

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY-OKMULGEE
REGISTERED NURSING PROGRAM



***INSTITUTE OF
TECHNOLOGY***



NURSING STUDENT HANDBOOK

Okmulgee: 293-5337
WEB: <http://www.osuit.edu>

by
Nursing Faculty
2011-2012

**WELCOME TO THE EXCITING FIELD OF NURSING
AT
OSU INSTITUTE OF TECHNOLOGY-OKMULGEE**

Believing that each student is unique, the nursing faculty strives to assist each to achieve their individual potential. Office hours are posted at each faculty members' office and appointments can be made by calling (918) 293-5337. An open door policy is maintained for immediate concerns.

The program is based on objectives that are carried throughout the program. These will assist you in knowing what is required for successful completion of the program. Nursing is dynamic and based on biological/psychological/sociological/spiritual concepts. This framework is supported by the application of scientific theory, the mastery of technical and behavioral skills and a sensitive approach to care giving which requires a commitment to human welfare. You will use this knowledge to assist man in adapting to and understanding wellness and illness. A caring and experienced faculty is available to assist you in gaining this knowledge. It is our hope that this handbook will assist you in a smoother transition through the nursing program.

The Nursing Faculty

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The OSUIT Registered Nursing Program is **fully approved** by:

The Oklahoma Board of Nursing
<http://www.ok.gov/nursing/>

The OSUIT Registered Nursing Program is **fully accredited** by:

NLNAC National League for Nursing Accrediting Commission
 3343 Peachetree Road NE, Suite 500
 Atlanta, GA 30326
 Phone: 9404) 975-5000 FAX: (404) 975-5020

The Higher Learning Commission and a member of the North Central Association (30 N. LaSalle St., Suite 2400, Chicago, IL 60602-2504; 1-800-621-7440

OSU Institute of Technology’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

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

NON-DISCRIMINATION STATEMENT

OSUIT-Okmulgee is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability or status as a disabled veteran and shall take action necessary to ensure non-discrimination.

PHILOSOPHY AND MISSION

The faculty of the Department of Nursing functions as an integral part of OSU Institute of Technology and supports the mission and purpose of OSUIT. The **MISSION** of the OSU Institute of Technology 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.

The faculty believes a **PERSON** has bio-psycho-social-spiritual needs that fluctuate throughout the life span. Man, although unique, has similar basic needs that follow a sequential and predictable developmental pattern. In an attempt to meet the specific needs necessary for growth and development, the individual continuously interacts with a dynamic environment and requires constant adaptation to achieve optimal health.

ENVIRONMENT is the surroundings, influences and circumstances that exist; evolve and develop in response to the interaction of biological/psychological/sociological/spiritual dimensions.

The faculty believes that **HEALTH** is a dynamic state of bio-psycho-social-spiritual well-being. Health is not a constant state but fluctuates on a wellness-illness continuum, based on the individual's ability to maintain his/her optimal level of wellness. Man's unique strength and positive attributes afford the potential for adaptive responses to internal and external stressors thereby maintain an optimal state of health. When the individual is functioning and adapting effectively, he/she may be considered well. When the individual's ability to adapt effectively becomes impaired, his/her position on the wellness-illness continuum moves toward

illness, and the individual may need to enter the health care system for more aggressive assistance. The desire for optimal health may motivate man to seek out the health care system to effect prevention of illness and promotion of wellness.

The faculty believe **NURSING** is a practice discipline and provides a caring service to all age levels directed at prevention of health problems, **maintenance** of health, care of the sick, **restoration** of optimal health, and provision for a peaceful death. We believe that nursing is also an applied science which incorporates social and scientific principles from the liberal arts and sciences as a basis for providing care to the individual and family.

Nursing, as a profession, seeks to assist individuals and groups to meet basic human needs. Nursing care is directed toward reducing or removing stressors and **enhancing** the adaptive potential of the client. The need for nursing care is initiated by the client's potential, or actual, maladaptation to stressors and the inability meet his/her needs.

Nursing care to **promote** the adaptive response of the client is based on the use of the **nursing process**. This process is supported by **application of theory**, critical decision making (critical thinking), **mastery of psychomotor skills**, and a caring approach that requires a commitment to human well-being.

NURSING EDUCATION consists of content that has been gleaned from the competencies and skills required in the practice setting for the role of the Associate Degree Nurse. Nursing education is a complex discipline, incorporating concepts from other disciplines to build a broad base from which to practice. In response to this belief, nursing education is best suited in an institution of higher learning.

The faculty assumes responsibility for development and implementation of the curriculum and for measuring the program and educational outcomes of the curriculum. The role

of the faculty is to facilitate learning by creating an environment that is conducive to learning. This is accomplished by providing experiences that meet the individual learner needs, by allowing freedom of expression, and by stimulating curiosity.

The faculty believes **LEARNING** is a dynamic process which occurs within the learner. It is the acquisition and synthesis of knowledge resulting in a behavioral change necessitating active participation on the student's part to enhance the process. The faculty utilizes adult learning principles to create learning experiences that build on the students' previous knowledge base and progress from the simple to the complex. Multiple and innovative teaching methods are used to augment learning and meet individual learning styles. Evaluation is the process utilized to determine the extent of the learning. Faculty believe that ongoing evaluation must be a shared process between the teacher and student to insure clear understanding of the expectations related to the nursing role.

The faculty believes that the graduate of an Associate Degree Nursing Program must be able to practice within three roles as defined in the National League for Nursing's *Educational Outcomes of Associate Degree Nursing Programs: Roles and Competencies*.

As a **provider** of care, the graduate of the OSUIT Nursing Program uses the nursing process as a basis for organizing, providing care, and critical decision-making as it applies to clients across the life span. The faculty believes it is essential that the graduate have current knowledge in nursing concepts, skills, and communication techniques in order to make sound nursing decisions, to implement therapeutic nursing intervention, and to practice competently.

As a **manager of care**, the graduate of the OSUIT Nursing Program provides and coordinates care for a group of clients in a variety of settings. To be competent in the role as manager of care, the faculty believe the graduate must possess the knowledge, skills and

communication techniques necessary to make decisions regarding priorities, delegation, efficient use of time and resources, and when to seek assistance from more advanced nursing practitioners.

As a member within the discipline of nursing, the graduate of the OSUIT Nursing Program is committed to professional growth, continuous learning, and self-development. The faculty believe it is essential that the graduate understands ethical standards and the legal framework for practice in order to be a contributing member within the discipline of nursing and to provide quality nursing care.

STUDENT LEARNING OUTCOMES

The graduate of OSU Institute of Technology (OSUIT) with an Associate in Applied Science Degree in Nursing should demonstrate the following competencies:

1. Provide competent nursing care to meet the biological/psychological/sociological/spiritual needs of clients in a variety of settings where policies and procedure are specified and guidance is available.
2. Utilize the nursing process as a means for problem solving in order to promote the optimal functioning of clients across the life span.
3. Organize nursing care for a group of clients through delegation of care and consultation with other members of the health care team as needed to restore optimal health, prevent illness, or promote wellness.
4. Accept accountability for nursing practice and responsibility for professional growth.

PROGRAM OUTCOMES

1. The graduation rate will be 75 percent or higher.
2. NCLEX-RN pass rate will meet or exceed state and national averages.
3. Ninety percent of graduates will be employed as RN's in health care facilities within six months of graduation.
4. Seventy five percent of our graduates will provide culturally competent care, as evidenced by the Employer Graduate Survey.
5. Seventy five percent of employers surveyed will evaluate the graduates as effective in the roles of: provider, manager, and member of the nursing profession as specified on Employer Graduate Survey.

ASSOCIATE IN APPLIED SCIENCE IN NURSING CURRICULUM

GENERAL EDUCATION REQUIREMENTS CREDIT HOURS: 33			
English	6 cr	ENGL 1113 ENGL 1213	English Composition I English Composition II
American History	3 cr	HIST 1483 HIST 1493	US History to 1865 or US History since 1865
US Government	3 cr	POLS 1113	Am. Fed. Government
Support & Related Courses	21 cr	PSYC 1113 PSYC2583 NSCI 1113 * BIOL 2104 BIOL 2114 * BIOL 2124	General Psychology Developmental Psychology Introduction to Nutrition Anatomy Physiology General Microbiology
PROGRAM REQUIREMENTS CREDIT HOURS: 39			
# *Nursing * Course has pre-requisite (See course description section of catalog) #Require acceptance into the Nursing Program	39 cr	#NURS 1128 NURS 1322	<i>1st Semester of Nursing</i> Foundations of Nursing Nursing Dosage Calculation
		Nurs 1229	<i>2nd Semester of Nursing</i> Nursing Care of Families
		NURS 2129	<i>3rd Semester of Nursing</i> Nursing Care of Adults I
		NURS 2229 NURS 2222	<i>4th and Graduating Semester</i> of Nursing Nursing Care of Adults II Nursing Capstone Seminar
		NURS 1133	<i>*LPN's Only</i> 1 st Semester of the nursing program LPN to RN Transition
			Total Program Hours = 72

PHYSICAL AND MENTAL QUALIFICATIONS

The following minimal physical and mental qualifications are necessary to be considered for admission into and progression through the OSU Institute of Technology Nursing Program but are not limited to:

1. The ability to lift weights of up to 35 percent of recommended body weight independently.
2. The ability to move around the clients' rooms and in work areas.
3. Visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and accurately read monitors.
4. Auditory acuity sufficient to hear instructions, requests, and monitoring alarms, and to auscultate heart tones, breath sounds, and bowel sounds.
5. The motor ability necessary to manipulate equipment and supplies and to utilize palpation and percussion in client assessment.
6. The ability to speak, write, and comprehend the English language proficiently.
7. The ability to communicate in a professional manner, establish rapport with clients and colleagues, use problem solving skills, and function effectively under stress.

Students with disabilities who require special accommodations must register with the Director of Accommodations, Learning Resource Center, 918-293-4622. Prior to each semester, students must provide sufficient notification of all anticipated needs including documentation of medical, educational and/or psychological conditions. Please advise the instructor of such disability and the desired accommodations at some time before, during, or immediately after the first scheduled class period.

Skills Needed for a Nursing Student

Nurses dedicate their lives to helping others and making sure that patients' needs are met. Being a successful and effective nurse is challenging and requires special skills. Nursing students who already have these skills will find themselves ahead of the game. Those who don't can develop the necessary skills.

1. Dedication

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

2. Organization

- Nursing students, just like practicing nurses, must be adept organizers. Learning the information taught in nursing [school](#) is difficult enough, but if the student is not organized he is adding to the difficulty. Nursing students who have a history of struggling with organization should take steps to remedy the problem by researching and selecting an organizational system to better keep class material and work space in order.

3. Flexibility

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

4. Memory

- Nurses must possess an extensive array of knowledge regarding medical treatments and procedures. Having a strong memory makes this task simpler for nursing students. Individuals who easily commit information to memory will have less difficulty learning the facts necessary to work as a nurse. Those who struggle with memory issues will likely need to devote more time and energy to learning the necessary information. There are systems and tricks available to increase memory skills.

5. Compassion

- Nursing is not just about science. The field is also about patient care. Nursing students who exhibit compassion will be more effective patient-care experts and will likely respond to patients in need in a more appropriate manner. Compassion is not something that can be taught in a formal sense, but nursing students can

work to improve their own compassion skills by putting themselves in their patient's shoes before making a patient-care decision.

