

Nurse Science Department

Student Handbook



OKLAHOMA CITY

2016 - 2017

INFORMATION INCLUDED IN THIS HANDBOOK IS SUBJECT TO CHANGE. CHANGES WILL BE COMMUNICATED TO STUDENTS VIA OUR LEARNING MANAGEMENT SYSTEM (D2L) AND BY COMMUNICATION FROM FACULTY.

OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY
DEPARTMENT OF NURSE SCIENCE
STUDENT HANDBOOK — 2016 - 2017

I understand that the OSU-Oklahoma City Nurse Science Student Handbook is available to me on the OSU-Oklahoma City website. 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 Oklahoma State University-Oklahoma City web page during my nursing education at OSU-Oklahoma City.

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

Student Name: _____ DATE: _____

PRINT PLEASE

Student Signature: _____

Oath of Confidentiality

STUDENT NAME: _____

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 not access information concerning any patient in whose care I am not directly involved.

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. If I am found to be in violation of the above confidentiality requirements, disciplinary action by the facility and/or the OSU-OKC Nurse Science Department may result. I certify by my signature below that I have read and agree to the above requirements regarding client/family information.

STUDENT SIGNATURE

DATE

Release of Information

STUDENT NAME: _____

This form is an authorization to release the student's 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 the student's last clinical date in the Nurse Science Program.

The information release includes:

- Name
- Immunization records
- TB skin test or chest X-ray 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 by the healthcare facility due to content in the information release.

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

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-Oklahoma City 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.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

WITNESS: _____ DATE: _____

OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY
DEPARTMENT OF NURSE SCIENCE
STUDENT HANDBOOK — 2016 - 2017

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.

Section I: Academic and Professional Standards

Student Handbook—2016 - 2017

Oklahoma State University-Oklahoma City
Department of Nurse Science

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Nurse Science Department

440 N. Portland Avenue
Oklahoma City, OK 73107

P: 405.945.3210
F: 405.945.8613

www.osuokc.edu

Welcome!

On behalf of the nursing faculty, we welcome you to the Oklahoma State University-Oklahoma City (OSU-Oklahoma City) Nurse Science Program. We are proud of our rich tradition of excellence and innovation. Since 1969, the Nurse Science Department has prepared knowledgeable, caring, and clinically-proficient nurses that serve the needs of Oklahoma City, the state of Oklahoma, and beyond.

Our nursing program is designed to sharpen your critical-thinking skills, stimulate scientific inquiry, and assist you in developing an evidence-based practice approach, all while keeping in mind the true art of nursing. Our program is rigorous and you will be challenged. However, with passion, reflection, commitment, organization, and diligence you will be capable of success.

Nurse Science faculty members are highly experienced in the art and science of education and nursing practice. We will facilitate your learning and guide you in your achievement of essential professional nursing knowledge and skills. We are committed to partnering with you so that your experience at OSU-Oklahoma City exceeds your expectations.

We wish you success and personal fulfillment as you progress through this life-changing educational journey. In choosing to be a nurse, you have chosen a noble profession dedicated to serving those in need. On behalf of the faculty and staff, we wish you the best and we look forward to supporting your academic and personal success.

Kind regards,

A handwritten signature in black ink, appearing to read 'Danyel L. Germain'.

Danyel L. Germain DNP, MS, RN
Division Head, Health Sciences

A handwritten signature in black ink, appearing to read 'Anna Nguyen'.

Anna Nguyen, PhD, RN
Department Head, Nurse Science

Introduction

The Nurse Science Student Handbook is designed to serve as a reference for essential program policy and procedure. You should maintain this Handbook until graduation as a reference tool. An electronic copy of this handbook can be found at: www.osuokc.edu/nursing. Be sure read this handbook and your course syllabi carefully to clarify any questions that you may have.

The OSU-Oklahoma City Nurse Science Department provides a 72 credit hour program leading to an Associate of Applied Science in Nursing. Upon satisfactory completion of the course of study, the graduate is eligible to make application to write the National Council Licensure Examination for licensure as a Registered Nurse.

The curriculum combines nursing theory with general education courses in the arts and sciences. A variety of health care delivery facilities are used for clinical laboratory experiences.

In January, 1997 the Nurse Science program was made available to students of Oklahoma Panhandle State University. Classroom instruction is provided by OSU-Oklahoma City nursing faculty through distance learning alternative delivery method. Clinical laboratory experiences for these students are supervised by nursing faculty on the OPSU campus using panhandle area hospitals and a variety of community health agencies.

Mission Statement

The faculty of the Department of Nurse Science functions as an integral part of OSU-Oklahoma City and supports the mission and purpose of OSU-Oklahoma City. The MISSION of the OSU-Oklahoma City Nursing Program is to provide a quality associate degree education that prepares a diverse student body for registered nurse licensure that will enable them to succeed in a global society and life-long learning.

Philosophy

OSU-Oklahoma City operates in the belief that each person should be:

- *treated with dignity and respect*
- *afforded equal opportunity to acquire a complete educational experience*
- *given an opportunity to discover and develop their special aptitudes and insights*
- *provided an opportunity to equip themselves for a fulfilling life and responsible citizenship in a world characterized by change*

The Faculty believe in *formation* of graduates grounded in values and ethics, with an understanding that knowledge is continually evolving. Furthermore, the Faculty believe graduates must possess skill to evaluate this knowledge and apply it in situations that touch the lives of others.

The Faculty believe that graduates must:

- provide safe care that is culturally and developmentally appropriate and that is centered on building and sustaining positive, healthy relationships with individuals, families, groups and communities;
- practice within a legal, ethical, and professional scope that is guided by accepted standards of practice;
- continually learn and grow as professionals, in a technologically rich environment, supporting practice with evidence;
- advocate for access to and quality of health care for all individuals.

The Faculty believe that education is enhanced by partnerships that serve students, clients, practicing nurses, organizations, and communities. To that end, Faculty strive to meet the workforce needs of a dynamic health care arena. Faculty embrace ongoing expansion and development of our curriculum while maintaining the highest standards of quality and excellence.

The Faculty believe that the student and nurse educator are engaged in a transformative, proactive, and collaborative relationship that focuses on development of critical thinking and clinical judgment that:

- encourages students to view unfolding, complex situations from multiple perspectives;
- applies different interpretive schemas while grasping the situation's salient elements;
- results in therapeutically appropriate action followed by personal and collaborative reflection.

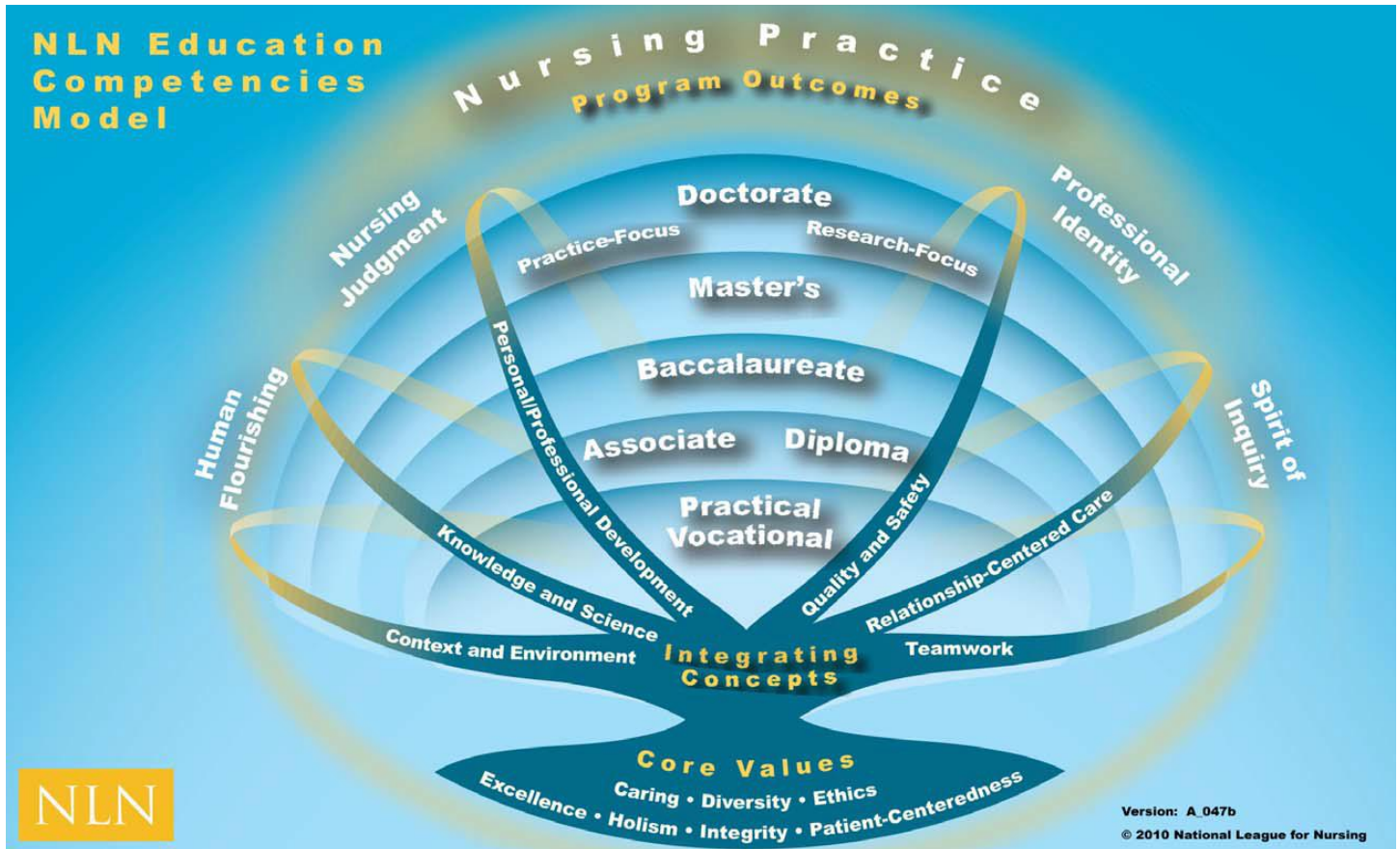


Figure used with permission from the National League for Nursing, New York, NY. Source: National League for Nursing. (2010). Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing (1 ed.). New York, NY, USA: National League for Nursing. Figure 1 p. 10.

Model Components

The Faculty subscribe to the following aspects and model components of the National League for Nursing (NLN) Educational Competencies Model:

Associate degree nursing is part of a nursing education system that affirms the unique characteristics of each type of nursing program while promoting opportunities for multiple entry points and progression.

- Fundamental to each type of nursing and each type of nursing competency are the core values of caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness.
- Integral to nursing practice are context and environment, knowledge and science, personal and professional development, quality and safety, relationship-centered care, and teamwork. Together these concepts represent holistic nursing practice.
- Our graduates must demonstrate the apprenticeships of knowledge, practice, and ethical comportment for each of the integrating concepts.

- Converging to define the scope of nursing practice are four outcome areas: human flourishing, nursing judgment, professional identity and spirit of inquiry.

Student Learning Outcomes

The four program outcomes are:

1. **Human Flourishing:** Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
2. **Nursing Judgment:** Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care; and promote the health of patients within a family and community context.
3. **Professional Identity:** Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
4. **Spirit of Inquiry:** Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

Definitions

Core Values

Caring means “promoting health, healing and hope in response to the human condition” (NLN, 2010). “A culture of caring, as a fundamental part of the nursing profession, characterizes our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable. All organizational activities are managed in a participative and person-centered way, demonstrating an ability to understand the needs of others and a commitment to act always in the best interests of all stakeholders” (NLN, 2007).

Diversity means recognizing differences among “persons, ideas, values and ethnicities,” while affirming the uniqueness of each (NLN, 2010). “A culture of diversity embraces acceptance and respect. We understand that each individual is unique and recognize individual differences, which can be along the dimensions of race, ethnicity, gender, sexual orientation, socioeconomic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. A culture of diversity is about understanding ourselves and each other and moving beyond simple tolerance to embracing and celebrating the richness of each individual. While diversity can be about individual differences, it also encompasses institutional and system-wide behavior pattern” (NLN, 2007).

Excellence means “creating and implementing transformative strategies with daring ingenuity” (NLN, 2010). “A culture of excellence reflects a commitment to continuous growth, improvement,

and understanding. It is a culture where transformation is embraced, and the status quo and mediocrity are not tolerated” (NLN, 2007).

Integrity means “respecting the dignity and moral wholeness of every person without conditions or limitations.” (NLN, 2010). “A culture of integrity is evident when organizational principles of open communication, ethical decision making, and humility are encouraged, expected, and demonstrated consistently. Not only is doing the right thing, simply how we do business, but our actions reveal our commitments to truth telling and to how we always see ourselves from the perspective of others in a larger community” (NLN, 2007).

Ethics involves reflective consideration of personal, societal, and professional values, principles, and codes that shape nursing practice. Ethical decision making requires applying an inclusive, holistic, systematic process for identifying and synthesizing moral issues in health care and nursing practice, and for acting as moral agents in caring for patients, families, communities, societies, populations, and organizations. Ethics in nursing integrates knowledge with human caring and compassion, while respecting the dignity, self-determination, and worth of all persons (NLN, 2010).

Holism is the culture of human caring in nursing and health care that affirms the human person as the synergy of unique and complex attributes, values, and behaviors, influenced by that individual's environment, social norms, cultural values, physical characteristics, experiences, religious beliefs and practices, and moral and ethical constructs, within the context of a wellness-illness continuum (NLN, 2010).

Patient-centeredness is an orientation to care that incorporates and reflects the uniqueness of an individual patient's background, personal preferences, culture, values, traditions, and family. A patient-centered approach supports optimal health outcomes by involving patients and those close to them in decisions about their clinical care. Patient-centeredness supports the respectful, efficient, safe, and well-coordinated transition of the patient through all levels of care (NLN, 2010).

Integrating Concepts

Context and Environment, in relation to organizations, refers to the conditions or social system within which the organization's members act to achieve specific goals. Context and environment are a product of the organization's human resources, and also the policies, procedures, rewards, leadership, supervision, and other attributes that influence interpersonal interactions. In health care, context and environment encompass organizational structure, leadership styles, patient characteristics, safety climate, ethical climate, teamwork, continuous quality improvement, and effectiveness (NLN, 2010).

