**OKLAHOMA CHRISTIAN**

**UNIVERSITY**

**NURSING STUDENT HANDBOOK**

**2021-2022**

**Supplement to**

**OKLAHOMA CHRISTIAN UNIVERSITY**

**STUDENT HANDBOOK (2021-2022)**

## WELCOME

Welcome to Oklahoma Christian University’s Bachelors of Science in Nursing (BSN) program. During the next several semesters you will learn the art and science of professional nursing, gaining career skills designed to carry you well into the 21st century. The Oklahoma Christian University School of Nursing Student Handbook contains the policies and procedures that apply to nursing students at OC. The Handbook also introduces the standards of professional nursing. In order for the School to provide the best educational preparation for you, all of us—faculty, staff, and students—are accountable for the information contained in the Handbook.

We value your choice to become a student in our program, recognizing the privilege and responsibility you have granted us.

The Oklahoma Christian University Student Handbook (2021-2022) is the official document that details the policies and regulations of the University community. The latest edition of the handbook is made available to every student through the University web site at: <https://my.oc.edu/files/services/Student_Services/Student_Handbook.pdf>

(The 2021-2022) University Student Handbook will be updated before the fall semester begins).

This *Nursing Student Handbook* compliments the *Oklahoma Christian University Student Handbook* with a compilation of additional information to assist the student pursuing a Bachelor of Science Degree with a major in nursing.

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**I. HISTORY**

Oklahoma Christian University (OC) is the governing institution for the School of Nursing. The School of Nursing was established in March of 2006 and officially accepted students for the fall of 2006. The first graduating class of nursing students occurred in the spring of 2008. The School of Nursing received full approval by the Oklahoma Board of Nursing in November 2008. Full accreditation by the Commission on Collegiate Nursing Education (CCNE) was received in April of 2008. This national accrediting body is affiliated with the American Association of Colleges of Nursing, an organization that sets national standards for nursing education provided by baccalaureate, master’s, and doctoral of nursing practice programs.

**II. MISSION & PHILOSOPHY**

The mission of the school of nursing at Oklahoma Christian University is*“to educate and prepare professional nurses who exemplify the essence of Christian service and scholarship throughout their nursing practice with an emphasis on servant leadership within numerous settings, including mission fields, both international and domestic.“*

The philosophy of the Oklahoma Christian University School of Nursing is in direct agreement with the philosophy of the University as stated in its core values, mission, vision and covenant. The nursing faculty are committed to integrating the designated University’s core values into daily conduct and the practice of nursing. The nursing faculty are guided by the following beliefs about INDIVIDUALISM, SOCIETY, ENVIRONMENT, HEALTH, NURSING and EDUCATION.

We believe each INDIVIDUAL is a spiritual, physical, intellectual, emotional and social being, created in the image of God, who can only be understood when viewed holistically. As a spiritual being, each person has the potential for awareness and development of a personal relationship with God. Each person is a dynamic system interacting with both internal and external environmental factors. Through life experiences, each person develops values and behavior patterns that result in individuality and uniqueness. Each person exists in a social order communicating knowledge, feelings and cultural values while forming attachments to family, community, and society.

We believe the ENVIRONMENT is the milieu in which people live and includes all internal and external factors that interact with the person, the family, or the community throughout the life experience. Internal factors are those that arise from within a person’s physical, emotional, intellectual and spiritual being. External factors are those outside of the person and consist of physical surroundings, interactions with other persons, social systems, communities and the universe. These factors are in continuous interaction and result in varied responses. Since the environment and the person are considered open systems, it is impossible to completely separate the person from the environment.

We believe HEALTH is a dynamic process that exists on a continuum from high-level wellness to illness. High-level wellness implies an optimum level of functioning for that individual in all areas of life. Illness is manifested as a disturbance of functioning in one or more areas. Death is viewed as a life process that can occur at any point on the wellness-illness continuum. SOCIETY and culture influence the way each person views wellness, illness and death.

We believe professional NURSING is a compassionate ministry based on Christian love that assists the person, family and/or community to achieve optimum levels of wellness across the lifespan and comfort and dignity at the end of life. NURSING is both an art and a science based on a broad base of scientific knowledge and a Christian worldview. NURSING is an orderly process that is therapeutic, dynamic and interpersonal, utilizing compassion, communication, critical thinking, therapeutic nursing interventions (based on knowledge, skill and judgment), cultural awareness and professionalism.

We believe EDUCATION is the development of affective, cognitive and psychomotor abilities. We believe NURSING EDUCATION is designed to prepare competent practitioners of nursing and should take place in an institution of higher learning with study of the liberal arts and sciences providing a broad foundation for specialized learning. Students and faculty are active participants in the teaching-learning process with learning being the responsibility of the student and facilitation of learning being the responsibility of the faculty. Teaching and learning are best accomplished in an atmosphere of mutual trust, respect and sensitivity to diverse beliefs, values, and customs.

Derived from the mission and philosophy of the School of Nursing are the program goals and curriculum objectives. The program goals facilitate the growth and development of graduates as contributing members of society and of the nursing profession. The curriculum objectives mold the curriculum that stimulates the initiative and self-direction necessary for provision of professional nursing care and serves as a basis for advanced education.

**III. PROGRAM GOALS & CURRICULUM OBJECTIVES**

Overall **program goals** include the preparation of a graduate who:

1. Demonstrates excellence in nursing practice based on current evidence-based practice and research.

2. Has acquired the basic competencies for ongoing education, formal or informal.

3. Is prepared to successfully take the NCLEX-RN exam for licensure as a registered nurse.

**Expected outcomes** (Curriculum Objectives) include the preparation of a graduate who:

1. Exemplifies Christian principles of compassion, honesty, integrity, and respect for the well-being of clients, colleagues and self. (Christian Service)
	1. Identifies own personal attitudes, value and beliefs.
	2. Identifies impact of spiritual beliefs and values on life, health, illness, and death.
	3. Performs spiritual assessment.
	4. Provides spiritual support to clients and families.
	5. Serves as an advocate for individuals, families and communities.
2. Synthesizes critical thinking skills for professional nursing practice. (Critical Thinking)
	1. Utilizes conceptual/theoretical frameworks to organize nursing practice.
	2. Utilizes the nursing process as a systematic approach for thinking through practice issues.
	3. Uses research as a tool for seeking answers to clinically significant nursing problems.
	4. Analyzes a client’s health status in relation to patterns of interaction between internal and external environments.
	5. Synthesizes knowledge from liberal arts, applied sciences, and current research in the delivery of nursing care.
3. Communicates clearly, effectively and appropriately with individuals, families, communities and other health care providers to positively affect client outcomes. (Communication)
	1. Utilizes verbal and non-verbal language that conveys the intended meaning.
	2. Adheres to confidentiality principles.
	3. Integrates information technology, manages data and facilitates solutions.
	4. Interprets client’s values and beliefs in relation to health.
	5. Implements teaching-learning process.
4. Provides clinically competent (appropriate and safe) nursing care to individuals, families and communities. (Therapeutic Nursing Interventions)
	1. Uses liberal arts and professional education to serve individuals, families, and communities through the professional nursing role.
	2. Performs safe and appropriate nursing skills with supportive rationale for nursing actions.
	3. Utilizes problem-solving methods to plan and implement nursing care.
	4. Implements goal-directed nursing actions that promote, maintain, and restore health.
	5. Accepts personal responsibility and accountability in the implementation of therapeutic nursing interventions consistent with professional standards.
5. Demonstrates a leadership style consistent with the level of academic preparation and legal scope of practice for professional nursing practice. (Professionalism)
	1. Incorporates legal/ethical standards and accountability into professional nursing practice.
	2. Participates in self-evaluation of performance.
	3. Participates in the profession and practice of nursing through leadership and community service.
	4. Recognizes commitment to professional, social and/or political issues related to the nursing profession.
	5. Demonstrates commitment to life-long learning.
6. Provision of nursing care based on knowledge and appreciation of cultural differences. (Cultural Awareness)
	1. Recognizes cultural diversity and is able to perform cultural assessment.
	2. Respects and supports culturally diverse clients.
	3. Interprets nursing care as addressing spiritual, physical, mental, and social needs of clients in a culturally sensitive manner.
	4. Develops collaborative relationships with culturally diverse health care workers.

**BSN Curriculum (126 hours) Requirements (Suggested Sequence)**

**\*\*Grade of “B” or better in BIOL 1013 is required as a pre-req for A & P I.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Grade** | **Date** | **Fall Semester** | **Credit Hours** | **Grade** | **Date** | **Spring Semester** | **Credit Hours** |
| **Freshman** |  |  | **BIBL 1112** The Christian Scholar (Matthew)  | 2 |  |  | **BIBL 1312** Life of Early Church | 2 |
|  |  | **\*\*BIOL 1013** Biology I General Biology | 3 |  |  | **CHEM 1104** Intro Chemistry | 4 |
|  |  | **ENGL 1113** English Comp I | 3 |  |  | **ENGL 1213** English Comp II | 3 |
|  |  | **HIST 1223** US History | 3 |  |  | **POLS 2113** Intro to Am Politics |  3 |
|  |  | **MATH 1223** Math Functions and Modeling | 3 |  |  | **PSYCH 1113** General Psych | 3 |
|  |  | **NURS 1011** Intro to Nursing | 1 |  |  |  |  |
|  |  | **TOTAL** | **15** |  |  | **TOTAL** | **15** |
|  |  |  |  |  |  |  |  |  |
| **Sophomore** |  |  | **BIBL 2202** Old Testament or BIBL 1212 Life of Christ-Matthew | 2 |  |  | **BIBL 2302** New Testament or BIBL 1312 Life of Early Church | 2 |
|  |  | **BIOL 2033** Nutrition | 3 |  |  | **BIOL 2623** Anatomy & Physiology II | 4 |
|  |  | **BIOL 2523** Anatomy & Physiology I | 3 |  |  | **BIOL 2624** Microbiology | 3 |
|  |  | **Comm 1213**  Oral Communication  | 3 |  |  | **NURS 2013** Fundamentals of Nursing | 3 |
|  |  | **PSYCH 3523** Developmental Psychology | 3 |  |  | **NURS 2033** Patho/Pharm I | 3 |
|  |  | **NURS 2003** Health Assessment | 3 |  |  |  |  |
|  |  | **TOTAL** | **17** |  |  | **TOTAL** | **15** |
|  |  |  |  |  |  |  |  |  |
| **SUMMER** |  |  | **BIOL 2913** Bio Statistics **OR** **MATH 2913** Statistical Math | 3 |  |  |  |  |
|  |  |  | 3 |  |  |  |  |
|  |  |  | **TOTAL** | **3** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Junior**  |  |  | **GREAT WORKS\*\*\*****See below** | 3 |  |  | **NURS 3024** Maternal Infant | 4 |
|  |  | **NURS 3013** Patho/Pharm II | 3 |  |  | **NURS 3025** Adult Nursing II | 5 |
|  |  | **NURS 3014** Mental Health Nursing | 4 |  |  | **NURS 3034** Health Care Missions | 4 |
|  |  | **NURS 3015** Adult Nursing I | 5 |  |  | **BIBL XXX2** Bible Elective | 2 |
|  |  | **TOTAL** | **15** |  |  | **TOTAL** | **15** |
|  |  |  |  |  |  |  |  |  |
| **Senior** |  |  | **BIBL XXX3** Bible Elective | 3 |  |  | **NURS 4011** Capstone in Nursing | 1 |
|  |  | **NURS 4005** Community Nursing | 5 |  |  | **NURS 4024** Leadership/Mgmt. | 4 |
|  |  | **NURS 4015** Child & Family | 5 |  |  | **NURS 4025** Adult Nursing III | 5 |
|  |  | **NURS 4022** Trends & Issues | 2 |  |  | **NURS 4033** Nursing Research and Evidence Based Practice | 3 |
|  |  |  |  |  |  | **BIBL 4523** Capstone: Christ and His World | 3 |
|  |  | **TOTAL** | **15** |  |  | **TOTAL** | **16** |

**\*\*\*GREAT WORKS -May select one from the following:**

**ENGL 2213; FINE 2913, MUSC 2013, MUSC 3213, ARTS 2423, COMM 2023, COMM 2033**

**1011 Introduction to Nursing**

An introductory nursing course designed to acquaint the student with a historical nursing perspective from the beginnings of the profession to current professional developments. Students will be introduced to nursing trends and changing national and global health care delivery methods. Lecture - 1 hour. This course is offered in the fall semester.

**2003 Health Assessment**

Pre-requisites: BIOL 1013

Co-requisite: BIOL 2523

Course focuses on the nursing process and how clinical diagnosis is performed. Students will learn to assess the client's physical, psychological, social, and spiritual dimensions as a foundation to nursing care. The skills of interviewing, documentation, inspection, percussion, palpation, and auscultation are refined to make clinical judgments and promote health/client outcomes. Lecture – 2 hours; Clinical – 1 hour. This course is offered in the fall semester.