6. Positive Attitude

- Nursing can be a depressing [job](#). Nursing students who have a positive outlook on life will be more able to handle the negative parts of a nursing job and continue to work productively as a nurse in spite of the negative occurrences that they may encounter.

ELIGIBILITY TO SIT FOR BOARDS

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

Oklahoma Board of Nursing 2915 North Classen Blvd., Suite 524 Oklahoma City, OK 73106 (405) 962-1800 **INFORMATION FOR APPLICANTS FOR LICENSURE OR AUA CERTIFICATION WITH HISTORY OF ARRESTS, CONVICTIONS, OR PRIOR DISCIPLINARY ACTION**

Applicants for licensure or AUA certification in Oklahoma who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; **or** have ever had disciplinary action taken against another health-related license or certification; **or** have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing. Failure to report such action may be a violation of the *Oklahoma Nursing Practice Act*. All applicants for licensure as a registered nurse or licensed practical nurse must have submitted a criminal history records search conducted by the Oklahoma State Bureau of Investigation not more than three (3) months prior to submission of the application [59 O.S. §567.5]. Effective November 1, 2003, a candidate for a license to practice as a registered nurse or licensed practical nurse shall submit to the Oklahoma Board of Nursing “certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received” [59 O.S. §567.5]. **Therefore, applicants for licensure in Oklahoma with one or more felony convictions cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received.** The applicant must submit the following information to the Board: 1. Application for licensure and licensure fee 2. A signed letter from the applicant describing the

location and circumstances of the offense, date, court action taken and current status
3. OSBI criminal history search not more than three (3) months old
4. If applicable, **certified** copies of the Affidavit of Probable Cause, Information Sheet, Charges, Judgment and Sentence, and verification that the sentencing requirements are complete (these documents may be obtained from the courthouse in the county in which the arrest took place). Please ensure that the copies are certified, e.g., they are stamped with the court seal. Failure to submit the above information in a timely manner may result in a delay in processing the application. After Board staff reviews this information, the applicant will be notified of any additional action that must be taken. The applicant may be required to appear before the Board. Additional documentation that may be requested prior to this appearance, includes, but is not limited to, letters of reference from a clinical faculty member, the director/dean of program, a probation officer, employer or others. Please be aware that an applicant may **not** be eligible for licensure or endorsement to surrounding states due to individual states' restrictions, even if the applicant is able to be licensed in Oklahoma. Individuals who plan to apply for licensure in other states must check with that state's board of nursing to obtain information on requirements. Form X02 Revised 6/01, 11/02, 12/04, 4/27/2011

GRADING & PROGRESSION

To progress and graduate from the program, a student must maintain a "C" or better in all required nursing courses, general education, and support courses. Students must also achieve satisfactory ratings on clinical objectives described in the clinical evaluation tools for clinical experience. Also, all post-tests and required skills in the laboratory setting must be satisfactorily mastered. Nursing students who are identified at risk (scoring below 75% on an exam) will be counseled and encouraged to develop a plan of improvement.

Nursing is the only program on campus that utilizes a different grading scale. In nursing, the following grading scale will be utilized in all nursing courses:

A = 92 – 100%
B = 84 - 91%
C = 75 - 83%
D = 74 – 66%
F = 65% and below

Students are required to pass all of the core nursing courses (NURS 1133, NURS 1128, NURS 1229, NURS 2129, NURS 2229, and NURS 2222) with a passing **test average** 75 percent. In addition all syllabus requirements must be fulfilled to pass each course. See course syllabus for specific requirements. To progress and graduate from the program, the student must be able to obtain a “C” or better in general and support courses.

CONCURRENT THEORY AND CLINICAL COURSES

One of the standards required by the Oklahoma Board of Nursing is that “Classroom content shall be taught currently with or prior to related clinical experiences.” The curriculum of OSUIT nursing program is designed to meet this requirement. Clinical objectives correlate with lecture objectives so that students can experience a practical application of didactic material. In order to meet these objectives, students must be involved in **both** classroom and clinical activities. It is not possible to satisfactorily meet the objectives of only one component. For this reason, if a student has to repeat a semester, he/she must enroll in both theory and clinical components, regardless of whether a passing grade has been earned in one component previously.

Because of the close correlation between clinical and theory objectives, the faculty are concerned about client safety when a student is not demonstrating an understanding of theory. **Therefore, if a student has an “F” for a theory grade average at mid-term, or thereafter, or if the clinical evaluation is unsatisfactory, it is not considered safe to continue attending clinical, and the student is expected to withdraw from the course.**

KAPLAN INTEGRATED TESTING PROGRAM

In order to aid in the progression and success of our students, while lowering our program's attrition rate and strengthening the NCLEX-RN pass rate, OSU Institute of Technology Nursing Program has implemented Kaplan Integrated Testing Program for nursing schools. Kaplan Integrated Testing Program is comprised of a series of secure online tests designed to evaluate the knowledge of students in a basic nursing curriculum leading to RN licensure. The results enable nursing faculty to identify students with knowledge deficits in specific content areas, so that early interventions can be implemented in order to positively influence student outcomes. Kaplan Integrated Testing Program will be given in the appropriate semesters as scheduled below. **Students should be aware that their ability to pass the NCLEX-RN is strengthened by their ability to pass each series of test.** Students should prepare for each Kaplan Integrated Test by reviewing related content outlined in The Basic Book (Kaplan Review Book). After review of content the student should practice corresponding Focus Review Tests and then practice online Focus Review Tests (focus review test is not available with Fundamentals). Kaplan Integrated Testing Program recommends that students be required to view all the remediation explanations for a specific test if they fail to achieve a minimum score of the **55th percentile ranking**. Scores will be reviewed on an individual basis and counseling will be provided as necessary.

Students are required to pass the RN Predictor that is administered in fourth semester at the **55th percentile ranking** or above. If a student does not meet the **55th percentile ranking** they will receive an "I" for incomplete and be required to complete instructor led remediation then retest. The Kaplan NCLEX Review Course will be scheduled at the end of Nursing Care of

Adults II. **Attendance to a live Kaplan mandatory NCLEX review course is required to pass fourth semester.** Students will not be allowed to graduate until the course is completed.

Schedule of Kaplan Integrated tests

- i. 1st Semester
 1. Critical Thinking Test
 2. Fundamentals of Nursing Test
- ii. 2nd Semester
 1. OB/GYN and Growth and Development Test
 2. Psychosocial Test
- iii. 3rd Semester
 1. Pharmacological/Parenteral Therapy Test
- iv. 4th Semester
 1. Nursing Assessment Test
 2. Management and Professional Issues Test
 3. Critical Thinking
 4. NCLEX Review Course live - **MANDATORY**

READMISSION

Students who have failed to complete NURS 1128 or NURS 1322 must reapply to the nursing program as a new applicant. Student who has failed to complete NURS 1133, NURS 1229, NURS 2129, NURS 2229, or NURS 2222 with a “C” or better or who have withdrawn from the Nursing Program must submit a letter (students are encouraged to submit letter in a timely manner) to the Division Chair of Nursing and Allied Health Sciences if they wish to be considered for readmission. This letter should contain:

- Identification of the problem
- Goals
- Plan of action for success

A student may be considered for re-entry into the nursing program one (1) time only. After receipt of the letter, student will be contacted to come before the Nursing Faculty Organization. This meeting will be led by the instructors of record for the course the student failed or withdrew. After satisfactorily meeting the stated requirements, applicants for readmission to the nursing program are considered on a space-available basis. Readmission is not guaranteed. Special consideration may be given to extenuating circumstances, and the student may be requested to audit a course. Example: A call to active military duty is considered to be an extenuating circumstance.

The following criteria will be considered by the Nursing Faculty Organization if more persons apply for re-entry/transfer than spaces are available: GPA, reason for withdrawal/failure, number of general education and support hours remaining.

A student may not be considered for readmission if dismissal was for, but not limited to, any of the following reasons:

- Failure to notify the Division Chair of their intent to withdraw within five (5) schools days, including the first day of absence;
- Unsafe clinical performance;
- Unprofessional behavior in the class/clinical area (See *Unprofessional Conduct see page 23*); and,
- Performing skills reserved for licensed professionals outside the clinical practicum.

NOTE: The nursing program must be completed within three (3) years for all students after successfully completing NURS 1128 Foundations. LPN to RN

students must be able to complete the Nursing Program within two years of completing NURS 1133 LPN to RN Transition.

GRIEVANCE POLICY

The Nursing Program faculty and staff are available and interested in helping you navigate through the program and completing your degree. Feel free to address your concerns and questions to your instructors and/or Nursing Program Advisor. Your nursing advisor is the instructor of record for the core nursing course you are taking during the semester. Example: if you are enrolled in NURS 1128 Foundations of Nursing your nursing advisor is *Tasha Antwine* or co-teacher for that course. If you are enrolled in NURS 1229 Nursing Care of Families your nursing advisor is *Chris Gay or Mary Margaret Sinclair*. If a student at any time is unclear who their advisor is please ask your instructor or department director.

While you are in the Nursing Program you are expected to handle complaints or grievances in accordance to the policy of OSUIT. OSUIT policy states students who have complaints or grievances related to nursing course grades, conduct, conduct of classes or other course matters, or concerns first address those complaints with the party involved (instructor, staff, or Division Chair). If you have an issue or concern with one of your faculty members please see that faculty member. If the student is not satisfied with the resolution, the grievance can then be taken to the Division chair of Nursing and Allied Health Sciences. If resolution is not achieved there, the student will then be asked to bring grievance before the Nursing Faculty Organization (NFO). If resolution is not achieved there, the student may then go to the Dean of Academic Affairs. Grievances related to non-nursing courses should be taken first to the course instructor, then to the Division Chair, and finally to the Dean of Academic Affairs. For more information on complaints and grievances, see Grievance Policy and Procedure:

https://www.osuit.edu/employees/policies_and_procedures/4-007%20Student%20Grievance%20Procedures.pdf

STUDENT CODE OF CONDUCT

The mission of OSUIT Nursing Program is to provide an opportunity for education to all its students. In order to achieve this mission, it is important to define a standard or a code of conduct for behavior which will enable students to work together and with the faculty, staff and administration in a positive manner.

Enrollment at OSUIT is voluntary. The voluntary entrance of a student into OSUIT means that the student also voluntarily assumes obligations of performance and behavior reasonably imposed by OSUIT. The discipline of students at OSUIT is, except for the case of expulsion, a part of the educational process. Disciplining students is intended to be instructional and to help them ultimately to discipline themselves.

OSUIT is an institution of higher learning. The policies and procedures are designed to ensure optimal learning conditions for all students. The standard or code of conduct for students is seen as a foundation of behavior rather than arbitrary limits on behavior. Students in the Nursing Program are subject to the academic and disciplinary rules and regulations of OSUIT.

The nursing faculty of OSUIT has adopted a code of honor that describes the expectations for students entering the nursing program. The “Honor Code Pledge” is found on page 54 of this handbook. Each student will be asked to read and sign this pledge as a contract of professional behavior both in the classroom and clinical settings.