Knowledge and Science refer to the foundations that serve as a basis for nursing practice, which, in turn, deepen, extend, and help generate new knowledge and new theories that

continue to build the science and further the practice. These foundations include (a) understanding and integrating knowledge from a variety of disciplines outside nursing that provide insight into the physical, psychological, social, spiritual, and cultural functioning of human beings; (b) understanding and integrating knowledge from nursing science to design and implement plans of patient-centered care for individuals, families, and communities; (c) understanding how knowledge and science develop; and (d) understanding how all members of a discipline have responsibility for contributing to the development of that discipline's evolving science; and € understanding the nature of evidence-based practice (NLN, 2010).

Personal and Professional Development is a lifelong process of learning, refining, and integrating values and behaviors that (a) are consistent with the profession's history, goals, and codes of ethics; (b) serve to distinguish the practice of nurses from that of other health care providers; and (c) give nurses the courage needed to continually improve the care of patients, families, and communities and to ensure the profession's ongoing viability (NLN, 2010).

Quality and Safety is the degree to which health care services 1) are provided in a way consistent with current professional knowledge; 2) minimize the risk of harm to individuals, populations, and providers; 3) increase the likelihood of desired health outcomes; and 4) are operationalized from an individual, unit, and systems perspective (NLN, 2010).

Relationship-Centered Care positions (a) caring; (b) therapeutic relationships with patients, families, and communities; and (c) professional relationships with members of the health care team at the core of nursing practice. It integrates and reflects respect for the dignity and uniqueness of others, valuing diversity, integrity, humility, mutual trust, self-determination, empathy, civility, the capacity for grace, and empowerment (NLN, 2010).

Teamwork means to function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care (NLN, 2010).

Apprenticeships

Knowledge encompasses the realms of science and theory (NLN, 2010).

Practice includes the mastery of technical skills and the notions of situated thinking and knowledge use; it means being able to engage in practice in a thoughtful, deliberate and informed way (NLN, 2010).

Ethical comportment involves the individual's formation within a set of recognized responsibilities; it includes the notions of "good practice" and "boundaries of practice (NLN, 2010).

References

Craig, J.V. & Smith, R. (2007). *The evidence-based practice manual for nurses* (2nd ed.). Philadelphia: Churchill Livingstone Elsevier.

NLN (2007). NLN core values. Retrieved from <http://www.nln.org/aboutnln/corevalues.htm>

NLN (2010). *Outcomes and Competencies for Graduates of Practice/Vocational, Diploma,*

Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate

Programs in Nursing. New York, NY: National League for Nursing.

Tanner, C.A. (2006). Thinking like a nurse: A research-based model of clinical judgment in nursing. *Journal of Nursing Education*, 46 (6), 204-211.

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:

1. Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings (Human Flourishing).
2. Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care; and promote the health of patients within a family and community context (Nursing Judgment).
3. Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context (Professional Identity).
4. Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities (Spirit of Inquiry).

OSU-Oklahoma City Campus Wide Learning Outcomes

Upon completion of an OSU-Oklahoma City degree, students will have accomplished the following five outcomes:

1. Critical Thinking

Students solve problems by evaluating arguments or propositions and making judgments that guide the development of their beliefs and actions.

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.

2. Effective Communications

Students communicate effectively using organized and coherent written and oral presentations appropriate for the audience and situation.

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

3. Computer Proficiency

Students use computer and network technologies to gather, analyze and communicate information.

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

4. Civic Responsibility

Students engage in the community through activities effecting positive change in society and the environment.

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 nations 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.

5. Global Awareness

Students display sensitivity to cultures across local, national and global communities.

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.

OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY

NURSE SCIENCE A.A.S.
Associate in Applied Science
Degree Sheet

2016-2017 Catalog

						Credit Hours	College Completed IF NOT AT OSU-OKC	Semester/Year Completed or Projected Enrollment	NOTES:
General Education Courses				18	Credit Hours				
ENGL	1113	English Composition I				3			
ENGL	1213	English Composition II				3			
Choose One:						3			
HIST	1483	U.S. History to 1865							
HIST	1493	U.S. History since 1865							
POLS	1113	American Government				3			
PSYC	1113	Introductory Psychology				3			
PSYC	2213	Lifespan Human Development				3			
Support and Related Courses						19	Credit Hours		

	BIOL	2214	Human Anatomy & Lab	4			
	Choose One:			4			
	CHEM	1214	Chemistry I				
	CHEM	1314	General Chemistry I				
	MCRO	2124	Introduction to Microbiology	4			
	NSCI	1113	Basic Human Nutrition	3			
	PSIO	2314	Human Physiology & Lab	4			

Selective Admission into the following courses is required, based on certain criteria. For admission requirements, visit www.osuokc.edu/nursing.

Technical Occupational Specialty 35 Credit Hours

NURS	1118	Foundations of Nursing Concepts				8			
NURS	1121	Introduction to Pharmacology				1			
NURS	1148	Nursing Concepts and Care Across the Life Span				8			
NURS	2218	Nursing Concepts and Care for Vulnerable Populations				8			
NURS	2258	Complex Nursing Concepts				8			
NURS	2342	Transition to Professional Practice				2			

Total to Graduate 72

ADDITIONAL GRADUATION REQUIREMENTS:

2.0 Graduation/Retention GPA 15 credit hours earned in residence at OSU-OKC

Minimum grade of "C" or better is required in all courses for degree.

Degree Audit is not final until approved by the Office of the Registrar.

NOTES LEGEND:

FA= Fall, SP=Spring, SU=Summer SUB= Substitution,

CLEP=Clep Scores

AP=Adv. Placement, AS=Adv. Standing

**PROGRAM OUTCOMES
 AND LEVELED STUDENT OUTCOMES**

Program/Student Learning Outcomes				
	Human Flourishing	Nursing Judgment	Professional Identity	Spirit of Inquiry
	Advocate for patient & families in ways that promote their self-determination, integrity, and on-going growth as human beings.	Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care; and promote the health of patients within a family and community context.	Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.	Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

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Leveled Student Outcomes

Nursing Course	Human Flourishing	Nursing Judgment	Professional Identity	Spirit of Inquiry
NURS 1118: Foundations of Nursing Concepts	“Provide basic nursing care in a manner that promotes human dignity, integrity, self-determination, and person growth of patients, oneself, and members of the health care team.”	“Act in accordance with policies and procedures in the provision of safe, quality care and promote the health of patients within a family and community.”	“Assess how one’s personal strengths and values affect one’s identity as a nurse and one’s contributions as a member of health care team.”	“Question the basis for nursing actions, considering research, evidence, tradition, and patient preferences.”
NURS 1121: Introduction to Pharmacology	“Make decisions about medication administration that promote human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.”	“Make decisions about medication administration in accordance with policies and procedures that will provide safe, quality care and promote the health of patients within a family and community.”	“Assess how one’s personal strengths and values affect one’s identity as a nurse and one’s contributions of the health care team that prescribes, administers, and consumes medication.”	“Question the basis for nursing actions, relevant to medication administration, considering research, evidence, tradition, and patient preferences.”
NURS 1148: Nursing Concepts and Care Across the Life Span	“Promote the human dignity, integrity, self-determination, and personal growth of patients, families, oneself, and members of the health care team.”	“Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community.”	“Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidenced based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.”	“Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities.”

OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY
DEPARTMENT OF NURSE SCIENCE
STUDENT HANDBOOK — 2016 - 2017

Leveled Student Outcomes				
Nursing Course	Human Flourishing	Nursing Judgment	Professional Identity	Spirit of Inquiry
NURS 1313: Nursing Concepts for the Career Ladder Student	"Plan care for the human dignity, integrity, self-determination, and personal growth of patients, families, oneself, and members of the health care team."	"Plan care that is substantiated with evidence that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community."	"Transition to one's role as a registered nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidenced based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context."	"Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities."
NURS 2218: Nursing Concepts and Care for Vulnerable Populations	"Promote the human dignity, integrity, self-determination, and personal growth of patients, families, oneself, and members of the health care team."	"Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community."	"Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidenced based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context."	"Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities."

OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY
DEPARTMENT OF NURSE SCIENCE
STUDENT HANDBOOK — 2016 - 2017

Leveled Student Outcomes				
Nursing Course	Human Flourishing	Nursing Judgment	Professional Identity	Spirit of Inquiry
NURS: 2258: Complex Nursing Concepts	“Advocate for patient and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.”	“Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community.”	“Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidenced based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context”	“Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities.”
NURS 2342: Transition to Professional Practice	“Facilitate patient and family advocacy in ways that promote self-determination, integrity, and ongoing growth as human beings.”	“Facilitate judgments, substantiated with evidence, that integrate nursing sciences in the provision of safe, quality care and promote the health of patients within a family and community.”	“Integrate the role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.”	“Promote examination of the evidence that underlies clinical nursing practice to facilitate challenge of the status quo, questioning underlying assumptions, and offering new insights to improve the quality of care for patients, families and communities.”

**OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY
ACADEMIC CALENDAR FOR 2016-2017**

August 22, 2016	First Day of Class
September 5, 2016	Labor Day Campus closed/no classes in session
October 20-21, 2016	Fall Break Campus closed/no classes in session
November 4, 2016	DEADLINE to Drop Class with a "W"
November 23-25, 2016	Thanksgiving Break No classes in session. (Campus closed November 27-28)
December 23, 2016-January 3, 2017	Campus Closed
January 17, 2017	First Day of Class
January 16, 2017	Martin Luther King, Jr. Day Campus closed/no classes in session
March 13-17, 2017	Spring Break no classes in session
April 7, 2017	DEADLINE to Drop Class with a "W"
May 14, 2017	Last Day of Classes
May 15, 2017	Commencement
May 29, 2017	Memorial Day Campus closed/no classes in session
June 5, 2017	First Day of Class
July 4, 2017	Independence Day-Observed Campus closed/no classes in session
July 30, 2017	Last Day of Classes

Words of Wisdom from Graduates

- "Work only 2 shifts per week. Nursing school now is your MAIN JOB."
- "If your supervisor asks you to work extra shifts say: "Not these 2 years, I'm in Nursing School."
- "The teachers said to study 3 hours for every 1 credit hour—they were RIGHT! 15 hours of study each week does not count class or clinicals."
- "Best way to pass tests is to do NCLEX practice questions (register your book online for resources). If you "wait to see" how the first nursing test is without having practiced NCLEX-style questions, you'll be sorry."
- "Identify times when you study best and times when you do not. Plan your study time around your best performance times."
- "Take advantage of study areas on-campus—school is your job. If you go home, your other responsibilities may "kick in" and you may lose study time."
- "Use support people in your life to delegate many responsibilities for the 2 years of nursing school."
- "Don't post anything about clinical. Ever. Don't jeopardize your future career. Keep your nursing off social media sites. Besides, you signed a confidentiality form so you will be legally liable if you do post—don't do it."
- "If you do not understand, ask for help. All faculty keep weekly office hours just for you. They said to keep my grade at 80% or above. They were RIGHT!"
- "Use objectives for each unit as QUESTIONS to find answers to. HINT: Test questions are tied to unit objectives!"
- "Set up on-line filing system for your care maps. You probably will be able to use an intervention more than once prior to graduation, so have that rationale at-the-ready. Copy. Paste."
- "Continue to practice NCLEX style questions, even during semester breaks between classes to stay sharp."
- "Think twice before selling books back. This is your career. Your life. You need to pass NCLEX-RN or it means nothing, so study after graduation is a MUST."

COMMUNICATING EFFECTIVELY

The Nurse Science Program prepares students for professional practice and appropriate communication is a very important skill for professional practice. The following tips will facilitate effective communication while in the nursing program.

USE OF SOCIAL MEDIA

Social media offers many opportunities for nursing students to connect with others, providing social support while in the nursing program. Unfortunately, inappropriate use of social media by nursing students has emerged as an important issue in nursing education. Thus, students must clearly understand how to protect the privacy and confidentiality of patients, other students, and faculty members; as well as to understand how to demonstrate professionalism when using social media. Refer to OSU-Oklahoma City Nurse Science Policy [NSP 03.07](#), “Use of Electronic Devices and Social Networking” in Part II of this Nursing Student Handbook. Additionally, several national nursing agencies/organizations have responded by offering the following resources:

- The [National Council State Boards of Nursing](#) (NCSBN) has developed a brief video about their guidelines: <https://www.youtube.com/watch?v=i9FBEiZRnmo>
- The National Student Nurses Association has published [Recommendations For: Social Media Usage and Maintaining Privacy, Confidentiality and Professionalism](#): http://www.nsna.org/Portals/0/Skins/NSNA/pdf/NSNA_Social_Media_Recommendations.pdf

What may seem to be a private posting, or posting shared among “friends,” can be quickly disseminated on the Internet and/or reported to faculty. If you are a user of social media, we strongly encourage you to view the resources above and assure that you avoid posting inappropriate information regarding your experiences in the nursing program.

FEEDBACK ABOUT COURSES

Address suggestions and concerns directly to faculty members. The Nurse Science Program teaching teams meet often to discuss course content and policies, clinical situations, specific student situations, exams, written assignments and other course business. We make collaborative decisions about all of these concerns and direct, respectful communication is appreciated.

End-of-course evaluations will be offered toward the end of the semester. Teaching teams/instructors seriously consider feedback provided on these evaluations and often make changes to courses based upon these evaluations. We appreciate the time you spend on these evaluations.

ELECTRONIC COMMUNICATION

The Internet offers many opportunities for communication between students and faculty. The following tips will help you communicate effectively in Desire2Learn (D2L) and by e-mail.

Desire2Learn

- Check for announcements posted as News items in D2L, every time you log in to your D2L course. You should do this at least three times during the week, throughout the week.
- Post questions about course policies or procedures to the D2L Discussion Forum. (It is better to send an email to your instructor if your message is relevant only to you and/or your clinical group.)

E-MAIL

- Include a descriptive subject in the subject line of original and return messages.
- Sign your name to your e-mail message – we may not recognize your e-mail address – the cleverer or cryptic it is – the less likely we will know who you are!
- Check for e-mail messages at least three times a week. Full-time faculty members attempt to reply to e-mail messages on their office days. You can expect to hear back from us by our next office day.
- Use student e-mail addresses and instructor e-mail addresses for course business only! Do not send virus warnings, jokes, anecdotes, solicitations, or other personal business unless given explicit permission to do so.
- Please do not include instructors or other students in your e-mail contact groups. We would like to avoid receiving e-mail from everyone else in your groups or email not related to the course.
- We assume that the e-mail address supplied to you by Oklahoma State University is private and may send information regarding your course performance to this address. Please keep this in mind if you choose to forward your mail to an address to which another individual has access.
- Faculty will utilize the e-mail address listed for you in the D2L class list. Please, keep in mind that if you have forwarded your okstate.edu email address to another email address and reply from that address, your message may be detected as spam. It is best for you to send messages to us through the D2L mail feature.