**2013 Fundamentals of Nursing**

Pre-requisites: NURS 2003, BIOL 1013, CHEM 1104, BIOL 2523

Co-requisite: BIOL 2623

An introductory course emphasizing nursing skills and nursing process. Nursing theory and concepts related to the human response to illness will be explored. Emphasis is placed on the development and integration of therapeutic communication skills, nurse/client relationships, developmental needs, cultural diversity and legal/ethical issues.

Lecture – 2 hours, Clinical – 1 hour. This course is offered in the spring semester.

**2033 Patho/Pharm I**

Pre-requisites: BIOL 1013, BIOL 2523 and CHEM 1104

Co-requisite: BIOL 2623

Course is designed as an introduction to pharmacological principles, drug classifications, and expected therapeutic outcomes associated with drug therapy. Nursing process and drug therapy are discussed in relation to clients' developmental levels and health habits across their lifespan. Lecture – 3 hours. This course is offered in the spring semester.

**3013 Patho/Pharm II**

Pre-requisites: Admission to the School of Nursing

A course studying the alterations in physiological well-being across the lifespan as pathological responses to disease, stress, genetics and environmental changes occur within the body. Critical thinking, research findings, and scientific knowledge are applied to analyze individual outcomes throughout the course. Hybrid – 1.5 lecture; 1.5 web. This course is offered in the fall semester.

**3014 Mental Health Nursing**

Pre-requisites: Admission to the School of Nursing

A course introducing the student to basic mental health nursing content as applied to individuals, families, and community groups. Through the application of the nursing process, students learn to provide complex therapeutic nursing interventions for a variety mental health disorders. Continued development of communication skills, professionalism, teaching/learning principles, ethical/legal, and economic issues are incorporated throughout the course.

Lecture – 2 hours; Clinical – 2 hours. This course is offered in the fall semester.

**3015 Adult Nursing I**

Pre-requisites: Admission to the School of Nursing

A course focusing on medical-surgical nursing care of culturally diverse adult patients across the life span that are experiencing chronic health problems and end-of-life issues. The concept of caring is emphasized with a focus on individuality and cultural diversity. Implementation of the nursing process in a health care setting will focus on using basic teaching-learning principles for practice. Lecture - 3 hours; Clinical – 2 hours. This course is offered in the fall.

**3024 Maternal-Infant Health Nursing**

Pre-requisites: NURS 3013, NURS 3014 and NURS 3015

A course focusing on concepts and implementation of professional nursing care for women in their childbearing years, newborns, and their families with emphasis on pregnancy, childbirth and postpartum period. This course encompasses knowledge of growth and development, cultural diversity, and assessment techniques for pregnant women and newborns.

Lecture - 2 hours; Clinical – 2 hours. This course is offered in the spring semester.

**3025 Adult Nursing II**

A course which builds upon the medical-surgical concepts learned in Adult I, focusing on adult patients experiencing common acute and chronic health problems across the lifespan. The effects of families and community groups are to be examined. Through application of the nursing process, students learn to provide complex therapeutic nursing interventions while using critical thinking skills. Lecture – 3 hours; Clinical – 2 hours. This course is offered in the spring semester.

**3034 Health Care Missions and Christian Service**

Pre-requisites: NURS 3013, NURS 3014 and NURS 3015

A course designed to focus on Christian concepts and principles as applied to global health service. Participation in health care delivery system of selected communities or countries is an integral component. Lecture – 2 hours; Clinical – 2 hours. This course is offered in the spring semester with clinical hours being completed in the first 3 weeks of May.

**4005 Community Health Nursing**

Pre-requisites: Senior standing in nursing.

A course focusing on organization and delivery of nursing care to individuals, families and groups in a variety of community health care settings. Emphasis is placed on prevention of disease, health promotion, and control of communicable disease within the community.

Lecture – 3 hours; clinical 2 hours. This course is offered in the spring semester.

**4011 Capstone in Nursing**

Pre-requisites: NURS 4005, NURS 4015, and NURS 4022

A synthesis course within the School of Nursing that prepares the student for licensure. Students develop an outcome report of their learning experiences which combine theory content and computer technology. National achievement exams will be an integral component of this course in preparation and review for NCLEX. Lecture – 1 hour. This course is offered in the spring semester.

**4015 Child and Family Health Nursing**

Pre-requisites: Senior standing in nursing, MATH 2913

A course focusing on concepts of professional nursing care and implementation of the nursing process with pediatrics populations and their families. Emphasis of developmental variances, cultural diversity, family dynamics, and pathophysiology of childhood diseases are incorporated throughout the course. Lecture – 3 hours, clinical – 2 hours. This course is offered in the fall semester.

**4022 Issues and Trends in Nursing**

Pre-requisites: Senior standing in nursing.

A theory course which addresses moral, ethical and legal issues within the nursing profession. The student’s transition into professional nursing practice will be addressed, including career planning and the student’s professional role for future practice. Lecture – 2 hours. This course is offered in the fall semester.

**4024 Leadership and Management in Nursing**

Pre-requisites: NURS 4005, NURS 4015, and NURS 4022

An introduction to the concepts of leadership and management principles related to nursing practice for preparation for role transition from student to graduate. This course includes a concentrated senior precepted clinical experience (80 hours) in a selected practice area.

Lecture – 2 hours; Clinical – 2 hours. This course is offered in the spring semester.

**4025 Adult Nursing III**

Pre-requisites: NURS 4005, NURS 4015, and NURS 4022

A course focusing on nursing care of adult patients across the lifespan in the critical care setting who are experiencing complex, multi-system health problems and life-threatening illness or injuries. Emphasis is placed on interdisciplinary collaboration and on psychological, cultural, social, economic, and spiritual concerns of patients and their families. Advanced technology, assessment skills, and collaborative practices are explored. Lecture – 3 hours; Clinical – 2 hours. This course is offered in the spring semester.

**4033 Nursing Research and Evidence Based Practice**

Pre-requisites: NURS 4005, NURS 4015, NURS 4022, and MATH 2913

An introduction to the research process and its application to nursing practice. Emphasis on the role of the professional nurse in critiquing and use of nursing research and evidence based practice. Critical thinking skills and the research process are applied to the development of a group research project. Lecture 3 hours. This course is offered in the spring semester.

**IV. POLICY STATEMENTS**

**Accreditation and Licensure**

The School of Nursing received full approval by the Oklahoma Board of Nursing (OBN) in November 2008 and was renewed in March 2011. The School of Nursing continues in good standing due to maintaining national accreditations. Initial accreditation by the Commission on Collegiate Nursing Education (CCNE) was received in April of 2008. Continued accreditation was granted in April 2018 for a period through 2027. BSN graduates are eligible to write the examination for licensure as a registered nurse (R.N.) in Oklahoma or any other state in the United States because the school is fully approved by OBN and accredited by these agencies. Successful completion of the National Council Licensure Exam will result in licensure in whatever state the applicant (graduate of OC’s BSN program) seeks licensure if other requirements are met. Examination in one state qualifies graduates to apply for licensure in any other state within the U.S.

All applicants will be informed upon admission, that completion of the BSN degree does not guarantee eligibility for the registered nurse licensure examination. Most States have other requirements in their Nurse Practice Act. Please refer to the Oklahoma Board of Nursing for current licensure requirements at [http://www.ok.gov/nursing/](http://www.youroklahoma.com/nursing). Professionalism and Christian service are both part of the School of Nursing’s terminal objectives. Therefore, the student is responsible to inform the Chair of the School of Nursing about any conditions that could endanger the health and safety of their clients. This is for the purpose of advising these students that university counseling or other student assistance programs are available before a crisis situation occurs. These include: (1) felony or misdemeanor conviction, (2) a diagnosis and/or hospitalization in the past five years for schizophrenia or other psychotic disorders, or (3) addiction diagnosis and/or any treatment for use of alcohol or any other drug within the past 5 years. The need to notify the Chair about these conditions is based on the licensure requirements of the OBN.

**Oklahoma Board of Nursing Requirements for RN Licensure**

“The Oklahoma Christian School of Nursing is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) or (registered or practical) nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. §567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

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

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. An individual with a felony conviction cannot apply for licensure for at least 5 years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6].”

|  |
| --- |
| Board Approved: 7/92 OBN Policy/Guideline: #E-05 Board Reviewed w/o Revision: 1/29/13 Pages 1 & 2 Revised: 9/01; 5/04; 1/25/05; 11/13/07; 5/25/10; 11/4/13 P:/Administration/Executive/Policies/Education/E-05 Information for Bulletins and Catalogues of NursingEducation Programs |

**Student Abilities**

In keeping with the 1990 Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2008 passed by the United States Congress to prohibit discrimination against qualified individuals with disabilities, the following policy with definitions has been adopted:

• *Disability* is defined in the Act as a person who has a) A physical or mental impairment that substantially limits one or more of his or her major life activities; b) a record of such impairment; or c)who is regarded as having such impairment.

• For the purposes of the School of Nursing, a *qualified individual with a disability* is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the program.

• *Nursing* is defined as a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements.

The School of Nursing has adopted the “Core Performance Standards” (Appendix A) developed by the Southern Regional Education Board (SREB) to define the requirements of students entering and progressing through the School of Nursing. Each standard has an example of an activity which a student will be required to perform while enrolled in the School of Nursing. These standards are reflected in specific objectives for clinical nursing courses. Before admission to the School of Nursing prospective students are requested to read the Core Performance Standards for Admission and Progression and determine if accommodation or modification will be necessary to meet them.

If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, the student will be referred to the Disabilities Coordinator in the Student Life Office (425-5907) for determination of need for reasonable and necessary accommodations and modifications (See current OC Catalog).

Reasonable accommodations are defined by the American Disability Act to include:

a. making existing facilities…readily accessible to and usable by individuals with disabilities;

b. job restructuring, part-time or modified work schedules,….acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

Reasonable accommodations will be made as indicated for specific individual needs. Procedures for meeting these needs will be developed on an individual basis in consultation with the Disabilities Coordinator in the Student Life Office. If you have a disability that may need accommodation, you are encouraged to review the ADA Handbook available in the Student Life Office.

Reference: *The Americans with Disability Act: Implications for Nursing Education*. Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (2004). Available at <http://www.sreb.org/page/1390/the_americans_with_disabilities_act.html>

**Change in Health Status**

Students who experience a change in their health status that potentially affects their ability to function safely or meet course objectives in the clinical and/or classroom setting must notify their assigned faculty member. The faculty member may require documentation from the student’s health care provider indicating the student’s functional abilities and/or limitations.

# Position Statement: HIV-Positive Faculty and Students

The School of Nursing cannot deny admission of qualified individuals to the Nursing Program or employment as faculty on the basis of HIV status in compliance with the Americans with Disabilities Act of 1990 (P.L. 101-336) and the ADA Amendments Act of 2008 (P.L. 110-325). The School of Nursing recognizes that to effectively halt the transmission of HIV infection from nurse to client, as well as client to nurse, adherence to the Centers of Disease Control (CDC) "universal precautions" and OSHA guidelines regarding exposure to blood-borne pathogens must be observed. According to the CDC, the current data suggest that even during invasive exposure-prone procedures, the risk of transmission of blood to a patient from an infected health care worker (or nurse) is small. The risk of health care worker to patient transmission during invasive procedures is minimized when the health care worker adheres to universal precautions. Recognizing the mode of HIV transmission, nursing faculty and students will strictly adhere to the CDC recommended universal precautions.

The Code of Ethics for Nurses states that nurses as client advocates act "the nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient” (Provision 3, ANA Code Ethics for Nurses). Therefore, the student and the faculty member must consider their ethical obligations to patient and self-regarding disclosure of HIV status.

Faculty and students infected with the Human Immunodeficiency Virus will be allowed equal access, as long as their medical condition permits, to school facilities or to academic activities including participation in clinical experiences. The presence of HIV infection alone does not constitute a basis for the faculty or student nurses to withdraw from their practice. However, those infected with HIV should be advised of the risks imposed by clinical settings and urged to consult their private health care provider to assess the significance of the risks to their own health. As recommended by the CDC, any restriction imposed on a HIV positive faculty member and/or student will be determined on an individual basis following medical evaluation.

Strict adherence to universal precautions and strict infection control procedures would clearly eliminate all but the rarest cases of HIV transmission. It must be emphasized that the most likely transmission is from patient to nurse, not nurse to patient.

**V. BACHELOR OF SCIENCE OF NURSING**

**Admission Requirements**

After meeting the criteria for admission to Oklahoma Christian University, the School of Nursing applicants will be ranked according to *OC’s School of Nursing Weighted Admission Tool\**. Applicants are admitted into the school of nursing based on rank and the following requirements.

