

CALIFORNIA STATE UNIVERSITY, FRESNO
COLLEGE OF HEALTH AND HUMAN SERVICES



School of Nursing
STUDENT HANDBOOK
RN to BSN NURSING DEGREE PROGRAM
2025 - 2026

The Student Handbook is designed to familiarize the undergraduate nursing student with general information about the Baccalaureate Nursing Program at California State University, Fresno. In addition, the student should be familiar with relevant sections of the Fresno State *General Catalog* which supersedes this handbook. Periodic contact with a nursing advisor is recommended for validation of specific relevant dates and deadlines, but students are ultimately responsible for meeting official deadlines and submitting necessary documents with university and departmental offices.

This handbook is subject to review and recommendation of the faculty of the School of Nursing. Changes will be reflected in each updated edition.

Contact information and location

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Spring and Fall Semesters

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Closed for Lunch from 12:00pm to 1:00pm

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Closed for Lunch from 12:00pm to 12:30pm

Location:

Our office is located in McLane Hall, Room 189

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INTRODUCTION

Welcome to the School of Nursing, California State University, Fresno. The school offers four programs: Baccalaureate – for generic and RN students, School Nurse credential, Masters in Nursing, and Doctor of Nursing Practice program.

The RN to BSN Student Handbook provides information on the official policies and procedures of the School of Nursing related to students who are currently licensed as a registered nurse in California seeking a baccalaureate degree in nursing (BSN).

The School of Nursing began in 1957, and the first class graduated in 1962. Nursing is one of the six departments in the College of Health and Human Services.

The School of Nursing office is located in McLane Hall, Room 189; phone number (559) 278-2041. Information regarding programs offered by the school is available from the office. Office hours during the academic year are 8:00 A.M. to Noon and 1:00 to 5:00 P.M., Monday through Friday. Consult the school concerning summer hours.

Information of interest to students is posted on two bulletin boards near the office.

The student bulletin board, outside of the office, contains information about class schedules and changes, co-curricular activities, scholarships, and grants.

Admitted nursing students are assigned an undergraduate academic advisor and are encouraged to seek faculty advice during posted office hours and/or by appointment. Faculty office hours may be obtained from the faculty member, the school office, and the student bulletin board.

PART I - OVERVIEW OF THE SCHOOL OF NURSING

Mission Statement

The mission of the School of Nursing is to offer quality nursing education to undergraduate and graduate nursing students. This education prepares nurses with clinical decision-making skills based on EBP. Additionally, the School seeks to establish an academic foundation for Advanced Practice Nursing and Doctoral preparation. As life-long learners, graduates are prepared to deliver Holistic health care to diverse populations across Health Care settings.

(Approved by Faculty Council: 8/23/13; reviewed 4/20/18; 4/26/19).

Philosophy of Nursing

California State University, Fresno offers comprehensive programs that lead to bachelor's and master's degrees in a wide variety of fields of study. A strong general education component in the undergraduate programs fosters the importance of lifelong learning. The master's programs are designed to provide specialized study in selected advanced practice fields. The University's special commitment to the San Joaquin Valley is to prepare students for industries and professions serving the community. To achieve the mission, California State University, Fresno supports applied research and public service programs as a means to enhance faculty development and instruction, especially those which contribute to the intellectual, social, cultural, and economic vitality of the San Joaquin Valley and California.

Our philosophy includes faculty's beliefs about person (humanity); art and science of nursing; nursing education, including the following individual differences among students: cultural milieu, ethnic background, learning styles, support systems.

Person (humanity)

The faculty believe all people are deserving of excellent care, administered with respect, dignity, and compassion. Nursing embodies the uniqueness of each person by developing a relationship that is person-centered, honest, transparent, and accountable.

The faculty believes all people are deserving of health: physical, mental, social, and emotional well-being.

Art and science of nursing

The faculty believe that nursing is an art and science promoting health for diverse individuals and populations using an approach that is collaborative, comprehensive, multidimensional, and holistic.

The core competencies are the basis of the nurse's ability to provide, design, manage and coordinate caring practices, including clinical judgment, advocacy, caring practices, systems thinking, response to diversity, facilitation of learning, clinical inquiry, and collaboration.

The faculty believes that technology will continue to play an important role in a dynamic healthcare environment. The use of technology is assessed and incorporated into student learning. An appropriate balance between technology and aspects of human caring is emphasized.

Nursing education

The faculty believe that nursing students are transformed, through their educational and clinical experiences, from lay people into professionals who come into contact with people during their most vulnerable times. Nurses have an intimacy with patients that is unique, even within healthcare professions. Therefore, nursing education involves transformation, which includes role taking, affective learning, clinical decision making, and professional acculturation. Therefore, faculty believe that student-centered learning is the preferred pedagogy when the goal is transformation.

The faculty believe that together we enhance the students' transition to professional nursing practice through strong role modeling behaviors. The faculty is dedicated to cultivating a sense of professional empowerment, a desire for lifelong learning, and a passion for social justice as a way of being in our school and as an integral part of our school community. An evidence-based curriculum is integral to the commitment of the faculty to students' learning and development.

The faculty view students as a community of learners in which all function at a high level of accountability, flexibility, and integrity. In that way, a true learning environment can be created that fosters the exchange of diverse ideas and opinions and advances collaboration.

The faculty believe that each student has unique learning needs and through the provision of multiple teaching modalities, students with different learning needs will achieve success. The faculty supports student success through referral to various student-centered initiatives and programs across the campus, as well as individual consultation.

The Master of Science in Nursing program prepares professionals in the functional role of primary care nurse practitioner (family). The second professional degree also provides a foundation for doctoral study.

The graduate curriculum supports the functional areas and facilitates competence in the essential clinical domains which include management of client health/illness status; the nurse-client relationship; teaching and outcome-based evaluations, professional role development; health promotion and human diversity; managing health care delivery systems; and monitoring quality of health care practice.

(Approved by Faculty Council, March 14, 1987. Revised Fall, 1998; April 8, 2005; March 28, 2008; February 28, 2013; August 23, 2013; Reviewed 4/26/19; **Revised Spring, 2023**).

California State University, Fresno
School of Nursing

Conceptual Framework

The graduate program in nursing at California State University, Fresno utilizes the Neuman Systems Model. The framework evolves from the philosophy and focuses on the domains of client, environment, health, and nursing.