CLASSROOM DRESS ATTIRE

On days not designated as a clinical day, students may wear appropriate street clothes or dress attire specified by the Nursing Program. Appropriate street clothes do not include: cutoff jeans, cut-off sweatpants, biker shorts, backless dresses, tube tops, halter tops, spaghetti straps, beach shoes, clothing intended for sleeping, and clothing that reveals undergarments. Hats may be worn however will be removed during test taking periods. **Any student arriving to class in clothing which is not conducive to an undistracted learning environment will be asked to leave class.**

UNPROFESSIONAL CONDUCT

The faculty members of OSUIT are concerned when nursing students engage in dishonest acts because of the presumed relationship between students' academic integrity and their future practice. Dishonest behaviors include acts such as lying, cheating, plagiarism, alteration of records, forgery, false representation, and knowingly assisting another person in dishonest acts. (Faucher, 2009). This includes more than student grades. It encompasses all student activities that are necessary for continuing intellectual and professional growth in an academic setting.

Students exhibiting unprofessional behavior(s) will be placed on probation or may be dismissed from the program. The following are examples of unprofessional behaviors but are not limited to:

1. Cheating. Cheating is an act of using unauthorized assistance in an academic activity, or using prohibited aids when writing papers. Cheating can take place in clinical settings; e.g., a student who asks a staff nurse for assistance in calculating a medication dose but tells the instructor that the calculation was his or her own

work is cheating. Clinical cheating can have obvious harmful effects on patients (Faucher, 2009);

2. Unauthorized possession of an exam or failing to report that another student has an unauthorized examination;
3. Students will not utilize social network media sites to place derogatory comments regarding faculty, peers, student grades or the clinical settings;
5. Plagiarism. Plagiarism is the use of published or unpublished work or specific ideas of another person without giving proper credit (Faucher, 2009);
4. Inaccurate recording, falsifying or altering of patient, agency, and/or personal Records;
5. Illegal possession, sale or distribution of drugs or other wrongful conduct relating to drugs;
6. Illegal possession of weapons;
7. Theft;
8. Charges and/or conviction of a felony;
9. Excessive tardiness (2 for theory) or absenteeism (none for clinical);
10. Administering medication and/or treatment without the supervision of the instructor or assigned RN, administering medication and/or treatment in a negligent manner.
11. Violating the confidentiality of information or knowledge concerning the patient;
12. Use of profanity in clinical area;
13. Violation of any part of the dress code;

14. Any activity that would jeopardize the health, safety, and/or welfare of the patient, the hospital staff, instructor, other students, or self;
15. Being under the influence of mind-altering drugs, use of illegal drugs, and/or the use of alcohol while in class or in the clinical area;
16. Misappropriating supplies, equipment and drugs;
17. Leaving a nursing assignment without properly advising appropriate personnel and instructor (patient abandonment);
18. Violent or threatening behavior against any student, faculty or any staff of OSUIT verbally, physically, in writing or electronic media;
19. Discriminating in the rendering of nursing services as it relates to human rights and dignity of the individual;
20. Placing or posting negative comments regarding the program, instructors, students, or clinical on any social network sites; posting exam questions on any social network site. Everyone is entitled to free speech however we expect nursing students to follow the code of conduct while in the nursing program.
21. Committing an act that a reasonable and prudent student would not perform at his/her level in the program;
22. Omitting an act that a reasonable and prudent student would be expected to perform at his/her level in the program;
23. Failure to disclose errors to hospital responsible party and clinical instructor;
24. Unprofessional conduct detrimental to public interest;
25. While caring for a patient, engaging in intimate conduct with a patient that is sexual or may reasonably be interpreted as sexual, or in any verbal behavior that

is seductive or sexually demeaning to a patient, or engaging in sexual exploitation of a patient.

NOTE: Students in the Nursing Program are subject to the academic and disciplinary rules and regulations of OSU Institute of Technology.

Reference

Faucher D, Caves S (2009). *Academic Dishonesty: What Does Cheating Say About Our Future Nurses? Teaching and Learning in Nursing*, Vol. 4: 37-41.

DISCIPLINARY ACTIONS/STUDENT COUNSELING/PROBATION

Students who are unable to succeed academically, meet the clinical objectives, or violate school/department policy will enter the student-counseling pathway. (See Appendix D)

DISMISSAL

Unprofessional conduct or repeated unsatisfactory clinical performances may result in probation or dismissal from the program. A student may be placed on probation only once during a semester, not to exceed two (2) times while in the nursing program.

A student who is dismissed from the program may utilize the appeals process as outlined in the OSU Institute of Technology College Catalog.

ACADEMIC POLICIES

ATTENDANCE THEORY & LAB

Class Attendance is necessary for successful completion of the program. Students are expected to be on time and prepared for each class and are responsible for all material covered or assigned in each course. Roll will be taken for each class and reported with grades at midterm and at the end of the semester. The student is responsible for missed lectures and any materials distributed during the absence. Lectures will not be repeated; however, a student may get faculty approval to have a classmate tape the lecture. Excessive absenteeism (**two absences is excessive**) will result in counseling and the student will be placed on probation by faculty. Excessive absenteeism is considered two missed theory class lectures. Students who have a pattern of tardiness will result in counseling (two tardies). If another tardy occurs after counseling student will be placed on probation. All classroom doors will be shut at the assigned time for the class period to begin. Students who are tardy are not to enter until the first break. It is disruptive to the climate, students, and faculty when students enter the classroom late. Students are expected to assume responsibility for their own learning and are expected to cooperate in maintaining a classroom environment conducive to learning. To receive an excused absence or tardy – students must contact faculty member 30 minutes prior to start of class (contact faculty no administrative assistant).

Use of cell phones will not be tolerated during class time or clinical. If student's cell phone is heard (ring or vibrate) or seen during class or clinical time, **the student will be asked to leave**. Texting during class or clinical is considered unprofessional and will not be tolerated.

ACADEMIC ADVISEMENT

All students declaring a nursing major are assigned to the Department of Nursing for advisement. Students may schedule an appointment to see an advisor through the departmental secretary. It is always best to schedule an appointment since it will guarantee that an advisor will be available. Faculty are assigned advisement hours Monday through Friday from 0830-12:00 & 1:00 - 4:00. If you need to schedule an appointment please contact 918-293-5337.

GRADE APPEAL PROCEDURE

The student may appeal a grade or decision by discussing it with the instructors for that course. Once final grades for the course have been posted students have one week to submit a grade appeal to the faculty of record. If no satisfaction is obtained at this meeting the student will need to submit in writing a letter identifying the problem or decision to the Nursing Faculty Organization. The Nursing Faculty Organization will review the appeal, visit with the student and faculty of said course, and provide a response in writing. If the student is still not satisfied with the decision made by the Nursing Faculty Organization, a further appeal may be made through the established procedure found in the *OSU Institute of Technology College Catalog page or website*.

COURSE SYLLABI

A syllabus is prepared by the instructors for each nursing course. The syllabus includes a description and overview of the course, course objectives, and requirements to meet these objectives, teaching methods, evaluation, grading procedure, and required texts. Expected behaviors and specific protocols as well as guidelines for clinical experiences are outlined. The

syllabus requirements must be fulfilled to pass the course. **THEREFORE, IT IS IMPERATIVE THAT THE STUDENT READ AND REFER TO THE SYLLABUS THROUGHOUT EACH COURSE.**

TEXTBOOKS

Textbook requirements are specified in each course syllabus along with supplemental references. Books may be purchased at the OSU Institute of Technology Book Store located in the Student Union.

DROP/ADD COURSES

Students are to be aware of the drop/add dates that are posted each semester and to follow accordingly. If at any time you are unsure when the drop/add deadlines are for refund, withdrawing with a “w” please ask your advisor or the administrative assistant.

LIBRARY FACILITIES

The Library Learning Center on the OSU Institute of Technology Campus provide resources to accommodate student needs by offering selected reference works, videos, computer programs, and professional journals. The library also provides a limited number of computers to allow students access to the internet for research and study. Library personnel are available to students. For more information call Library Learning Center (918) 293-5080.

STUDENT DEVELOPMENT

The Learning Resource Center (ext. 5084) is available for enhancement of reading, study skills, and test taking abilities. A student can access the Learning Resource Center by calling 293-5084.

TESTING

Major examinations are scheduled in the course syllabus and will be announced at least one week in advance. It is not reasonable to expect that examinations be rescheduled except in the case of an **EMERGENCY** absence, e.g. death in the immediate family or significant illness of the student. In case of an EMERGENCY absence, the student must notify the instructor prior to the test time, and the instructor reserves the right to give an alternate examination. Failure to make arrangements (within 24 hours) for a make-up test will result in a grade of “zero” recorded for the examination missed. If an exam is rescheduled for a non-emergency absence, 5 points per calendar day will be deducted from the student’s test score. Bring appropriate documentation (e.g., doctor’s statement, obituary) to avoid losing points.

- a. Before taking a major examination, the student’s desk must be cleared of all material except a #2 pencil. Absolutely no cell phones, personal calculators, or other electronic devices are allowed during testing. The instructor will provide calculators and scrap paper if needed. Before taking a major examination, the student’s desk must be cleared of all material or items (e.g. purse, phone, misc papers). All belongings must be put against the wall on the far end of the classroom. No hats are allowed.
- b. Examinations that will be administered via computer in the computer lab – once the exam begins, students are to enter or exit only at the discretion of the faculty.
- c. Instructor will supply each student with a pencil, calculator, and piece of scrap paper. Students will put their name on the top of each page and turn in both pages together after completing the exam.

- d. There is absolutely no communicating with classmates during the test, including test review. If students talk or pass notes while testing they will receive an automatic zero for the test and will be required to meet with the Nursing Faculty Organization to determine progression in the program or dismissal.
- e. Nursing students who make less than 75% on any major exam are expected to make an appointment with his or her instructor for counseling and remediation assignments. It is the student's responsibility to schedule this appointment and then be prepared when meeting with the instructor by completing Plan for Improvement Form prior to appointment. A Record of Student Counseling form will also be completed with each session and placed in the student's record. Copies of these forms are available in the student handbook. This must be completed before the student can take the next written exam.
- f. Test review is available as scheduled by instructor after the test is submitted (for computerized testing). During test review, if a student takes exception to an answer identified as the correct one, the student may complete the "Test Item Comments" form provided. On this form students should give question number and briefly describe question, correct answer, and then which answer the student thinks is most correct with rationale. During test review, absolutely no books or other resources are allowed. Students are not allowed to have any paper other than test item analysis while reviewing exam. No notes are allowed to be taken while reviewing an examination.
- g. Students should go to the bathroom prior to class starting for the exam. If student has special accommodations that require you to go to the bathroom more

frequently you need to have documentation prior, during or immediately after the first day of class from the Accommodations Director.