1. Federal criminal background checks\*\* and drug screening\*\*.
2. Students with a cumulative GPA of 3.0 at the time of application submission will receive a conditional acceptance letter. Students with a GPA less than 3.0 at the time of application submission will have their application reviewed following submission of spring semester grades. These students will be considered and ranked with transfer students for conditional acceptance or waitlisted on a space-available, competitive basis.

3. A ‘proficient’ score or higher on the ATI TEAS admission exam within the previous 12 months. Students will have two attempts per application period to make the required score.

1. It is suggested no more than 15 credit hours of OC core curriculum be outstanding at the start of the school of nursing program.
2. International students must provide proof of English proficiency. International students must submit TOEFL, IELTS, or TOEIC scores.  The minimum score for admission is TOEFL – 500 PBT or 61 IBT or higher, IELTS – 6.0 or higher, TOEIC – 600 or higher.[1]

\* Students will be ranked using a weighted admission tool. Considerations include cumulative GPA; science, nursing, math, and psychology GPA; composite ACT/SAT; repeats of science and math courses; critical thinking exam; credit hours completed; health care experience; previous degree; and previously qualified applicants.

\*\* Persons who have been convicted of a crime, other than a minor traffic violation, could be ineligible for admission to the School of Nursing and/or for registered nurse licensure in the state of Oklahoma even though they successfully complete the program.

See core curriculum requirements section for general education and Bible requirements for bachelor degrees in the current edition of the OC Catalog. Please contact the School of Nursing for further information.

**Admission Process for Students Entering School of Nursing (Upper division)**

**Current OC students:** Students must complete and submit an application form by the date listed on the OC Nursing application. Applicants must apply in the spring semester of sophomore year. Forms are available in the Nursing Office and can also be downloaded from the OC Nursing Website.

**Change of major students:** It is strongly recommended for students wishing a change of major to nursing should do so as soon as possible. Please schedule an appointment with the School of Nursing as soon as possible when considering a change of major.

**Transfer Students:** A transfer student consists of anyone who has been out of high school for at least one full semester and has attempted college or university work elsewhere for credit. Transfer students must first apply for admission to OC and then to the School of Nursing. Individuals who plan to apply as transfer students are urged to contact the OC Admission Office and the School of Nursing in order to receive current information. The number of new transfer students admitted to upper division nursing courses each semester is determined by the availability of faculty, facilities, and the number of qualified continuing OC students. Transfer students will be considered and ranked for conditional acceptance or waitlisted on a space-available, competitive basis.

Transfer students may be permitted, after individual review, to pursue a nursing major at OC if they have been previously enrolled in another school of nursing. All transfer student applicants who have been previously enrolled in a school of nursing program will be asked to submit additional documentation, including a letter of good standing, with eligibility to return, from the previous school of nursing.

**Re-enrollment:** The student who has been a nursing major and leaves OC must apply for re-enrollment after an absence of a full fall or spring semester. If the student meets University enrollment criteria, the Registrar’s Office will contact the Chair of Nursing to receive approval for the student to re-enroll as a nursing major. The student must meet the requirements for graduation based upon the current published *OC Catalog* at the time of re-entry into the nursing major. Re-enrollment is dependent on clinical space availability in clinical courses.

**Additional Bachelor’s Degree:** – A student with a previous undergraduate degree from OC must meet the same enrollment requirements as other OC students. A student with a bachelor’s degree from another university is considered a transfer student.

**Master’s Degree:** The 3.0 cumulative undergraduate GPA requirement may be waived for those students who have successfully completed a master’s degree beyond their initial undergraduate degree.

Please note: Admission to the upper division (junior & senior year) of OC’s School of Nursing is competitive. It is based on academic records and completion of all prerequisite courses. All application documents must be received for a transfer application to be reviewed.

**Enrollment Requirements (Upper Division)**

Students must meet the following requirements to enroll in the first clinical semester (junior fall semester) of nursing coursework.

The following support courses MUST be completed with a grade of “C” or higher before entering the first clinical nursing courses which is the fall of the junior year (3000 level nursing courses). Students **MUST** have a cumulative average of 3.0

General Biology 3 hours

Introduction to Chemistry 4 hours

Anatomy & Physiology I 3 hours

Anatomy & Physiology II 3 hours

Microbiology 4 hours

General Psychology 3 hours

Nutrition 3 hours

College Algebra 3 hours

Developmental Psychology 3 hours

Enrollment in all upper division nursing courses, which are limited to the nursing major, requires at least a 3.0 OC cumulative GPA. Students who are unable to achieve or maintain a cumulative 3.0 GPA prior to enrollment in clinical courses may be removed from the school of nursing.

Current cardiopulmonary resuscitation (CPR) card from the American Heart Association (AHA is the **ONLY** provider accepted) for healthcare providers.

Documentation of required immunizations.

It is suggested no more than 15 credit hours of OC Core curriculum be outstanding at the start of the school of nursing program.

Documentation of health insurance.

Drug screen and criminal background check as required by health care agencies.

Enrollment Requirements Prior to Senior Year:

The course listed below MUST be completed with a grade of “C” or higher before entering the senior level (4000 level) nursing courses.

Statistical Methods 3 hours

**Additional Requirements for Clinical Component of Nursing Courses**

1. Adheres to clinical dress policy as described within the handbook.
2. Each student is required to have a watch with second hand, bandage scissors, stethoscope, approved uniform and jacket.
3. Students are required to provide their own transportation to and from clinical settings.
4. Flu Vaccine Policy Appendix C

**Student’s Responsibility**

The faculty and academic advisors are available to help students understand and meet academic requirements for a degree, but the students themselves are responsible for understanding and fulfilling the requirements. The degree cannot be awarded until all requirements as defined by the *OC Catalog* are met. It is essential that each student become familiar with all requirements and remain informed throughout the program career. It is the student’s responsibility to make an appointment with the Registrar’s Office prior to the start of the junior and senior year. After the student attains their degree audit, student must make an appointment with their advisor for degree consultation. The student must notify their faculty advisor in a timely fashion if changes are made to their degree plan.

**Mid-Semester Grades**

After mid-semester grades are received, the faculty will identify students making unsatisfactory progress in any course. As appropriate, students will be advised of unsatisfactory progress in any course. It is the student’s responsibility to seek the assistance necessary to successfully complete the course in question.

**Progression Requirements**

1. In addition to meeting the general university requirements, nursing students must achieve a minimum grade of "C" in each required support course and an overall GPA of 3.0. Once admitted, the student must maintain a 3.0 average each semester in order to continue in the school of nursing. (See Appendix E)
2. If a student earns less than the minimum grade of "C" in any two required support courses, suspension from the nursing “declared” major is automatic. If successful completion is not obtained within one academic year, dismissal from the nursing major is automatic.
3. A grade of "D", or "F" in any NURS course will require an extension in the program of study because the course offerings have a ‘building effect’ and are offered only once per year. The student will need to repeat this course the next time it is offered. Other courses successfully repeated that semester do not have to be repeated. Due to a grade of “D” or “F”, the student will not be allowed to progress to the next semester until a grade of “C” or better is obtained.
4. All requirements for an Incomplete in prerequisite and/or nursing courses must be completed before a student can progress to the next semester.
5. Withdrawal for any reason will necessitate re-application and reconsideration for admission.
6. Any nursing major who demonstrates behavior inconsistent with the policies outlined in the Oklahoma Christian University Student Handbook, the OC Nursing Handbook, and/or the ANA Code of Ethics for Nurses, may be subject to immediate dismissal from the school of nursing. The ANA Code of Ethics for Nurses can be found at <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics.pdf>
7. **Students are discontinued from the School of Nursing if grades of “D” or “F” are earned in two NURS designated nursing courses.**
8. Students who have been unable to achieve or maintain a 3.0 GPA for one semester will be placed on probation and if unable to reach GPA of 3.0 within the subsequent semester will be discontinued from the School of Nursing.
9. Students may be discontinued from the School of Nursing when their academic, clinical, or personal performance is determined to be inconsistent with professional responsibility and accountability. In rare instances, the safety of patients may necessitate removal of a student from a clinical; thereby the student will receive an “F” in that course. Faculty members are responsible for recommending this action to the Chair of Nursing. This removal will follow the procedure of “due process” unless the client’s safety is involved.
10. As a minimum requirement for participating in a clinical, students’ performance must be in compliance with the Nursing Scope and Standards of Practice published by the ANA, the ANA Code of Ethics for Nurses, and the policies of the OC Nursing Student Handbook including “. . . not accepting an assignment when one’s physical or emotional condition prevents the safe and effective delivery of care….” When in the opinion of the faculty, a student is not prepared for the educational activity or is in violation of the above stated standards of conduct and/or of the School of Nursing Policies in conjunction with OC’s institutional policies, including but not limited to impairment by reasons of alcohol and/or drug abuse, the student is dismissed from clinical for the day by the faculty and the student is given an “unsatisfactory clinical performance”. As a result, the student may not be able to achieve the clinical requirements and therefore be unsuccessful in the NURS course. The faculty may recommend further action to the Chair of Nursing.

**Requirements for Graduation**

The Bachelor of Science in Nursing (B.S.N.) degree requires the student must achieve:

* A 3.0 cumulative GPA for all NURS coursework as well as support courses required for the major.
* Completion of all NURS designated courses required for the major with grades of “C” or higher
* Completion of all university graduation requirements.

**Multiple Majors**

Nursing students may, with prior approval of appropriate academic deans, pursue an additional major concurrent with nursing. Such student must declare nursing as the first major and complete all degree requirements for both nursing and the additional major. Students interested in this option are encouraged to meet with advisors from both majors as soon as possible to develop an academic plan.

Required Drug Testing

Drug testing of nursing students is required by the facilities which are the sites for the clinical learning experience of OC nursing students. OC will require testing and criminal background checking of each student prior to the time the student would have contact with the facility’s patients or employees. This screening must occur before a nursing student can be placed at a facility for his or her clinical experience; the student must have acceptable results on both a drug test and a criminal background check for admission into the school of nursing [upper division]. Acceptable results are part of the program’s enrollment policies. In addition, all OC nursing students must submit to an “on-demand or random” drug screening test or criminal background request. Student refusal to submit to an “on-demand or random” drug screening or background check will result in **immediate termination** from the School of Nursing with ineligibility to re-apply. If a need for a drug screen should arise during the student’s progression, the program fees will cover the cost of the drug testing.

***Reporting of Drug Test Results to OC*:** The original tests will be arranged by the School of Nursing. The records will be shared with clinical agencies but are otherwise kept confidential. In the event of an “on demand or random” drug or criminal background screening request, the testing company will communicate the drug test results to the Chair of Nursing. It is the policy of Oklahoma Christian University to maintain the confidentiality of these drug test results to the extent required by law.

***Consequences*:** When a positive drug screen occurs, the following will occur:

1. The student will be immediately suspended from the School of Nursing for a minimum of one academic year; and
2. The positive drug screen will be shared with OC’s Dean of Student Life for further action, including but not limited to referral for a drug abuse education program, referral to counseling, and/or referral to a drug treatment program, under OC’s institutional policies; and other appropriate action, if any
3. Any nursing student with a positive drug screen is encouraged to seek treatment.
4. OC will encourage impaired students to seek assistance voluntarily and assume responsibility for their personal and professional conduct.
5. A student who has on one occasion had a positive drug screen under this policy and who desires to reapply to OC may reapply only for a semester beginning after the period of suspension (one academic year minimum). In addition to meeting all other requirements for similarly situated applicants, the student will be required to provide documentation of successful treatment and the student will be required to consent to and undergo a retest at a time and through a testing company selected by OC, with this retest resulting in a negative drug screen. This retesting is at the student’s expense. Readmission is not guaranteed; the decision will be made on a case-by-case basis.

***Estimated Cost of Drug Test*:** The program fees cover the cost of the drug testing.

***Suspicion testing Under the Community Standards*:** Additionally, the agencies that a student is assigned for a clinical experience can ask for a drug screen if the student is suspected of drug use or drug abuse by the facility. The “demand screen” can be requested by faculty who suspects substance use or abuse at any time. The student will be required to consent to the drug test requested and be on probation until the results are reported, plus accept other consequences dictated by OC’s institutional policies... Refusal by the student will be dealt with as a positive drug screen. If such a situation should occur while the student is in a clinical situation, the student is required to sign the consent and complete an immediate drug test as provided or requested by the facility (the cost to be paid by the program fees).

**Federal Criminal Background Check**

***Requirement & Timing of Federal Criminal Background Check:*** OC students enrolled in clinical coursework for the first time or students who have had a break in enrollment in clinical courses are required to complete the federal criminal background check at the time designated by the university prior to the first clinical day in the facility. A break in enrollment is defined as non-enrollment for one full semester or more in clinical coursework.