Client/Client System

The client/client system (person) is viewed as a composite of variables (physiological, psychological, socio-cultural, developmental, and spiritual), each of which is a subpart of all parts, forms the whole of the client. The client as a system is composed of a core or basic structure of survival factors and surrounding protective concentric rings. The concentric rings are composed of similar factors, yet serve varied and different purposes in retention, attainment, or maintenance of system stability and integrity or a combination of these.

Environment

The environment consists of both internal and external forces surrounding the client, influencing, and being influenced by the client, at any point in time, as an open system. The created environment is an unconsciously developed protective environment that binds system energy and encompasses both the internal and external client environments.

Health

Health is a continuum of wellness to illness, dynamic in nature, and is constantly subject to change. The client is in a dynamic state of either wellness or illness, in varying degrees, at any given point in time.

Nursing

Nursing is a unique profession concerned with all variables affecting clients in their own environment. Nursing actions are initiated to best retain, attain, and maintain optimal client health or wellness using the three preventions (primary, secondary, tertiary) as interventions to keep the system stable.

All concepts identified in the curriculum are introduced in the first semester nursing course as the theoretical foundation for professional nursing. The central concepts of client, environment, health, and nursing are utilized in the curriculum as vertical strands and denote introduction, placement and study of specific content, and experience relevant to the concept in the curriculum.

(Reviewed May 6, 2016).

Purpose of the Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) Program

The purpose of the RN to BSN program is to allow Registered Nurses (RN) with an associates degree to further their education by earning a Bachelor of Science of Nursing, enabling them to gain advanced knowledge and skills in nursing leadership, research, community health, critical thinking and patient care. The program also enables the graduates to meet the requirements for state certification as a public health nurse. Additionally, the program provides the foundation for advanced study in nursing.

The RN to BSN program builds upon the sound foundation of nursing education achieved in the Associate's degree program. It is designed for Associate Degree Nurses (ADNs) with a current registered nursing license to complete upper division nursing courses that fulfill the BSN degree without repeating lower division nursing coursework.

Upper division nursing coursework expands upon leadership skills, management principles, and introduces research via evidence-based practice methodologies. In addition, population-focused community health nursing curriculum is explored.

The current curriculum consists of six (6) RN-BSN specific courses. Nursing courses are offered online, except for one 90-hour clinical course in community health nursing. Placements for this course are only available within the Fresno State service area.

Associate Degree RN graduates with a bachelor's degree in another area may enter as second-baccalaureate degree students. In order to meet minimum degree requirements, co-requisite courses (or 9 units) must be taken in addition to the RN to BSN coursework.

Baccalaureate Program Terminal Objectives

At the completion of the RN to BSN program, the graduate will be prepared to function in a variety of health care settings and demonstrate the following:

1. Integrates knowledge from the human sciences when implementing care for individuals, families, groups, and communities. (Domain 1)
2. Provides holistic person-centered care to diverse populations. (Domain 2)
3. Evaluate and describe health inequities and identify stakeholders to improve population health. (Domain 3)
4. Applies evolving nursing knowledge and evidence-based care in the delivery of healthcare in all client settings. (Domain 4)
5. Utilizes nursing science to provide quality care and maintain client safety. (Domain 5)

6. Participates in both interprofessional and interdisciplinary collaboration to improve health outcomes for all clients. (Domain 6)
7. Implements and evaluates system-based resources to maximize client outcomes. (Domain 7)
8. Utilizes informatics to deliver safe and quality healthcare. (Domain 8)
9. Models the values of professional nursing. (Domain 9)
10. Demonstrate accountability for ethical practice, client advocacy, personal and professional development. (Domain 10)

(Reviewed May 2015; Revised May 2023)

AACN's Essentials of Baccalaureate Education for Professional Nursing Practice

Domain 1: Knowledge for Nursing Practice

Descriptor: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.

Domain 2: Person-Centered Care

Descriptor: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.

Domain 3: Population Health

Descriptor: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes. (Kindig & Stoddart, 2003; Kindig, 2007; Swartout & Bishop, 2017; CDC, 2020).

Domain 4: Scholarship for the Nursing Discipline

Descriptor: The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care (AACN, 2018).

Domain 5: Quality and Safety

Descriptor: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

Domain 6: Interprofessional Partnerships

Descriptor: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.

Domain 7: Systems-Based Practice

Descriptor: Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, and equitable care to diverse populations.

Domain 8: Informatics and Healthcare Technologies

Descriptor: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

Domain 9: Professionalism

Descriptor: Formation and cultivation of a sustainable professional identity, including accountability, perspective, collaborative disposition, and comportment, that reflects nursing's characteristics and values.

Domain 10: Personal, Professional, and Leadership Development

Descriptor: Participation in activities and self-reflection that fosters personal health, resilience, and well-being; contributes to lifelong learning; and supports the acquisition of nursing expertise and the assertion of leadership.

American Association of Colleges of Nursing's The Essentials of Baccalaureate Education for Professional Nursing Practice (2021).

Table 1
Articulation of the School of Nursing primary outcomes and the AACN's Essentials

Outcome	Essential
Communication	I, IV, VI, VIII, IX
Critical Thinking	I, II, III, VII, VII, IX
Clinical Judgment	I, II, III, VII, VIII, IX
Collaboration	I, V, VIII, IX

In addition to the School of Nursing primary outcomes; Communication, Critical Thinking, Clinical Judgment, and Collaboration; that are based on the AACN's nine Essentials of Baccalaureate Education, the school incorporates the American Nurses Association (ANA) Code of Ethics for Nurses into their curriculum. The ANA Code of Ethics for Nurses can be found at <https://codeofethics.ana.org/home>.

PART II - NURSING PROGRAM AND CURRICULUM ADMISSION OF STUDENTS IN THE RN TO BSN PROGRAM

Eligibility to Apply to the Program

RN Students

- hold a current license as a registered nurse in California or have finished a ADN nursing program and eligible for the NCLEX exam (students must be a licensed in CA by the end of the first semester of the program)
- Complete application and receive acceptance by California State University, Fresno
- Complete Nursing CAS application
- A cumulative GPA from all courses taken of at least a 2.75
- Complete all prerequisite courses with a “C” grade or better

Applicants must complete all nursing prerequisites prior to admission to the major.

An application must be submitted with transcripts and a copy of the RN license.

Consultation to discuss eligibility and program curriculum is encouraged. The School of Nursing office can provide the name and contact of a faculty member assigned to assist the potential student with the application process.