- h. If a student is found to have gone to the bathroom with any materials related to the examination they will be dismissed from the program immediately.
- i. If a student witnesses another student cheating on examination they are to notify the instructor immediately during the occurrence – do not wait until the examination is over to notify the instructor of suspected cheating.
- j. After test review, if a student would like to review the test further he or she will need to *make an appointment* with the instructor *prior to the next exam*. This will be the only opportunity to review an exam.
- k. All examinations will be timed. All students in NURS 1128 and NURS 1229 will be allowed 90 seconds per question, and students in NURS 1133, NURS 2129, and NURS 2229 will be given 75 seconds per question.
- l. After each exam, the instructor will analyze each test item that more than 50% of the students answered incorrectly. The instructor will review the textbook, lecture and reference material for specific indicators as to why the students answered the item incorrectly. If the test question is found to be a poor reflection of the material covered, the question will be removed and the test score will be calculated on the new total of questions. (Example if there is a 100 question exam and one question is removed – then the score will be recalculated on 99 questions). If the instructor finds conclusive evidence that the test item is a good question, the question remains part of the test and the score stands. If after the test item analysis a student continues to disagree with the instructor's findings,

he/she may complete the “Test Item Comments” form provided in the student handbook. References must be cited to support each question. The instructor will review the question and inform the student of the final decision in a timely manner.

- m. After each exam, the instructor will provide time *after a class period* for the students to review the exam. If a student would like to review the test further, he/she need to make an appointment with the instructor prior to the next exam.
- n. All students are required to come to mentoring sessions if they are not making a passing grade. (See Contract for Mentoring on page 66). Nursing students who make less than 75 percent on any major exam are expected to make an appointment with the instructor who administered the exam for counseling and remediation assignments. It is the student’s responsibility to schedule this appointment within 5 working days after the test and then be prepared when meeting with the instructor by completing and bringing the Plan for Improvement Form. A Record of Student Counseling form will also be completed with each session and placed in the student’s record. Copies of these forms are available in the student handbook. This remediation must be completed within **one (1) week** of the next exam.
 - o. **No grades will be rounded up.**
 - p. Specific policies unique to each course are outlined in the course.

DRUG DOSAGE CALCULATION COMPETENCY

Nursing students will be required to demonstrate competence in calculating drug dosages by taking NURS 1322 Nursing Dosage Calculations concurrently with NURS 1128 Foundations

of Nursing, and passing with a grade of 75%. Dosage calculation problems are embedded in 2nd, 3rd, and 4th semesters. If a student does not demonstrate dosage calculation competency at anytime during the program, remediation will be required at the instructor's discretion.

CLINICAL POLICIES

CLINICAL DRESS CODE

The dress code for the clinical experience is as follows:

1. Black uniform (top/bottom) with college insignia patch, black lab coat (it is recommended for students to obtain two sets). **ABSOLUTELY NO MID-CALF LENGTH (LONG) WHITE LAB COATS;**
2. If you wear an undershirt – under the uniform it must be orange.
3. College name tag which designates the student and college;
4. Watch with second hand;
5. Stethoscope;
6. Black or neutral hosiery or socks;
6. White synthetic or white nursing shoes leather preferred (no clogs, sandals, canvas shoes, thongs, slides, flip flops etc.). Shoes should be in good repair, clean, one color (white), no open toe;
7. No article that would constitute a hazard to the client's welfare, such as:
 - large rings
 - dangling jewelry
 - long hair that is not up

- excessively long fingernail
 - chipped fingernail polish
 - perfumes;
 - one ring per hand
 - no bracelets
8. Hair must be neat, clean, and off the shoulders no fluorescent hair colors;
 9. The wearing of artificial nails is **prohibited**. Nails are to be clean, well manicured, natural or appropriate in color, (clear or light colors) and without excessive length (less than ¼ inch);
 10. Jewelry must be limited to simple, non-dangling jewelry;
 11. Pierced jewelry may be visible only in the ears single item of pierced jewelry (only one earring). No tongue, lip, or eyebrow piercings or other facial piercings allowed;
 12. Tattoos must be covered whenever possible. The Nursing faculty or clinical agency management reserves the right to determine if tattoos require covering;
 13. Students are expected to comply with clinical agency policies.
 14. Men will have well groomed facial hair.

Students are expected to know and conform to the protocol of the clinical facility of assignment. Students may have occasion to be in the clinical area to select a client or review client records and are to be attired in appropriate business casual clothes and their white lab coat and name tag. Acceptable Clothing: shirts with collars, button front or pullover style with finished neckline, blouses, turtlenecks, sweaters, jackets/blazers, slacks, trousers, skirts, dresses, or approved uniform. Appropriate undergarments must be worn at all times and should not be visible at anytime. Unacceptable Clothing Styles: **NO** time will jeans, T-shirts, sweatshirts, sweat pants, halter/tank/midriff tops, shorts, leggings, tube tops, military style fatigues, jogging suits, loungewear, spaghetti strap tops/dresses – unless worn with a jacket and no straps showing, hats, clothing which is not appropriate to body size, i.e. extremely baggy or tight clothing. The trunk and torso must be covered at all times – including the three B's: breasts, bellies, and buttocks. Students are representatives of OSU Institute of Technology.

CLINICAL ATTENDANCE

Clinical attendance is mandatory for progression in the program and students are responsible for their own transportation. Punctuality and preparedness are expected at all times. Instructors may refuse to admit students who are tardy. The nursing faculty has the responsibility to refuse a student admission to the clinical area whose preparation/performance is unsatisfactory and this will constitute a clinical absence. Absences impede the clinical evaluation process and will lead to a non-passing clinical grade. It is at the discretion of the clinical instructor for alternative learning option if allowed. Students are adult learners and are expected to act as such. In case of an absence related to an emergency the student is responsible to **personally notify the clinical instructor within 30 minutes prior to start of clinical.** Student is to contact clinical instructor via cell phone or home phone. Do not call the school and leave a voice mail or message with administrative assistant to contact clinical instructor. Emergency contact information for each clinical instructor will be provided in syllabus. **It is not acceptable for a student to relay notification of absence via email or peer.** A student will receive a written counseling if they do not notify instructor of absence in an appropriate manner – stated above.

Students are required to present a physician's release, without restriction, to return to clinical following surgery or a major illness.

Students may be restricted from a clinical area during a course for the following reasons:

- a. in the professional judgment of the faculty, the student does not have sufficient theoretical background to function safely and competently in the clinical area.
- b. Failure to demonstrate competence in the Nursing Lab.
- c. The student's performance directly or indirectly endangers a patient's safety and welfare.
- d. The student requires supervision in excess of that expected level of education.

CLINICAL TARDINESS

To promote professional accountability, students will arrive at the clinical facility on time. A counseling form will be completed and placed in the student file for tardiness. Tardiness will be reflected in the clinical evaluation and persistent tardiness will jeopardize the clinical grade. Students are expected to call the instructor if they are going to be late. If more than 15 minutes late the student may be sent home at the faculty's discretion with an unsatisfactory clinical day.

PREPARATION

Students must show evidence of clinical preparation, as per instructions in syllabus. See course syllabus for guidelines. Failure to demonstrate clinical preparation will result in dismissal from the clinical facility and an unsatisfactory evaluation for that day. A progress report will be completed showing the unsatisfactory evaluation and the unexcused absence for that day and will be placed in the student's file.

CLINICAL GRADING

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

CLINICAL CARE PLANS

Assigned care plans must be written legibly and show evidence of individualized care for the assigned client(s). Course syllabi outline specific policies for each course. Additional information may be required by each instructor. All course work will be submitted per syllabi guidelines.

UNSATISFACTORY PERFORMANCE

Students unable to achieve the objectives in a clinical experience will receive a written unsatisfactory evaluation, which will be signed by both the faculty member and the student. Any student with more than two unsatisfactory evaluations will be referred to the Nursing Faculty Organization Committee for review and disciplinary action. An unsatisfactory evaluation may result from absences or tardiness, lack of preparation, inappropriate attire, unprofessional conduct, etc.

UNSAFE PERFORMANCE

A student will be referred to the Nursing Faculty Organization Committee for an unsafe performance which, in the judgment of the clinical instructor, could endanger the client's well-being, e.g., performing an invasive procedure without the instructor's approval, failure to report errors, administering medications without appropriate supervision etc. An unsafe performance or excessive unsatisfactory performances may result in failure of the course and/or dismissal from the program.

SKILLS LABORATORY POLICIES

A student is not permitted to perform procedures in a clinical setting until she/he has satisfactorily demonstrated safe performance and passed the post-test of that skill in the laboratory. In order to perform skills successfully, students may be required to spend time in the skills laboratory that is outside of normal theory/lab time. A complete list of skills laboratory policies will be provided in the first week of the semester.

Audio-visual equipment and computers are available in the Library Learning Center and the nursing department for the student use during posted hours. Students may be required to view films and complete each Computer-Assisted Instruction (CAI) on their “own time” as listed in the syllabus. Students should report misplaced or damaged videos, non-working equipment, or any other problem to the library personnel or nursing department.

GENERAL INFORMATION

COMMUNICATION

Student mailboxes are located in the computer lab in the Allied Health Sciences building. Memos and messages will be placed in the boxes as received. **Students are required to use their OKSTATE Email address.** Each faculty member has a mailbox for inter- and intra-departmental communications located in the nursing office foyer. Students may leave messages as necessary. Notices are placed on bulletin boards in the Nursing Department. Messages are also communicated via Desire 2 Learn (D2L) and email. Students should check their mailboxes, bulletin boards, D2L, and emails frequently. Faculty will have their office hours posted on their office doors. Students’ ability to communicate electronically is their responsibility and they will be held accountable for any information disseminated in this format.

STUDENT EMPLOYMENT

Most students find it difficult to maintain employment while progressing through the program. **Responsibilities such as employment are not considered acceptable excuses for a student's inability to meet any program requirement.**

OSUIT accepts no legal responsibility for a student's performance of nursing duties in a health care agency unless that student is under the supervision of a faculty member during a scheduled clinical experience.

CLINICAL RECORDS

Clinical facilities require that the department maintain specified records on each student. On acceptance to the program, all students must have the following items on file in the department of nursing:

1. A current American Heart Association Health Care Provider (HCP) card including adult, child, and infant CPR (showing your name, course level and date of expiration)
2. Proof of two (2) MMR immunizations **or** positive rubella titer.
3. Proof of TB testing yearly showing negative status.

Note: If the student has a history of positive PPD, they should have
have a chest x-ray and/or symptom checklist completed.

4. A written verification of varicella (chicken pox) history, varicella vaccination or a varicella titer by a physician or a physician's designee.
5. A criminal background check completed by CertifiedBackground.com within specified deadline stated on acceptance letter.
6. Proof of Hepatitis B Series or titer
7. A negative 10 panel drug screen from an OSU Institute of Technology Nursing Program approved lab
8. Completed Physical Assessment Form filled out and signed by an appropriate licensed health care provider. See details in Physical Assessment Form provided upon admission.

If the Certified Background check reports a felony charge, or registration on the sex offender registration list, or positive drug screen the student will be contacted by the Nursing Department Division Chair to discuss his/her continued eligibility for the nursing program.

Students are required to provide evidence of current TB and CPR certification throughout the program. These two requirements expire regularly so it is the student's responsibility to make sure they have updated information on file. Students who do not have necessary data on file will not be allowed to practice in

the clinical setting. If you cannot practice in the clinical setting you cannot meet the course objectives so therefore will fail the course.

STUDENT COMMITTEE REPRESENTATION

Nursing students are represented at the Nursing Faculty Organization meetings. The selection is made from interested students in each level. There may be at least 2 representatives from each class. The representative is responsible for presenting student viewpoints and suggestions to the Organization and for providing feedback to the student body.

STUDENT LIFE

Students in the Nursing Program have the opportunity for involvement in campus activities and organizations. For more information about student life activities contact Student Life at 293- 5456 or access OSUIT website and follow student life link.