***Federal Criminal Background Check Procedure/Requirements*:** Each student who will be the subject of the federal criminal background check is required to cooperate with the company conducting the check so that it can be completed at the time required by OC prior to the student’s contacting patients or employees at the facility. The cost of the background check is covered by the program fees. Each student is required to provide the screening company accurate identifying information so that the company can carry out the check. Each student is required to sign any and all consents/releases, in the form(s) designated by OC, including consent to the criminal background check and permission for it to be provided by the company to OC. It is intended that the background check include all cities and counties of known residence for the seven-year period prior to the check.

Under this policy, the term “failing” the criminal background check is defined as the screening company reporting to OC that the student has had any of the following during the seven-year period prior to the check:

* A felony conviction
* A misdemeanor conviction or felony deferred adjudication involving a crime against a person (physical or sexual abuse)
* A misdemeanor conviction related to moral turpitude (prostitution, public lewdness/exposure, etc.)
* A felony deferred adjudication for the sale, possession, distribution, or transfer of narcotics or controlled substances
* Registration as a sex offender.

***Reporting of Federal Criminal Background Check to OC*:** The company conducting the federal criminal background check will communicate the criminal background check results to the Chair of Nursing. It is the policy of Oklahoma Christian University to maintain the confidentiality of these criminal background check results to the extent required by law.

***Consequences***: When a student fails the federal criminal background check, the following will occur:

1. The student will be immediately suspended from the School of Nursing until: (a) the company conducting the check reports to OC (perhaps through clarifying information provided by the student to the company) that the student no longer fails the check. At this point the student is readmitted.
2. The student shall be informed that the ability to apply for licensure at the time of graduation probably will be in jeopardy in most states.
3. The student will be notified of a description of the adverse action taken, the name of the company which prepared the report, and a statement that the company did not make the decision to take the adverse action, that the student has a right to obtain a free copy from the company of its report, and that the student has a right to contest its contents.
4. The results will be shared by the OC Nursing Department and with the OC Dean of Students for further action under OC’s institutional policies.
5. Other appropriate action, if any.

A student who is convicted of, or receives deferred adjudication for any of the criminal offenses referred to above while enrolled in the program, must report the conviction to the Chair of Nursing within three days of the conviction. The student will then be referred to the OC’s Dean of Students. Their joint decision will hold for enrollment continuance in the School of Nursing. Clinical practice will be deferred until after a decision is made by the University Disciplinary Committee. The Chair of Nursing will inform the student regarding the possibility that this offense may make the student ineligible for initial licensure or licensure renewal so that they can make an informed decision.

**Pre-Clinical Dosage Calculation Testing Policy**

***Purpose*:** The OC Pre-Clinical Nursing Dosage Calculations Testing Policy exists to facilitate dosage calculations competence necessary for safe nursing practice. The nursing literature reports that the majority of nursing errors occur in medication administration. Many hospitals require nurses to demonstrate dosage calculation proficiency as a requirement for employment. Therefore, it is imperative that nursing students assume personal responsibility for maintenance of math skills throughout the nursing curriculum. The dosage calculation test serves as a means for continued assessment by students and faculty of these important required skills. The School of Nursing faculty are committed to assisting students who need additional instruction in dosage calculations in order to maintain safe medication administration in clinical courses.

*Policy*: All clinical students are required to pass a 25-item dosage calculation test by the start of each clinical semester. The student is provided a maximum of three attempts to pass the test. The passing score is 92% or greater.

Should a student be unsuccessful after three testing attempts, the student will not be allowed to participate in the clinical setting and therefore will fail the course. Successful completion of the NURS course requires passing a 25-item dosage test with 92% proficiency.

Note: Administration of medications by the student in clinical (patient care settings) may occur ONLY with the supervision of a licensed RN.

Pre-Clinical Dosage Calculation Testing Procedures

*Test Description*: There will be 25 items on each test. Test items will be composed of dosage problems focusing on various routes of medication, i.e. oral and/or topical, non-IV injectables, and intravenous. Some test items will require the use of mathematical conversions and the rounding of decimals (according to the OC’s Mathematical Rounding Rule Policy for Drug Calculations) for accurate completion. The dosage calculation exam will be given through Nursing Central. Instructions for testing will be emailed prior to the start of each semester.

*Grading*: Results of the test will be available to the student upon completion of the exam. Only the students who DO NOT make the minimum 92% will be allowed to review the items missed before retesting.

Mathematical Rounding Policy for Drug Calculations

* No rounding will be done until the last answer is calculated. Then the rounding will take place.
* If the answer is less than 1, carry the decimal answer to the thousandth place and round to the hundredth place.
* Always place a zero in front of any less than 1 decimal answer to accentuate that the decimal is there. Example: 0.123 = 0.12
* If the answer is greater than 1, carry to the hundredth place and round to the tenth place. Example: 1.88 = 1.9
* All answers must be correctly labeled. This ensures that the student understood what he or she was solving for.
* If the answer is 5 in the hundredth or thousandth place, round up:
	+ Example: 6.15 = 6.2 8.465 = 8.47
* For any number less than 1, a zero **MUST** be placed before the decimal. Whole numbers must **NEVER** be followed by a decimal point and zero. These rules will be strictly reinforced to reduce the risk of medication errors

**Medication Administration**

One of the most challenging learning opportunities in the student nursing experience is the administration of medications. To accomplish this objective, the student is prepared through pharmacology course content, drug calculation practice, the study of anatomy and physiology, pathophysiology, microbiology, and the specific learning of the six rights of patient medication administration. All of this is done to prepare the student for the next step, that of administering to the patient/client the correct medication. In the state of Oklahoma, a student nurse is prohibited from administering medication without supervision while functioning as a student nurse. At the junior level, it is advisable for the faculty (or assigned staff nurse) to oversee every medication given or to ensure appropriate supervision for the student.

The faculty will communicate the rules for administration of medications in a particular clinical to the hospital staff.

It is the responsibility of the student to know and follow these rules. If there is any doubt about a specific situation, do not administer the medication and notify the faculty (or assigned staff nurse) immediately.

**Student Evaluations**

As part of an ongoing improvement process, the students will be given a myriad of opportunities for student evaluation. The overall arching goal of student evaluations is to improve the teaching/learning process. The nursing students will complete the following evaluations during the last week of the course.

* University Course Evaluation
* Oklahoma Nursing Educator and Service Administrators (NESA)
* School of Nursing Course Evaluation
* NESA School of Nursing Clinical Instructor Evaluation, if applicable
* NESA School of Nursing Hospital Site Evaluation, if applicable

The above evaluations will be completed on-line, respecting confidentiality and provide a mechanism for easy tabulation and trending capabilities.

**Attendance**

Students are highly encouraged to attend all theory classes. Students are **REQUIRED** to attend all clinicals and labs. As a courtesy to your professor, it is recommended that you notify them through email prior to your theory class if unable to attend. Both the clinical facility and clinical faculty must be notified before the start of shift if the student is unable to attend a clinical or lab activity. **Clinical & skills lab attendance is mandatory**.

Students are expected to participate in class discussions. Each student will be accountable for all assigned objectives. Some classes may be led by students, in which case, the students may determine what they will use to generate discussion (e.g., role-play, case study).

## Methods of Assessment

*Examinations*. Examinations are listed on the course calendar. Students will take each examination at the time scheduled. No early or late examinations will be allowed. A deduction of 5% points of the exam will be applied EACH DAY, INCLUDING WEEKENDS to the students score if an exam is taken early or late. (Example: 5 points will be deducted on a 100 question exam; 2.5 points will be deducted on a 50 question exam). The ONLY exception is a medical emergency or death in the family with written proof of the event. Arrangements to make up the examination will be made through the lead course faculty. Make-up exams may be in an alternative format (short answer or essay). A student who fails to comply with the above requirement will result in the grade recorded as zero.

*Final Examinations*. Final examinations will be given on dates and times as specified by the OC Final Exam Schedule (posted on myOC) or on official modifications of that calendar made by the OC Registrar. University policy prohibits changing of exam dates from the printed schedule unless there are more than three examinations on the same day. No early or late final exam will be allowed without permission of the Vice President of Academic Affairs.

*Quizzes/Study Questions/Assignments*. Students are responsible for coming to class prepared for the day’s assignment. All assignments are due on the date specified on the class schedule. No extension or make-ups will be allowed for missed quizzes or study questions administered during an absence. If an extension needs to be made for an assignment due to extenuating circumstances, the lead faculty of the course must be notified in advance of the due date to make an appropriate decision on the request. Any assignment turned in late will lose 5% points per day, including weekends.

*Test review.*Exams and quizzes in all NURS designated courses are meant to be reviewed only at designated times in a group setting, supervised by the lead course faculty member or designee. Students are not allowed to directly copy any questions and or answers from an exam or quiz. Accessing and/or copying questions and/or answers to exam items will be considered cheating, and the student will be subject to sanctions for unprofessional behavior, cheating as identified within this nursing student handbook. The only exceptions to this rule are if the lead faculty of the course gives explicit permission or gives a take home quiz or exam.

**Grading Scale:**

 **A = 100 – 90%**

 **B = 89 – 83%**

 **C = 82 – 77%**

 **D = 76 – 65%**

 **F = 64 & Below**

**No rounding will occur for grades less than 77%. (Example: 89.5 = 90%, 89.4 = 89 %, 82.5 = 83%, 82.3 = 82% 76.5 = 76%) For NURS courses with a lab/clinical component, the students must achieve a cumulative average grade of 77% (without rounding) for theory and a cumulative average grade of 77% (without rounding) for lab/clinical, to pass the course, PRIOR to combining the scores to determine final course grade. The student will receive a failing grade in the course if the average falls below a 77% in EITHER the lab or theory portion of the course.**

**OC School of Nursing Testing Procedures**

In order to maintain testing integrity, OC’s School of Nursing has implemented a new testing procedure for all NURS courses. Please review the following guidelines.

The student will:

* Log in to the Windows side of your computer at least once a week as well as the night before an exam so any automatic updates can install. You can also manually check for newer updates on Windows just to be sure you have all of the most recent. Click the Windows button and search for “Windows Update”. See IT for help with these updates, if needed.
* Student’s backpack, books, purses, hats, cell phones, and other technology devices such as an Apple watch will be placed at the front or back of the room. No personal items will be allowed at the student’s seats or on top of their desks.
* Student will bring laptop into classroom completely powered down.
* Student will place laptop on his/her desk with power supply in place.
* Student will NOT power laptop until designated time while being observed by the faculty member.
* When instructed by faculty member, the student will hit the “power on” button and the faculty member will observe the student select the windows icon and enter onto the Windows side of the operating system.
* The student will then access Respondus through BlackBoard and enter the exam access code while being observed by the faculty member.
* The student may not leave the testing room for any reason. This includes going to the restroom.
* The faculty member will set the time frame for all exams and NO additional time extension will be granted, without documentation of an accommodation related to a disability.

**Academic Grievance Procedure:**

All Oklahoma Christian University Academic Appeals follow the exact same grievance procedure. The academic appeals procedure is found on 15 Page of the 2020 Academic Policy Manual, accessible at this hyperlink.

<https://myocfiles.oc.edu/files/services/Faculty_Services/Academic_Policy_Manual.pdf>