Contact information and location

Link: http://www.csufresno.edu/chhs/depts_programs/nursing/

Curriculum

Required Pre-requisite Courses

- English Composition / Written Communication (3 units) - English 5B or 10
- Speech / Oral Communication (3 units) - Comm 3, 7 or 8
- Critical Thinking (3 units) - Soc 3 recommended
- Statistics (3 units) - Math 11 or PH 92
- General Chemistry with Lab (4 units) - Chem 3A
- Human Anatomy and Physiology 1 with Lab (4 units)* - Biol 67A
- Human Anatomy and Physiology 2 with Lab (4 units)* - Biol 67B
- Microbiology with Lab (4 units) - Biol 20

* As of Fall 2016, Human Anatomy and Physiology courses at Fresno State have transitioned to a 2-semester integrated course system (BIOL 67A and BIOL 67B); individual courses taught at community college will still be accepted.

Pre-requisite Course Policy:

- Each prerequisite must be completed with a minimum 'C' grade
- CR/NC grades are NOT accepted (excluding Advanced Placement and International Baccalaureate)
- Repeated course prerequisites within the eight prerequisite courses is accepted.

- Science classes (Chemistry, Microbiology, Anatomy and Physiology 1&2) in Fully Online, Hybrid and In person formats will be accepted for Admission purposes.

Required Co-requisite Courses

- Ethics (3 units) - Phil 20 or 120
- Critical Thinking of Society (3 units) - Soc 3
- Psychology (3 units) - Pysch 10

* If Soc 3 is not taken, then Soc 1 or Anth 2 must be completed.

Nursing Curriculum

Compliance with required GE specific coursework is individually specific. More information on required GE can be found at University Advising Center under General Education. Listed below is specific to the RN to BSN program only. A total of 121 units are required to graduate with the BSN degree. Forty-one (41) units are the nursing major requirements. For specific GE requirements counseling from the [CHHS Advising and Career Development Center](#) is required. To check equivalent prerequisite, co-requisite, and GE courses at your community college, go to www.assist.org.

Nursing Curriculum (major) coursework (41 total units):

- CSU Fresno RN to BSN Nursing Courses (21 Units)
- Credit for NCLEX pass (20 units) - must complete NURS 135
- NURS 135 (3 units) - Professional Transitions
- NURS 136 (3 units) - Health Appraisal
- NURS 145 (3 units) - Nursing Theories & Research
- NURS 152 (3 units) - Advanced Leadership, Management, and Healthcare Systems
- NURS 156 (3 units) - Nursing Informatics
- NURS 141 (3 units) - Concepts of Community Health Nursing
- NURS 141LS (2 units) Practicum: Concepts of Community Health Nursing
- NURS 151 (1 unit) - Community Service Project

Online Program

All but one RN to BSN nursing course is offered online. Each student must have access to the Internet and a computer capable of running MS software (Word, PowerPoint, etc.). The student bears the cost of the hardware and software. Consistent participation and self-direction are required in order to be successful with online learning. Discussion boards are often used and participation is determined by the quantity and quality of student postings.

Most assignments in the RN to BSN Program are written papers, not multiple-choice tests, and require preplanning and careful attention to assignment descriptions and requirements. Students are strongly encouraged to seek guidance and assistance from the campus Writing Center and the Library in researching and writing papers. The *American Psychological Association* (APA) style manual is required for all written papers.

One Clinical Course --- 90 hours required

Students must have transportation to assigned clinical sites (e.g., Fresno, Madera, Tulare, Kings counties) and to other assigned activities. A current, valid driver's license and auto insurance are required. Students must arrange work schedules to accommodate the clinical assignment.

Grading Scale	
<u>Percentage</u>	<u>Grade</u>
90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F

No rounding up or grade adjustment permitted.

Confidentiality

In online courses, discussions often link course content to a student's nursing practice and work experiences. No names are used, but patients, patient care, and work situations may be discussed. Every student has the obligation to keep such information confidential, within the confines of each course, and not disclose it outside of that online setting.

Progression And Retention of Students in the Nursing Program

Progression in the Nursing Major

Students will identify the Course Plan after acceptance into the RN-BSN Program and before enrollment in their first semester of the program. The student is expected to enroll in the courses listed for each semester. Due to the complexity in arranging Community Health clinical sites and openings, the clinical course space for each student will be reserved according to the Track. Should a student desire to change their Track, the student must contact the Nursing Office to arrange for the change; however, the reserved semester for NURS 141&141L will remain unless space is available in a different semester.

NURSING COURSE PLANS FOR RN-BSN CSU FRESNO NURSING PROGRAM *			
TRACK 1 TRADITIONAL 15 months	TRACK 2 EXPEDITED 12 Months	TRACK 3 PART-TIME (Less than 6 Units) 28 Months	
Semester 1 (Spring or Fall) NURS 135 (3 units) NURS 136 (3 units) NURS 145 (3 units)	Semester 1 (Spring or Fall) NURS 135 (3 units) NURS 136 (3 units)	Semester 1 – Fall 1 NURS 141 (3 units)	Semester 1 -Spring 1 NURS 141 (3 units)
Semester 2 (Spring or Fall) NURS 152 (3 units) NURS 156 (3 units)	Semester 2 (Summer) NURS 141 (3 units) NURS 141L (2 units)	Semester 2 - Spring 1 NURS 136 (3 units)	Semester 2 -Summer 1 NURS 141 (3 units) NURS 141L (2 units)
Semester 3 (Spring or Fall) NURS 141 (3 units) NURS 141L (2 units) NURS 151 (1 unit)	Semester 3 (Spring or Fall) NURS 152 (3 units) NURS 156 (3 units) NURS 151 (1 unit)	Semester 3 - Summer 1 NURS 141 (3 units) NURS 141L (2 units)	Semester 3 – Fall 1 NURS 136 (3 units)
Total Units: 21	Total Units: 21	Semester 4 – Fall 2 NURS 145 (3 units)	Semester 4 – Spring 2 NURS 145 (3 units)
		Semester 5 – Spring 2 NURS 152 (3 units)	Semester 5 – Summer 2 NURS 151 (1 unit)
		Semester 6 – Summer 2 NURS 151 (1 unit)	Semester 6 – Fall 2 NURS 152 (3 units)
		Semester 7 – Fall 3 NURS 156 (3 units)	Semester 7 – Spring 3 NURS 156 (3 units)
		Total Units: 21	Total Units: 21
*Upper Division General Education Courses Scheduling NOT Included			

Consistent with university policy, nursing majors must maintain an overall grade point average of 2.1 to remain in attendance at Fresno State. The GPA is based on all units attempted at Fresno State.

