSP 06.01: Nurse Science Interruption of Normal Progression**)
6. A student who is placed in the special counseling procedure, does not comply with all required activities in the agreement, and fails to successfully complete the course will not be allowed to enroll in the course a second time. (See **NSP 06.01: Nurse Science Interruption of Normal Progression**)

PROCEDURE NSP 06.04

RESPONSIBLE PERSON	ACTION
Nurse Science Faculty	1. Identify the student who is not progressing successfully in the course 2. Develop an agreement which places the student in the special counseling procedure, prescribes learning activities to help the student succeed, and identifies criteria for the student's completion/removal from the special counseling procedure
Student	1. Review the special counseling procedure agreement with appropriate faculty 2. Agree to comply with requirements of the agreement. Sign the agreement 3. Participate in required learning activities as delineated in the special counseling procedure agreement 4. Continue to complete all regular course requirements
Nurse Science Faculty	1. Monitor student compliance with special counseling and Teaching Team procedure requirements 2. Determine the student's satisfactory or unsatisfactory completion of the special counseling agreement, in accordance with the identified criteria 3. Report to the Division Head or Associate Division Head of the student's satisfactory or unsatisfactory completion of the special counseling procedure agreement
Division Head, Health Sciences or Associate Division Head	1. Advise the student of eligibility or ineligibility to re-apply to the program (if the student is in NURS 1116); or eligibility/ineligibility to re-enroll in the nursing course (according to criteria specified in NSP 06.01).

Reviewed 10/2011; Revised: 05/16/07; Adopted: 05/14/01

NURSE SCIENCE DEPARTMENT
FACULTY COMMITTEES
NSP 07.01

POLICY

1. The committee structure is utilized so that small faculty groups work together on specific tasks and make proposed recommendations to the total Nurse Science faculty. The Nurse Science faculty participates in the formulation, review, and revision of all departmental policies.
2. Committees are of two kinds: standing and ad hoc.
 - (a) Nurse Science standing committees are permanently established. These committees include:
 1. Curriculum Development
 2. Curriculum Revision Task Force
 3. Program Evaluation
 4. Nursing Department Advisory Council (NDAC) **
 5. Student Development
 6. Faculty Development
 - (b) Nurse Science ad hoc or task force committees are appointed for an indefinite or specified period of time to consider specific or special areas of concern. Acceptance of a final report from such a committee shall discharge the committee without further action.
3. Standing and ad hoc committee meetings are open meetings except when anticipated committee business involves discussion of confidential issues concerning individual students or faculty. For this reason, student representatives to committees may be excluded from all or part of any committee meeting.
4. Members of faculty committees shall be appointed by the Division Head/Associate Division Head unless otherwise specified. (Part-time faculty has the option of serving on a committee.) A member may request withdrawal from any committee.
5. Committee recommendations require a two thirds vote of the faculty for adoption.
6. Each standing committee will submit an annual report to the faculty in May of each academic year.
7. Annual Committee Co- Chair selection is made in April of each calendar year from current committee membership. Each Committee Chair will serve one (1) academic year with subsequent co-chair assuming the chair position at the end of the academic year.****
8. Annual faculty committee appointments are made each calendar year.

**The Nursing Department Advisory Council (NDAC) membership consists of the Division Head, Health Services, the Associate Division Head, the Team Leaders, the Role Transition Coordinator, and OPSU On-Site Coordinator. The committee is chaired by the Division Head, Health Services.

PROCEDURE NSP 07.01

RESPONSIBLE COMMITTEE	ACTION
Curriculum Development Committee Mission: To assess, plan, and implement the curriculum that is pertinent and corresponds with the NLNAC and other regulatory agency requirements. (Student representation)	a. Assess, plan, implement, and evaluate curriculum (framework, content, sequence, learners, pedagogy, instructional resources, and evaluation strategies) for relevance, integrity, and effectiveness. b. Respond to NLN and NLNAC publications regarding changes and recommendations that pertain to curriculum. c. Monitor the nursing education literature for evidence pertinent to curriculum. d. Examine relationships between the curriculum, teaching-learning practices, and performance indicators. e. Read data, including but not limited to, course failure rates, attrition rate, test scores, course evaluation, NCLEX-RN pass rate, alumni and employer satisfaction, as a basis for recommendations for curriculum reaffirmation and/or revision to Nurse Science Faculty. f. Identify needs for faculty development regarding curriculum. Collaborate with the Faculty Development Committee to provide pertinent development programs. g. Guide Nurse Science Faculty in monitoring clinical practice changes as a basis for decision-making process regarding updates of course content. h. Create a plan for development of a comprehensive simulation program to include, but not be limited to: 1. Development of policies and procedures regarding integration of simulation in the curriculum;
Curriculum Revision Task Force Mission: To create a unified, dynamic, context-relevant curriculum that will prepare nurses with core competencies that is essential to practicing contemporary and futuristic nursing. (Student representation)	a. Conduct a curriculum revision process that provides opportunity for inclusion of all faculty. b. Conduct a curriculum revision process that provides opportunity for input from stakeholders. c. Conduct a curriculum revision process that results in a unified, dynamic context-relevant curriculum that is based upon the evidence in the nursing and nursing education literature. d. Prepare documents for submission to the OSU-Oklahoma City Campus Curriculum Committee, Oklahoma Board of Nursing, Oklahoma State A & M Regents, and the Oklahoma State Regents for Higher Education.