OSUIT STUDENT NURSES' ASSOCIATION

OSU Institute of Technology Student Nurses' Association (SNA) the officially recognized organization for nursing students. Membership in the SNA provides the student with opportunities for professional development and allows for the chance to be involved with other nursing students across the nation. Activities related to leadership, education, and community service are emphasized. Involvement is encouraged, but not a requirement. For more information about the SNA, contact the nursing office at 293-5337.

FEES AND EXPENSES

Information regarding college fees and expenses are found in OSUIT catalog and website. Special expenses for nursing students include:

- uniform requirements (See *Dress Code*)
- specified nursing equipment

- pinning and graduation requirements
- transportation to and from the clinical facilities
- all meals at the clinical facility
- copy costs (handbooks, records, forms, etc)
- Facility requirements of CPR, immunizations, background check, drug screening, physical assessment
- National licensure exam fees

FINANCIAL AID

Information concerning financial aid may be found in OSUIT catalog and website.

Students seeking information regarding specific programs should consult the Financial Aid Office. Students may obtain financial aid packets, verify filing deadlines, and get assistance filing forms from the Financial Aid office, ext. 5222. **STUDENTS ARE RESPONSIBLE FOR FOLLOWING FINANCIAL AID GUIDELINES. IF THERE IS A QUESTION, SEE A FINANCIAL AID ADVISOR.**

DEPARTMENT INFORMATION

Each student is expected to help maintain a clean and smoke-free environment. Smoking is not permitted at OSUIT. Children will not be permitted into the classroom or lab while class/lab is in session and are not to be left unattended in the department for any reason. **Cell phones, MP3s, iPOD's, and beepers** must be set on "silent" mode or turned off during class.

ADDITIONAL INFORMATION

Students having questions or concerns about their nursing education are encouraged to call:

Oklahoma Board of Nursing (405) 962-1800

National League for Nursing Accrediting Commission (NLNAC) (404) 975-5000

The director of the department of nursing, Jana Martin, can be contacted at:

Phone: (918) 293-5339
Fax: (918) 293-4723
e-mail: jana.s.martin@okstate.edu

POLICY FOR PINNING CEREMONY

A pinning ceremony is held at the end of each semester for ADN students who have completed their academic work in nursing. All students currently enrolled in the nursing program ***are required*** to attend the pinning service (approval is needed from the program administrator in order to be absent from the pinning service). Pre-nursing students are welcome to attend as well.

PLANNING FOR CEREMONY:

The Nursing Faculty will decide on location and time. The pinning ceremony will always be the day of graduation and will precede commencement exercises. Furthermore, there will be a mandatory practice scheduled the day before the ceremony (time of practice TBA). Faculty will also arrange for the location of the event depending on the size of the graduating class.

The graduating students will be responsible for making these decisions listed below:

- Will you have pre-printed invitations (type & # to be ordered)? If you design an invitation, the program administrator can assist in working with the campus print shop to get them printed but the students will pay for them. The nursing administrative assistant is responsible for getting invitations to invited guests (President, Vice President of the university, Division Chairs, etc.).
- Students are required to wear ***white nursing uniforms and clean white leather shoes.***
- Students may elect to have family member or friend pin them instead of nursing faculty. If you decide to have a faculty member do the pinning, the student should decide which faculty will do the honors.
- Students may choose to organize and develop a slide show featuring pictures of the group while in the program or other pictures of the student. The nursing faculty will not participate in the creation of this slide show.
- Students will be asked to write their “thank yous” to friends and families which will be read while the student is being pinned. The note must be contained on a 3 x 5 index card. The size and legibility of the writing will be scrutinized.
- There will be a reception of cake and punch in the Nursing and Allied Health Science building immediately following the pinning ceremony.

The graduating students will appoint three representatives to serve on a committee: one SNA member (appointed by the student organization), one fourth semester student (chosen by classmates) and one faculty member (based on rotating schedule). The committee will meet early in the semester then regularly to ensure all details are finalized and jobs are assigned.

The students who are expected to graduate next will be responsible for set up and clean up before and after the ceremony.

FUNDING FOR CEREMONY:

There are no college funds available for the ceremony through the nursing department. The planning committee may wish to include the SNA for some financial assistance. Students are not to solicit outside funding.

APPENDICES

APPENDIX A

OSUIT NURSING PROGRAM iPad2 Policy, Procedures, and Information 2011-2012

The goal for the iPad2 Pilot Program for OSUIT Nursing:

To decrease attrition rates in the Associate Degree Registered Nursing Program by further enhancing classroom participation, contribute to school wide technology innovation, enhance the way students learn and apply information, provide media delivery directly to the student, cost savings to students, and provide an eco-friendly system.

The implementation of iPad2's in the nursing program will transform nursing education by:

1. Textbooks Savings
2. Note Taking Capabilities
3. Paperless Classroom
4. Studying and Reviewing
5. Student Interest Level
6. Innovative Curriculum
7. Classroom Participation Tracking
8. Electronic Testing (Similar to the Licensure Exam)
9. Around the Clock Access to the Classroom
10. Instant Feedback
11. Improved Communication

This policy will assist the student and faculty in carrying out this pilot program in such a way to guide students in appropriate use of the device, control of the program and intended outcomes of using the device within the Nursing Program.

The policies and information within this document apply to all iPad2 used within the OSUIT Nursing program. Individual instructors may set additional requirements for the use in the classroom.

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1. Receiving your iPad2.

1.1 Receiving your iPad2

. iPad2's will be distributed by the Book store personnel. Students will need to take required iPad2 User Form (obtained from the Nursing Department and signed by a nursing faculty member) to the bookstore and they will process your iPad2. This form will include confidentiality clause and return policy- a copy will

be kept in student file located in the nursing department. The Bookstore will keep the original signed form. Nursing will hold iPad2 orientation for all students which is mandatory the first week of the semester at a designated time and location. .

Students that withdraw, leave, academically unsuccessful or administratively withdrawn from the program for any reason prior to graduation must return the iPad2 to the school. Upon graduation the student will retain the iPad2 as their own.

1.2 Identification and Tracking

All iPad2s that are being used for this program shall be identified by a serial number. At no time will your iPad2 be accessed to gain report on neither internet usage nor personal information.

2. Taking care of the iPad2

Students are responsible for the care of the iPad2 they have been issued. iPad2s that are broken or fail to work properly must be taken to an Apple Store to determine if it can be replaced or repaired.

2.1 General Precautions

- The iPad2 is school property and all users will follow this policy.
- Only use a clean soft cloth to clean the screen no cleaners of any type should be used.
- Cords and cables must be inserted carefully into the iPad2 to prevent damage.
- iPad2 must remain free of writing, drawing, stickers, or labels that do not come on or with the device at check-out.
- iPad2 that is stolen is the sole responsibility of the user that checked it out and will not be replaced by the school – the cost will be students' responsibility.
- Students may purchase skins and/or covers for their iPad2 and may personalize that cover as they wish as long as the personalization is of a professional nature. Remember that this device will be allowed in many of the clinical institutions and must be professional.

2.2 Screen Care

The iPad2 screens can be damaged if subjected to harsh treatment. The screens are particularly sensitive to damage from excessive pressure or temperature.

- Do not lean on the top of the iPad2 when it is closed
- Do not place anything near the iPad2 that could put pressure on the screen
- Do not place anything in the carrying case (if added) that will press against the cover and the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not leave in car or outside during extreme temperature.

3. Using your iPad2 at School

iPad2s are intended for use at school each day. In addition to teacher expectations for iPad2 use, school e-mail and D2L (Desire to Learn) can be accessed from the iPad2. Students will be responsible for bringing their iPad2 to class, unless specifically instructed not to do so by their instructor.

3.1 iPad2s Undergoing Repair

Loaner iPad2 may be issued to students when they leave their iPad2s at the Apple Store for repair and provide documentation that it is at the Apple Store. There may be a delay in getting an iPad2 should their not be a loaner available.

3.2 Charging your iPad2's Battery

iPad2s must be brought to school each day in a fully charged condition. Students should make it a routine to charge their device nightly.

3.3 Photo's

The iPad2 has the ability to take photographs and save them on the device. However, caution must be used in where and what type of picture's you take. They must not break confidentiality of patient's nor should any picture on you device be distasteful. This would include but is not limited to any picture of a pornographic nature. **Absolutely no pictures will be taken of a patient at the clinical settings. Do not take inappropriate pictures of manikins in the skills or simulation lab. Pictures should not be posted without permission of the nursing department to any social networking site.**

Pictures of guns, weapons, inappropriate language, alcohol, and gang related symbols can result in disciplinary action at the discretion of OSUIT.

3.4 Sound, Music, Games, and Programs

It is understood that you will use the iPad2 to some extent for personal use. You will want to have all of your eBooks and required applications on your iPad2 before you start adding other things. There is only 16 GB of space on the device for the length of the entire nursing program. This device is not intended to be a toy but rather a very valuable learning tool.

If you are using the device in class with a program or video that requires sound you must either mute the device during class or use an ear bud so that it does not disrupt others ability to learn.

3.5 Printing

Printing will be available for the iPad2 in the computer lab. Students will be given information and instruction on printing with the iPad2 during orientation.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their iPad2. This will assist them with iPad2 use while at home. Printing at home will require a wireless printer, proper settings and correct use of application. It is important for the user to remember that this device does not have the ability to connect to wire devices such as a printer or internet connection. Nor does this device have the ability to add storage via plug in device like an SD card or USB thumb drive. However, through the use of an agent like Dropbox all of your data can be stored in cyberspace for free.

3.8 Wi-Fi set up procedures

Go to the following website and follow the directions:

<http://www.apple.com/support/iPad2/assistant/wifi/>

4. Saving Your Work & Managing Your Files

4.1 Saving to the iPad2

Students may save work to the home directory on the iPad2. One of the conveniences of the iPad2 is that once a project is started it is automatically saved. Most programs will then save the project approximately every 30 seconds until the project is closed. Storage space is available on the iPad2 and via cyberspace through programs like Dropbox. However, it is important to back up your information so that if re-imaging (hard reset)

does need to take place your data will not be lost. The school will not be responsible for any loss of your data due to your negligence nor your use of the broadband signal provided to you by the school. Malfunction of your device will not be a valid excuse for non-existent or tardy work. Please be pro-active in you assignments.

4.2 Network Connectivity

OSUIT makes no guarantee that their network will be up and running 100% of the time. The rare case that the network is down, the school will not be responsible for lost or missing data. So please be sure and save all of your work both on the device and to Dropbox.

4.3 Computer Testing

In an attempt to become greener and paperless many of the tasks performed at OSUIT Nursing Program will be completed via the iPad2. This will include all testing. During exams students may not have any other program running other than the exam. Faculty will be monitoring the exam for students attempting to access information other than the exam. If a student is caught utilizing information and cheating during an exam they will be asked to leave for disciplinary action.

5. Trouble Shooting

Attempt to resolve the issue through the website provided below if you cannot resolve the issue on your own take the device to the Apple Store for technical advice and assistance.

<http://support.apple.com/kb/TS3274>

6. Software on iPad2s

6.1 Originally Installed Software

The software/Applications originally installed by OSUIT must remain on the iPad2 in usable condition and be easily accessible at all times throughout your stay in the nursing program.