**Classroom/Clinical Participation**

1. Nursing students enrolled in clinical nursing courses MUST attend the mandatory clinical orientation and testing sessions as scheduled by the facility. Absence may cause cancellations of enrollment in these courses. Hospital orientation dates and times will be distributed in a timely manner.
2. The student will be held accountable for all content taught in previous courses.
3. The only acceptable email address is through OC as faculty will communicate vital information through the OC mail address. Students are required check their OC email address at least 3 times per week. The student is responsible for any missed emails from OC nursing department.
4. The student who demonstrates clinically unsafe behavior can be administratively removed from and will fail the clinical course.
5. If a student is ill or otherwise cannot attend a clinical or skills lab, that student is responsible for notifying the faculty member and the agency **PRIOR to the beginning of the designated clinical starting time.** Students are expected to be on time to clinical and skills lab and to be prompt for any appointments made. Late arrival to a clinical or lab is considered unprofessional behavior. (2 tardies = 1 clinical absence).
6. American Psychological Association citation and format style will be used for all written material in all classes.
7. Students are expected to adhere to the academic honesty policy of the university as stated in the *OC Catalog*.
8. Students are expected to conform to the standards of nursing practice as stated in the Oklahoma Board of Nursing Practice Act, Rules and Regulations, and Disciplinary Sanction Policies. The Oklahoma Board of Nursing Practice Act can be found at: <http://www.ok.gov/nursing/actwp.pdf>
9. At the beginning of each year, each student must complete all required NESA training and testing. The student will turn in a signed statement to the effect that the student is responsible for implementing this information into clinical practice. Successful completion of the NESA exam is required prior to entry into clinical facilities.
10. Clinical & skills lab attendance is mandatory. Clinical assignments are often made in advance, and students are expected to arrive to the clinical site fully prepared and may be sent home if not prepared. Clinical preparation may require reading, practicing in the skills lab, or writing care plans prior to arrival at the clinical. All missed clinical & skills lab hours **MUST** be completed, as determined by the lead clinical instructor. The clinical experience assigned for make-up must be the same type of experience as the original missed clinical (i.e. one medical/surgical experience can **NOT** be utilized to make up a missed pediatric clinical).
11. If pre-planning is required by the facility, the student must adhere to the OC nursing department dress code.
12. As part of the overall clinical experience, students have the opportunity to work in several clinical settings and with numerous clients during their years in the school of nursing. As professional nursing students, students are expected to keep confidential all information entrusted to them by clients, peers, faculty, and colleagues in the clinical setting.
13. **The student may NOT have ANY personal visitors during the scheduled clinical experience. They may also NOT receive any personal calls directly to the clinical sites while participating in their clinical experience. This type of activity is deemed unprofessional behavior and may result in unsuccessful completion of the clinical component of the nursing course.**
14. **Please note, cell phones may not be utilized in patient care areas during clinical in any fashion. This includes hallways, nursing stations, and ancillary departments within the hospital. Students should give family members the clinical instructor’s cell phone number or the School of Nursing office number for emergency situations.**
15. Students must attend all pre & post conferences on time as well as actively participate in group discussions.
16. No personal medications can be brought to the clinical site unless proper documentation is provided and approved **PRIOR** to the beginning of the clinical rotation by **BOTH** the course coordinator and the clinical faculty member. See Appendix F, Procedure for Students Taking Prescription or Non-Prescription Drugs.
17. No alcohol, drugs, fireworks, matches, firearms, or weapons of any sort may be brought to the clinical setting.
18. Use of tobacco is not allowed at any clinical site, regardless of the facility policy. This includes smoking, electronic cigarettes and chewing tobacco.
19. Faculty will not discuss student information with spouses, parents and/or good friends. It is not appropriate to have these individuals email faculty members with questions regarding your performance within the school of nursing.
20. Appropriate use of I-Pads/tablets in the clinical setting: Students are not allowed to access any form of social media such as Facebook, Pinterest, email, Twitter, etc. The I-Pads/tablets are to be utilized to access Evolve eBooks and other healthcare related sites. If unauthorized sites are accessed during clinicals (skills lab or hospital), the student will be placed on immediate probation for unprofessional behavior for the remainder of their enrollment in the school of nursing. In addition, a behavioral contract will be jointly developed by the Chair and student which clearly delineates acceptable behavior during the term of probation.

**CLINICAL PARTICIPATION POLICY:** Clinical/skills lab participation is mandatory for the successful completion of all clinically-based courses in the school of nursing. Each one of these courses has a required number of clinical hours the student must complete in order to successfully pass the clinical portion of the course.

**Missed Clinical**

Because clinical assignments are often made in advance, students are expected to arrive to the clinical site promptly and are prepared to practice for the day. Clinical preparation may require reading, practicing in the skills lab, or writing care plans prior to arrival at the clinical. The clinical experience assigned for make-up must be the same type of experience as the original missed clinical (i.e. one medical/surgical experience cannot be utilized to make up a missed pediatric clinical). Late arrival to a clinical or lab is considered unprofessional behavior. (2 tardies = 1 clinical absence). If a student misses more than one clinical day for any reason, the student will receive an unsatisfactory on the clinical evaluation which will result in unsuccessful completion of clinical components and failure of the course.

Procedure:

Notification of missing clinical:

1. If a student is ill or otherwise cannot attend a clinical, that student is responsible for notifying both the clinical facility and clinical faculty

before the start of shift.

1. Failure to make appropriate notification will result in a written warning, probation, or suspension from the course.
2. The student must bring signed documentation to the course facilitator or the nursing administrative assistant regarding rationale of the missed clinical. (i.e. signed note from a physician)
3. Failure to submit the required paperwork will result in written warning, probation, or suspension from the course.

**Timeliness**

Students are expected to be on time to clinical and skills lab. A tardy is defined as not being at the assigned area in the clinical site, at the assigned time, and being prepared to participate. A tardy is also recorded if the student leaves the clinical site or skills lab before the scheduled departure time. Two tardies in the clinical site or skills lab will result in one absence. This absence will count as unexcused and will result in written warning, probation, or suspension from the program. The student must make up this clinical or skills lab per the missed clinical policy.

**Communication**

Students will communicate with the instructor primarily via office appointment and email. Office hours are flexible and may be scheduled at any time. Please see Nursing Central for the instructor’s office hours as the office hours may change throughout the semester. Emails will be responded to within two (2) business days of receiving the email. For example, if the student sends an e-mail on a Friday at 3 p.m., the student will receive a response by no later than 3 p.m. on a Tuesday. Please communicate with the instructor by cell phone only if the need is urgent. Appointments may also be made via the administrative assistant in the nursing office. Because most of the communication will occur by email, the student is required to check their email for course information at least 3 times per week. The nursing faculty will recognize all university holidays and breaks and will check email periodically. However, the faculty reserves the right to only respond to emails for urgent concerns during holidays, breaks, and weekends.

**School of Nursing Community Service Guidelines**

As a faculty, we believe that we must be intentional in providing the appropriate learning opportunities so that students move toward the achievement of the university’s and program’s outcomes. One of OC’s outcomes is Personal, Social, and Global Stewardship. Program Outcome 5 is consistent with the university’s outcome: the OC Nursing graduate “demonstrates a leadership style consistent with the level of academic preparation and legal scope of practice for professional nursing practice.” One of the sub-outcomes is “5.3 Participates in the profession and practice of nursing through leadership and community (Student Handbook, p. 7).

Therefore, students in the School of Nursing are required to complete and document 10 hours of community service prior to graduation. Expectations per year in the program are Sophomores = 2 hours, Junior= 4 hours, and Senior= 4 hours. Students who participate in service activities for the American Red Cross, for kudos in the Ethos program, and/or through their clubs may count these service activities toward the School of Nursing requirement if the service provided meets the definition of health-related service. Service provided during clinical hours are not eligible to count toward the School of Nursing requirement.

**Community Experiences – Personal Safety**

1. Automobile safety—be sure your gas tank is full, windows are raised, and doors are locked. Park in front of the home or agency, not in front of a deserted building. Do not park your vehicle or get out if there are groups of people congregating in front of the home or agency you are to visit. Do not drive down blocks where groups of people are congregating in or near the street. Do not drive down alleys. Do not get out of your automobile if someone is approaching or has just passed—wait until all persons are 50 yards or more away from the vehicle.
2. Personal safety — conduct yourself in a confident manner. Leave your purse at home or lock it in your trunk before leaving home. Keep your cell phone, your license, and only a small amount of money on your person. Know where you are going. Dress conservatively. Have keys ready when walking to your car. In summary—use common sense!
3. Do not transport clients, families, or others.
4. Do not give money to clients, families, or others.
5. Use elevators versus stairs. Stand by the controls. Do not get on an elevator if passengers look suspicious; get off as soon as possible if you feel uncomfortable.
6. **DO NOT** give clients or family members your phone number.

**Student Travel with Agency Preceptors or Mentors**

Background: Some OC courses place students in agency or community settings utilizing preceptors or mentors. There are situations when the nature of the student activities may require student travel to alternate locations.

Based on institution policy, students may not travel with their agency preceptor or mentor**.** OC is not able to monitor the safety of these situations and therefore cannot be responsible for the safety of students riding with agency preceptors or mentors. OC also prohibits students from providing rides for preceptors, mentors, or clients.

**Liability Release and Waiver Information**

I am a student enrolled in the school of nursing sponsored by Oklahoma Christian University, Inc. (the “University”). I agree to allow a nursing student classmate or nursing instructor to perform any of the following invasive procedures on my person only under the direct supervision of the clinical instructor who is a licensed RN:

Intravenous catheterization (peripheral)

 Phlebotomy

I understand that I may refuse to receive any of these procedures at any time by informing the clinical instructor. I understand that there will be no consequences for my refusal and alternate experiences will be provided.

I hereby indemnify, waive, release, hold harmless and forever discharge the University and its agents, employees, volunteers, officer and directors, including but not limited to the faculty and clinical instructor, of and from any and all claims, demands, causes of action, lawsuits, damages and liabilities of every kind and nature, in law or equity, that I ever had, now have or may have arising from or in any way related to my participation in the University’s school of nursing, including but not limited to my participation in the invasive procedures or skills development portions of such program.

This Release and Waiver shall bind myself and my spouse, heirs, legal representatives, executors, successors and assigns and is intended to constitute a complete and total waiver of the right to suit or to pursue any action. The provisions of this Release and Waiver shall continue in full force and effect even after I am no longer participating in the University’s school of nursing for any reason whatsoever.

**Professional Attire**

Students are to be professionally attired at all times when representing themselves as OC students. The general requirements for the uniform for students of the OC School of Nursing will be as follows:

In a clinical facility requiring a uniform:

* Gray scrubs with the embroidered OC emblem patch on the left upper sleeve and nursing or tennis shoes. The scrubs are provided through the program fees. A PLAIN white T-shirt (either long sleeve or short sleeve) may be worn underneath if desired. NO OTHER COLORS OF UNDERSHIRT MAY BE WORN. The top may be tucked in or left untucked from the pants. The scrub pants must extend to the ankle and may be straight legged. The pants must be loose fitting enough to allow for comfortable bending and squatting.
* The shoes must be primarily white or gray, closed toe, closed heel, and clean and may include either standardized nursing leather shoes or tennis shoes--no clogs, sandals, or shoes that separate the toes may be worn. The shoes purchased for your uniform must remain as designated nursing shoes ONLY and must remain clean & professional throughout the semester. Socks or hose must be worn.
* Hair must be clean, well groomed, and a natural color. Long hair must be pulled up off the shoulders. No decorative ribbons, hair decorations and hats may be worn. Simple, plain headbands may be worn.
* Facial hair must be clean and well groomed.
* No rings or piercings will be worn in the face or head or any other visible spot of the body except the ears.
* A simple band ring and one pair of stud earrings may be worn. A clear stud must be worn in place of a nose ring or any other facial piercing.
* Fingernails should be clean and trimmed no longer than the fingertip. No nail jewelry, artificial nails, nail polish or shellac is permitted.
* Students must wear a watch, with a second hand, that allows them to count seconds so that heart and respiratory rates may be counted.
* Tattoos must be covered, regardless of location.
* No undergarments may be visible in any form or fashion. The top of buttocks and breast cleavage must remain covered at all times.
* No perfumes, including essential oils, should be worn during clinical.

**Dress Code**

If facility dress code is more specific than school dress code, then the facility dress code will prevail. Any questions about grooming or professional attire should be addressed to the faculty prior to the clinical experience.

Student shall not wear the student uniform with embroidered school patch, or school nametag when employed in any setting, including a hospital or health facility. Individual faculty or courses may have different requirements or expectations. Faculty will disseminate clinical expectations at the beginning of the clinical.

##

## Student Fees\*

In addition to tuition and university fees, personal clinical aids (i.e. watch, stethoscope, shoes, etc.), and books, a School of Nursing clinical fee will be assessed **per clinical course**. The fee covers items such as drug screening, liability insurance, and standardized exams.

**Student ID Card**s

All nursing students will receive one photo ID badge which is to be worn in the clinical setting at all times. The photo ID is to be worn at chest level or higher on the uniform, street clothing or scrubs when representing yourself as an OC student nurse. The ID is not to be worn at any other time, such as while working in a hospital or health facility. The responsibility and expense will be borne by the student if a replacement badge is needed.

**Reference Requests from Nursing Faculty**

Students needing faculty members to write references will need to submit the *Reference Request Form* (Appendix G) at least 5 business days prior to the date the reference is needed. This is designed to prevent faculty members from being inundated with multiple reference requests which students need immediately.

**National Student Nurses’ Association (NSNA)**

Oklahoma Christian University has an active Nursing Students’ Association. This organizational branch of the Oklahoma Nursing Students’ Association and the National Student Nurses’ Association provides students opportunities to participate in local, state, and national affairs. Membership is open to all nursing students. Officers are elected by the OC membership each year. These organizations are concerned with the role of the nursing student, the role of the nurse in the community, and the future of nursing. Meetings are held monthly, and regional meetings can be attended each semester. Members of the School of Nursing faculty serve as OC’s NSNA advisors. Organizational activities include socials, program meetings, money raising projects, and service projects.

# Plagiarism

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students found guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the faculty of the course. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the faculty has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course.

#

# Confidential Information

Information obtained by students through their activities and experiences in nursing classrooms or laboratory and clinical situations related to clients, personnel, and facilities shall be considered confidential. This policy reinforces the ethical and legal responsibility of registered nurses in working with clients and families. Each student is required to practice confidentiality.