Faculty Development Mission: To identify needs for continuing education and coordinate special services for faculty development, as well as review and revise policies relating to faculty	- Identify needs for continuing education by faculty survey and/or administrative - Provide continuing education offerings for the professional community. - Provide programs of enrichment throughout the school year for the faculty. - Coordinate special services for faculty, staff, and students and the community. - Review and revise faculty policies as needed.
Program Evaluation Mission: To evaluate relevance, integrity, and effectiveness of the program	- Review and recommend updates to SPE of OSU-OKC Nurse Science Department annually. - Specifies responsibilities, time frames and procedures for evaluating each aspect of the program. Reviews Evaluation Tools of the Nurse Science Department and recommend any updates: - Clinical Evaluation Tool - Course Evaluation Tool - Program Evaluation Tool - Graduate Employer Evaluation Tool - Provide feedback annually to Nursing Faculty committee on program evaluation results. - Review and update policies and procedures related to program evaluation. - Teams to provide input to SPE on a semester or annual basis. - Supports and facilitates the planning process for the program. - Methodical documentation of the evaluation activity including summaries of items mentioned in #2 above along with outcome measurements. Action will be taken on a result of the evaluation activity and documented to reflect findings.
Student Development Committee Mission: To review and update student policy and foster student development. (Student Representation) Components: This committee is a combination of the following committees: - Admissions and Retention - The Jeanie Myers Emergency Fund - Policy - Student Nurse Association	- Admissions and Retention: - Recommend to the faculty criteria and procedures for selection of students. - Select students for each class based on the criteria and procedure approved. - Review special applicants who do not meet the standard criteria. - Recommend and implement criteria and procedure for admission. - Make decisions as to the appropriate level of re-entry for students who are required to re-enroll or re-apply. - Participate in recruitment and retention efforts. - Document trends in retention. - Develop retention strategies.

	b. The Jeanie Myers Emergency Fund 1. Select recipients for nursing scholarships Emergency Fund based on written criteria. 2. Notify student and Nurse Science Faculty. 3. Do periodic review of scholarship criteria for possible changes. 4. Select students to be recipients of emergency student loans. 5. Refer selected students to the OSU-OKC counselor in order to complete a plan of action for repayment. 6. Maintain records of payment. 7. Do periodic review of criteria for possible changes. c. Policy 1. Serve as technical writers, reviewing and recording policies, rules and regulations for the Department of Nurse Science. 2. Review and update the Nurse Science Student Handbook as needed annually. 3. Review and update the Nurse Faculty Handbook as needed and provide copies to new faculty. d. Student Nurse Association 1. Committee consists of four faculty members, one from each semester; and the Student Nurses Association officers. 2. Fostering nursing student membership and participation in Student Nurse Association activities.

Revised 5/2012; Reviewed 10/2011; Revised: 5/12/11; 04/12/10 Revised; 02/27/09 Revised: 05/16/07 Administration approved 5/22/07; Revised: 04/23/06 Approved by OSU-Oklaoma City Administration 7/06/06; Revised: 02/07/05 Approved by OSU Oklahoma City Administration; Revised: 11/1/04; Revised: 08/13/01; Revised: 05/03/99; Revised: 11/03/97; Revised: 12/02/96; Adopted: 08/31/83

NURSE SCIENCE
NURSING STUDENT REPRESENTATION
ON NURSE SCIENCE FACULTY COMMITTEES
NSP 07.02

POLICY

1. Students enrolled in core courses of the nursing curriculum may have voice through student representatives on selected nursing faculty standing committees.
2. Student representation on Nurse Science faculty committees will be as follows:

Committees:

Term

- | | |
|--|--|
| <p>a) Curriculum Development Committee:
Two students (NURS 2228 & NURS 2238)
Selected in NURS 2228 during a Fall Semester.</p> <p>b) Curriculum Revision Task Force:
Two students (NURS 2228 & NURS 2238)
Selected in NURS 2228 during the fall semester</p> <p>c) Faculty Development Committee (No student representation required)</p> <p>d) Student Development Committee:</p> <p>1. Admissions / Retention/Policy
One student from NURS 1116
One student from NURS 1128
<i>The student from NURS 1128 should be an LPN who has successfully completed the Advanced Standing Admission Procedure. In the event that there is no LPN student from NURS 1128 meeting this criterion, any student from NURS 2228 who has successfully completed the Advanced Standing Procedure will be selected.</i></p> <p>2. Student Nurse Association Advisement:
S.N.A. Student Officers</p> | <p>Two Consecutive Semesters</p> <p>Two Consecutive Semesters</p> <p></p> <p>Two Consecutive Semesters</p> <p></p> <p>For term of elected office</p> |
|--|--|
3. Students may be appointed to ad hoc committees when appropriate.
 4. The Nurse Science faculty reserves the right to exclude the student representative from discussions that could infringe upon the privacy of another student or faculty member or if disciplinary actions are being considered.
 5. Student representative responsibilities may include:
 - a) Provide input from a student perspective;
 - b) Orient new student representative;
 - c) Share information obtained with peers and seek additional information from peers;
 - d) Actively participate in recruitment and retention of students.

Revised 05-12; Revised 10/2011; Revised: 5/12/11; 05/16/07; Approved by OSU-Oklahoma City Administration 5/22/07; Revised: 05/10/06; Approved by OSU-Oklahoma City Administration 7/06/06; Revised: 02/07/05; Revised: 11/01/04; Revised: 03/04/02; Revised: 08/13/01; Revised: 03/01/99; Revised: 11/03/97; Adopted: 04/07/86