PHONE

- A home and/or mobile number for your clinical instructor will be offered to you prior to the first day of clinical. The instructor will indicate preference for phone call or text message and provide guidelines for use. It is your responsibility to record that number so that you may contact your clinical instructor regarding clinical obligations. Do not share this number with other students.
- Voice mail is also an effective way to communicate with your instructor or the teaching team leader. The OSU-OKC telephone system notifies us by email when we have a message. However, remember that only the OSU-OKC voice mail system documents that a message was left, not our personal voice mail systems.
- Text messages are best used for immediate communication. If your communication need is not immediate - - send an email message instead - - then you'll have documentation that a message was left.
- During the semester, instructors are not responsible for working on campus evenings or weekends, except in unusual circumstances. Therefore, we may not check e-mail or voice-mail messages until our next office day.
- Instructors are not available during college holidays, spring and fall breaks, and between the spring and fall semesters and may not respond to telephone or email messages during those times.

RECOMMENDATION LETTERS

Submit your request by email and include the following information. The nursing faculty will not direct letters of recommendation to "whom it may concern."

1. Position for which you are applying
2. Name and position of the person to whom we should address the letter
3. Mailing address to where the letter should be sent
4. Allow minimum of 3 business days from when you submit request. to receive your letter

USING Desire2Learn

All of the courses at OSU-Oklahoma City and OSU-OKC@OPSU can be delivered in one or both of the following formats:

- "Hybrid" (sometimes referred to as blended or web-enhanced) courses are inclusive of traditional face-to-face "seat time", as well as online learning activities. The purpose of a hybrid course is to take advantage of the best features of both face-to-face and online learning.
- "Internet" course activities are primarily conducted online. Examinations may be administered in a traditional setting.

It is important to understand that neither of these formats are considered to be independent learning and all course requirements must be completed by due dates listed in the course calendars.

Desire2Learn (D2L), the course management system chosen and supported by OSU-Oklahoma City, is used to deliver Hybrid and Internet courses. Prior to beginning a nursing course and/or whenever you use a computer that is new to you, complete the system check, found on the OSU-Oklahoma City Online Classroom and Community page at <https://oc.okstate.edu/>. The Desire2Learn Student Help link is also found on this page.

Although Desire2Learn course sites are password protected, such tools are not perfect since human beings use them. Privacy depends on the actions of every student. So, please keep the following in mind:

- Do not allow access to the course by those not registered in the course.
- Do not log in to the course using another student's identification. You must represent your course identity in a truthful manner. Falsifying identity is grounds for disciplinary action of all parties involved.
- The course software we use enables us to know when you have logged in and where in the course site you have visited.
- You need to close the browser software when you are finished using a public terminal (at work, library, etc.) This will prevent another person from accessing the course using your identification, doing mischief in your name, and violating the privacy of other students.

Technical Support Center: Technical support for the D2L course site and your O-Key account is available at the Technical Support Center in LRC 102. Contact the Center by calling 405-945-6767 or visit their counter Monday through Friday, 0730 – 2130; Saturday 0900 – 1800; and Sunday 1200 – 1800.

Free Software: Per agreement with Microsoft Corporation, Oklahoma State University students may download up-to-date versions of MS Outlook, MS Word, MS PowerPoint, etc. The address for the Software Distribution Center is <https://app.it.okstate.edu/sdc/login.php>.

EXAMINATIONS IN THE NURSING PROGRAM

The OSU-Oklahoma City Nursing Program must prepare students to provide safe and effective care. One way to evaluate student knowledge, skills and ability is to provide safe and effective care is by giving examinations. Examinations are emphasized in the nurse science program since students will be demonstrating care competence on taking the NCLEX-RN licensure examination. Teaching teams utilize the most recent NCLEX-RN test plan as a guide for development of course objectives and examinations that evaluate student achievement of those objectives. Keep the following in mind, when preparing for examinations:

- Examinations are developed according to the learning objectives listed on relevant content homepages in Desire2Learn (D2L). Students are responsible for achieving the objectives, whether or not “covered” during class, on a handout/PowerPoint presentation. Consequently, students are expected to utilize the assigned readings and other resources listed on the content homepage.
- Objectives and examination items are written according to Bloom’s revised taxonomy for cognitive levels (Remembering, Understanding, Applying, and Analyzing). Since the practice of nursing requires the application of knowledge, skills, and attitudes, more and more emphasis is placed on the higher cognitive levels, as student progress through the program. In fact, for the final course in the program, 95% of items are at the application and analysis levels.
- Higher-level examination items require multi-logical thinking, or application of more than one fact to a patient situation. Therefore, answers for application and analysis level exam items require integration of knowledge from many resources and cannot be found on any one page of a book, handout, or PowerPoint presentation slide.

PREPARING FOR EXAMINATIONS

Given the need to apply knowledge to patient situations, students must prepare for examinations with deep-level processing. Here are some tips to help you be successful on examinations:

- Read the objectives and complete the assigned readings prior to class to define the scope and depth of material to be learned and so that you can actively (rather than passively) participate in class activities.
- Review your handouts and lecture notes as soon as possible after class. Then, review them the next day and at least one more time prior to exams.
- Deep level processing requires more than copying from the text book to make flash cards or notes and then memorizing the facts. You will need to practice applying what you’ve learned. Some ways to do this include:
 - o Make notes about what you are reading in the margins of the book.

- o Use different colors of highlighters to designate information related to the steps of the nursing process. For example, use blue for assessments, pink for medications, yellow for nursing actions, etc.
- o Draw symbols, such as stars, to designate nursing actions that promote patient safety or letters to designate which actions you can delegate to an AUA, LPN, or less experienced RN
- o When reading, distinguish between late and early signs of patient problems
- o Meet with your study group to apply what you've learned to a case study from the free resources that come with your textbook.
- o Practice applying what you've learned by answering 200 – 300 NCLEX-RN style items relevant to the content that will be on the examination.

Please, request an appointment with your instructor if you need help preparing for examinations.

EXAMINATION PROCEDURES

It is important to assure the integrity of examinations in the Nurse Science Program. The following guidelines are used by all courses in the Nurse Science Program.

- Students will be allowed a simple calculator and pencil(s) at the desk.
- Lock your personal items (purses, backpacks) in your car and bring your car keys to the exam and put them on the floor under your desk, or in your pocket. This includes mobile devices.
- Telephones must be turned off or placed in Airplane mode, and place on the floor with your keys. (Electronic communication devices visible during an examination will be considered evidence of academic misconduct.)
- No hats allowed during examinations.
- No beverages, food, or candy allowed during examinations.
- Alternate student seating will be used when possible.
- If you have a question, come quietly to the front of the room. Responses to questions will be limited to correcting typographical and spelling errors.
- You will not be allowed to leave the room during an exam, except in the case of personal emergency. We expect you to come to the exam prepared to stay until you've completed your exam.
- You will be required to complete exams in the originally allotted time if you are late for the exam, and have not called before the scheduled start time of the exam.
- You must record your answers on the Scantron® form within the time allotted for the exam. To avoid "getting off a line", we recommend that you fill in your form as you work through the exam.
- Leaving the room during an examination or review with an examination booklet or related document may be considered academic dishonesty.

- Talking outside the door where the examination is administered is distracting to other students.
- Talking about test items to anyone other than a faculty member is inappropriate.

TAKING EXAMS

Students often say that nursing examinations are like no others they've ever taken. Students also find advice offered in multiple sources to be confusing. Keeping the following tips in mind, while taking examinations will be helpful:

- Answers to examination items should be based upon what is known from the question stem and good nursing judgment - not on a test-taking strategy. Test-taking strategies should only be used when unable to decide upon the answer based upon information offered in the question.
- When an item option is an action that requires a prescription from a primary care provider, the student should assume that the provider has already written the prescription.
- Two to five options may be chosen for Multiple Response items.
- When medications are listed by name, the generic name will be used. (It is best to learn your medications by generic name since brand names used differ depending upon circumstance and because generic names will be used on NCLEX.)
- All exams in the Nursing Program are constructed utilizing test database software. The software is set to scramble test items randomly so give no consideration to the order of the items when selecting your item answers. Exception: The dosage calculation items are placed at the end of the exam.

EXAMINATION SCORES

Teaching teams will not provide scores to examinations by e-mail or telephone. You may request a re-score on an exam if you suspect a scoring or scanning error. You must make your request prior to the next exam and do so by email to the teaching team leader. Rescoring will not occur after the next exam has been administered.

TAKING EXAMS ADMINISTERED IN THE TESTING AND ASSESSMENT CENTER

When you take an exam in the OSU-Oklahoma City Testing and Assessment Center, you should expect the staff to enforce policies that assure the integrity of the testing process in that environment. The teaching team leader will provide the Center staff with instructions for exams that they administer on our behalf and the staff will make no exceptions to those instructions.

The staff in the Center provides a valuable service to our course and we expect you to behave professionally when taking advantage of this service and follow their policies: <http://www.osuokc.edu/assessment/>.

COLLABORATIVE TESTING

A collaborative examination may be scheduled immediately after each unit examination. Students will be assigned to groups by the teaching team. As a group, students will collaborate to determine answers to the examination and submit answers on a ScanTron for the group. Members of groups who score in the A range will have 2 extra credit points added to their grades at the end of the semester, if they pass the course. Members of groups who score in the B range will have 1 extra credit point added to their grades at the end of the semester, if they pass the course. Students who must take a make-up examination will not have an opportunity to participate in the corresponding collaborative examination

EXAM REVIEW AND REMEDIATION

One-on-one reviews of exams must occur prior to administration of the next exam. After that time, exam booklets will be shredded.

Academic Dishonesty or Misconduct

“Academic dishonesty or misconduct is not condoned nor 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 a specific standard, but without deliberate intent or use of fraudulent means. Academic dishonesty or misconduct cases are governed by the OSU-Oklahoma City Campus Student Rights and Responsibilities Code. Copies of the Student Rights and Responsibilities is available online at <http://www.osuokc.edu/rights/>.”

It is important to us, the nursing profession and consumers of the healthcare system that assessments utilized for this course are a true measure of individual student ability to perform competently as a Registered Nurse. Therefore, the Nurse Science Program faculty will strictly uphold the OSU Academic Dishonesty or Misconduct policy.

The faculty members in the Nurse Science Program work diligently to plan and evaluate course assignments and examinations; and believe that the integrity of those assignments and examinations is an important key to the success of our nursing program. We also wish to protect the integrity of hard-working students who have diligently completed written assignments and prepared for examinations.

Your first step, if you suspect or believe that a violation of the Academic Dishonesty or Misconduct Policy has occurred, is to address your concern to a faculty member. The faculty member will advise you of any other steps you should take and will report your concern to the Teaching Team.

We believe that it is your responsibility to clarify which behaviors do or do not represent academic dishonesty or misconduct. Examples of academic dishonesty or misconduct include, but are not limited to:

- Plagiarism – using someone else’s words, ideas or data without giving “proper” credit
- Taking information or “cutting and pasting” from Internet sources to use in an assignment without “properly” documenting your source
- The Nurse Science Program requires use of American Psychological Association (APA) format for all written assignments. For help with citation, refer to <http://www.osuokc.edu/library/helpme.aspx>.
- Cheating during examinations
- Copying an answer from another student’s examination booklet, Scantron® or computer screen
- Allowing another student to copy from your examination

- Using unauthorized materials during an examination
- Collaborating with another student during an examination offered in a computer lab
- Taking an online quiz for another student

Unauthorized advance access to an examination

- Recording questions or answers to examinations during review for sharing later
- Discussing an examination item with a student yet to take the examination or the course
- Receiving questions or answers to examinations from a previous student or for a makeup examination
- Accessing test banks that accompany textbook instructor resources – whether online, digital, or hard copy.

Unauthorized collaboration on projects

- Working with other students on written assignments without express permission from an instructor to do so
- Discussing or giving assistance to another student on an assignment unless given express permission to do so
- Cutting and pasting another student's answers from an assignment document or discussion forum post
- Collaborating with another student on an online examination or case study without express permission to do so

Cooperating with another in an academically dishonest activity

- Sharing completed work with another student
- Giving completed work from a previous course to another student
- Using completed work from a student who took the course previously
- Lying about a clinical laboratory situation, written assignment, missed examination or due date
- Signing the attendance roster for another student
- Claiming or documenting nursing care you did not complete
- Claiming independent nursing actions when you had help from another health care provider or another student
- Claiming an untrue situation regarding inability to meet a due date
- Claiming an untrue situation regarding inability to take a test on time
- Submitting an item of academic work that has previously been submitted for the course or for another nursing course
- Submitting a written assignment that you submitted for a previous clinical day
- Submitting a written assignment that you submitted when taking the course previously

General Information and Services for Students

- I. **Advisement** — Health Sciences and Nurse Science Advisor can be reached at (405) 945-3313.

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.

Workshops on success-related topics are presented throughout the semester at no charge to students. Contact a counselor for more information, located first floor of the Student Center, or by calling (405) 945-9150.

- II. **Business Office** — Tuition is paid, parking decals issued and student account information obtained in the Business Office, Administration Building, Room 201.
- III. **The HUB** — Located in the Student Center, second floor, The HUB offers a place to eat 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 HUB, but also from vending machines located across campus.
- IV. **Student Success and Opportunity Center** — The Student Success and Opportunity Center (SSOC) 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 SSOC

The SSOC 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, noon to 6 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, 6 a.m. to 7 p.m., Friday, 6 a.m. to 5 p.m., Saturday, 9 a.m. to 2 p.m, Closed Sunday (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 www.osuokc.edu/wellness.

- VII. **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
Phone (405) 945-3201, fax (405) 945-3213

It is 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. The Bookstore is located in the Student Center, second floor.

- 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. Students may also sign up on O-Key to receive alerts on their cell phone.

Television

KFOR Channel 4 (Cox Cable)
KOCO Channel 5 (Cox Cable)
KWTW Channel 9 (Cox Cable)
KOKH Channel 25 (Cox Cable)

Radio

KTOK 1000 (AM)
KOMA 1520 (AM)
KOMA 92.5 (FM)
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.