7. Acceptable Use

The use of the OSUIT technology resources is a privilege, not a right. The privilege of using the technology resources provided by the OSUIT is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in nursing courses. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of the technology resources. If a person violates any of the User terms and Conditions named in this policy, privileges may be terminated, access to the technology resources may be denied, and the appropriate disciplinary action shall be applied. When applicable, law enforcement agencies can and will be involved.

7.1 iPad2 Traditional Learning Styles

Some students may prefer to use traditional learning styles books, pens, paper, etc. This will be allowed – however testing with this option will not be allowed. If exams are administered in the computer lab or via iPad2 you will be required to use this format also. We encourage the students to embrace the technology that has been given to them to enhance their preferred learning style.

7.2 School Responsibilities are to:

Provide Internet and Email access to students that are in the Nursing Program.

Provide guidance to aid students in learning and help assure student compliance of the acceptable use policy. Provide an orientation to the iPad2 and direct students that are technically challenged to tutorial information that will guide them in picking up the knowledge and skills necessary to keep up with their peers.

7.3 Students are Responsible for:

- Using computers/devices in responsible, professional and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad2/computer use and following policies set forth in the Nursing Student Handbook.
- Using technology resources in an appropriate manner that will not damage equipment. This “damage” includes, but is not limited to the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via OSUIT designated Internet System is at your own risk. .
- Help OSUIT protect our computer systems/device by contacting a faculty member about any security problems you encounter.
- Monitor your own account to ensure appropriate activity.
- Students should always turn off and secure their iPad2 after they are done working to protect their work and information.

7.4 Student Activities Strictly Prohibited:

- Any action that violates existing school policy or public law
- Gaining access to other student’s record’s, accounts, files and/or data without express permission
- Use of the school’s internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be tolerated.

7.5 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. If you are unsure, ask an instructor at OSUIT.
- Plagiarism is a violation of OSUIT Student Nurse Handbook and OSUIT campus policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action both by the school and to the letter of the law. Violation of applicable state and/or federal law will result in criminal prosecution or disciplinary action.

8. iPad2 Identification

Student iPad2s will be labeled in the manner specified by the school. iPad2s can be identified in the following ways:

- Recorded Serial Number on the back of the device
- Electronically Through Apple care

9. Repairing or replacing your iPad2 Treat this device as your own it will be yours when you graduate from the Nursing Program. . If this device is lost, stolen or broken it is your responsibility to resolve the issue. Loaners may be checked out for maximum of 2 weeks. Checkout may be extended with documentation provided from an Apple Store that it is taking longer to diagnose/fix your assigned iPad2. iPad2 insurance may be obtained individually an example of this is listed below:

(<http://www.squaretrade.com/pages/iPad2-landing> for \$99)

10. Cost of Repairs

Students will be held responsible for ALL damage to their iPad2s including, but not limited to: broken screens, cracked plastic, inoperability, etc. Should the cost of repair be estimated to exceed purchasing a new device the student will pay for a full replacement. (Which is estimated at \$550)

APPENDIX B

SUBSTANCE ABUSE POLICY

Suspected Substance Abuse by Students

Principles

The general principles used by the Nursing Faculty Organization in developing this policy are that:

- Substance abuse compromises both the educational process and client care.
- The Nursing Program has a commitment to the welfare of both the students and the clients.
- Addicted persons need help to recognize the consequences of their substance use.
- Addiction is a treatable illness, and rehabilitative and therapeutic approaches are effective in facilitating recovery.

OSUIT Drug Free Campus Policy:

OSUIT has a Drug-Free Campus Policy in effect. As set forth in local, state, and federal laws, and the rules and regulations of the University, Oklahoma State University of Technology prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in building, facilities, grounds, or other property owned and/or controlled by the University or as part of University activities. The policy set forth in the Nursing Student Handbook is not meant to supersede the Drug-Free Campus Policy, but rather, to supplement it in terms of the special nature of clinical rotations. The student is held responsible for knowing and following the OSUIT Drug-Free Campus Policy.

Procedure when the student appears to be under the influence of a chemical or alcoholic substance in the clinical or classroom setting:

1. The professor will confront the student with the suspicion that she/he is under the influence of a chemical/or alcoholic substance, which may include prescription drugs that are impairing the student's ability to perform. The specific observations that led to the suspicion will be shared with the student by the professor.
2. If the student admits that she/he is under the influence of a chemical substance, she/he will be required to leave the clinical or class setting immediately and will not be allowed to return to the setting until assessed and the treatment plan, if recommended, has been initiated.
3. The assessment and treatment plan will include the following elements:
 - a. A psychological evaluation at the student's expense, prepared by a licensed mental health professional addressing assessment for chemical dependency, severity of addiction, motivation for treatment, and recommendation for treatment.
 - b. The student must comply with treatment recommendations resulting from the evaluation, at the student's expense, with documentation of compliance provided by the substance abuse treatment provider at least monthly until, in the judgment of the provider, treatment is no longer necessary.
 - c. During the time of treatment, the student must agree to undergo immediate drug and/or alcohol screening, via an approved laboratory at the student's expense, when requested to do so in the

clinical and/or class setting. If the screen is positive, the student will be immediately terminated from the Nursing Program.

- d. Ability to remain in the Nursing Program during the time of treatment will be reviewed by the Nursing Faculty on an individual basis, based on the recommendation of the treatment provider.
 - e. The student's refusal to agree to a plan including the elements described above will result in the student being dismissed from the Nursing program. Readmission shall be on a space-available basis and shall be contingent upon agreement to cooperate with treatment that includes the elements described above.
4. If the student denies being under the influence of a chemical substance when confronted, she/he will be requested to immediately have a urine drug screen and blood, breath, or saliva alcohol screen at an approved laboratory at the student's expense. A refusal to undergo this screen will result in the student being requested to leave the clinical or class setting immediately. The student will only be allowed to return to the setting after undergoing an assessment as described in 3.a. If treatment is recommended by the evaluation, the elements described in 3.b – 3.e. will go into effect. Refusal to agree to the assessment will result in the student being dismissed from the Nursing Program.
 5. In all cases involving admitted or suspected substance abuse in the clinical setting, a counseling summary will be written, and will be signed by the faculty member, the student, and the Nursing Director. The counseling summary will include the following:
 - a. A description of the behavior that resulted in the need for a conference.
 - b. A description of the conference and its outcomes.

APPENDIX C

LPN – ADN ADVANCED STANDING CREDIT POLICY

OSU Institute of Technology, a public two-year college accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, provides the opportunity for students that have completed a Practical Nursing Program and licensed in the state of Oklahoma to enter the OSU Institute of Technology LPN to RN Program.

The student will apply to the program by submitting an application and going through the admission criteria process.

This policy states the following provisions:

Students wishing to be considered for the program should meet the admissions requirements to OSU Institute of Technology and have the following data in their file in the nursing department by the final closing date of the application period April 15th:

1. The student shall have successfully completed a Practical Nursing Program and have an unencumbered license as a Licensed Practical Nurse in the State of Oklahoma to be eligible to apply to the nursing program.
2. Nursing Application
3. Students **must score** within the **55th percentile ranking** on the Kaplan Admission Test for Reading and Math to be considered for the nursing program. (Exam can be taken one time only and the exam is administered in the nursing department.)
4. All official college transcript copies from previously attended Colleges must be on file in the nursing department with the original in the OSU Institute of Technology Registrar's office
5. Successful completion of the Kaplan OB/Growth and Development Exam at the **55th percentile ranking** – prior to acceptance.
6. Successful completion of the Kaplan Psychiatric Mental Health Examination at the 50th percentile ranking – prior to acceptance.
7. The student will be given advanced standing credit for NURS 1128 Foundations of Nursing and NURS 1322 Nursing Dosage Calculation for a total of 10 credit hours after their admittance and completion of NURS 1133 LPN to RN Transition Course.
8. If a student does not pass the OB/Growth and Development Examination and the Psychosocial Examination at the **55th percentile ranking (both exams)** the student will be placed in

NURS 1229 Nursing Care of Families.

9. If a student passes the OB/Growth and Development Examination and the Psychosocial Examination at the 55th percentile ranking (***both exams***) the student will be placed in LPN to RN Transition NURS 1133.

The successful LPN to RN Transition student's OSU Institute of Technology Curriculum Plan:

First Semester:	NURS 1133 LPN to RN Transition
Second Semester:	NURS 2129 Nursing Care of Adults I
Third Semester:	NURS 2229 Nursing Care of Adults II NURS 2222 Nursing Capstone Seminar

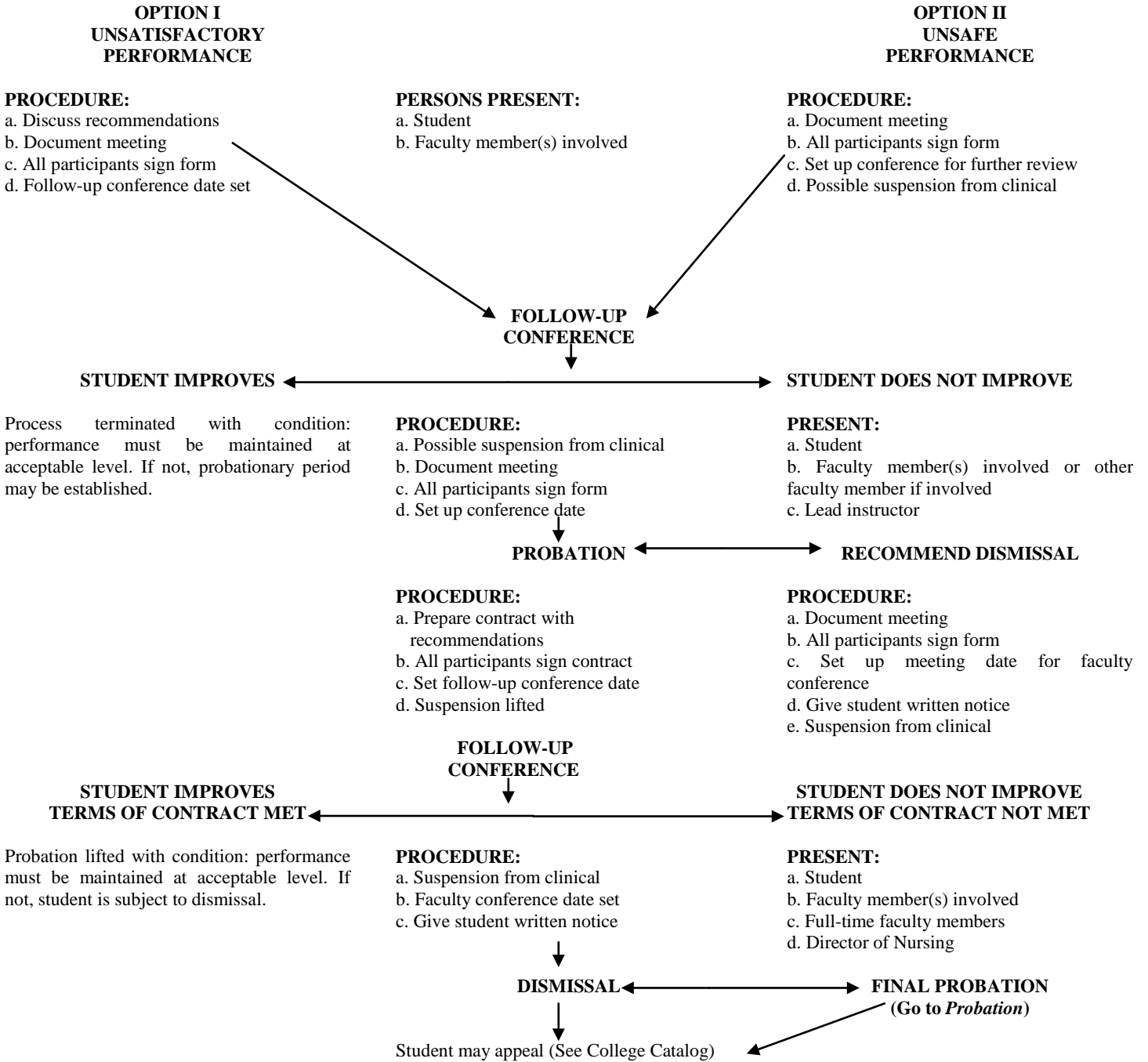
If the LPN to RN student is not successful on the Standardized Exams (OB/Growth & Development and Psychosocial) curriculum plan will be as follows:

1 st Semester:	NURS 1229 Nursing Care of Families
2nd Semester:	NURS 2129 Nursing Care of Adults I
3rd Semester:	NURS 2229 Nursing Care of Adults II NURS 2222 Nursing Capstone Seminar

APPENDIX D

STUDENT COUNSELING PATHWAY

When a student fails to meet the requirements of the Nursing Program, the Student Counseling Pathway will be initiated. The flow chart demonstrates the procedure which will be used to assist and guide students who are not making progress. Serious violations involving patient safety and/or unprofessional conduct will result in immediate probation or suspension from the program and may result in dismissal from the program. Repeated minor infractions will be considered a serious violation.



APPENDIX E
OKLAHOMA BOARD OF NURSING POLICIES
2915 N. Classen Boulevard, Suite 524
Oklahoma City, OK 73106
(405) 962-1800

1. Instructions for Registered and Practical Nurse equivalency candidates applying for licensure by examination
Go to: <http://www.ok.gov/nursing/nclex7.pdf>
2. Information for applicants for licensure or AUA certification with history of arrests, convictions, or prior disciplinary action
Go to: <http://www.ok.gov/nursing/nclex9/pdf>
3. Guidelines for Employment of Individuals Enrolled in or Non-licensed graduates of Nursing Education Programs
Go to: <http://www.ok.gov/nursing/ed-guide.pdf>

Legal Implications Regarding Licensure

All registered and licensed practical nurses should be thoroughly familiar with the *Oklahoma Nursing Practice Act* and the *Rules*. These documents are provided at the time of licensure and are the legal basis for their practice. Each nurse should read these documents carefully and keep them for future reference. All nurses are individually responsible for ensuring that they are practicing within the scope of practice as identified in the act and the rules. In addition, all nurses must have the knowledge and skills needed to perform the functions required in their positions.

The nurse's pocket license card should be kept in a secure location. If the pocket license card is stolen or lost, please notify the Board in writing promptly. The nurse's employer verifies licensure upon employment and at the time of renewal to ensure that the nurse has a current unencumbered license.

The nursing license is renewed every two years: Registered Nurses renew during even-numbered years and Licensed Practical Nurses renew during odd-numbered years. The nurse's license will expire on the last day of his/her birth month during your renewal year. However, depending on the approval date of the initial license in Oklahoma, the initial license may expire before the end of two years. The Board will mail a courtesy renewal notice to the current address on file in the office approximately three months prior to the expiration of the license. It is up to the individual nurse to ensure that the license is renewed in a timely manner. It is essential that each nurse notify the Board promptly of a name change and/or a change of address, in order to ensure that the renewal notice is sent to the correct name and address. All registered and licensed practical nurses are required by law to notify the Board of a name change and/or a change of address within 30 days of the change.

In accordance with 59 O.S. §567.14B, "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."

Violations of the ONPA

The Oklahoma Board of Nursing has the power to deny, revoke, or suspend any license to practice registered nursing or licensed practical nursing, to assess administrative penalties, or to otherwise discipline a licensee or advanced unlicensed assistive person. Nurse investigators employed by the Board investigate all reported violations to the act. The Board will conduct a hearing and will take disciplinary action, if there is evidence to support such a violation. The following actions are included as violations of the act and are grounds for disciplinary action:

1. Is guilty of fraud or deceit or material deception in procuring or attempting to procure:
 - a. A license to practice registered nursing, licensed practical nursing, or recognition to practice advanced practice nursing, or
 - b. Certification as an advanced unlicensed assistive person;
2. Is guilty of a felony, or any offense reasonably related to the qualifications, functions or duties of any licensee or advanced unlicensed assistant, or any offense an essential element of which is fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed, or any conduct resulting in the revocation of a deferred or suspended sentence or probation imposed pursuant to such a conviction;
3. Fails to adequately care for patients or to conform to the minimum standards of acceptable nursing or advanced unlicensed assistant practice that, in the opinion of the Board, unnecessarily exposes a patient or other person to risk of harm;
4. Is intemperate in the use of alcohol or drugs, which use the Board determines endangers or could endanger patients;
5. Exhibits through a pattern of practice or other behavior actual or potential inability to practice nursing with sufficient knowledge or reasonable skills and safety due to impairment caused by illness, use of alcohol, drugs, chemicals or any other substance, or as a result of any mental or physical condition, including deterioration through the aging process or loss of motor skills, mental illness, or disability that results in inability to practice with reasonable judgment, skill or safety; provided, however, the provisions of this paragraph shall not be utilized in a manner that conflicts with the provisions of the Americans with Disabilities Act;
6. Has been adjudicated as mentally incompetent, mentally ill, chemically dependent or dangerous to the public or has been committed by a court of competent jurisdiction, within or without this state;
7. Is guilty of unprofessional conduct as defined in the rules of the Board;
8. Is guilty of any act that jeopardizes a patient's life, health or safety as defined in the rules of the Board;
9. Violated a rule promulgated by the Board, an order of the Board, or a state or federal law relating to the practice of registered, practical or advanced practice nursing or advanced unlicensed assisting, or a state or federal narcotics or controlled substance law; or
10. Has had disciplinary actions taken against the individual's registered or practical nursing license, advanced unlicensed assistive certification, or any health-related license, in this or any state, territory or country.

Scope of Practice for the RN

The practice of nursing is defined in the ONPA as “the performance of services provided for purposes of nursing diagnosis and treatment of human responses to actual or potential health problems consistent with education preparation. Knowledge and skill are the basis for assessment, analysis, planning, intervention, and evaluation used in the promotion and maintenance of health and nursing management of illness, injury, infirmity, restoration or optimal function, or death with dignity. Practice is based on understanding the human condition across the human lifespan and understanding the relationship of the individual within the environment. This practice includes execution of the medical regime including the administration of medications and treatments prescribed by any person authorized by state law to so prescribe”.

Registered nurses are prepared in nursing education programs offered in colleges and universities. Registered nurses have completed general education courses in social and behavioral sciences, biological and physical sciences, and the humanities. In addition, registered nurses have successfully completed nursing courses that prepare them for the full scope of nursing practice, including the following roles:

- Assessing the health status of individuals, families and groups
- Analyzing assessment data to determine nursing care needs
- Establishing goals to meet identified health care needs
- Planning a strategy of care
- Establishing priorities of nursing intervention
- Implementing the strategy of care
- Delegating tasks that may safely be performed by others, consistent with educational preparation and the Oklahoma Nursing Practice Act
- Providing safe and effective nursing care
- Evaluating responses to interventions
- Teaching the principles and practice of nursing
- Managing and supervising the practice of nursing
- Collaborating with other health professionals in the management of health care
- Performing additional nursing functions in accordance with knowledge and skills acquired beyond basic nursing preparation
- Delegating tasks that can be performed by the advanced unlicensed assistive person

All licensed nurses are responsible for ensuring that they work within their scope of practice, and that they are adequately prepared to carry out the functions of their positions. Maintaining the competency necessary for the position is a professional responsibility of the licensed nurse.

APPENDIX F

OSU Institute of Technology Nursing Program ESTIMATED STUDENT EXPENSES 2010-2011

ITEM DESCRIPTION	ESTIMATED UNIT PRICE	TOTAL
<u>Tuition:</u> <ul style="list-style-type: none"> • 72 Credit Hours (Generic) • 72 Credit Hours (Career Ladder) College Application Fee	\$143.50/credit hour = Nursing Courses 39 credit hours \$135.00/credit hour = General Education Courses 33 credit hours required Fees: Remedial Supplemental \$18.50 Advanced Standing Credit \$5.00 Electronic Media \$25.00 Late Enrollment Fee \$10.00	\$5596.50 Nursing \$4455 General Education Fees vary
<u>Medical and Other Expenses:</u> <ul style="list-style-type: none"> • Rubella titer or MMR • Varicella titer • TB Skin Test • CPR Certification AHA only • Hepatitis B Series (Optional) • National Background Check • Drug Screening • Malpractice Insurance 	<ul style="list-style-type: none"> • \$ 40.00 • \$ 25.00 • \$ 10.00 • \$ 35.00 • \$200.00 • \$ 49.00 • \$ 25.00 • \$ 25.00 	(all costs of immunizations are estimates, prices will vary at different agencies performing tests) \$ 409.00
<u>Class Expenses:</u> <ul style="list-style-type: none"> • Books/Supplies <ul style="list-style-type: none"> ○ First Semester ○ Second Semester ○ Third Semester • Nursing Transition • Tool Kits • iPad2 	<ul style="list-style-type: none"> • \$945.00 plus tax • \$380.00 plus tax • \$240.00 plus tax • \$425.00 plus tax • \$125.00 plus tax • \$565.00 plus tax 	\$2680
<u>Uniforms:</u> <ul style="list-style-type: none"> • 2 Professional Black Uniforms • 1 Pair Nursing Shoes • 1 Lab Coat • 2 Name Tags • 1 Stethoscope 	<ul style="list-style-type: none"> • \$200.00 • \$ 100.00 • \$ 40.00 • \$15.00 • \$20.00 	\$375.00
<u>Graduation Fees:</u> <ul style="list-style-type: none"> • Pinning and Lamps • Licensure Examination Fee • Passport Size Photo 	<ul style="list-style-type: none"> • \$150.00 (optional per group) • \$285.00 • \$ 10.00 	\$445.00
<u>LPN Transition Fees:</u> <ul style="list-style-type: none"> • Challenge Exam <ul style="list-style-type: none"> • Maternal-Child Nursing • Psychiatric Mental Health • Advanced Standing Fees @ \$5.00/crhr 	<ul style="list-style-type: none"> • \$ 25.00 • \$ 25.00 Dependent upon individual student	\$150.00
<u>TOTALS:</u>		\$14,110.50 - \$15,550

** see nursing advisor for costs

APPENDIX G

EXPOSURE CONTROL PLAN

I. METHODS OF COMPLIANCE

- agreeing
- practice
- other
- Standard
- instructor.
- policies/procedures
- to
- A. Campus lab: Students must sign a “Lab Supply Packet Release Form” to use lab supplies only on inanimate objects. It is not necessary to practice invasive skills on each other in the lab, as mannequins are available for and demonstration. Students desiring to practice invasive skills on each other must sign a “Release of Responsibility” (see appendix B), adhere to Precautions, and practice only under the direct supervision of their instructor.
- B. Clinical lab: Students will be instructed in infection control policies/procedures of the assigned institution during orientation, and will be expected to adhere to institutional policies and procedures.