Criteria for retention, progression, and graduation from the program include a minimum grade of “C” in each required course - nursing and other requirements. If a student earns less than a “C” in a nursing course, the Course Committee recommends to the Nursing School Chairperson whether to permit the student to repeat the course or not. The Chairperson will notify students of the decision. Required courses may be repeated only once to achieve a “C” or better grade. Students who earn less than a “C” in two nursing courses will not be allowed to repeat the second course and will be dropped from the major.

The School of Nursing has universally implemented a benchmark criterion that all students must receive at least a 70% average on all course examinations, in addition to completing all other assignments, before they can pass the course. **This does not mean that if one examination is less than 70%, failure of course occurs. The 70% is required aggregate average score.**

If you do not meet this criterion, your grade for the course will be calculated with the examination average; no other course assignments will be calculated into final grade. If a student finds that he/she failed an examination (less than 70%) the student shall schedule an appointment with the instructor to discuss ideas for improving study habits for examinations. The responsibility lies with the student to schedule this appointment.

- When the student meets with the instructor a plan of study will be implemented for examination score improvement.
- If the student continues to fail examinations and is in danger of not passing the course secondary to a below 70% pass rate on all examinations, it again is the responsibility of the student to schedule an appointment with the faculty to develop a renewed plan of action for study habit improvement.

Credit/No Credit grades are not accepted for prerequisite and or corequisite courses. An incomplete in a nursing course must be made up before progressing to the next nursing course.

The school follows the established University policy for dropping courses.
http://www.csufresno.edu/aps/forms_policies/apm/documents/231.pdf

Leave Of Absence (Loa) From The Nursing Program

Request for Leave of Absence (LOA)

- A. Students must request a leave of absence in writing from the school chair. Students who do not request a leave of absence may not be readmitted into the major.
- B. Leaves will be granted only for students who have completed at least one semester in the program and are in good standing.

Request to Return from Leave of Absence

- A. To be reinstated in the program students must submit a written request specifying:
 - 1. Date of leave of absence
 - 2. Reason for leave of absence
 - 3. Disposition of circumstances requiring the leave of absence
 - 4. Activities (e.g., working in hospital, or illness) engaged in during leave of absence.
- B. Students will receive written notification of requirements for returning to the program, denial, or reinstatement.
- C. Requirements for return may include any or all the following, based on the discretion of the School Chair:
 - 1. Letters of recommendation from individuals such as counselors or physicians.
 - 2. Enrolling in no more than 5 units of Independent Study to update theoretical and/or clinical skills.
- D. Students who receive written notice of reinstated in the major return on a space- available basis and must receive permission from the school to enroll in classes.

<http://www.csufresno.edu/catoffice/current/nursingdgr.html>

PART III - STUDENT RESPONSIBILITIES AND POLICIES

Email & Contact Information

Students must have and use a Fresno State email account. Students are responsible to check their campus email regularly for communication from the coordinator and instructors. This is the method of communication most often used to relay information.

It is the student's responsibility to update their contact information with the coordinator and the nursing office, as well as on *MyFresnoState*.

Health Requirements

RN to BSN students must meet all health and immunization requirements and have a current TB skin test (two-step not required) before entering NURS 141LS clinical. Students must have and maintain health insurance during their clinical course.

Graduation

At the beginning of the final semester of all required coursework, students must apply for graduation. Before doing this, each student should meet with an Advisor from the College of Health & Human Services Student Service Center to determine if all GE and graduation requirements have been met.

Licensure Examination

The RN-BSN Nursing Program requires the student to have an active California RN license before the end of the first semester course(s). Failure to be granted a license by the deadline will result in the student being dropped from the program. The student has the right to reapply to the Program once they are licensed.

Laws governing nursing practice and licensure are available from the Board of Registered Nursing at www.rn.ca.gov.

Public Health Certificate

All graduates should apply for the Public Health Certificate. Detail information and forms for the Public Health Certificate can be found at <http://www.rn.ca.gov/pdfs/applicants/phn-app.pdf>.

Student Resources

Financial Aid Office

Recommend using website verses telephone.
(559) 278-2182, Joyal Administration, Room 296

<http://www.fresnostate.edu/studentaffairs/financialaid/index.html>

Offers resources on multiple scholarships with a variety of qualifying data.
(559) 278-6572, Joyal Administration, Room 274

<http://www.csufresno.edu/scholarships/>

Scholarship Resources in the Nursing Office

Disadvantaged Nursing Scholarship
Deloras Jones RN Scholarship Program
Kaiser Permanente Scholarships

Other Scholarship-Based Websites

Health Professions Education Foundation
<http://www.oshpd.ca.gov/HPEF/>

California State University, Fresno Nursing ROTC

Military Science Army ROTC
(559) 278-2887/4810, North Gym, Room 211
<http://www.csufresno.edu/rotc/>

Air Force ROTC

Det 35
5305 N. Campus Dr. MS NG40
Fresno, CA 93740 Air Force ROTC Det 35
5305 N. Campus Dr. MS NG40
Fresno, CA 93740
559-278-2593
<http://www.csufresno.edu/afrotc/>

Attendance

Attendance is expected for all clinical days. **In the event of an illness, students are required to notify the instructor before 7 AM for morning clinical and before 1 PM for afternoon clinical.** If the instructor is not notified before 7 am, no make-up will be allowed. Depending on individual circumstances, instructors may allow students to make up the clinical hours.

Two or more absences in either didactic or clinical course may result in dismissal from the program.

Students are expected to always maintain current immunizations/clinical documents. These documents include CPR certification, physical exam, health insurance, background check, and drug screening. Failure to keep these documents and immunizations current will result in dismissal from the clinical setting, which will be considered an unexcused absence. Students who have two unexcused absences will not be able to complete the clinical course.

CPR Certification

Students must maintain their current CPR certification. Initial certification and renewal classes are offered periodically through the school and various health care agencies in the community.

Insurance

Students must have current malpractice insurance. This is purchased through a blanket policy from California State University, Fresno. The fees are automatically collected from clinical fees. Car insurance is required for any course in which students must use their car during clinical activities such as in Community Health Nursing. Health insurance is required for all students. The School of Nursing requires each student to carry private health insurance continuously throughout enrollment. Proof of health insurance will be requested by the School of Nursing at the time of enrollment and periodically throughout your course of study.

Safety And Safe Practice

Students are responsible for reviewing policies and procedures related to universal precautions at least annually. Adherence to this will be monitored with a signed statement in the student's academic file.