Steps in the Financial Aid Process

Step 1: Apply for Aid

- To apply for an OSU-OKC Tuition Scholarship, visit www.osuokc.edu/scholarships.
- To search for external scholarship opportunities, visit www.fastweb.com.
- To apply for Federal Grants & Loans, visit www.fafsa.ed.gov. The federal school code for OSU-OKC is 009647.
- To apply for Federal aid online, you must apply for and receive a personal identification number (PIN) at www.pin.ed.gov.

Priority deadlines for financial aid application are May 31 for Fall and November 30 for Spring.

Step 2: Get Admitted and Enroll

Students must complete the admissions process and enroll in classes in order to be awarded Federal Aid.

Step 3: Activate Your O-Key

The Financial Aid and Scholarship Office will utilize email as its official notification mode. You are strongly encouraged to activate your O-Key account so that you can receive these email messages and gain access to Web for Students. To activate your account, visit: <https://app.it.okstate.edu/okey/>

Step 4: Complete Your Financial Aid File

Once OSU-OKC receives and reviews your processed FAFSA, additional documents may be requested. Applicants should monitor their OSU-OKC or FAFSA email addresses for notifications requesting information from the Financial Aid Office. Following are normal processing times applicants should allow for the review of their file, provided they have enrolled. All timelines are subject to volume, especially during peak enrollment periods.

Students not selected for verification: allow ten business days from file completion date.

Students selected for verification: allow fifteen business days from file completion date.

Important Notice: Transcripts from all colleges/universities previously attended must be received in the OSU-OKC Admissions/ Registrar Services Office before your eligibility for federal student aid can be determined.

Step 5: Types of Aid

For those who qualify, federal grants are available in the form of Pell, Supplemental Educational Opportunity Grant (SEOG), and Oklahoma Tuition Aid Grant (OTAG). Federal Work Study Program (FWSP) and loans are available for students attending at least half time (six credit hours). Loans come in the form of Federal Direct Subsidized and Unsubsidized Loans, and Federal Direct Parent Loan (PLUS), as well as Private Loans, which are credit based. Parents of dependent students are responsible for applying for the credit-based Plus Loan.

Step 6: Award Notification

Your eligibility for scholarships and federal aid will be determined based on your cost of attendance, enrollment status, and external aid offers. Once eligibility has been determined, you will receive an email notification informing you that your awards are ready to be viewed and acted upon via Web for Students. All grant awards are accepted on your behalf; therefore, you are not required to accept these types of awards. You must "Take Action" by either accepting or declining aid offers of federal

loans or federal work-study. If you have been offered and choose to accept student loans, you must complete

Loan Entrance Counseling (each academic year) at www.studentloans.gov. If you are offered and are accepting federal work-study, you must visit with Gil Smith, Job Placement/Enrollment Management Specialist, any time after August 1st to apply for available work-study jobs.

Important Note: To avoid over-award situations, please notify the Office of Financial Aid and Scholarships of all external scholarship offers that you receive as soon as you become aware of them.

Step 7: Charging Books

In order to charge books, you must have been awarded aid that exceeds your tuition charges. Students who have not been awarded or failed to meet the priority deadlines listed above will need a plan for book expenses. We encourage students in this situation to explore the Rent-A-Text option offered by Follett Bookstore. For more information, visit www.rent-a-text.com

Step 8: Refunds of Aid

Financial aid funds administered by OSU-OKC will be credited to students' Business Services accounts to pay outstanding balances. Funds in excess of outstanding balances will be refunded to the student. Loans are credited prior to school beginning and grants and scholarships will be credited beginning the week after census (add/drop period). FWSP funds are earned by working on campus and students will be paid as an OSU-OKC employee. The Business Services Office begins issuing refunds during the first week of each semester. Refunds will be mailed to the current address that is in the OSU-OKC computer system, unless you sign up for Direct Deposit with the Business Services Office. Please contact the Business Services Office for sign-up information. If direct deposit is set up, excess funds can be deposited within two business days; otherwise funds will be mailed in 7-10 business days.

Step 9: Loan Exit Counseling

Student loan borrowers who are graduating or transferring to another college must cancel their aid for the next semester and complete Loan Exit Counseling at www.studentloans.gov

For further questions, please contact the OSU-OKC Office of Financial Aid and Scholarships at (405) 945-8646, (405) 945-8681 or email at finaid@osuokc.edu.

Academic Regulations Information

A. Adding and Dropping Courses

Adding Courses. Once enrollment opens, students may add courses to their schedule during the non-restrictive add period (generally the first week of a regular 16-week term, less for shorter terms; see Academic Calendar for specific dates) through an academic advisor or via the MyOKState Student Portal. After the non-restrictive period ends, students must obtain permission from the academic department to enroll in a course.

Dropping Courses. Students may drop a course online at any time during the refund period. The refund period is the first two-weeks of a 16-week course, the first week of an 8-week course and the first day of a fast-track, 4-week, or other short course. A drop with refund does not appear on the student's official academic record.

After the refund period, a student may drop a course with a grade of "W" through the 12th week of a 16-week term, the 6th week of an 8-week term or three-quarters of the length of a fast-track, 4-week, or other short course. See the Academic Calendar for specific dates. Drops during this period will be completed online. After this period, students may not drop a course. An official grade for the course will be issued for the student at the end of the term (A, B, C, D, F, I, AU). The date of the Add/Drop/Withdrawal is the official date of the transaction. It is the student's responsibility to ensure the transaction is completed through the MyOKState Student Portal.

Auditing Courses. 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.

Refer to NSP 06.01 "Nurse Science Interruption of Normal Progression" for information concerning the implications of withdrawal from the nursing program.

B. Tuition and Fees Refund Policy

1. When a student enrolls at OSU-Oklahoma 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-Okahoma 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.

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 of 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

C. Concurrent Enrollment

1. Students who wish to earn credits concurrently at another institution or through enrollment in correspondence or extension while attending OSU-Okahoma City must secure approval from the department head if the student expects OSU-Okahoma City to accept those credits. Refer to NSP 02.01 "Nurse Science Credit by Advanced Standing for NS 1118 and NS 1148" 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-Okahoma 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-Okahoma City School Catalog.

D. 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.

E. 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 | i. class schedule |
| b. telephone number | j. educational institutions previously attended |
| c. date and place of birth | k. degree(s) held, dates granted, and institution(s) granting such degree(s) |
| d. major field of study | l. advisor |
| e. dates of attendance at OSU | m. participation in officially recognized organizations, activities, sports |
| f. degrees and awards granted | n. parents’ names/addresses |
| g. academic classification (freshman, sophomore, etc.) | |
| h. sex | |
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.

F. Graduation and Licensure

1. Students who have successfully completed the second semester (NURS 1148) of the Nurse Science Curriculum are eligible to write the NCLEX-PN Examination. Further information may be obtained from the Oklahoma Board of Nursing. (www.ok.gov/nursing)
2. Information for graduation and application to take the National Council Licensure Examination (NCLEX) is given in NURS 2342, "Transition to Professional Practice". This course is taken with NURS 2258: Complex Nursing Concepts.

3. 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.
4. 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.
5. 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.

G. 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 06.02b "Nurse Science Student Contract Procedure." OSU-Oklahoma City Student Rights and Responsibilities Governing Student Behavior document also provides additional information.

H. 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):

“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), Section 504 of the Rehabilitation Act of 1973, and the ADA Amendments Act of 2008. OSU-Oklahoma City is committed to providing full access to students pursuing their educational and career goals.” Students are encouraged to submit appropriate disability documentation and to make their requests well in advance of the beginning of classes to ensure appropriate delivery of services and accommodations.”

- 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 Department Head and involved faculty.
- The instructor will inform the Department 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 Department 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" and the "[OSU-OKC Services to Students with Disabilities](#)" website.

Scholarships and Qualifications – Fall & Spring

Scholarship Title	Semester Currently Enrolled	Amount	Application Due Date for Next Semester Award	Qualifications
Chris Pitts	Nursing	Up to \$375 per semester	April 1 for Fall November 1 for Spring	• 2.5 GPA • Financial Need • Enrolled in nursing course. • Preferred single parent applicants.
Dr. Lois Salmeron	NURS 1118 NURS 2218	Up to \$250 per semester	April 1 for Fall November 1 for Spring	• 3.25 GPA • Narrative of educational career goals. • Documentation of active involvement in SNA/Service Learning.
Barbara Statum	Major in Nursing	\$200	April 1 for Fall November 1 for Spring	• 3.0 GPA • Oklahoma Resident • Demonstrate involvement in school activities
Larry Love	NURS 1118 NURS 1148 NURS 1313 NURS 2218	\$450	April 1 for Fall	• 2.5 GPA • Oklahoma Resident • Financial Need • Identify personal and professional goals. • Write personal philosophy of nursing
Deaconess Auxiliary	Enrolled in any Health Sciences Program	\$1000 (maximum award)	April 1 for Fall	• 2.5 GPA • Oklahoma Resident • Financial Need • Identify personal and professional goals

OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY
DEPARTMENT OF NURSE SCIENCE
STUDENT HANDBOOK — 2016 - 2017

Laverne Aldridge	NURS 1118	\$4500 (\$1500 per semester for 3 semesters)	April 1 for Fall November 1 for Spring	• 2.5 GPA • Oklahoma Resident • Financial Need • Description of leadership abilities
Nancy Hall	NURS 1118 NURS 1148 NURS 1313	\$2500 (\$1250 per semester for NURS 2218 & 2258)	April 1 for Fall	• 3.0 GPA • Oklahoma Resident • Financial Need • Identify personal and professional goals. • Write personal philosophy of nursing.
Tracy L. Harris	NURS 1118 NURS 1148 NURS 1313 NURS 2218	Amount Varies	April 1 for Fall November 1 for Spring	• 2.5 GPA • Has Bachelor's degree in a different field • Preference to single person-no children
Health Sciences Division Tuition Waiver	All Health Science Programs	Amount Varies	August 1 for Fall December 1 for Spring	• 2.5 GPA • Enrolled in one of the Health Science programs • Information available on application • Applicants can <u>NOT</u> be receiving other waivers.
Lois Faye May	NURS 1118	\$200	Will be chosen by OSU Foundation (No Applying Necessary)	• 2.5 GPA • Ethnic Minority • Leadership and/or involvement in school/community activities. • Two letters of recommendation

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

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

The student uniform consists of a black bottom, orange colored top, white shoes with white socks and shoelaces or black shoes with black socks and shoe laces, 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 solid black or white t-shirt, either long or short sleeved, may be worn under the top if desired, but may not show below the hem of the top.
- b. Pants are to have ankle length straight legs without banded or elastic cuffs and must not touch the floor.
- c. Shoes must be 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. A hoodie may not be worn in the patient care area.
- 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 and neat. Hair of shoulder length or longer that falls forward when the person bends forward shall be tied back or up. Extremes in hair color, such as purple, blue, green, pink or orange are not permitted. Facial hair should be well groomed and neatly trimmed and not interfere with personal protective gear.

- 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. Jewelry and hair ornamentation should not detract from professional appearance or create a safety risk.
- h. Students may not attach, affix or display objects, articles, or ornamentation, including rings to or through the nose, tongue, lip, eyebrow or any other exposed body part except the earlobe. Tattoos must be covered.
- i. 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, avoiding extreme shades such as black, blue, purple, green or yellow. All nails should be solid in color and the same color. No nail jewelry or art is allowed. Chipped or cracked polish should be removed. Artificial, extender, or overlaid nails are not to be worn in the patient care area.
- j. Students may not chew gum while in the clinical area.
- k. 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 deodorant
 - 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 Uniform Is Not Required

- a. 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 professional dress, 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.
- b. Lab coats must be all white, clean and pressed; with OSU-Oklaoma City school patch affixed three (3) inches under the shoulder seam on the right sleeve and OSU-Oklaoma City student name tag clearly visible on the left side of the lab coat.
- c. Regular shoes, clean and polished, are worn with socks or hose. Canvas shoes, sandals, open-toed or open-heeled shoes are not appropriate.
- d. The following clothing are not to be worn:

- i. denim slacks or jeans;
 - ii. military fatigues, overalls, nylon or knit sweat suits;
 - iii. shorts of any type, or cut-off pants;
 - iv. sleeveless, low-cut, tight or revealing clothing of any type (tube and halter tops, sundresses, slip dresses, mini-skirts, leggings, etc.)
 - v. sweat shirts or t-shirts
- e. Hair must be clean, neat, and arranged in a manner that maintains medical asepsis.
- f. 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).
- g. 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.
- h. Students may not chew gum while in the clinical area.
- i. Personal grooming is extremely important when students are involved in direct client care. Students should remember when working with clients:
- a. regular bathing and use of deodorant
 - b. no cologne or perfume
 - c. 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 **S**tudent **N**urses **A**ssociation 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 student majors 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 semester. Additional funds are raised 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 nurse science teaching team. Check with the team leader in your nursing course for specific faculty names.

Oklahoma Board of Nursing
2915 N. Classen Blvd., Suite 524
Oklahoma City, OK 73106 (405) 962-1800
www.ok.gov/nursing

**INFORMATION FOR APPLICANTS FOR RN, LPN or APRN LICENSURE, AUA
CERTIFICATION,
OR REINSTATEMENT WITH HISTORY OF ARRESTS,
CONVICTIONS, OR PRIOR DISCIPLINARY ACTION**

Applicants for licensure, AUA certification, or reinstatement 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 a nursing license, certification or registration, any professional or occupational license, registration, or certification and/or any application for a nursing or professional or occupational license, registration, or certification or if there is currently any investigation of your nursing license, registration, or certification; and/or any professional or occupational license, registration, or certification; and/or any application for a nursing and/or professional or occupational license, registration, or certification in any state, territory or country, **or** have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing if the incident has not previously been reported in writing to the Board. A “report in writing” means that the applicant/licensee provided a signed and dated description stating in his/her own words the date, location, and circumstances of the incident, and if applicable, the resulting action taken by the court, agency, or disciplinary board. The report may be in the form of a letter or a statement in the provided space on the application. The report must be accompanied by certified court records or a board order. A verbal report does not constitute a “report in writing”. A written report not accompanied by a full set of certified court records or the board order(s) does not constitute a “report in writing”. Failure to report such action is a violation of the *Oklahoma Nursing Practice Act*.

All applicants for licensure as a Registered Nurse, Licensed Practical Nurse or Advanced Practice Registered Nurse or for certification as an Advanced Unlicensed Assistant, must have submitted a fingerprint criminal history records search conducted by the FBI and Oklahoma State Bureau of Investigation not more than three (3) months prior to submission of the application [59 O.S. §567.5].