Patient confidentiality at the facilities used by the Oklahoma Christian University School of Nursing is of primary importance. In addition to each facility policy, a federal law called the Health Insurance Portability and Accountability Act (HIPAA) requires patient health information to be kept confidential. Additionally, patients and their families have a right to deal with their issues in a private and secure manner, trusting that their privacy will be maintained. In order to protect this right to confidentiality and to comply with federal and state laws, students must agree to hold all information (including, but not limited to, patient names, their health information, and relevant agency information) gained through their clinical assignments or professional/research projects at any facility used by the Oklahoma Christian University School of Nursing in strictest confidence. Confidentiality includes, but is not limited to, not discussing patients or their health conditions with persons who do not have a need to know and not removing any documents with individually identifiable patient data from the facility. Breaking confidentiality is a serious offense as it violates both academic and ethical conduct and doing so will put the student at risk for termination in the school of nursing.

**VI. RESOURCES**

**Employment**

Students may be employed on or off campus as opportunities are available and as the course load and schedule permit. Work schedules should allow sufficient time for study. Students employed in clinical agencies may not wear the school uniform or name tag during such employment. The uniform worn during such employment should be the one required by the employing agency. Students who are employed in a clinical setting must not sign their names as nursing students.

**Work Recommendations**

Nursing students, in upper division courses in nursing, are strongly advised to work no more than **12 hours** per week while enrolled as full time students. In addition, nursing students are NOT allowed to work the night shift prior to a scheduled clinical day.

**Clinical Simulation Lab**

A practice lab for clinical skills will be available in Heritage Plaza. The student may become an active participant in an environment that facilitates both individual and small group learning situations. In addition to this facility and other university resources, nursing students have access to other libraries located in nearby universities and various clinical facilities. No food or drink is permitted in the skills lab. \*see Ellis Skills Lab & Simulation Center Policies

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## Testing Program (Content Mastery Series)

# *All nursing students enrolled in sophomore and higher nursing courses will participate in nationally standardized testing for nursing through Assessment Technologies Institute (ATI).*

# *Students are required throughout the program to take practice and proctored assessments as listed within course syllabi* *in which the exams have been assigned. This requirement can differ among courses; please refer to specific course syllabi.*

# Purpose of Testing:

* Assists in documenting student outcomes
* Identifies strengths and weaknesses of students and aggregate groups of students
* Provides remediation and support in knowledge gaps
* Provides curriculum evaluation data
* Strengthens chances of students passing the NCLEX on the first attempt

#  Procedure *– Completion of all assessments is a program and course requirement. Those students who do not complete tests by the indicated deadline may be administratively removed from nursing courses.*

# Tests:

ATI TEAS exam (for admission): All declared nursing students will complete this test prior to the official admission to upper division coursework. The Test of Essential Academic Skills (TEAS) will be arranged by the School of Nursing office, and the location, date, and time will be communicated to the students. These admission exams assess academic and developmental abilities including Math, Reading, Science, and English. A score of ‘proficient’ must be obtained before program acceptance. The student will be allowed a maximum of two attempts to obtain the required score.

List of possible ATI exams throughout the program in various courses:

* Critical Thinking
* Fundamentals
* Community Health
* Nursing Care of Children
* Nutrition
* Pharmacology
* Maternal Newborn
* Mental Health
* Adult Medical Surgical
* Dosage Calculation
* Leadership

The goal for each proctored assessment is to achieve a Level 2 proficiency or higher.

**ATI Content Mastery Series:**

**Content Mastery Series (CMS) | Grading Rubric**

In the courses in which you will take the practice and proctored assessments, you are required to complete the activities described below. The assessments plus the Focused Review are combined for 10% of your course grade.

|  |
| --- |
| **Practice Assessment** |
| **4 points** |
| **Complete Practice Assessment A*****Remediation:*** • Minimum one hour Focused Review on initial attempt • **For each topic missed, complete a hand written active learning template with three critical points in each bubble** | **Complete Practice Assessment B*****Remediation:*** • Minimum one hour Focused Review on initial attempt • **For each topic missed, complete a** **hand written active learning template with three critical points in each bubble**  |

|  |
| --- |
| **Standardized Proctored Assessment** |
| **Level 3 = 4 points** | **Level 2 = 3 points** | **Level 1 = 1 point**  | **Below Level 1 = 0 points**  |
| **Remediation = 2 points:**• Minimum one hour Focused Review• **For each topic missed, complete a hand written active learning template with three critical points in each bubble** | **Remediation = 2 points:**• Minimum two hour Focused Review• **For each topic missed, complete a hand written active learning template with three critical points in each bubble** | **Remediation = 2 points:**• Minimum three hour Focused Review• **For each topic missed, complete a hand written active learning template with three critical points in each bubble** | **Remediation = 2 points:** • Minimum four hour Focused Review• **For each topic missed, complete a hand written active learning template with three critical points in each bubble** |
| **10/10 points**  | **9/10 points** | **7/10 points** | **6/10 points** |
| **Proctored Assessment Retake\*** |
| **No Retake Required** | **No Retake Required** | **Retake Required/** **Recommended** | **Retake Required/** **Recommended** |

In the last semester of nursing school, students are also required to take a Comprehensive Predictor Assessment through ATI, which predicts the likelihood of the student passing the NCLEX on the first attempt. If you do not make a 69% (90% chance of passing NCLEX) or higher on your Comprehensive Exam you will be required to take the exam a 2nd time. If you still to not make a 69% (90% chance of passing NCLEX), you are required to take an additional review course on your own. Kaplan and Hurst offer a variety of courses ranging from $400-$500. You will receive an incomplete in the course until your 2nd review course is completed. The purpose of this is to help you be successful on the NCLEX. You will need to submit a certificate of completion after you have completed the course.

During the last semester students will also participate in a mandatory review with ATI. Attendance to all days is mandatory.

**Honors Program**

Nursing majors who plan to participate in OC’s Honors Program should work with an Honors advisor as well as a school of nursing advisor beginning in their freshman year. Due to the Honors practicum requirement, NURS 4033 Nursing Research and Evidence Based Practice may need to be completed in the spring semester of junior year.

**VII. PROFESSIONAL BEHAVIOR**

The OC nursing major is expected to display professional behaviors that are conducive to the practice of professional nursing at all times. Professionalism is a concept that embraces conduct, attitudes, values, and standards relating to the practice of a professional. Professionalism in nursing can be witnessed in individual and collaborative practice and organizational participation. The nursing students are expected to incorporate into their behavior the OC Student Code of Conduct and the policies and regulations as established by the following regulatory bodies and professional organizations:

1. Oklahoma Board of Nursing
2. American Nurses Association (ANA) Code of Ethics for Nurses with Interpretive Statements (2015)
3. American Nurses Association (ANA) Nursing: Scope and Standards of Practice (2015)
4. American Hospital Association The Patient Care Partnership

<http://www.aha.org/advocacy-issues/communicatingpts/pt-care-partnership.shtml>

**Professional Conduct Statement**

The faculty at OC expects their nursing students to conform to the ANA Scope and Standards of Care and ANA Code of Ethics for Nurses. OC faculty have further defined unprofessional conduct as any act, practice, or omission that fails to conform to the accepted standards of the nursing profession. OC’s students will be taught within the theory courses policies and procedures prior to the student performing these in a clinical facility under the guidance of a faculty member. Each clinical will have an evaluation tool for teaching and evaluation of unprofessional conduct, thereby, assisting the student to develop positive traits with the goal of achieving positive professional conduct. The following is a partial list of unprofessional behaviors that are discouraged and may result in failure of the course when the student does not improve after advisement:

1. Failing to assess and evaluate a patient's/client's status or failing to institute appropriate nursing intervention which might be required to stabilize a patient's/client's condition or prevent complications.
2. Knowingly or consistently failing to accurately or intelligibly report and document a patients/client's symptoms, responses, progress, medications, and/or treatments.
3. Knowingly or consistently failing to make entries, destroying entries, and/or making false entries in records pertaining to the giving of narcotics, medications, or nursing care.
4. Appropriating medications, supplies, equipment, or personal items of the patient/client or employer.
5. Failing to administer medications and/or treatments in a responsible manner.
6. Performing or attempting to perform nursing techniques and/or procedures in which the nursing student is unprepared, unsafe, and/or without appropriate supervision.
7. Violating the confidentiality of information or knowledge concerning the patient/client except where required by law. See Appendix H, Health Insurance Portability and Accountability Act (HIPAA).
8. Causing suffering and permitting or allowing physical or emotional injury to the patient/client or failing to report same in accordance with the incident reporting procedure in effect where the student is participating in his or her clinical rotation.
9. Leaving a nursing assignment without notifying appropriate personnel.
10. Failing to report to the instructor or the appropriate authority, who has oversight of the clients’ care, in the organization in which the student is in clinical, within a reasonable time of the occurrence, or any violation or attempted violation of agency’s Policy and Procedures.
11. Expressly delegating nursing care functions or responsibilities [this probably will occur only in Leadership, under the direction of a preceptor] to a person who lacks the ability or knowledge to perform the function or responsibility in question.
12. Utilization of cell phone in clinical setting.

**Failure to meet these standards will result in a failing grade for the course.**

**Unsafe Nursing Practice**

Definition: Unsafe nursing practice is defined to include, but is not limited to, the following behaviors of a nursing student:

* Allowing own value system to interfere with client care/well-being.
* Demonstrating lack of acceptable or safe nursing judgment in performing nursing interventions.
* Engaging in activities for which the nursing student is not academically prepared or which exceed the nursing student's own limitations.
* Engaging in activities that do not fall within the realm of standardized nursing practice and endanger patients.
* Recording and/or reporting client care data and/or nursing interventions inaccurately or fraudulently, or failing to record and/or report data.
* Appropriating medications, supplies, equipment, or personal items of the patient/client or employer.
* Endangering the welfare of the client.

**Examples of behaviors are listed below:**

* Reporting to clinical under the influence of alcohol.
* Reporting to clinical under the influence of drugs or other substances that hamper proper functioning in their responsibilities.
* Reporting to clinical when physically or mentally unsafe to assume care whether due to sleep deprivation, infectious disease, extreme stress, or any other condition.
* Failing to administer medications and/or treatments in a responsible manner, which includes having adequate knowledge of the drug.
* Violating the confidentiality of information or knowledge concerning the patient/client except where required by law.
* Leaving a nursing assignment without notifying appropriate personnel.
* Failing to provide a safe environment.

**Failing to comply with institutional policies and procedures while implementing nursing care will result in a failing grade for the course.**

**Code of Ethics for Nurses with Interpretive Statements**

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse’s primary commitment is to the patient, whether an individual, family, group, or community
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

American Nurses Association. (2015). *Code of ethics for nursing with interpretive statements.* (3rd ed.)*.* Silver Springs, MD: Author. Retrieved May 25, 2016, from <http://www.nursingworld.org/codeofethics>

**ANA Standards of Care**

Standard I. Assessment: The registered nurse collects comprehensive data pertinent to the healthcare consumer health and/or the situation.

Standard II. Diagnosis: The registered nurse analyzes the assessment data to determine the diagnoses or the issues.

Standard III. Outcomes Identification: The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.

Standard IV. Planning: The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.

Standard V. Implementation: The registered nurse implements the identified plan.

Standard V-A. Coordination of Care: The registered nurse coordinates care delivery.

Standard V-B. Health Teaching and Health Promotion: The registered nurse employs strategies to promote health and a safe environment.

Standard V-C. Consultation: The graduate-level prepared specialty nurse or advanced practice registered nurse provides consultation to influence the identified plan, enhance the abilities of others, and effect change.

Standard V-D. Prescriptive Authority and Treatment: The advanced practice registered nurse uses prescriptive authority, procedures, referrals, treatments and therapies in accordance with state and federal laws and regulations.

Standard VI. Evaluation: The registered nurse evaluates progress toward attainment of outcomes.

American Nurses Association. (2015). *Nursing: Scope and standards of nursing practice* (3rd ed.)*.* Silver Springs, MD: Author. Retrieved May 25, 2016, from <http://nursesbooks.org/Main-Menu/Standards/Nursing-Scope-and-Standards-3rd-Ed>

**Problematic Student Behavior(s) or Performance**

When a faculty member identifies that a student is demonstrating persistent problematic behavior(s) that is (are) not consistent with the behavior or skills necessary to meet course objectives, documentation is made on the Student Performance Concern Form (see Appendix L). This form is then forwarded to the Dean of the School of Nursing. If the problematic behavior(s) persists (persist), then the faculty member will determine if the student’s behavior(s) is (are) an immediate threat to safety. If the behavior(s)

**(a) is (are)** **not** a threat to safety, a probationary period could be established. The Dean of Students will be contacted before the probationary period is established to assess if institutionary probation is also necessary. The student will be requested to submit, in writing, a plan to the faculty member at the beginning of the following scheduled class/clinical/lab day that includes goals and strategies to improve the behavior(s) and a timetable for implementing strategies and meeting the goals.