Students who make an error involving patient safety are responsible for filing the appropriate incident report and following the departmental procedure.

Students who may be at increased risk related to injury or exposure to communicable disease should consult their health care provider and notify the faculty of their condition. Students who are injured or exposed to a communicable disease during a clinical experience will report to the

clinical instructor and follow agency procedures. The student is responsible for filling out the Worker's Compensation forms if needed.

Position Statement Regarding Universal Precautions

Fresno State School of Nursing

The faculty of the School of Nursing recognizes the need for faculty and students to adhere to current Universal Precaution practices. The following position statement summarizes the guidelines of such precautions believed essential for professional nursing practice and the rationale for their use by the nursing community at Fresno State. These precautions are not only to protect students and faculty, but to protect patients and families as well. Changes in precautionary measures will be closely monitored by the School of Nursing on an ongoing basis. See: <http://www.cdc.gov/hicpac/2007IP/2007isolationPrecautions.html>

Universal Precautions: Defined

The Centers for Disease Control and Prevention (CDC), Atlanta, GA, recommends that blood and body fluid precautions be consistently used for all patients regardless of their blood-borne infections status. This extension of blood and body fluid precautions to all patients is referred to as "Universal Blood and Body Fluid Precautions" or "Universal Precautions". Under universal precautions, blood and body fluids of all patients are considered potentially infectious for human immunodeficiency virus (HIV), Hepatitis B virus (HBV), and other blood borne pathogens.

CDC Standard Precaution

The CDC recommends **Standard Precautions** for the care of all patients, regardless of their diagnosis or presumed infection status.

- **Standard Precautions** apply to 1) blood; 2) all body fluids, secretions, and excretions, *except sweat*, regardless of whether they contain visible blood; 3) non-intact skin; and 4) mucous membranes. Standard precautions are designed to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infection in hospitals.
- Standard precautions include the use of: hand washing, appropriate personal protective equipment such as gloves, gowns, masks, whenever touching or exposure to patients' body fluids is anticipated.

Universal precautions are intended to prevent parenteral, mucous membrane, and non-intact skin exposures of health care workers to blood borne pathogens. Universal precautions apply to blood, wound drainage, semen, vaginal secretions, tissues, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, and amniotic fluid. Anybody fluid is a warning that

universal precautions are a must.

Questionable Situations

Some blood and body fluids are considered at lower risk. Included are feces, nasal secretions, sputum, sweat, tears, urine, vomitus, saliva, and breast milk. When blood is absent, the risk of transmission of HIV and HBV from these fluids is extremely low. However, blood is not always visible and universal precautions must be used anyway. In addition, some of these fluids and excretions represent a potential source of nosocomial and community acquired infections with other pathogens and the School of Nursing recommends that gloves be used in all situations.

Workers need to minimize the need for emergency mouth to mouth resuscitation. Mouth pieces, resuscitation bags, or other ventilation devices should be available for use in situations where the need for resuscitation is predictable. In cases where resuscitation is not predictable, it is important to have knowledge of emergency policies of the agency or institutions.

Gloves should be worn when feeding patients and when wiping saliva from skin. Special precautions are recommended for dentistry.

Use of Protective Barriers

All health care workers must routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids of any patient is anticipated.

Examples of protective barriers include gloves, gowns, masks, and protective eye wear. Universal precautions are intended to supplement rather than replace recommendations for routine infection control, such as hand washing and use of gloves to prevent gross microbial contamination of hands. Judgment must be used in assessing the specific clinical situation.

Risks can be minimized if health care workers use the following general guidelines:

1. Take care to prevent injuries when using needles, scalpels, and other sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles. DO NOT recap contaminated needles; do not remove contaminated needles from disposable syringes; and do not bend, break, or otherwise manipulate contaminated needles. Place used disposable syringes and needles, scalpel blades, and other sharp items in puncture-resistant containers as close to the use area as is practical.
2. Use protective barriers to prevent exposure to blood, body fluids containing visible blood, and other fluids to which universal precautions apply. The type of protective barrier(s) should be appropriate for the procedure being performed and the type of exposure anticipated.
3. Immediately and thoroughly wash hands and other skin surfaces that are contaminated with blood, body fluids containing visible blood, or other body fluids to

- which universal precautions apply.
4. Wearing heavy utility gloves, clean up contaminated surfaces immediately. Clean spills of blood and body fluids with commercial chemical germicide or 1:10 bleach solution (one-part liquid bleach to nine parts water; make fresh solution each time.)

The following guidelines regarding glove use should be followed:

Gloves should always be available for health care workers' use in any questionable situation. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Double glove if there is danger of tearing during procedure. Use gloves for finger or heel sticks on adults, infants, and children. Gloves should always be worn when health care workers have cuts, scratches, or other breaks in his/her skin. Hands should be washed immediately after gloves are removed.

Additional guidelines include:

1. Use of sterile gloves for procedures involving contact with normally sterile areas of the body.
2. Use examination gloves for procedures involving contact with mucous membranes, unless otherwise indicated, and for other patient care or diagnostic procedures that do not require the use of sterile gloves.
3. Change gloves between patient contacts.
4. Do not wash or disinfect surgical or examination gloves for reuse. Washing with surfactants may cause "wicking", i.e., the enhanced penetration of liquids through undetected holes in the glove. Disinfecting agents may cause deterioration.
5. Use general purpose utility gloves (e.g., rubber household gloves) for housekeeping chores involving potential blood contact and for instrument cleaning and decontamination procedures. Utility gloves may be decontaminated and reused but should be discarded if they are peeling, cracked, or discolored, or if they have punctures, tears, or other evidence of deterioration.
6. There are no reported differences in barrier effectiveness between intact latex and intact vinyl used to manufacture gloves. The type of gloves chosen should be appropriate for the task performed.

The following general guidelines are recommended:

1. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes.
2. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
3. Health care workers who have exudative lesions, weeping dermatitis, or broken skin on hands should refrain from all direct patient care and from handling patient care equipment without gloved protection.

4. Pregnant health care workers are not known to be at greater risk of contracting HIV infection than health care workers who are not pregnant; however, if a health care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant health care workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.
5. Health workers with powder allergies or glove sensitivities may request powder-free gloves or latex vs. vinyl.

Need for Waste Management

Policies for defining, collecting, storing, decontaminating, and disposing of infective waste are generally determined by institutions and/or agencies in accordance with state and local regulations.

It is important for nursing faculty and students to have knowledge of the policies and procedures of the clinical agencies in which they have practical experience. Arrangements are also necessary for handling of small potentially contaminated items in the home situation.