A candidate for a license to practice as a Registered Nurse or Licensed Practical Nurse, or for certification as an Advanced Unlicensed Assistant, 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, 567.6, & 567.6a]. **Therefore, individuals with one or more felony convictions cannot apply in Oklahoma for RN/LPN licensure by examination or endorsement, or for AUA certification, 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, certification or reinstatement, and fee;
2. A signed statement from the applicant describing the location and circumstances of the offense, date, court action or Board action taken and current status;
3. Fingerprint criminal history search not more than three (3) months old (applicable only to applicants for licensure by examination, endorsement, APRN licensure or AUA certification); and
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. Internet print-outs are not acceptable. If no records are found, have the agency provide a certified letter stating no records found in a search from the date of offense through current date.
5. If applicable, copies of the licensing agency's actions submitted directly from that agency to the Oklahoma Board of Nursing

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.

Oklahoma Board of Nursing
2915 N. Classen Boulevard, Suite 524
Oklahoma City, OK 73106
(405) 962-1800
www.ok.gov/nursing

INSTRUCTIONS for LICENSURE BY EXAMINATION

APPLICATION FEE - \$85.00

Use this application if you:

- ☐ **Are NOT licensed at the same level in another state, U.S. territory, or country; and**
- ☐ **Were educated in a nursing program approved by a member board jurisdiction in the United States or U.S. territory; and**
- ☐ **Have NOT previously held a license (at the same level) in Oklahoma.**

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION.

In addition to completing the application form, you will need to complete an NCLEX registration, which may be completed on the *NCLEX* website: www.vue.com/nclex.

APPLICATIONS ARE AVAILABLE FOR SUBMISSION ONLINE THROUGH
<https://www.ok.gov/nursing/licensing/app/index.php>.

A paper copy may be requested by the individual applicant by submitting a written request for such to the Board office. The applicant must include a postage-paid (\$1.06 postage cost) 8 ½ x 11 inch return envelope for Board staff to return an application.

Forms referenced can be found in the Forms / Applications link on the Board's website.

REQUIREMENTS FOR LICENSURE IN OKLAHOMA

Age: The applicant for licensure must be a minimum of eighteen (18) years of age.

Verification of citizenship status: State law requires the Board of Nursing to issue a license only to U.S. citizens, nationals and legal permanent resident aliens; and to qualified alien applicants who present, *in person*, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the U.S.;
2. A pending or approved application for asylum in the U.S.;
3. Admission into the U.S. in refugee status;
4. A pending or approved application for temporary protected status in the U.S.;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent residence status or conditional resident status.

Applicants in the above six categories will only be eligible to receive a license card that is valid for the time period of their authorized stay in the U.S., or if there is no date of end to the time period of their authorized stay, for one year. The license card is required to indicate that it is temporary. The information will be verified through the Systematic Alien Verification for Entitlements (SAVE) Program, operated by the U.S. Department of Homeland Security. Form X-09 2 08/27/2015

Graduation from a state Board-approved program of registered or practical nursing: You must be a graduate of a **state Board-approved program** of registered or practical nursing. An official transcript from the nursing education program must be submitted directly from the nursing education program. The nursing education program you attended **must have included theory and clinical experience in the following areas:**

- ☐ Care of the adult
- ☐ Care of children
- ☐ Maternal/newborn nursing
- ☐ Psychiatric-mental health nursing (Exception: psychiatric clinical experience is not required for practical nurses applicants)

Completion of the licensure examination: Once all other requirements for licensure have been met, you will be made eligible to take the NCLEX-RN or NCLEX-PN licensure examination. In order to be made eligible, you must have registered with the testing service (www.vue.com/nclex).

Review of criminal history:

Effective January 1, 2013, state law (59 O.S. § 567.18.B.) requires each applicant for licensure to have a fingerprint-based background check completed not more than ninety (90) days old at the time of submission of the application for licensure. The background check consists of fingerprint-based searches of the Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of Investigation (FBI) Criminal History Record Information databases and name index searches of computerized databases containing criminal history records. Please see the “Instructions” section for further information on obtaining a fingerprint-based background check.

In addition to the background check, applicants for licensure 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 a nursing license, certification or registration, any professional or occupational license, registration, or certification and/or any application for a nursing or professional or occupational license, registration, or certification or if there is currently any investigation of your nursing license, registration, or certification; and/or any professional or occupational license, registration, or certification; and/or any application for a nursing and/or professional or occupational license, registration, or certification in any state, territory or country, **or** have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing in writing. A “report in writing” means that the applicant/licensee provided a signed and dated description stating in his/her own words the date, location, and circumstances of the incident, and if applicable, the resulting action taken by the court, agency, or disciplinary board. The report may be in the form of a letter or a statement in the provided space on the application. The report must be accompanied by certified court records or a board order. A verbal report does not constitute a “report in writing”. A written report not accompanied by a full set of certified court records or the board order(s) does not constitute a “report in writing”. Failure to report such action is a violation of the *Oklahoma Nursing Practice Act*. An applicant for a license to practice as a Registered Nurse or Licensed Practical Nurse must 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 Form X-09 3 08/27/2015 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.

INSTRUCTIONS FOR COMPLETION OF THE APPLICATION

It is recommended that you submit your application to the Oklahoma Board of Nursing approximately two months (but no more than four months) before graduation. This will ensure adequate time for processing.

1. **Completion of application:** The application should be completed and submitted online on the Board's website: <https://www.ok.gov/nursing/licensing/app/index.php>. You must complete all modules of the application with your **full legal name** which is the name on your birth certificate and any subsequent legal name changes. Please indicate "NMN" if you do not have a middle name. **You must provide a Social Security number on the application.** This information is mandatory, pursuant to 56 O.S. § 240.21A, for administration of the tax laws of the State of Oklahoma.

If you are submitting a hard copy application, **you may NOT use correction fluid on the application.** When you are finished entering your information sign the application LEGIBLY, using your full legal name.

☐ The Board's newsletters are now provided by electronic mail, so it is recommended you provide an e-mail address on the application.

2. **Citizenship:** All applicants for licensure must complete the appropriate *Evidence of Status Form*. If you are a U.S. citizen, U.S. national, or legal permanent resident alien, you must submit a photocopy of one of the documents listed under "Acceptable Documents to Establish Evidence of Citizenship" on the *Evidence of Status Part A Form*.

According to State law, **if you are a qualified alien, you must bring in person** the *Evidence of Status Form* to the Board office along with the original documents that support your qualified alien status, as shown on the *Evidence of Status Part B Form*. At the Board office, a staff member will copy your qualified alien status documentation and will notarize the *Evidence of Status Form*.

3. **Background Check:** Each applicant must provide fingerprint images to be used for the purpose of permitting a state and national criminal history records search through the OSBI and FBI. The criminal history records search must be conducted through the Board's vendor, L-1 (MorphoTrust) not more than ninety (90) days prior to receipt of the application in the Board office. The results of the search are provided directly to the Board office by the OSBI usually within one to two weeks. Procedures for changing, correcting or updating OSBI and / or FBI results are set forth in Title 28, C.F.R., §16.34 and will be furnished as needed.

Option 1: If you have an Oklahoma mailing address, you will need to go to an Identogo center sponsored by L-1 (MorphoTrust) located within the state to provide Form X-09 4 08/27/2015 fingerprints electronically. These sites are available by appointment only. You must visit the following website to schedule an appointment: www.identogo.com, or you must call (877) 219-0197 to make an appointment. Payment can be made during your appointment or online when scheduling. **Please note that your fingerprints must be obtained electronically only at an Identogo (L-1/MorphoTrust) site.**

Option 2: If you have an out-of-state mailing address, Board staff will mail you specific fingerprint cards that you must take to a local law enforcement agency to obtain the fingerprints. An addressed envelope will be provided as the fingerprint cards **must be mailed by the law enforcement agency directly to L-1 (MorphoTrust)**. You are responsible for the postage and the costs associated with obtaining your fingerprints. **Please note that you must wait to receive the specific coded fingerprint cards from the Board office prior to obtaining your fingerprints.**
OR If you are in Oklahoma, you may follow the instructions for Option 1 above.

4. Criminal Charges, Disciplinary Action, or Judicial Declaration of Mental Incompetence: If you answer “yes” to the criminal charge, discipline, or competency questions on the application, you must **submit a statement on the application form, describing the date, location and circumstances of the incident, and the resulting action taken by the court or disciplinary board**. If you have more than one incident you are reporting, you must speak to every case/charge that has been filed. If you have reported a history of being 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 being requested to appear before any prosecuting attorney or investigative agency in any matter, you must submit certified copies of the:

- ☐ **Information Sheet** (brief summary of the incident prepared by the court)
- ☐ **Affidavit of Probable Cause, Charges** (listing of the charges brought against you)
- ☐ **Judgment and Sentencing** (findings of the court and sentence imposed)
- ☐ **verification that sentencing requirements are complete.**

Certified copies are copies of court records obtained from the courthouse in the county/city where the action occurred, dated and signed by the court clerk, and affixed with the court seal. You may obtain these documents from the courthouse in the county/city or in the federal court of the district in which the court action occurred. If no records are found, have the agency provide a certified letter stating no records were found in a search from the date of offense through current. **Internet court documents (such as OCIS case reports) and faxed records will not be accepted. Please note that you must report all arrests and/or charges that have been brought against you.**

If you have reported a history of disciplinary action taken against a nursing license, certification or registration, any professional or occupational license, registration, or certification and/or any application for a nursing or professional or occupational license, registration, or certification or if there is currently any investigation of your nursing license, registration, or certification; and/or any professional or occupational license, registration, or certification; and/or any application for a nursing and/or professional or occupational license, registration, or certification in any state, territory or country, please request that a certified copy of the Board order be submitted directly to the Board office from the licensing agency. If you have reported a history of judicial declaration of mental

incompetence, please contact the Board office for further instructions Form X-09 5 08/27/2015 **The Board recommends you submit this material two to four months prior to graduation.**

5. Fee: Payment can be made in the form of VISA, MasterCard or electronic fund transfer when completing the application online in the License Registration link.

☐ If a hard copy application is submitted, attach to your application a money order, certified check or cashier's check in the amount of \$85.00 payable to the Oklahoma Board of Nursing. **Personal checks will not be accepted.** If the fee is not submitted with the application or if the fee is incorrect, the application will be immediately returned without review. Fees are not refundable.

TRANSCRIPT

An official transcript should be submitted from your school after you have graduated. Many of the nursing education programs automatically send graduate transcripts to the Oklahoma Board of Nursing as a courtesy to their graduates; however, you will need to check with the director of your program on the school's policy. Please ensure that the transcript includes the conferral date of the degree earned.

Graduates from out-of-state programs should request that the school send an official copy of the transcript to the Oklahoma Board of Nursing. The Board must evaluate the curriculum provided in the out-of-state program to ensure that it meets the state's curricular requirements. Out-of-state candidates must also submit **course descriptions** for nursing and related courses for evaluation. The course descriptions must be from the time you were enrolled in the program and may be obtained from the school's catalog or course syllabi. If the course descriptions from your school do not verify the required curriculum, additional documentation from your program will be required.

NCLEX REGISTRATION

The National Council Licensure Examination (NCLEX) is administered by Pearson VUE and delivered through Pearson Professional Centers. In order to be eligible to take the examination, you must register with Pearson VUE. You may register with the testing service on their website:

www.vue.com/nclex. or at 866-496-2539. When registering, you must provide the testing service your email address.

You must be registered with Pearson VUE to receive an *Authorization to Test* letter (ATT), which is issued by Pearson VUE after your application has been approved by the Oklahoma Board of Nursing. Once you are registered with NCLEX, your NCLEX registration will remain effective for one year, awaiting the approval of the Board, or until you are approved and take the examination, whichever comes first. After the Board approves your registration and you have received your ATT, you have 90 days to schedule and take the examination.

☐ It is recommended that you schedule an appointment **immediately** upon receiving the ATT to ensure that you are able to get your choice of dates and times.

☐ You **must** take the examination within 90 days from the date the ATT was issued or you will forfeit your fee and have to re-register.

☐ Instructions for scheduling an appointment and information regarding test center locations are included with the ATT letter.

☐ Please note current requirements for documents that you must take to the testing center on your test day as found on the NCLEX website.

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GENERAL INFORMATION

Test results will NOT be provided over the telephone by the Oklahoma Board of Nursing. You are required to notify the Board in writing of any address changes occurring during the registration and testing process. This notification must be signed and submitted in person, by mail, or by facsimile.

Your application to the Board for licensure is valid for one year after receipt. After that time, a new application and fee must be submitted. If you take and fail the examination, a rewrite application and fee must be submitted. You may view average processing times of a completed application on our website in the Agency Data / Statistics / Quarterly Statistics link. Repeated telephone calls to check on the status of your application will delay, rather than facilitate, the processing of your application. Applications are processed in the order they are received.

Once licensed, the License Verification link on the Board's website will be the first place your new license will be noted.

Registered Nurse licenses expire the last day of the licensee's birth month in even-numbered years, and Licensed Practical Nurse licenses expire the last day of the licensee's birth month in odd-numbered years following the date of issuance. The application fee includes the processing of your application and licensure through the current renewal period. **Fees are not pro-rated and are non-refundable.**

In accordance with Oklahoma law (59 O.S. § 567.7 E), the Executive Director shall suspend the license or certificate of a person who submits a check, money draft, or similar instrument for payment of a fee which is not honored by the financial institution named. The suspension becomes effective ten (10) days following delivery by certified mail of written notice of the dishonor and the impending suspension to the person's address on file. Upon notification of suspension, the person may reinstate the authorization to practice upon payment of the fees and any and all costs associated with notice and collection. The suspension shall be exempt from the Administrative Procedures Act.

INFORMATION ON TIME LIMIT AFTER GRADUATION TO TAKE AND PASS THE NCLEX

All applicants for licensure by examination must submit a completed application, transcript, and fee to the Board and a completed registration form and fee to the authorized testing service **within two years of completion of the nursing education program**. If more than two years has elapsed, you must complete additional education as follows:

- 1) Successfully complete a Board-approved refresher course in accordance with the Board's policy;
or
- 2) Successfully complete nursing didactic coursework and faculty-supervised clinical experience in a board-approved nursing education program at the appropriate education level, to include at least 80 hours in classroom and skills laboratory review and at least 80 hours participating in patient care activities in the clinical setting

☐ After completion of the required additional education, the applicant will have two additional years to take and pass the NCLEX examination [OAC 485:10-7-1 (e) and 485:10-9-1 (e)].