**Probation**. Probation (a) is a formal notification to a student via the Student Performance Concern Form regarding deficiencies that may result in his/her failure to meet the objectives of a course and (b) provides an opportunity to establish essential student behaviors needed to remediate the identified deficiencies. A student’s performance, including being placed on probation, may be discussed among nursing faculty in executive session.

If the corrective objectives have been met at the end of the probationary period by a student and the student has met all the objectives of the course, the student will successfully complete the course. Being placed on any more than one probationary period during the entire time the student is enrolled in the nursing program, may result in immediate failure (grade of “F”) in a course and may result in termination from the nursing program.

If the probation is not successfully completed by a student, or if the terms of the probation are not met, the student will fail the course (grade of “F”). This may also result in termination from the nursing program with no option of readmission.

**(b)** **is (are)** a threat to safety, the student is removed from the setting and the behavior becomes a **critical incident** .

**Critical Incident.** A critical incident is the occurrence of any action or inaction by the student which compromises the safety and/or integrity of any person. Nursing faculty has the expertise and knowledge to determine what constitutes a critical incident. The occurrence of a critical incident requires the removal of the student from the setting. The occurrence of a critical incident may result in the student failing the course and no longer being allowed in any setting associated with the failed course.

**Blood-borne Pathogens Exposure**

Prevention

1. Any exposure to blood-borne pathogens during clinical should be reported immediately to the faculty and the person in charge on the unit, and the individual(s) must follow that institution’s policy regarding blood-borne pathogen exposure.
2. If post-exposure procedures are not available to the involved individual, the student/faculty should go immediately to the facility’s Employee Health Department. Employee Health procedures will be available through the facility’s Emergency Department if it is after hours.
3. Student **must immediately notify** the faculty of any exposure no matter how small it might be.
4. Incident reports are to be completed by the faculty member and student(s) involved at the facility and at OC. See Appendix I, Student, Accident, Illness, Injury Report Form.
5. Please see the American Nurses Association BloodBorne Pathogens Standard Number 1910.1030, based on the federal law passed in November 2000. http://www.nursingworld.org/MainMenuCategories/WorkplaceSafety/Healthy-Work-Environment/SafeNeedles/Law/Bloodborne-Pathogens.pdf

**Nursing Student Illness Policy**

**Illness That Occurs During the Clinical Setting**

The student will be instructed to leave the clinical setting when an incapacitating illness occurs. The faculty member will recommend a visit to the student's personal physician. The clinical hours missed must be made up according to the OC's clinical participation policy. The supervising clinical faculty member will notify the School of Nursing office and the course coordinator of the student's illness as soon as possible.

**Nursing Student Injury Policy**

**Injury to a Nursing Student in the Clinical Setting**

In the event of an injury, the clinical faculty member should be notified immediately. The clinical facility policy will be followed regarding completion of an Incident Report. The injury may require treatment with consent of the student (as fees may be assessed). An Oklahoma Christian University School of Nursing Incident Form (See Appendix I) must also be completed and placed in the student's file and the course coordinator and the Chair of Nursing should be notified of the student's injury as soon as possible. Clinical facilities should not file student claims under Workman’s Compensation as students are not considered employees.

PLEASE NOTE: If the student receives treatment at the clinical facility, the student's private insurance company should be billed. Students’ personal health insurance cards are on file in the School of Nursing office and can be retrieved if needed for a student to be treated.

**Exposure to Blood or Body Fluids**

**Student Exposure to Blood or Body Fluids in the Clinical Setting**

Students may come into contact with blood and other body fluids during the clinical learning experiences. In the event an occupational exposure occurs, a facility incident report will be completed and the facilities protocol for contamination will be followed. A separate Oklahoma Christian University School of Nursing Incident Form must also be completed and placed in the student's file. The course coordinator and the Chair of Nursing should be notified of the student's injury as soon as possible.

**VIII. ADVISING**

The student's advising file is considered part of his or her academic records protected by the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99).

OC's policy regarding this act is in the *OC Catalog*. This act does exclude a student's right of access to personal notes that the advisor may have made during the advising sessions.

**What a Student Can Expect From an Advisor**

A. Concern for the student's welfare as an individual person will result in referral to Counseling Services.

B. Information concerning academic programs, requirements, policies, and procedures.

C. Assistance in exploring and clarifying life goals and career alternatives.

D. Assistance in exploring educational options and planning a coherent academic program, including choosing a major.

E. Assistance in selecting and scheduling of courses.

F. Assistance with various academic forms, including schedule changes, petitions, etc.

G. Assistance in reviewing the student's academic program each regular semester, matching the academic record with the applicable degree requirements.

H. Special assistance, including strategies for improving study skills, if the student experiences scholastic difficulties and is placed on academic probation.

I. Referrals (when appropriate) to other professional support services on campus.

J. Confidentiality concerning all personal and private matters, in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment).

**What an Advisor Can Expect From the Student**

A. Giving thoughtful consideration to personal, educational, and career goals.

B. Becoming knowledgeable about his or her academic program, including all applicable requirements and policies, and monitoring his or her own progress.

C. Accepting responsibility for choices and decisions and asking questions when information is needed.

D. Keeping advising appointments or calling to reschedule well in advance.

E. Seeking assistance as needed and providing timely notice and information concerning any academic problems.

F. Giving advance consideration to a tentative schedule of classes each semester, prior to the advising conference, and arriving prepared by bringing all forms, class schedule, book, pen, paper, etc. to the appointment.

G. Updating immunizations, CPR and other clinical requirements by date specified through administrative assistant without additional requests.

**Enrollment**

1. Nursing course offerings are published online on MyOC.
2. Students who have their advance registration cancelled by the OC Registrar’s Office or the School of Nursing will be placed in available sections during general registration times. This same method of placement will be used for students who do not register in advance. Students should notify the Chair of Nursing of their intent to continue enrollment to assure spaces will be available.
3. Advance registration in clinical courses and the corresponding concept courses will be cancelled for all students whose OC cumulative GPA falls below the required cumulative GPA or who have not successfully completed prerequisite courses. When this occurs, the student should contact an advisor as soon as possible for re-advising.
4. Changes in faculty, clinical facility availability, or enrollment may require closing or rescheduling clinical or class sections. Changes will be made in the fairest and most equitable manner possible. Although required courses are guaranteed to be taught in the semester scheduled (except for summer), specific sections, days, or times cannot be guaranteed.

**APPENDICES**

**Appendix A**

**Core Performance Standards for Admission and Progression**

 **Issue Standard Examples of Activities**

Critical Thinking Critical thinking ability sufficient Identify cause-effect relationships

for clinical judgment in clinical situations; Develop

 nursing care plans.

Interpersonal Interpersonal abilities sufficient to Establish rapport with patients/

 interact with individuals, families, clients and colleagues.

 and groups from a variety of social,

 emotional, cultural, and intellectual

 backgrounds.

Communication Communication abilities sufficient Explain treatment procedures;

 for interaction with other in verbal initiate health teaching; document

 and written form. and interpret nursing actions and

 patient/client responses.

Mobility Physical abilities sufficient to Move around in patients' rooms,

 move from room to room and work spaces, and treatment areas;

 maneuver in small spaces.

Motor Skills Gross and fine motor abilities Use equipment;

 sufficient to provide safe and move and position patient/client.

 effective nursing care.

Hearing Auditory ability sufficient to Hear monitor alarm, emergency

 monitor and assess health needs. signals, auscultatory sounds, cries

 for help.

Visual Visual ability sufficient for Observe patient/client responses

observation and assessment and performs nursing procedures

necessary in nursing care i.e., assessing patient

Tactile Tactile ability sufficient for Perform palpation,

physical assessment. physical examinations and/or procedures related to therapeutic intervention, e.g., insertion of a catheter.

Reference: The Americans with Disability Act: Implications for Nursing Education. Southern Regional Education Board (SREB). Council on Collegiate Education for Nursing (2004). Available at: http://www.sreb.org/programs/nursing/publications/adareport.asp

Reference: The Americans with Disability Act: Implications for Nursing Education. Southern Regional Education Board (SREB). Council on Collegiate Education for Nursing (2004). Available at: <http://www.sreb.org/page/1390/the_americans_with_disabilities_act.html>

**Appendix B**

OKLAHOMA BOARD OF NURSING

2915 N. CLASSEN Blvd., Suite 524

Oklahoma City, OK 73106

(405) 962-1800

www.ok.gov/nursing

**EVIDENCE OF STATUS FORM**

GENERAL INFORMATION

New legislation takes effect November 1, 2007, requiring the Board of nursing to issue a license or certificate only to U.S. citizens, nationals and legal permanent resident clients; and to applicants who present, ***in person***, a valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the U.S.;

2. A pending or approved application for asylum in the U.S.;

3. Admission into the U.S. in refugee status;

4. A pending or approved application for temporary protected status in the U.S.;

5. Approved deferred action status; or

6. A pending application for adjustment of status to legal permanent residence status or conditional resident status.

Applicants in the above six categories will only be eligible to receive a license/certification card that is valid for the time period of their authorized stay in the U.S., or if there is no date of end to the time period of their authorized stay, for one year. The license/certification card is required to indicate that it is temporary. The information will be verified through the Systematic Alien Verification for Entitlements (SAVE) Program, operated by the U.S. Department of Homeland Security. In order to verify citizenship or qualified alien status, applicants for nursing licensure by endorsement or examination, for certification as an advanced unlicensed assistant, or for reinstatement/return to active status of their license or certificate, must submit an *Evidence of Status Form* and the required supporting documentation with their application.

INSTRUCTIONS FOR COMPLETION OF THE FORM

 If you are a U.S. citizen, U.S. national or legal permanent resident alien, you must submit the *Evidence of Status Form: PART A*, with a photocopy of one of the documents listed under "Acceptable Documents to Establish Evidence of Citizenship" on the *Evidence of Status (Part A) form.* This information must be submitted with your application and fee. A license will not be issued until the appropriate documentation is submitted.

**If you are a qualified alien, you must bring your completed application, Criminal History Records Search from the Oklahoma State Bureau of Investigation, and *Evidence of Status Form: Part B* to the Oklahoma Board of Nursing office, along with the original documents that support your qualified alien status, as shown on the Evidence of Status (Part B) form.**

At the Board office, a staff member will review your qualified alien status documentation and will make a notarized copy before your application will be accepted. If the application is mailed to the Board office, the application will not be processed until the application presents in person the original documentation of alien resident status.

**Appendix C**

**IMMUNIZATIONS AND DOCUMENTATION *REQUIRED* FOR ALL BSN**

**STUDENTS PRIOR TO ENROLLMENT IN NURSING MAJOR COURSES**

|  |  |
| --- | --- |
| **IMMUNIZATION & TESTS** |  **SCHEDULE FOR IMMUNIZATION** |
| Measles | Those born since January 1, 1957, must have **two** doses since 12 months of age. The **two** (doses must be at least 30 days apart). |
| Mumps | Those born since January 1, 1957, must have at least one dose since 12 months of age. |
| Rubella | At least one dose since 12 months of age is required. |
| Hepatitis B | **THE COMPLETED THREE DOSE SERIES MUST BE RECEIVED BEFORE CONTACT WITH CLIENTS.** |
| Tuberculosis mantoux test | **2 Step TB** for 1st time students in the School of Nursing**Annual** test or chest x-ray for returning students |
| Tdap | **Must be current within 10 years.** |
| Varicella (chickenpox) | All clinical students must document evidence of immunity to varicella (chickenpox). This requirement may be met by either of the following:1. Documentation of varicella immunization. Immunization for adolescents and adults is a series of two doses 4 to 8 weeks apart.

 2. Positive varicella titer. |

*• Each student* ***MUST PROVIDE COPIES*** *of documentation of all the above plus* ***American Heart Association CPR CERTIFICATION*** *(health care provider)* ***AND*** *provide a* ***COPY*** *of documentation of a* ***COMPLETED THREE DOSE SERIES OF HEPATITIS B VACCINE******PRIOR*** *to enrollment in clinical nursing courses (****NOTE:*** *A copy of all documentation must be brought to the Nursing Office by July 15th junior year.)* ***ONLINE CPR COURSES ARE NOT ACCEPTABLE.***

*• All students enrolled in clinical courses must carry health insurance. Proof of health insurance for full-time students (12 credit hours or more during fall or spring semesters) is monitored by the Student Life Office. Students who are enrolled in fewer than 9 credit hours during fall or spring semesters must submit proof of health insurance to the Nursing Office prior to the beginning of each semester.* ***All students enrolled in summer clinical courses must submit proof of health insurance prior to the beginning of the summer term.***

*• After initial* ***COPIES OF DOCUMENTATION*** *have been provided, students planning to enroll in clinical courses* ***MUST PROVIDE COPIES OF the 2 step or ANNUAL TUBERCULOSIS MANTOUX TEST (or chest x-ray or physician's recommendation) by July 15th.***

*•* ***CPR*** *and* ***mantoux test*** *must not expire during the semester.*

* ***It is highly recommended that students complete the Hepatitis A vaccine series***

*•* ***Students who are not in compliance with the above policy on the first day of class each semester will be administratively removed from all nursing clinical courses.*** *Students will not be able to re-enroll into the nursing courses until the above requirements have been met. Once the above requirements are met, students may re-enroll in any opened clinical sections.* ***This may result in a change of clinical sections.*** *Missed clinical time cannot be made up and will be counted as unexcused absences and handled according to policies stated in the Nursing Student Handbook*

**Appendix D**

**Flu Vaccination Policy**

Various clinical facilities require that all healthcare providers (this includes nursing students) receive their flu vaccination. The flu vaccination is generally available in mid-October. If a nurse/nursing student fails to receive the flu vaccination, the local hospitals require the nurse/nursing student to sign an exemption by waiver for medical or religious/spiritual reason. If the nurse/nursing student signs this declination waiver (below), the nurse/nursing student is required to wear a mask at all times while in the hospital.