Implementation of universal precautions does not eliminate the need for other category or disease specific isolation precautions, such as enteric precautions for infectious diarrhea or isolation for active pulmonary disease.

Implementation of Recommended Precautions

Employers of health care workers and educational institutions responsible for the training of such programs should ensure that policies exist for:

1. Initial orientation and annual continuing education and training of all health care workers—including faculty, students, and trainees—on the epidemiology, modes of transmission, and prevention of HIV and other blood-borne infections and the need for routine use of universal blood and body fluid precautions for all patients.
2. Provision of equipment and supplies necessary to minimize the risk of infection with HIV and other blood-borne pathogens.
3. Monitoring adherence to recommended protective measures. When monitoring reveals a failure to follow recommended precautions, then counseling, education, and/or retraining should be provided, and if necessary, appropriate disciplinary action should be considered.
4. Professional associations and labor organizations, through continuing education efforts, should emphasize the need for health care workers to follow recommended precautions.

School of Nursing Health Requirements
Health and Immunization Requirements for Undergraduate, School Nurse
Credential, and Graduate Nursing Students

All health and immunization requirements must be completed prior to attending any clinical experience. Students will not be permitted in the clinical facility without a physical examination and required immunization and skin tests. Evidence of compliance must be presented to the clinical instructor at the beginning of each semester. These requirements are also those of the clinical facilities of which the student may be assigned, therefore, failure to meet the requirements may result in exclusion from clinical practice. All students are required to have and maintain current health insurance throughout the nursing program.

PHYSICAL EXAMINATION

Physical examinations for graduate, RN -BSN, and school nurse credential students are optional.

RN to BSN student are require to be current with immunizations and submit their their immunization records prior to attending clinical. This is the responsibility of each student. Failure to do so will result in missed clinical hours. Two or more clinical absences for any reason may result in dismissal from the program.

Immunizations Information (General)

A vaccination record or proof of immunity is required to participate in Community Health clinicals.

If no vaccination was received or the record is lost, a titer must be obtained. A titer will indicate if you have immunity to the disease. If the titer results indicate no immunity, then vaccination is required, even if you have already had the vaccination or the disease. For more Information on titers:

https://docs.google.com/document/d/1Qt40qb4BoY1_sipoCoKSfJf44vJaFhqK/edit?usp=sharing&ouid=103869638386857315610&rtpof=true&sd=true

Vaccination Requirements

Measles, Mumps, and Rubella

- ☐ Rubella: Positive titer or 1 documented dose.
- ☐ Rubeola: Positive titer or 2 documented doses.
- ☐ Mumps: Positive titer or 1 documented dose.

Pertussis (Tdap)

- ☐ A pertussis booster in the form of the Tdap is required. This can be given at any time regardless of the last Tdap. If not within the past 10 years, then a TD booster must be obtained.

Tuberculin Skin Test:

- ☐ **QuantiFERON-TB Gold blood test** (*Plan to repeat this blood test annually*).
- ☐ **For a positive test or if you have received the BCG vaccine, a**
 1. Chest x-ray in the last 5 years is required.
 2. A TB screening questionnaire was completed by your medical provider or the Student Health Center and submitted it to Complio. (*Plan to have this completed each year and upload*).

Hepatitis B:

- ☐ Documentation of either three doses of Hepatitis B vaccine (or 3 Hep AB) is required.
- ☐ A documented seropositivity (e.g., presence of Hep B Surf Ab / anti-HBs) is required.

Varicella:

- ☐ Documentation of 2 doses of Varicella vaccine.
- ☐ A positive titer.

COVID Vaccine:

- ☐ Documentation of appropriate doses and boosters. * NOTE if you have a waiver filed with the university, but the hospital where your clinical is scheduled requires you to be vaccinated (all doses and boosters), you will not be allowed to go to clinical which will prevent you from progressing through the program.

Influenza:

- ☐ Documentation of vaccination for the current flu season (the season is September-March). (*This vaccination will need to be updated annually*).

Proof of Health Insurance

- ☐ Insurance card with your name on it (*will need to update annually*).
- ☐ If you are still under a parent's plan and do not have a card with your name on it, then must obtain a letter from the Insurance Company or other document indicating you are covered under the plan.

(Revised Spring 2023)

Drug Abuse, Alcohol, And Mental Illness

California Board of Registered Nurses (BRN) GUIDELINES

In the matter of nursing students impaired by alcoholism, drug abuse, and emotional illness, the California Board of Registered Nursing recognizes:

1. That these are diseases and should be treated as such.
2. That personal and health problems involving these diseases can affect one's academic and clinical performance and that the impaired nursing student is a danger to self and a grave danger to the patients in his or her care.
3. Nursing students who develop these diseases can be helped to recover.
4. That it is the responsibility of the nursing student to voluntarily seek diagnosis and treatment for any suspected illness.
5. That confidential handling of the diagnoses and treatment of these diseases is essential.

Therefore, the Board of Registered Nursing expects schools of nursing, with students impaired by these diseases, to offer appropriate assistance, either directly or by referral.

Furthermore, the Board expects that schools of nursing will ensure that instructors have the responsibility and authority to take immediate corrective action regarding the student's conduct and performance in the clinical setting.

It is outside of the Board's scope of function to endorse or recommend a particular course of therapy; however, it does wish to inform nursing students of the importance of seeking voluntary aid for conditions that could, if left unattended, lead to disciplinary action and may prevent them from being licensed to practice nursing in the State of California.

As a preventative measure, schools of nursing are asked to provide factual material to incoming students regarding school policy on drug or alcohol abuse and mental illness among nursing students.

See: <http://www.rn.ca.gov/enforcement/enf-faqs.shtml>

BRN Drug and Alcohol Policy

2762. Drug-related transgressions

In addition to other acts constituting unprofessional conduct within the meaning of this chapter it is unprofessional conduct for a person licensed under this chapter to do any of the following:

- (a) Obtain or possess in violation of law, or prescribe, or except as directed by a licensed physician and surgeon, dentist, or podiatrist administer to himself or herself, or furnish or administer to another,

any controlled substance as defined in Division 10 (commencing with Section 11000) of the Health and Safety Code or any dangerous drug or dangerous device as defined in Section 4022.