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If it has been more than two years since you graduated from your nursing education program, you must submit evidence of either completing a Board-approved refresher course or coursework/clinical experience in a nursing education program, as outlined above. The following evidence will be accepted:

- 1) An official transcript or original copy of a certificate of completion identifying successful completion from a Board-approved refresher course
- 2) An official transcript from an educational institution offering a board-approved nursing education program at the same educational level as the program you originally completed, documenting at least 80 contact hours of theory/skills laboratory coursework and 80 contact hours in clinical coursework. Credit hours will be converted to contact hours using the following ratios: 15 contact hours per credit hour for theory, 30 contact hours per credit hour for skills laboratory, and 45 contact hours per credit hour for clinical coursework.

A list of nursing education programs and refresher courses approved by the Oklahoma Board of Nursing is available on the Board's website: www.ok.gov/nursing. Click on the link for "Education".

INFORMATION ON TIME LIMIT AFTER PREVIOUSLY PASSING THE NCLEX WITHOUT RESULTANT LICENSURE

If more than two (2) years has elapsed since you successfully passed the NCLEX-RN / NCLEX-PN and did **NOT** obtain licensure as a Registered Nurse / Licensed Practical Nurse, you must complete additional education as follows:

- 1) Successfully complete a Board-approved refresher course in accordance with the Board's policy; **or**
- 2) Successfully complete nursing didactic coursework and faculty-supervised clinical experience in a board-approved nursing education program at the appropriate education level, to include at least 80 hours in classroom and skills laboratory review and at least 80 hours participating in patient care activities in the clinical setting

If it has been more than two (2) years since you passed the NCLEX, you must submit evidence of either completing a Board-approved refresher course or coursework/clinical experience in a nursing education program, as outlined above. The following evidence will be accepted:

- 1) An official transcript or original copy of a certificate of completion identifying successful completion from a Board-approved refresher course; **or**
 - 2) An official transcript from an educational institution offering a board-approved nursing education program at the same educational level as the program you originally completed, documenting at least 80 contact hours of theory/skills laboratory coursework and 80 contact hours in clinical coursework. Credit hours will be converted to contact hours using the following ratios: 15 contact hours per credit hour for theory, 30 contact hours per credit hour for skills laboratory, and 45 contact hours per credit hour for clinical coursework
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**COMMON MISTAKES
THAT DELAY APPLICATION PROCESSING**

- ☐ Failing to submit fingerprint images to be used for the purpose of permitting a state and national criminal background search
- ☐ Leaving application questions incomplete or unanswered, or using correction fluid on the application
- ☐ Failing to provide the full legal name and Social Security number on the application
- ☐ Failing to provide license or certificate numbers, if the applicant holds another health-related license or certificate
- ☐ Failing to submit an *Evidence of Status Form* and supporting documentation
- ☐ Failing to request that an official transcript be submitted directly by the nursing education program
- ☐ Having a different name on the application from the name on the transcript or testing service registration form
- ☐ Not registering with the testing service for the examination
- ☐ Failing to submit a degree plan and course descriptions for review (required only for students graduating from out-of-state programs)
- ☐ Failing to provide a complete description and documentation regarding a history of criminal charges, disciplinary action, or judicial declaration of incompetence

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INFORMATION TO BE ADDED TO APPLICATION

DATE _____ SOCIAL SECURITY NUMBER _____

NAME ON APPLICATION _____

TYPE OF APPLICATION ON FILE (Please check one):

- ☐ Application or Rewrite Application for Licensure by Examination
☐ Application for Licensure by Endorsement
☐ Application for Reinstatement of a License, Certificate or Recognition
☐ Application for Renewal of a License, Certificate or Recognition
☐ Application for Advanced Practice Licensure or Prescriptive Authority Recognition
☐ Other: _____

------(DETACH HERE)-----

INFORMATION TO BE ADDED TO APPLICATION

DATE _____ SOCIAL SECURITY NUMBER _____

NAME ON APPLICATION _____

TYPE OF APPLICATION ON FILE (Please check one):

- ☐ Application or Rewrite Application for Licensure by Examination
☐ Application for Licensure by Endorsement
☐ Application for Reinstatement of a License, Certificate or Recognition
☐ Application for Renewal of a License, Certificate or Recognition
☐ Application for Advanced Practice Licensure or Prescriptive Authority Recognition
☐ Other: _____

------(DETACH HERE)-----

INFORMATION TO BE ADDED TO APPLICATION

DATE _____ SOCIAL SECURITY NUMBER _____

NAME ON APPLICATION _____

TYPE OF APPLICATION ON FILE (Please check one):

- ☐ Application or Rewrite Application for Licensure by Examination
☐ Application for Licensure by Endorsement
☐ Application for Reinstatement of a License, Certificate or Recognition
☐ Application for Renewal of a License, Certificate or Recognition
☐ Application for Advanced Practice Licensure or Prescriptive Authority Recognition
☐ Other: _____

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>
1. Curriculum Development Committee: a. Two students (NURS 2218 & NURS 2258) b. Selected <i>during a Fall semester</i>	Two Consecutive Semesters
2. Faculty Development Committee:	No Student representative
3. Student Development Committee: a. Two students (NURS 1118, NURS 1148) b. Selected <i>during a Fall semester</i>	Two Consecutive Semesters
4. Program Evaluation Committee a. Two students (NURS 1148 & NURS 2218) b. Selected <i>during a Fall semester</i>	Two Consecutive Semesters
5. Advisory Committee a. Two students (NURS 2218 & NURS 2258) b. Selected <i>during a Fall semester</i>	Two Consecutive Semesters

Refer to NSP 07.00 "Nursing Student Representation on Nurse Science Faculty Committees" for further information.

Section II: Nurse Science Department Policies

Student Handbook—2016 - 2017

Oklahoma State University-Oklahoma City
Department of Nurse Science

NSP 01.01

ADMISSION REQUIREMENTS

POLICY

1. In addition to the admission requirements for OSU-Oklahoma City, 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 passing score for the Nursing Admission Test of 66% or higher;
 - 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) national 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, and auditory and dexterity requirements.
5. Applicants will not be accepted for admission if there is a history of being unsuccessful in two nursing courses (withdrawals and /or failures).
6. As a condition for admission, an applicant may be required to be interviewed by members of the Nurse Science Student Committee.
7. For selected courses, computer proficiency evidence will be required via high school transcript course, formal course documentation, or passing a computer proficiency exam.
8. 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.
9. 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 (Refer to NSP 01.01a).
10. 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
Department Head Student Development Committee Division Head for final approval as needed	1. Review applications for completeness and admission profile 2. As needed, interview applicants 3. Notify applicant of acceptance or non-acceptance

NSP 01.01a

GUIDELINES FOR CHEMICALLY IMPAIRED STUDENTS

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 01.01a

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 Department

1. If the test is positive, the student will be asked to meet with a group of individuals which may include the Division Head, Department 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 NSP 06.01, Interruption of Normal Progression and NSP 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-Okahoma 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

NSP 01.01b

PROCEDURE FOR STUDENT CLINICAL REQUIREMENTS

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. Orientation will be held for a full day during the week prior to the beginning of the semester.
2. Students may be enrolled in the nursing program once all clinical requirements are completed and results have been obtained. The requirements include 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. If the UDS submitted prior is non-negative, a second UDS will be conducted to eliminate the possibility of a "false positive."
 - c. Before subsequent admission to the program, the student must submit:
 - d. Proof of successful participation in a formal intervention designed to address the drug use indicated in the screening, and
 - e. 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.
5. Students will be responsible for all costs associated with the background check and the UDS.
6. UDS of any student admitted to the nursing program may be requested, whenever chemical impairment is suspected. (Refer to NSP 05.04, Nurse Science Guidelines for Chemically Impaired Students).
7. 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.
8. 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.

NSP 01.02

GUIDELINES FOR ABILITIES REQUIRED TO PROVIDE CLIENT CARE

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. 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. Auditory perception to receive verbal communication from clients and members of the health team (even if wearing a mask) 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. Gross and fine motor coordination to respond promptly and to implement the skills required in meeting client health care needs safely and the physical strength to assist in moving and turning patients. These include, but are not limited to, manipulation of and moving equipment and performance of CPR.
4. Intellectual function; cognitive, psychological and emotional stability to plan, implement and provide safe care for clients.
5. Physical strength to assist in lifting and/or positioning patients and/or medical equipment.
6. 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.
7. Any student experiencing a change in health status (surgical procedure, pregnancy, delivery, or disabling illness, etc) will be required to provide a Release to Return to Clinical Activity Form completed by a health care provider. This form states that the student is able to meet the physical requirements to attend and participate in clinical experiences or outlines any restrictions imposed on the student.
8. The Release to Return to Clinical Activity Form is available online on the nursing link of the OSU-OKC Nurse Science website (Refer to NSP.01.02a)
9. 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.

10. Any student experiencing a change in health status (surgical procedure, pregnancy, delivery, or disabling illness, etc.) will be required to provide a Release to Return to Clinical Activity Form (NSP 01.01a) completed by a health care provider. This form states that the student is able to meet the physical requirements to attend and participate in clinical experiences or outlines any restrictions imposed on the student.

NOTE: Truthful and full disclosure on these forms is for the student's safety. Falsification and/or exclusion of information may result in disciplinary action by the college.

NSP 01.02a

RELEASE TO RETURN TO CLINICAL ACTIVITY

Students in the Nursing Program at OSU-OKC are required to participate in provision of direct patient care in clinical facilities as well as perform clinical skills in a nursing laboratory. Any student experiencing a change in health status (surgical procedure, pregnancy, delivery, immunosuppression, or disabling illness, etc.) is required to provide documentation from a health care provider which states that the student is able to meet the physical requirements to attend and participate in clinical experiences. These requirements include:

1. 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. 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. 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. Intellectual function; cognitive, psychological and emotional stability to plan, implement and provide safe care for clients.
5. Physical strength to assist in lifting and/or positioning patients and/or medical equipment.

This is to verify that _____ has been under my care for the treatment of illness, pregnancy, delivery, disease, or injury. I have determined that this student may return to participation in clinical experiences which require the physical abilities as outlined above

☐ with no restrictions

☐ with the following restrictions:

HEALTH CARE PROVIDER SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

ADDRESS: _____

As a student, I understand that limitations may prevent me from successfully completing the clinical requirements.

STUDENT SIGNATURE: _____ DATE: _____

OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY
DEPARTMENT OF NURSE SCIENCE
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FOR CONFIDENTIAL FILE:

RETURN TO: Oklahoma State University, Oklahoma City
Nurse Science Department
440 N. Portland Ave
Oklahoma City, OK 73107
FAX: 405-945-8613

NOTE: TRUTHFUL AND FULL DISCLOSURE ON THIS FORM IS FOR THE STUDENT'S SAFETY. FALSIFICATION AND/OR EXCLUSION OF INFORMATION MAY RESULT IN DISCIPLINARY ACTION BY THE COLLEGE.

NSP 01.03

ADMISSION BY TRANSFER

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 2.5 or higher.
6. Previous nursing courses must be from a school of nursing approved by the State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN).
7. Applicants may only request admission into NS1148 (2nd semester) or NS2218 (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*) national background check (Note: Admission to the Nurse Science program may be denied to any student with a criminal history)
 - Negative urine drug screen

- e. Letter of recommendation from the Department Head, Dean, or Director of the school from which the applicant is transferring.

PROCEDURE NSP 01.03

RESPONSIBLE PERSON	ACTION
Applicant	1. Prepare and submit requirements for admission by the established deadline
Department Head	1. Interview applicant
Student Development Committee	2. Initiate evaluation procedure
Division Head for final approval as needed	3. Notify applicant of acceptance or non-acceptance

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.

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	*		

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Nurse Science Department
STUDENT PERFORMANCE CHECKLIST

Evaluators rate to date/initial each skill at time of evaluation.

[illegible]

NSP 02.01

DIRECT ARTICULATION

POLICY

1. Admission by direct articulation into Nurse Science 2218 is limited to Licensed Practical Nurses (LPN or LVN) who hold a current unencumbered state license and graduated from an ACEN accredited LPN/LVN program.
2. In order to qualify for direct articulation into Nurse Science 2218, 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 Department Head or Division Head of the Health Sciences;
 - g. Have paid the appropriate fees;
 - h. A current (*within 3 months*) national background check (NOTE: Admission to the nursing program may be denied to any student with a criminal history).
3. Upon successful completion of prerequisite courses (CHEM 1214 or CHEM 1314, ENGL 1113, PSYC 1113, PSYC 2213, NSCI 1113, BIOL 2214, PSIO 2314, ENGL 1213, and NURS 1313), the applicant will be given credit for NURS 1118, NURS 1121, NURS 1148, and will be admitted to NURS 2218 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 2218.
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.
6. 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 a national background check.
7. The student must complete the major area courses required for the Associate Degree in Nursing within a two (2) year period.
8. 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 physical activities as identified in NSP 01.02.

PROCEDURE NSP 02.01

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

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NSP 02.02

CREDIT BY ADVANCED STANDING FOR LPN/LVN

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 ACEN approved) 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 of the Health Sciences Division or the Department Head of Nurse Science;
 - g. Have paid the appropriate fees;
 - h. Have successfully passed the HESI Mobility Exam with a minimum of 850 and the TEAS V examination with minimum score of 66% to receive credits for NURS 1118, NURS 1121, and NURS 1148; after successful completion of NURS 1313.
 - i. A current (*within 3 months*) national background check (NOTE: Admission to the Nurse Science program may be denied to any student with a criminal history).
3. Completed the following courses with a grade of “C” or better;

• ENGL 1113	Freshman Composition I
• PSYC 1113	Introduction to Psychology
• PSYC 2213	Lifespan Human Development
• NSCI 1113	Introduction to Nutrition
• CHEM 1214 or 1314	General Chemistry
• BIOL 2214	Human Anatomy & Lab

Completed or concurrent enrollment in;

• NURS 1121	Introduction to Pharmacology
• PSIO 2314	Human Physiology
• ENGL 1213	English Composition II
4. Upon completion of prerequisite and co-requisite courses, and NURS 1313 the applicant will be given credit for NURS 1118, NURS 1121, and NURS 1148, and eligible to be admitted to NURS 2218 depending space availability.
5. Applicants must apply for enrollment in 1118 if unsuccessful on the Advanced Standing exams.