In summary, a healthcare provider (nurse or student nurse) has two choices:

1. Obtain flu vaccine.
2. Sign the declination waiver and wear a mask at all times.

The nursing faculty strongly encourage nursing students to protect themselves and their patients and elect to receive the flu vaccination. If you opt to sign the waiver, you will be required to wear a mask at all times while in the hospital – this includes in the cafeteria (may be removed while eating) and walking through the halls. Basically from the moment you step foot into the hospital until the moment you leave, you are required to wear a mask.

If for any reason, the nursing faculty see that while you are in the hospital, at any location, without a mask, you will be asked to leave the clinical area for the day and this will count as an unexcused absence which must be made up. You will also be placed on probation for “unprofessional behavior” as the necessity for wearing a mask has been clearly communicated to you and you have signed the acknowledgement statement on the next page. This unexcused absence must be made up at the next available clinical opportunity; however, it is important that the student know that Oklahoma Christian University is only provided a limited number of clinical experiences each semester and an available make-up day may not be available during the same semester. If required clinical hours are not met, the student will receive an “incomplete” for the course and the clinical hours will be made up the next time the course is offered (generally one year).

**Declination Form for Seasonal and H1N1 Influenza Vaccine**

**Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **I have declined the influenza vaccination** (please read the following information and sign and date in the space provided at the bottom of this page)

I acknowledge that I am aware of the following facts:

* Influenza is a serious respiratory disease that kills an average of 36,000 persons and hospitalizes more than 200,000 persons in the United States each year.
* Influenza vaccination is recommended for me and all other healthcare workers to prevent influenza disease and complications, including death.
* If I contract influenza, it is possible that I will shed the virus for 24-48 hours before symptoms appear. My shedding of the virus can spread influenza infection to others.
* If I become infected with influenza, even when my symptoms are mild, I can spread severe illness to others.
* I understand that the strains of virus that cause influenza infection change almost every year, which is why a different vaccine is recommended each year.
* I cannot get influenza from the vaccine.
* The consequences of my refusing to be vaccinated could endanger my health and the health of those with whom I have contact, including:
* Patients in the healthcare setting
* My co-workers
* My family
* My community

Despite this information, I decline the influenza vaccination at this time. I understand that declining this vaccine puts me at a higher risk for acquiring influenza, if exposed, and puts my family and patients at risk should I acquire seasonal or the H1N1 influenza.

I decline for the following reason: (circle one)

1. Allergy to vaccine component or other medical contraindication
2. Fear of needles
3. Think the vaccine will give me influenza
4. Had a previous influenza shot with bad reaction
5. Do not think it will protect me from influenza
6. Other Reason\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signing this declination meets the Seasonal and H1N1 Influenza program requirement. Your signature also verifies your acknowledgement to wear a mask at all times during the clinical hours at the hospital facility.**

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

**Appendix E**

**Failure to Maintain Required Nursing GPA Student Probation Policy**

Maintenance of a cumulative nursing GPA (including support courses) of 3.0 is required for continued progression within the school of nursing at Oklahoma Christian University. This policy outlines the policies and procedures to be followed. All NURS courses will be utilized in determining the cumulative nursing GPA.

1. Students will be notified of being placed on probation in writing at the beginning of the semester immediately following a drop in the GPA below 3.0.
2. Students will have one academic semester in which nursing courses are offered to bring their nursing GPA up to the minimum requirement of 3.0.
3. Failure of the student to meet the probation requirements will result in the student not progressing into the next semester. This will delay the completion of the program by one year.
4. Students must repeat nursing courses in which they earned a C in order to bring the nursing GPA up to the minimum standard of 3.0. Repeating a course requires that the student participate in all aspects of the course (lab, clinical, and theory). According to the progression policy, only one NURS course may be repeated one time.
5. A contract will be developed with any student placed on probation.

**Appendix F**

**Procedure for Students Taking Prescription or Non-Prescription Drugs**

1. This includes pain medication, psychotropic medication, allergy medication or any medication that changes mental status.

2. Student will notify the Chair of School of Nursing of above.

3. A statement from a physician will be on file in the School of Nursing office that this treatment plan will not affect safety factors related to self and others during clinical and/or lab performance.

4. The physician statement must be updated every 30 days and/or with any changes in the medications stated.

**Students should be knowledgeable of the Alcohol and other drug policies in The Oklahoma Christian University Student Handbook, 2017-18. Detailed information on these policies are printed in the University Student Handbook available on MyOC.**

**Please Note: (The 2017-2018 University Student Handbook will be updated before the fall semester begins).**

**Appendix G**

**Reference Request Form**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To (Faculty Member): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I request that you provide a written reference for me to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Person

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Complete Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 The purpose of the reference is:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Reference is Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I understand that I am giving my permission for the reference by signing this form. I also understand that the reference may include both strengths and areas of growth.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Attach any special forms or criteria. Please allow 72 hours minimum for requests.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Verification**

Action:

\_\_\_\_\_ Requested reference mailed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_ Requested reference attached.

\_\_\_\_\_ The following information/materials are needed in order to complete your request:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Signed

**APPENDIX H**

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

Policy: Access, Use, and Protection of Health Information Obtained During the Course of Clinical Education

1. All students must sign *OC’s School of Nursing Confidentiality Statement* prior to accessing patient files in any agency used for clinical education.

2. All student documents related to patient assignments (journals, care plans, papers, assignment sheets, etc.) must be protected to assure privacy of the patient’s (or patients’) information by de-identifying the health information. Your course faculty will tell you the de-identification method to be used.

3. Students should maintain the de-identification of health information when communicating with faculty, one another, or any other entity through any means, including electronic means.

4. Any documents submitted to faculty should contain no protected health information (PHI), or the information should be de-identified. For example: course papers, care plans, interview information, etc.

5. If protected health information is re-identified for any reason, it is deemed to be protected health information and is subject to the applicable privacy protections. The student is responsible for maintaining the security of the re-identified information.

6. Per the OC-Clinical Agency Identity Verification Policy, only students wearing the approved OC identification badge will be granted access to patient information by the clinical agency.

7. Student IDs are to be worn in a visible location on the uniform (above the waist), street clothing, or scrubs when representing self as an OC student nurse. The ID is not to be worn at any other time, such as during a work shift in a hospital setting.

8. There should be no disclosure of PHI of patients by OC students. A student should consult the course faculty if a student has a question about PHI related to disclosures required by law; disclosures for public health activities; disclosures about victims of abuse, neglect, or domestic violence; disclosures for law enforcement purposes; disclosures about decedents; disclosures for cadaver organ, eye, or tissue donation; disclosures to avert a serious threat to health or safety; disclosures for specialized government functions; or disclosures for workers' compensation.

9. If documents containing PHI are in use by students (for example, in the hospital unit, OC computer lab, etc.) the documents must be shielded so others may not see the information. If the person using the documents leaves the room, the documents must not be left on top of the desk for others to see. Locking the documents in a secure file is recommended.

10. If faxing, copying or printing documents containing PHI, it is the user's responsibility to assure protection of the PHI.

11. Documents containing PHI should be shredded only by the person authorized to have the PHI.

**HIPAA Privacy Official**

1. The Chair of Nursing of OC’s school of nursing is the Privacy Official but may delegate his or her duties to others if so desired. The appointment is continuous and will transfer when and if a new Chair of Nursing is named.

2. The duties of the Privacy Official include: a) maintaining program compliance with HIPAA regulations, b) developing OC’s policies and procedures related to HIPAA regulations, c) maintaining documentation of complaints and sanctions, and d) overseeing HIPAA training program.

3. The chain of command under the Chair of Nursing as the Privacy Official is student to faculty, faculty to lead teacher of course (if applicable), and faculty/lead teacher to Chair of Nursing. At times it may be appropriate for the student and faculty/lead teacher to meet simultaneously with the Chair of Nursing.

**Required Training Regarding HIPAA Regulations & Policies**

1. All OC students enrolled in clinical courses for the first time will complete a training program regarding HIPAA regulations and policies during the first week of the academic semester. Each will be asked to sign a form indicating understanding of the OC policies and procedures related to HIPAA and the *OC’s School of Nursing Confidentiality Statement.*

2. If a breach in confidentiality occurs, the student will complete a retraining program as soon as possible following the incident.

3. All students will complete retraining within one month following a significant change in privacy practices.

**Sanctions for Violating OC’s Policies and Procedures related to HIPAA**

1. A complaint regarding a breach in patient privacy may be brought to the Privacy Official with the assurance that no retaliatory measures will be taken against the person bringing the complaint.

2. The Privacy Official will document the complaints received and their disposition and maintain the document in a locked, secured file.

3. Students who violate the protection of health information are subject to sanctions, which may include but are not limited to: unit or course grade reduction; failure of course; suspension from program.

**Appendix I**

**STUDENT ACCIDENT, ILLNESS, INJURY REPORT FORM**

Oklahoma Christian University, 2501 E. Memorial Road, Edmond, OK 73013 (405) 425-1920

**Person Involved in Incident**

|  |
| --- |
| Full Name Male ( ) Female ( ) Age |
| Name of Parent, If a Minor |
| Address & City |
| Nature & Extent of Injuries / Symptoms |
| Treated by medical services provider? Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Action Taken: |

**Accident or Occurrence**

|  |
| --- |
| Date and Time Exact Location |
| Description of accident or occurrence/Body parts affected & activity when incident occurred |
| Other individuals involved: |
| Probable cause of accident/occurrence (e.g. premises, supervision, etc.)Contributing factors (environment, equipment, etc.) |
| **Property Damage: ( ) NO ( ) YES** |
| Owner: Address: Phone: |
| Description & Location of Property or Auto |
| **Remarks** |
| Did Law Enforcement Officer investigate at the scene of accident? ( ) NO ( ) YESName of Investigating Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department\_\_\_\_\_\_\_\_\_\_\_\_ |
| Witness/Review |
| Name: Address: Phone: |
| Person Completing Report: Position: Phone: |
| Date: Signature:   |
| **Review**  Date  |
| Direction of Nursing Review  |
| Action Taken Signature: |

**Appendix J**

**Test Review Policy**

Test review procedures will be determined by the lead faculty for each NURS course. No direct copying of questions or answers will be allowed. If this occurs, the student will receive a “zero” on the exam compromised. No alternative time for test viewing will be allowed. A designated area will be provided in the room in which the student may place personal items. No materials (purse, backpack, cell phone, notebook, pens or pencils) will be allowed at the student’s desk. Once a student enters the area, they will not be allowed to leave and re-enter the area. Once the student is finished with the exam review, they must power down their computer in sight of faculty or proctor. The exam will be displayed for a period of time determined by the faculty member; this time may vary at the discretion of the faculty member.

An exam analysis will be conducted by the faculty member for each NURS exam. The faculty member will notify the class of the outcome of the exam analysis. Exam results will be submitted to the student no later than 5 business days after exam date. No student shall approach faculty members asking questions relating to individual scores or when exam grades will be released.

**Appendix L**

**OC Nursing Department – Student Performance Concern Form**

Student Name: \_\_\_\_\_\_\_\_\_\_\_

Date of Incident: 02/04/19 Academic: \_\_\_\_\_\_ Professional Conduct: \_\_\_\_\_\_

 1st Warning \_\_\_\_\_ 2nd Warning: \_\_\_\_\_\_ Probation: \_\_\_\_\_\_ Suspension: \_\_\_\_\_\_

**Effective Dates:**

**Description:**

**Recommendations:**

**Possible outcomes to this incident:**

**Behavioral Improvement Indicators:**

Student signature Date

Faculty Signature Date

Faculty Signature Date

**You are now required to complete the Nursing Student Handbook Verification Survey to demonstrate/validate reading of the 2020-2021 OC Nursing Student Handbook.**

**Please access the verification survey through the link below:**

[**https://www.surveymonkey.com/s/6MQR6VL**](https://www.surveymonkey.com/s/6MQR6VL)