- (b) Use any controlled substance as defined in Division 10 (commencing with Section 11000) of the Health and Safety Code, or any dangerous drug or dangerous device as defined in Section 4022, or alcoholic beverages, to an extent or in a manner dangerous or injurious to himself or herself, any other person, or the public or to the extent that such use impairs his or her ability to conduct with safety to the public the practice authorized by his or her license.
- (c) Be convicted of a criminal offense involving the prescription, consumption, or self- administration of any of the substances described in subdivisions (a) and (b) of this section, or the possession of, or falsification of a record pertaining to, the substances described in subdivision (a) of this section, in which event the record of the conviction is conclusive evidence thereof.
- (d) Be committed or confined by a court of competent jurisdiction for intemperate use of or addiction to the use of any of the substances described in subdivisions (a) and (b) of this section, in which event the court order of commitment or confinement is prima facie evidence of such commitment or confinement.
- (e) Falsify, or make grossly incorrect, grossly inconsistent, or unintelligible entries in any hospital, patient, or other record pertaining to the substances described in subdivision (a) of this section.

(Added Stats 1953 ch 1053 § 2. Amended Stats 1957 ch 923 § 1; Stats 1961 ch 378 § 1; Stats 1978 ch 1161 § 178; Stats 1984 ch 1635 § 4. Amended Stats 1998 ch 970 § 12 (AB 2802).)

See: <http://www.rn.ca.gov/enforcement/enf-faqs.shtml>

Policy On Drugs, Alcohol Abuse, And Mental Illness

See California State University's guidelines:

<http://www.csufresno.edu/studentaffairs/programs/alcohol/index.shtml>

1. Class Attendance

Any student whose behavior clearly indicates impairment due to the use of drugs, alcohol, or mental illness will be excused and accompanied to the office of the Chair or to the Student Health Center if warranted. The Chair will counsel the student to make an appointment with the Student Counseling Center or with a therapist.

2. Clinical Attendance

- A. Any student whose behavior clearly indicates impairment due to the use of drugs, alcohol, or mental illness will be immediately excused and accompanied to the office of the Chair or to the Student Health Center if warranted.
- B. The student will not be able to return to the clinical area until seen by a therapist and until a letter to the Chair is received from the therapist stating that the student is able to return to the clinical area and perform safely. The absence will be considered an excused absence.
- C. If the student requires extended therapy which prevents completing necessary course work for the semester, the student will need to withdraw from the nursing program. The student will be allowed to reapply for readmission with documentation from a therapist that the student is able to perform safe care.

Physical And Mental Health Policy

All students applying for the nursing program must be in satisfactory physical and mental health and be able to carry out all duties in the clinical area. Students should be free of any physical disabilities or emotional problems which would interfere with normal progression in learning and in accepting the usual duties and responsibilities of a nursing student which are necessary for meeting program requirements.

Mental and Physical Qualifications for Admission to Fresno State Nursing Program

The following mental and physical qualifications for applicants and continuing students are a requirement of California State University, Fresno Nursing Programs. Following a nondiscrimination policy, the School of Nursing will evaluate a written request for specific cases.

1. Ability to interpret and communicate in verbal and written forms in order to interpret client responses, to communicate nursing actions and health interventions, and to understand, document, and teach nursing activities. This includes using appropriate grammar, vocabulary, and word usage.
2. Ability to appropriately interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
3. Ability to think critically, in order to make clinical decisions, identify relationships between clinical data, and develop nursing care plans.
4. Ability to calculate mathematical figures necessary for medication administration.
5. Ability to demonstrate endurance and motor skills sufficient to provide safe and effective nursing care. Some examples may be demonstrated by the following: working in a standing position, lifting, and transferring patients, and applying pressure for bleeding sites.
6. Ability to hear well enough to monitor and assess client's health needs. This includes hearing cries for help, emergency signals and alarms, breath and heart sounds and various overhead codes.
7. Ability to see well enough to observe and assess client's health status and changes in condition. This includes seeing facial expression, movement, changes in skin color, and other observed client changes or responses.
8. Ability to have tactile capabilities sufficient for physical assessment. This includes performing palpation, noting temperature changes in skin and other changes in client condition.

Students With Physical Or Mental Disabilities Or Limitations

If a student has a physical or mental disability that limits his/her ability to perform per the criteria dealing with clinical assignments, it is the student's responsibility to bring this information to the attention of the clinical faculty before they begin the clinical courses.

If any condition changes, the student is required to notify the clinical instructor and provide documentation of the limitations to the instructor prior to the clinical assignment.

If the student does not meet the requirements for physical and mental health, he/she will be required to submit physician's documentation that the student is able to meet these criteria.

Link: <http://www.csufresno.edu/studentaffairs/>

Uniform Regulations

Nursing students' function in a professional setting. Therefore, attire appropriate for a professional is required. The following are basic guidelines.

Uniform

Community Health do not usually require students to wear uniforms. Check with faculty regarding agency policy.

Hair Grooming/Facial Hair

Male students must be clean shaven – no p.m. shadow, or “too early to shave syndrome”. Those students with medical or religious reasons for facial hair must keep their hair clean and well groomed. Student must have documentation of reason on file with the Dept. of Nursing for not shaving or having long hair. **Students with long hair must have it pulled back and up off their collar.** The agency has the right to dismiss the student from clinical if they do not follow the agency dress code policy. This action will affect the student's grade.

Tattoos/Piercings

Students will adhere to the agency policy. Tattoos need to be covered and 1 earring (stud) may be worn in each ear for clinical.

Jewelry & Nail Polish

No nail polish and no artificial nails. Nails are to be no longer than the end of fingertips. Students should consider at all times the patient's safety and be consistent with professional attire.

Name Badges

Photo name badges are created in the Nursing Resource Center.

Agencies may require an agency specific photo ID badge to be worn in addition to the Fresno state name badge whenever the student is in the facility. These are obtained at the agencies according to their policies and instructions.

Other – Required Equipment

- A stethoscope
- A watch with a second hand.
- A pen light, safety goggles, blood pressure cuff, and scissors may be required for specific nursing courses.

Student Progress And Appeals

Faculty Report of Student Course Progress

Faculty Name:	Student name:
Course Number:	Student ID #:

Attach documentation related to student contact during course (letters, emails, notes from counseling sessions, telephone calls, incident reports and outcome, grade sheet from Blackboard course, etc.)

1. Faculty recommendations:

2. Additional comments:

Recommendations	Chair	Student Affairs Committee
Continuance with plan		
Repeat course		
Not advance until course completed with C grade or better.		
Dropped from program		
Comments		

Faculty: Please attach Student Statement before submitting to Nursing Office.

Student Statement of Course Progress

If a student has not passed a course, they need to submit a report using this form.