II. POST EXPOSURE EVALUATION AND PROTOCOL

- hour,
- program
- file in
- clinical facility.
- responsibility
- A. Immediate Treatment
1. Wound Care/First Aid
 2. Clean wound with soap and water.
 3. Flush mucous membranes with water or normal saline solution
 4. Other wound care as indicated
- B. Go to the nearest hospital emergency room for evaluation and treatment. If indicated, treatment should begin as soon as possible, preferably within one hour, or at the most, within two hours of the exposure.
- C. Notification of Responsible Parties
1. Faculty: Notify lead instructor or director of nursing.
 2. Students: Notify lab/clinical instructor.
- D. Complete a Post Exposure Evaluation and Follow-up form (see appendix A) within 48 hours or as soon as possible. The form will be kept with the director, with a copy going into the faculty member’s/student’s personnel file in the Nursing Department.
- E. Financial Responsibility
1. Faculty: The cost incurred with a faculty member exposure will be the responsibility of OSU Institute of Technology unless covered by the clinical facility.
 2. Students: The cost incurred with a student exposure will be the responsibility of the student’s, unless covered by the clinical facility.

APPENDIX H
**RELEASE OF RESPONSIBILITY: EXPOSURE TO BLOOD, BODY FLUIDS,
RESPIRATORY AND SKIN**

I understand that, as a nursing student, I will be potentially exposed to blood, body fluids, respiratory, and skin. I have received training in Standard Precautions, and understand the necessity of following Standard Precautions, both in the campus laboratory and in the clinical agencies.

I understand that I am not required to practice invasive techniques on classmates, or to allow classmates to practice invasive techniques on me, as mannequins are provided for this purpose. However, if I choose to participate in practicing on classmates, I realize that it is strictly voluntary and at my own risk. If I allow another person to practice an invasive technique on me, and that person becomes exposed to my blood or body fluids, I agree to be tested according to the recommendations of the attending physician and pay costs of testing. If I should sustain an injury during practice on an invasive technique, I understand that I must adhere to the following protocol:

A. Immediate Treatment

1. Wound Care/First Aid
2. Clean wound with soap and water.
3. Flush mucous membranes with water or normal saline solution
4. Other wound care as indicated

B. Go to the nearest hospital emergency room for evaluation and treatment. If indicated, treatment should begin as soon as possible, preferably within one hour, or at the most, within two hours of the HIV exposure.

C. Notification of Responsible Parties

1. Faculty: Notify lead instructor or director of nursing.
2. Students: Notify lab/clinical instructor.

D. Complete a Post Exposure Evaluation and Follow-up form (see appendix A) within 48 hours or as soon as possible. The form will be kept with the program director, with a copy going into the faculty member's/student's personnel file in the Nursing Department.

E. Financial Responsibility

1. Faculty: The cost incurred with a faculty member exposure will be the responsibility of OSU Institute of Technology unless covered by the clinical facility.
2. Students: The cost incurred with a student exposure will be the responsibility of the student's, unless covered by the clinical facility

Student Signature

Name (Please Print)

Date

Note: Maintain this record for duration of degree plus 30 years

APPENDIX I
OSU Institute of Technology Nursing Program
Honor Code Pledge

Expectations of OSUIT Nursing Students

The OSUIT Nursing program promises to create a professional environment that fosters excellence where the entire college community works together with integrity and care for others.

Excellence

I will perform at the highest level that I can.

I will be the best that I can be.

Integrity

I will commit myself, even in the face of adversity to the five fundamental values of honesty, trust, fairness, respect, and responsibility.

I commit myself to academic honesty and integrity in the classroom and Clinical setting at all times.

I will take responsibility for what I say and do.

Caring

I will demonstrate a commitment to the attributes of compassion, empathy, altruism, responsibility and tolerance.

I will demonstrate caring behaviors at all times.

I will respect individual diversity through a non-judgmental attitude and approach.

Adaptability

I will be flexible and adapt to change when needed.

I will work to become a creative problem solver.

Respect

I will not tolerate discrimination.

I will contribute to creating a safe and supportive atmosphere for teaching learning.

I will regard privacy and confidentiality as core obligations.

I will communicate with peers, staff, and faculty in a professional and respectful manner.

I will not utilize social network media sites to place derogatory comments regarding nursing faculty or peers.

I will not utilize social network media sites for any comments related to Clinical settings or student grades related to the nursing program.

Today, I am beginning a career as a professional nurse, which means accepting the responsibilities and unique privileges of that profession. These include monitoring my interactions and behaviors and using self-reflection in order to challenge myself as I evolve into the role of a professional nurse. I understand that it is a great honor and privilege to study and work in the nursing profession. I promise to uphold the highest standards of ethical and compassionate behavior while learning, caring for others, and/or participating in educational activities. I will strive to uphold the spirit and letter of this code during my time at OSUIT Nursing Program and throughout my professional career as a registered nurse.

Print Name: _____ Signed Name: _____

Date: _____ Witness Signature: _____

APPENDIX J



OSU INSTITUTE OF TECHNOLOGY NURSING DEPARTMENT
Record of Student Counseling

Student Name _____ Date _____

Reason for Counseling

Attendance		Professional Behavior	
Academic Performance		Clinical Performance	
Clinical Preparation		Other	

Previous Counseling

	Reason	Date	By Whom
1 st			
2 nd			
3 rd			

Description of Incident:

Date: _____

Faculty Signature: _____ Date: _____

Student Statement: (Check One)

- I agree with the statement written above.
 I do not agree with the statement written above.

**APPENDIX K
OSUIT NURSING PROGRAM
PLAN FOR IMPROVEMENT**

Student: _____

Date: _____

Note taking:

Study habit/study time:

Test taking:

Plan to improve:

Student signature: _____ **Date:** _____

Instructor signature: _____ **Date:** _____

APPENDIX L

TEST QUESTION COMMENT SHEET

YOUR NAME: _____

QUESTION NUMBER: _____

YOUR ANSWER _____

CORRECT ANSWER _____

COMMENT (include reference)

INSTRUCTOR'S RESPONSE

APPENDIX M

OSU Institute of Technology
NURSING PROGRAM

AUTHORIZATION FOR REFERENCE CHECK OR REFERRAL

I, the undersigned, authorize OSU Institute of Technology, its instructors and supervisors, to provide education and employment references for me. I understand that my strengths and weaknesses will be discussed.

Please print your complete name:

First

Middle

Last

Signature: _____ Date: _____

Social Security Number: _____

APPENDIX N

**OSU INSTITUTE OF TECHNOLOGY
NURSING PROGRAM**

STUDENT/DEPARTMENT AGREEMENT

I have read and understand the *OSU Institute of Technology Nursing Program Handbook* and agree to follow all policies outlined in the handbook. I further agree to follow all addenda as distributed and discussed by nursing faculty and understand that these addenda are enforced on the date distributed.

I understand it is my responsibility to obtain and review any addendum with a faculty member if I am absent when the addendum is distributed. Failure to obtain an addendum will not excuse me for any infractions after the addendum's instituted date.

Student Signature

Date

Student Name (Please Print)

APPENDIX O
OSU INSTITUTE OF TECHNOLOGY
DEPARTMENT OF NURSING
Confidentiality Agreement

As a nursing student and a representative of the OSU Institute of Technology Department of Nursing, I realize that I will have access to privileged and confidential information about clients in the clinical agencies to which I will be assigned. In order to protect the clients' right to privacy, I agree to abide by the following rules:

1. Adhere to the American Nurses' Association Code for Nurses and act in accordance with the Patient's Bill of Rights (Potter and Perry, pp. 314-315).
2. Client information will be disclosed only to those persons directly involved in caring for the client.
3. Client information will not be discussed in public areas, such as hallways, cafeteria, elevators, etc.
4. Client information discussed in clinical conferences and classes will be limited to questions and experiences that will enhance the professional education of nursing students, and will not be conveyed outside the classroom. Tape recorders will be turned off before discussing information related to actual clients.
5. Do NOT write client's names, names of family members, or any other identifiable information on written assignments.
6. Do NOT enter clients' names or other identifiable client information on computers outside of the clinical agencies.
7. Abide by clinical agency policies regarding client confidentiality.
8. Do NOT make photocopies or computer printouts of clients' medical records.
9. Do not discuss clinical sites, patients or situations on social network media sties.

I realize that I am subject to disciplinary action, which may include dismissal from the program if I violate client confidentiality.

Student Signature

Date

Witness Signature

Potter, Patricia A., Perry, Anne Griffin. 2009. Fundamentals of Nursing: 7th Ed. Mosby.

APPENDIX P

OSUIT Nursing
Simulation Lab
Code of Conduct

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

I agree to adhere to the following guidelines:

- All patient information is confidential and any inappropriate viewing, discussion or disclosure of this information is a violation of policy.
- This information is privileged and confidential regardless of format: electronic, written, overheard or observed.
- I may view, use, disclose or copy information only as it related to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of school policy and may be a violation of HIPA and other state and federal laws.
- The SL is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. The student running the scenario should have everyone’s respect and attention. Situations simulated in the lab are to be used as a learning tool and not to be used for humiliation of fellow students.
- The simulation mannequins are to be used with respect and be treated as if they were live patients.
- No Betadine or ink pens/markers shall be used near the mannequins.
- Use only 22g or smaller for injections and IV starts and 7.5mm endotracheal tubes for intubation.
- Use gloves when touching the manikins.

Signature: _____
 Printed Name: _____
 Date: _____ Course: _____
 Instructor: _____

Consent for Video Recording

Photo and Video release: In connection with my participation in the OSUIT simulation lab, I consent to the use of my photograph and video or other likeness for educational and/or evaluative purposes during my involvement in simulation training without payment or other consideration made to me. I have read the above informed consent, waiver of liability, photo and video release and fully understand its contents. I voluntarily agree to the terms and conditions stated above as shown by my signature below.

 Signature of Participant or Guardian
 (If participant is less than 18 years of age)

 Date

APPENDIX Q
OSU INSTITUTE OF TECHNOLOGY
NURSING PROGRAM

**LAB SUPPLY PACKET
RELEASE FORM**

I have agreed to purchase and accept responsibility for the lab supply package required by the Nursing Program. I will use the items contained in the kit **ONLY** for practice purposes and **ONLY** on inanimate objects.

I understand the importance of keeping these items out of reach of small children and other persons who could sustain injuries from misuse of the products.

I further understand that I am expected to bring appropriate supplies to my assigned labs, and will be responsible for procuring new supplies if mine are lost or destroyed.

Student Signature

Date

Student Name (Please Print)

APPENDIX R

OSU INSTITUTE OF TECHNOLOGY
NURSING PROGRAM

CONTRACT FOR MENTORING

I, _____ understand that faculty are providing mentoring sessions for my benefit, and that I am encouraged to attend on a regular basis.

If, at any point in the semester, my grade is below the passing standard of 75 percent, I will attend every mentoring session, at least until my grade is back to a comfortable passing level.

Student Signature

Date