6. The applicant must enter NURS 2218 within one (1) calendar year after completing NURS 1313.
7. The student must complete the major area courses required for the Associate Degree in Nursing within a two (2) year period.
8. Applicant may take the advanced standing examination two (2) times, at least 4 weeks apart per application period for OKC campus and two (2) times, at least 4 weeks apart every 6 months for Goodwell campus.
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 a national background check.
11. 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 physical activities as identified in NSP 01.02.

PROCEDURE NSP 02.02

RESPONSIBLE PERSON	ACTION
Applicant	1. Meet all criteria for admission to OSU-Oklahoma City 2. Make arrangements for challenge examination with the campus Testing Center 3. Receive approval from Health Sciences Department Head 4. Successfully passed HESI Mobility exam with a score of 850 or higher and TEAS V exam with a score of 66% or higher
Department Head Health Sciences Advisor Division Head for final approval as needed	1. Upon successful completion, record a grade of "pass" on the application form and file with Office of the Registrar 2. Advise the candidates as to placement requirements for future enrollment.

NSP 02.03

APPLICATION PROCEDURE FOR PARAMEDICS SEEKING ADVANCED STANDING 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. Applicants will not be accepted for admission if there is a history of being unsuccessful in two nursing courses (withdrawals and /or failures).
3. In order to qualify for advanced standing credit in Nurse Science, the applicant must have:
 - a. A Graduation Retention GPA of 2.5 or above
 - b. Be officially enrolled at OSU-Oklahoma City
 - c. Met all criteria for admission to the nursing program
 - d. Submitted all college transcripts or a high school transcript or equivalent if less than 12 college hours
 - e. Paid the appropriate fees
 - f. Show proof of current Paramedic licensure
 - g. Present evidence of graduating from a state/National Registry approved Paramedic program
 - h. Provide documentation of at least 1,000 hours of practice within the last 3 years
 - i. A current (*within 3 months*) national background check (NOTE: Admission to NURS 1313 may be denied to any student with a criminal history).
 - j. Completed the following courses with a grade of "C" or better;

• ENGL 1113	Freshman Composition I
• PSYC 1113	Introduction to Psychology
• PSYC 2213	Lifespan Human Development
• NSCI 1113	Introduction to Nutrition
• CHEM 1214 or 1314	General Chemistry
• BIOL 2214	Human Anatomy & Lab
 - k. Completed or concurrent enrollment in;

• NURS 1121	Introduction to Pharmacology
• PSIO 2314	Human Physiology
• ENGL 1213	English Composition II
 - l. Passed the Nursing Admission Test

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- m. Passed the Nursing Advanced Placement HESI Mobility Exam with a 850 or better and the TEAS V exams with a 66% or better.
- n. The approval of the Division Head of Health Sciences or the Department Head of Nurse Science

4. NURS 2218: Upon completion of prerequisite and co-requisite courses, and NURS 1313 and after passing the advanced standing examination with a 66%, the applicant will be given credit for NURS 1118, NURS 1121, NURS 1148, and eligible to be admitted to NURS 2218, depending on space availability.
5. Applicants must apply for enrollment in 1118 if unsuccessful on the Advanced Standing exams.
6. The applicant must enter NURS 2218 within one (1) calendar year after completing NURS 1313.
7. The student must complete the major area courses required for the Associate Degree in Nursing within a two (2) year period.
8. Applicant may take the advanced standing examination two (2) times, at least 4 weeks apart per application period for OKC campus and two (2) times, at least 4 weeks apart every 6 months for Goodwell campus.
9. Upon satisfactory completion of the above criteria, (including the successful completion of the challenge exam with 66%, 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 a national 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.
12. OSU–Oklahoma City fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 and ADA 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.
13. As a condition for admission, an applicant may be required to be interviewed by members of the Nurse Science Student Development Committee.

PROCEDURE NSP 02.03

RESPONSIBLE PERSON	ACTION
Applicant	1. Meet all criteria for admission to OSU-Oklahoma City 2. Make arrangements for challenge examination with the campus Testing Center 3. Receive approval from the Department Head 4. Successfully pass the HESI EMS-ADN Entrance Exam with a score of 850 or higher
Department Head Health Sciences Advisor Division Head for final approval as needed	1. Upon successful completion, record a grade of "pass" on the application form and file with Office of the Registrar. 2. Advise student as to placement requirements for enrollment.

NSP 02.04

ADMISSION INTO NURS 1313

POLICY

1. Admission to NURS 1313 Nursing Concepts for the Career Ladder Student is open to:
 - a. Licensed Practical Nurses (LPN/LVN) who hold current unencumbered state licensure, graduated from an ACEN approved practical nursing program, and met all admission requirements.
 - b. Licensed Practical Nurses (LPN/LVN) who hold current unencumbered state licensure, passed the Advanced Placement STEP exam, and met all admission requirements.
 - c. 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, passed the Advanced Placement STEP exam, and met all admission requirements.
 - d. LPN graduated participating in the 1+1 program who have passed NCLEX-PN on first attempt to hold current unencumbered state licensure, graduated from an ACEN approved practical nursing program, and met all admission requirements.
2. The applicant must have:
 - a. A Graduation Retention GPA of 2.5 or above
 - b. Be officially enrolled at OSU-Oklahoma City
 - c. Met all criteria for admission to the nursing program
 - d. Submitted all college transcripts or a high school transcript or equivalent if less than 12 college hours
 - e. Paid the appropriate fees
 - f. A current (*within 3 months*) national background check (NOTE: Admission to NURS 1313 may be denied to any student with a criminal history).
 - g. Completed the following courses with a grade of "C" or better;

• ENGL 1113	Freshman Composition I
• PSYC 1113	Introduction to Psychology
• PSYC 1113	Lifespan Human Development
• NSCI 1113	Introduction to Nutrition
• CHEM 1214 or 1314	General Chemistry
• BIOL 2214	Human Anatomy & Lab
 - h. Completed or concurrent enrollment in;

• NURS 1121	Introduction to Pharmacology
• PSIO 2314	Human Physiology
• ENGL 1213	English Composition II
 - i. Passed the Nursing Admission Test
 - j. Passed the Nursing Advanced Placement STEP Exams with a 66% if entering the program via advanced standing.
 - k. The approval of the Division Head of Health Sciences or the Department Head of Nurse Science.

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3. NURS 2218: Upon completion of prerequisite and co-requisite courses, and NURS 1313 and after passing the advanced standing examination with a 66%, the applicant will be given credit for NURS 1118, NURS 1121, NURS 1148, and eligible to be admitted to NURS 2218, depending on space availability.
4. The student must enter a NURS 2218 within one (1) calendar year after completing NURS 1313.
5. The student must complete the major area courses required for the Associate Degree in Nursing within a two (2) year period.
6. Re-enrollment into NURS 1313 is limited to one time only.
7. If a student is enrolled in NURS 1313 with special permission while waiting to take the NCLEX-PN during the NURS 1313 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.
8. Application materials must be completed and returned to the Department of Nurse Science by established deadlines.
9. Applicants who are accepted into the nursing program will be required to provide evidence of a negative urine drug screen and a negative national background check.
10. Applicants who are accepted into the nursing program and who do not enroll in the semester for which they are accepted must reapply.
11. 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.
12. As a condition for admission, an applicant may be required to be interviewed by members of the Nurse Science Student Development Committee.

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 NURS 1313 and provide documentation to the Nurse Science Department
Department Head Health Sciences Advisor Division Head for final approval as needed	1. Advise student as to placement requirements for enrollment

NSP 03.01

CLINICAL FACILITIES

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 along with a urine drug screen may be required under agreements with institutions where student clinical experiences are scheduled.

PROCEDURE NSP 03.01

RESPONSIBLE PERSON	ACTION
Department Head	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
Department Head	1. Inform agency/facility of the names of instructors and students, dates, times of clinical experience 2. Initiate letter of agreement which reiterates the verbal agreement made for student utilization of the agency. 3. Send two (2) copies of the letter of agreement, signed by the appropriate university representative, to each agency.
Instructor/Team Leader	1. Send names of students and instructors who will be using the agency/facility each semester along with objectives for the planned student experience.
Agency	1. Return one signed copy of the letter of agreement to the Department Head.

NSP 03.02

CLINICAL PRECEPTORS

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
Department 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, for each experience.
Nurse Science Department Faculty	1. Coordinate clinical preceptorships and informs agency/facility of the names of students and objectives for the planned student experience 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

NSP 03.03

PROFESSIONAL LIABILITY INSURANCE - STUDENT

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
Department 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 2. Forward copy of updated policy to Division Head and Department Head

NSP 03.04

STUDENT CLINICAL REQUIREMENTS

POLICY

1. A nursing student who has been ill or injured may, upon return to class, be requested by an instructor to submit the form contained in NSP 01.02a regarding status of health from a Health Care Provider. The Health Care Provider'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 the form contained in NSP 01.02a regarding status of health from a Health Care Provider.
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).
 - A national background check to include Sex Offender Registry and Violent Offender Registry
 - A urine drug test; conducted by a lab approved by the Nurse Science Department.
 - Documentation of annual flu immunization during the flu season as required by the clinical facility the student is attending.
5. A nursing student is required to show yearly proof of absence of active tuberculosis. If a student converts to a positive TB skin test and/or has had contact with an active TB patient, then the student is required to follow current recommended CDC guidelines which could include obtaining a chest x-ray, a gold standard test, and/or a public contact release statement from a qualified Health Care Provider (NOTE: X-rays may be obtained at a county health department or with a private physician).
6. A nursing student with a positive TB skin test and negative chest x-ray should not be given annual x-rays unless signs or symptoms are present (Refer to NSP 03.04b "TB Screening Form"). The student must have on file annually a self-review of symptoms via the TB Screening Form (NSP 03.04b);
7. A student who has allowed the annual TB skin test to lapse, must have 2 TB skin test, two weeks apart, to be admitted or to continue clinicals.

8. A student admitted for the first time to the Nurse Science Program and has never had a PPD or a student who has allowed the PPD to lapse, must have 2 PPDs 2 weeks a part and then yearly thereafter.
9. 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.
10. 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).
11. 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; documentation of flu vaccination during flu season, current CPR American Heart Association Healthcare Provider certification, urine drug screen (by an approved lab) and extended background check.
Nurse Science Faculty/Team Leader Department Head	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.

NSP 03.04a

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:

- Dose #1 at elected date
- Dose #2 one month later
- Dose #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.

SIGNATURE: _____ DATE: _____

I elect NOT to take the Hepatitis B Vaccine

SIGNATURE: _____ DATE: _____

NSP 03.04b

ANNUAL TUBERCULOSIS SCREENING FORM

The following student has a positive TB skin test and has had an initial negative chest x-ray.

NAME: _____

DATE OF POSITIVE TB 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 signs or clinical symptoms?

	YES	NO
Unexplained fatigue	_____	_____
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.

SIGNATURE: _____

DATE: _____

Healthcare Provider

NSP 03.05

STANDARD PRECAUTIONS POLICY

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	1. Annually review infection control education information
Nurse Science Faculty	2. If accidental exposure to blood borne pathogen occurs, the following procedure will be implemented: • Student will notify the clinical instructor immediately • Nurse Science Faculty will notify the supervisor within the healthcare facility immediately • Nurse Science Faculty will notify the Nurse Science Department Head or Associate Division Head as soon as possible • 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: • 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
- If the patient has a negative HIV test and no evidence of HIV, no follow up is necessary
- 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

NSP 03.06

STORAGE, USE & DISPOSAL OF HYPODERMIC SYRINGES AND NEEDLES

POLICY

1. Hypodermic syringes and needles will be kept under 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 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
-

NSP 3.07

USE OF ELECTRONIC DEVICES AND SOCIAL NETWORKING

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) No audio recordings.
 - u) 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.
-

NSP 04.01

ATTENDANCE

POLICY

1. Each student should place emphasis on possessing a sense of responsibility for his/her education. Students are held accountable for all work covered in a course despite valid reasons for absence from class, laboratory, or clinical. Each student is expected to attend all classes, clinical, and laboratory periods.
2. The student must provide documentation of all requirements listed under Nurse Science Student Health (Refer to NSP 03.04) prior to clinical experience. In the event a student reports for clinical without meeting these requirements, he/she will not be allowed to provide care and will be sent home and counted as absent.
3. In the event a student reports for clinical or laboratory unprepared, he/she will not be allowed to provide care and will be sent home and counted as absent.
4. Clinical and laboratory absences will be made up as soon as possible on a date and location determined by the teaching team. Clinical and laboratory experiences are 100% mandatory. All absences must be communicated to the team leader for follow-up.
5. When a student has been absent a total of one week's hours in theory class, laboratory, or clinical, 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 (Refer to NSP 06.02).
6. A nursing student who has been absent due to illness or injury must present, upon return, a Release to Return to Clinical Activity Form (NSP 01.02a) (Refer to NSP 03.04). The instructor

reserves the right to make the final decision of allowing the student to class, clinical, or laboratory utilizing the criteria of patient safety.

7. All student must be enrolled and maintain enrollment in the ClinicalHub (See NSP 04.01). Failure to enroll will lead to the inability to be present at clinical which will result in clinical failure.
8. Once a clinical or 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(s), stipulated by the instructor, prior to the beginning of the clinical or laboratory period.

PROCEDURE NSP 04.01

RESPONSIBLE PERSON	ACTION
Student	1. Attend all scheduled classes, clinical, and simulation/labs. 2. Provide documentation of all requirements as listed in NSP 03.04. 3. Assume responsibility for all costs associated with criminal background check and urine drug screen. 4. Notify instructor and clinical area of any expected absence. 5. After any absence, present justification for same, and if due to illness or injury must submit a Release to Return to Clinical Activity Form (See NSP 01.02a).
Nurse Science Faculty	1. Review student absences. If total of one week's hours in class, laboratory, or clinical, consider appropriate action.
Department Head	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.

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NSP 04.01a

INSTRUCTIONS FOR THE CLINICAL HUB

Every student should register for their clinical rotations in Oklahoma City at: www.theclinicalhub.com

The cost is \$20.00 annually. When starting the nursing program in August, register after August 1st. When starting the nursing program in January, register after Jan 1st. Registration must be completed by the first week of the semester and will be current for 365 days from the date of registration. A credit or debit card is required to register.

Directions:

- go to www.theclinicalhub.com
- click on the **STUDENT LOGIN** button on the right side of screen
- click on the **NEW STUDENT REGISTRATION** button on the right side of screen
(Use your O-KEY email. This will further identify you with the OSU-OKC nursing program.)
- After entering your name and e-mail, click that you are 18 years or older.

An e-mail with an activation link will be sent to your O-KEY email, open that email and retrieve the activation link. It is from this activation link that you will now be able to enter your personal information.

This is a secure website and your personal information is retrievable only by your school, the hospital where we assign your clinical rotations, and the managers of **The Clinical Hub**. Your information will not be sold or given to any third party. Please put correct cell phone, as this will be used by the hospital if you need to be notified of any exposure during date/time of client care in the facility.

- Your community is “**OKLAHOMA CITY**”
- Your institution is “**OSU-OKC NURSING**”

If you start the OSU-OKC nursing program with NURS 1118 Foundations of Nursing, you will need to renew your \$20.00 registration for the second year of the nursing program. Regardless of when you enter the program, the \$20 fee is good for only one year. Only registered students may attend clinical.

NSP 04.02

GRADE REQUIREMENTS AND SCALE

POLICY

1. A minimum grade of “C” is required in all courses necessary for the Associate of Applied Science degree. Nurse Science students must maintain a graduation/retention GPA of 2.0 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% - 89%
C = 77% - 79%
D = 70% - 76%
F = 69% and below

PROCEDURE NSP 04.02

RESPONSIBLE PERSON	ACTION
Department Head	1. Notify students of failure to maintain required graduation/retention GPA of 2.0 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

NSP 04.03

GRADUATION REQUIREMENTS

POLICY

A minimum of 15 semester credit hours must be taken in residence at OSU-OKC prior to receiving the associate degree and a minimum of 30 credit hours in residence for the bachelor's degree. A student must complete either 50% of their Technical/Occupational courses or the last 12 credit hours of the degree immediately preceding graduation in residence at OSU-OKC. (Refer to OSU-OKC Catalog, p.39) <http://www.osuokc.edu/catalog/>

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
Department Head	1. Determine if student has met criteria for graduation

NSP 05.01

GUIDELINES FOR ACCOMMODATION OF STUDENTS WITH DISABILITIES

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 <http://www.osuokc.edu/disability/>

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 form 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.
-

NSP 05.01a

ADA ACCOMODATION

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.

Please submit the “*Notification of Student Disability Accommodations*” form to the teaching team leader at least one week prior to accommodation sought (Refer to Services to Students With Disabilities <http://www.osuokc.edu/disability/>). To receive accommodation, this form must be renewed and resubmitted for each course, every semester.

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/disability/>

NSP 05.02

VERIFICATION OF ENGLISH LANGUAGE REQUIREMENT

POLICY

1. All applicants for whom English is not their primary language must meet OSU-Oklahoma City's TOEFL iBT admission requirements prior to applying to the Nurse Science program.
2. Naturalized USA citizens, immigrants with permanent residence status, and international students from non-English speaking countries must demonstrate proof of English proficiency by one of the following options:
 - a. International TOEFL (Internet Based Test) score 80 or higher.
 - b. Successful completion of at least 24 credits in a regionally accredited US college or university.
 - c. Graduation from a U.S. high school
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 results to Student Services, Health Sciences Advisor, and Nurse Science Department
Nurse Science Department	1. Notify applicant of score
Department Head Divisional Advisor	1. Provide remediation counseling if needed 2. Work with the applicant and the Learning Center for development of individualized learning in any of the following areas: • Study Skills • Vocabulary Development • Reading Comprehension • Listening/Note-taking • Spelling Improvement

SP 06.01

INTERRUPTION OF NORMAL PROGRESSION

POLICY

1. A generic nursing student must successfully complete the NURS major area courses required for the Associate of Applied Science in Nursing within a three-year period. The period of time begins with the first enrollment in NURS 1118 Foundations of Nursing.
2. A new student transitioning from NURS 1313 Nursing Concepts for the Career Ladder Student must successfully complete the NURS major area courses required for the Associate of Applied Science in Nursing within a two-year period. The period of time begins with the first enrollment in NURS 2218: Nursing Concepts and Care for Vulnerable Populations.
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, abuse, theft, illegal use of weapons, or illegal use or possession of a controlled substance.
4. A student who has been placed on a contract, does not comply with all required activities in the contract, and fails to successfully complete the nursing course will not be allowed to re-apply to the program or re-enroll in the nursing course.
5. A student who has a first time interruption of progression in NURS 1118, 1121, 1148, 1313, 2218, 2258, or 2342, and has not repeated a course, has not violated any patient safety requirements, is not on a contract, meets the GPA requirement, and will graduate within the three or two-year time limit (depending upon admission route) 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 Department Head, which is dated, signed, and stating course for which student is requesting re-enrollment. These requests need to be submitted within two weeks from last day of semester in which student had interruption.
6. Within two weeks of interruption of normal progression occurring, the student should proceed with re-enrollment or must notify the Health Science Division Head or the Department 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.

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8. A student may re-enroll only one time in the 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 (Refer to NSP 06.02).
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).
11. Students are advised to visit with the Health Sciences Division Academic Advisor, and the Office of Financial Aid and Scholarships prior to withdrawing from a nursing course.

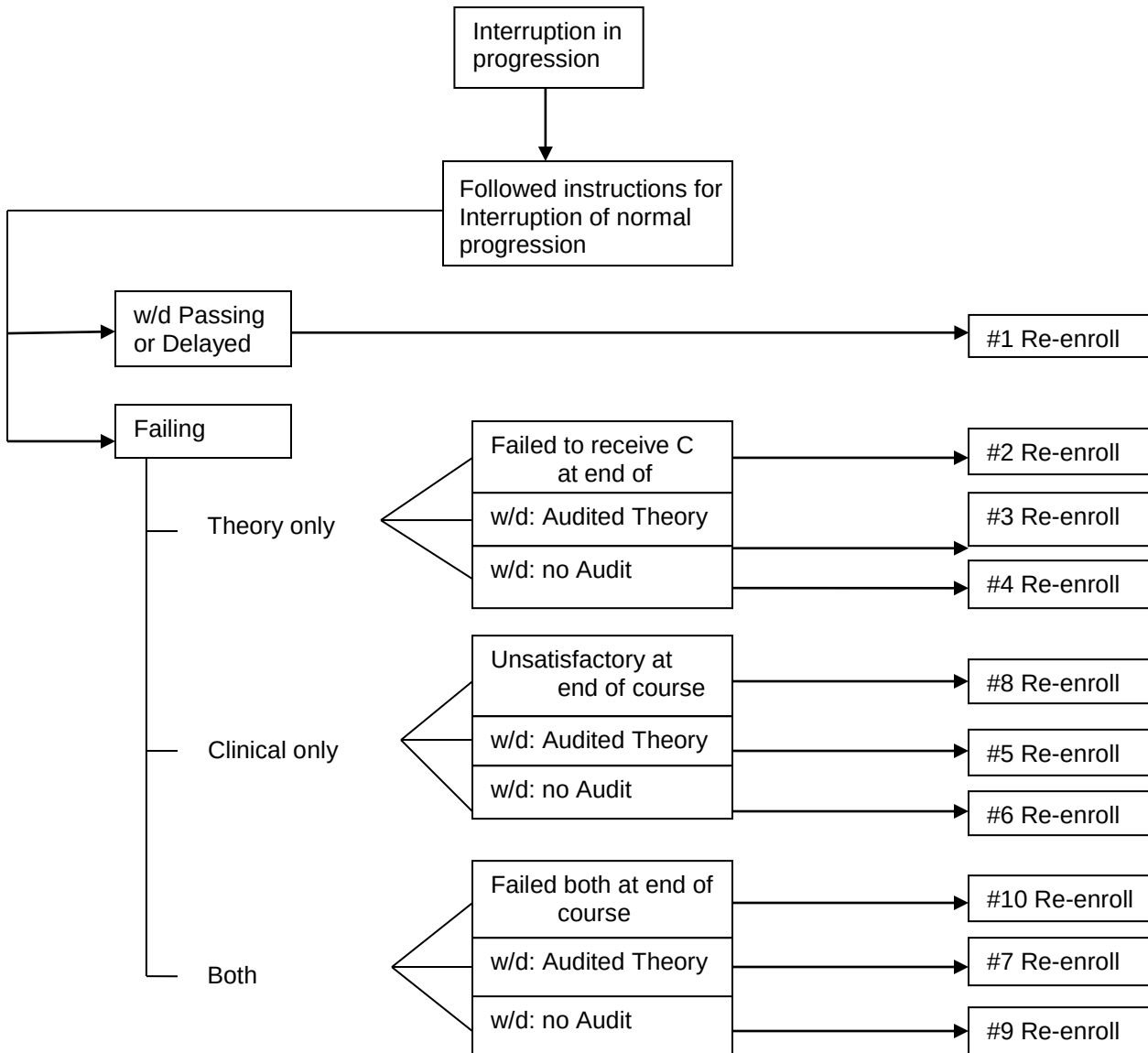
PROCEDURE NSP 06.01

RESPONSIBLE PERSON	ACTION
Student	1. Notify the Team Leader in writing within two weeks of the time an interruption of progression occurs according to guidelines provided. 2. Visit with the Health Sciences Division Academic Advisor and the Office of Financial Aid and Scholarships.
Department Head Division Head	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

NSP 06.01a

**CRITERIA FOR ESTABLISHING PRIORITY FOR SELECTION OF STUDENTS
WISHING TO RE-ENROLL**

(When available spaces cannot accommodate all)



NSP 06.01b

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 or two year (depending upon admission route) policy limitation; that student will be given re-enrollment preference (Refer to NSP 06.01).
2. A student may re-enroll only one time in the 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 (Refer to NSP 06.01).
3. Students may be dismissed from the nursing program or denied re-admission to the nursing program for, but not limited to:
 - 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(Refer to NSP 06.02).
4. 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.
5. 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 (Refer to OSU-OKC Catalog).

NSP 06.02

STUDENT DISMISSAL

POLICY

1. When a student fails to meet the requirements of the nursing program, the student counseling procedure will be initiated. The flow chart (Refer to NSP 06.02a) demonstrates the procedure which will be used to assist and guide students who are not making progress. All students involved in the advising procedure will receive individual advisement and assistance.
2. Students may be immediately dismissed from the nursing program and denied re-admission if they do 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 immediately dismissed from the nursing program and 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 (but not limited to) plagiarism and cheating on exams or assignments, attempting to access instructor materials -electronic or otherwise. (Refer to Academic Dishonesty or Misconduct)
 - e. Violations of OSU-OKC Student Rights & Responsibilities Code or the OSU-OKC Catalog
 - f. Failure to comply with terms of contract or student counseling procedure and failure in the course
 - 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
4. Any student who feels they have a grievance regarding grades, faculty or the Nurse Science Department, should refer to the university grievance policy. Refer to the "OSU-OKC Students Rights and Responsibilities Handbook."

NSP 06.02a

STUDENT EARLY ALERT PROCEDURE

The Early Alert may be used for any nursing student who is not making satisfactory progress in academic or clinical portion of a nursing course. This process must be implemented before a student is placed on contract. The following are reasons for initiation of the Early Alert when the student has been unsuccessful in one or more of the following areas:

- Attending class on a regular basis
- Completing assigned work
- Participating in class
- Taking examinations
- Achieving a satisfactory grade in clinical
- Achieving a passing grade at mid-term
- Demonstrating professional behavior
- Other, as identified by the faculty

Initiation of the Early Alert will be by the faculty teaching the nursing course and the form will be completed with the student. Once an Early Alert is initiated with a student, the student and the faculty will develop a plan and intervention strategies, and establish a schedule of appointments for follow-up. Interventions should be based upon the assessment and identification of specific problem(s).

After an agreed upon period of time, a meeting to determine the student's progress will be conducted. If the conditions of the form have not been met, it is the responsibility of the course faculty to discuss the consequences with the student. Students are responsible for keeping track of their scores and progress within each course.

STUDENT EARLY ALERT FORM

Student Name: _____

Course: _____

Date: _____

Reason(s) for early alert:

- ☐ 1. Failure to do assigned work.

Explain: _____

- ☐ 2. Failure to participate in class.

Explain: _____

- ☐ 3. Failure to take exam or took exam late.

Explain: _____

- ☐ 4. Failure to achieve satisfactory performance in clinicals.

Explain: _____

- ☐ 5. Failure to achieve a passing grade in class/theory.

Explain: _____

- ☐ 6. Demonstrate unprofessional conduct.

Explain: _____

- ☐ 7. Other.

Explain: _____

Specific requirement(s) for satisfactory performance: _____

Date by which satisfactory performance must be achieved: _____

Failure to achieve the requirement(s) listed above may result in a failing course grade or being placed on contract, probation, or dismissal from the nursing program.

Student signature _____

Date _____

Faculty signature _____

Date _____

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Early Alert performance follow-up:

☐ Achieved

☐ Not Achieved

If not achieved, consequence(s):

Student signature _____

Date _____

Faculty signature _____

Date _____

Department Head _____

Date _____

Original – Student's file.

Copy – Department Head, Team Leader, Student Committee Chair

NSP 06.02b

STUDENT CONTRACT PROCEDURE

When a student fails to meet the requirements of the nursing program, the student contract 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. Since Nurse Science is a program with sequential courses, contracts may be continued into the next semester, or until the student graduates. The team leaders of the current course and the next course, along with the student will meet at the end of the current semester or the beginning of the next semester to determine whether the student will continue on contract. 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
(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. Contract may continue into the next semester/until the student graduates. (See statement above.)

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
- 2) Documentation signed by all present.
- 3) Student dismissed from program permanently.
- 4) If the student wishes to appeal the decision, the student must contact the Division Head of Health Sciences

NSP 07.00

NURSING STUDENT REPRESENTATION ON NURSE SCIENCE FACULTY COMMITTEES

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

- | | |
|---|----------------------------|
| • Curriculum Development Committee | Two Consecutive Semesters |
| o Two students (NURS 2218 & NURS 2258) | |
| o Selected during a Fall semester | |
| • Faculty Development Committee | No Student representative |
| • Student Development Committee | Two Consecutive Semesters |
| o Two students (NURS 1118, NURS 1148) | |
| o Selected during a Fall semester | |
| • Program Evaluation Committee | Two Consecutive Semesters |
| o Two students (NURS 1148 & NURS 2218) | |
| o Selected during a Fall semester | |
| • Advisory Committee | Two Consecutive Semesters |
| o Two students (NURS 2218 & NURS 2258) | |
| o Selected during a Fall semester | |
| • Student Nurse Association Advisement | For term of elected office |
| o S.N.A. Student Officers | |

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.