This information is to be submitted to faculty members by (date):_____.

Faculty Name:	Student Name:
Course Number:	Student ID #:

1. Describe the factors that impacted your success in this class.
2. Please provide a personal statement that includes the following information to the faculty by the due date.
 - a. Based on feedback from course faculty, how are you going to be successful in the course? (include study strategies)
 - b. How often will you be communicating with faculty member?
 - c. Hours worked per week.
 - d. Financial support for finishing course and program
 - i. Grant and scholarship receiving
 - ii. Other.

Student Signature:

Date:

Student Appeals Procedure

- I. Students have the right to appeal by way of the Appeals Procedure Policy of the School of Nursing. <http://www.csufresno.edu/aps/documents/apm/242.pdf>

A. Resolution on Informal Basis Between Student/Teacher

Resolution of any student/faculty related problem should be attempted on an informal basis at the student/instructor level.

1. The term “any” refers mainly to areas of student conduct, class attendance, scheduling, assignments, and violations of professional behavior and confidentiality.
2. Minor differences in grading practices should also be resolved on an informal basis.
3. If satisfactory resolution is not achieved, the following steps are to be followed.

B. Process of Appeal to the Baccalaureate Coordinator

Faculty will consult with the course-lead teacher*/** regarding potential student appeal situations.

If at the end of five (5) instructional days from the time of the incident, the problem is not resolved on an informal basis between the student, faculty and the lead teacher of the course, the formal phase of the grievance procedure and the filing period will begin.

The facts must be submitted in writing by both parties to the grievance and presented to the Baccalaureate Coordinator*** within (5) instructional days.

The Baccalaureate Coordinator will review the problem and make a recommendation within five (5) instructional days following the filing of the problem.

C. Appeal to the Chairperson of the School of Nursing

In the event the problem remains unresolved, the Baccalaureate Coordinator will forward the file with comments to the School Chair within ten (10) instructional days.

Both parties are to be present at the hearing. The student grievant may request that no other student be present at the hearing. The recommendation of the panel will be stated at the time of the hearing and copies mailed to the student, faculty member, and the School of Nursing Chairperson. A copy of the recommendation is to be placed in the student's departmental folder.

- * The name of the current course-lead teacher is available in the School of Nursing office.
- ** In the event the course-lead teacher is involved, the School Chairperson will appoint a designee. Should the entire course be involved, the student should proceed directly to step C.
- *** In the event the Baccalaureate Coordinator is involved, the School Chairperson will review the problem.

II. Formal Grievance Procedure

Any student has the right to appeal at any time to the Academic Petitions Committee (in cases related to grades or academic requirement) or the Student Grievance Board (all other matters) of the University. (See University Catalog)

III. Grade Grievance

- A. Resolution of any problem concerning grades should be attempted on an informal basis between the student and the faculty concerned.
- B. Formal grievance of grades follows the procedure outlined in the university catalog.

Incident Report Policy And Procedure

POLICY

1. A client incident is defined as any accident, injury, loss, contamination, medication error, or a situation involving a client which might result in an accident, injury, loss, or contamination to the client. Incidents are happenings which are not consistent with routine activities.
2. Any health or safety incident which occurs as a part of a nursing student's clinical learning experience shall be reported to the clinical agency and the Nursing School Chairperson.
3. Timely and accurate documentation is necessary:
 - a. To inform the school administrators about situations which may result in risk or liability to the school.
 - b. To identify patterns of accident-prone behavior.
 - c. To assure that the health or safety incident is explored as a learning experience.
 - d. To demonstrate expected professional behavior.

PROCEDURE

1. Students shall report in person to the clinical instructor any health or safety incident which involves a client and complete the necessary clinical agency documentation.
2. The School of Nursing Report for Client Incident at Clinical must be completed by the student and submitted to the Nursing Office in a confidential manner when clinical incidents occur. Forms are available from the Nursing Office. This form should be completed and returned to the Nursing Office as soon as possible.
3. If the clinical agency allows a copy of their incident form to be made, that copy shall be attached to the school form.
4. Incident reports will be reviewed by the Nursing Chairperson and the instructor.
5. Students shall report in person to the Nursing Chairperson to discuss client incident.

Fresno State
Department of
Nursing
Report for Client Incident at Clinical

Name of Student (print)

Date of Incident

Time

Nature of Client Incident and Location Where Incident Occurred:

Describe Client Incident in Own Words: (Including task being performed, circumstances surrounding the injury/exposure, protective equipment, and mechanical devices in use)

Describe Action Taken Regarding the Incident: (Including first aid and reporting the incident)

Describe Any Injury Resulting: (Including the body part injured/exposed, the severity of the injury/exposure, the amount and type of fluid exposed to, known blood born pathogens if applicable, and effects in case of medication error.)

Describe Any Corrective Action Taken to Prevent Reoccurrence:

Signature of Student Preparing Report

Name of Witness to Incident (if any)

Signature of Instructor

PART IV - SCHOOL OF NURSING POLICIES ACADEMIC HONESTY/DISHONESTY

Cheating and Plagiarism

1. Definitions from University Catalog. See:

<http://www.csufresno.edu/aps/documents/apm/235.pdf>

- a. Cheating is the practice of fraudulent or deceptive acts for the purpose of improving a grade or obtaining course credit.
- b. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of another by representing the material so used, as one's own work.

***Note:** Some students feel that any changing of wording or paraphrasing of an author's material negates any responsibility to give that author credit for his material. This is an erroneous belief and if acted upon, could result in the charge of plagiarism.

2. Penalties for Student Guilty of Cheating or Plagiarism

The penalties for cheating and plagiarism include suspension or dismissal from the University. (University Catalog, Policies and Regulations, Article 1.1, Title 5, Section 41301)

3. Course Assignments

Written assignments for one nursing course may not be used to fulfill the requirements of another nursing course.

Ethical Behavior

Falsification of Documents

Cheating or fraudulent or deceptive acts of falsifying patient care paperwork or agency documentation is a direct reflection on the student's character and a direct disregard for the ANA Code of Ethics. Students who create or document fraudulently in the student role may have the potential to do so in the health care setting as a practicing Registered Nurse. This fraudulent behavior can have a direct or indirect poor outcome in the patient care and safety.

Student Work

- 1.) Includes copying another student's work that includes patient care information and using it as their own experience, indicating they have cared for or had contact with patients they did not provide care. This includes all electronic documentation.
- 2.) Falsely documenting in course clinical paperwork such as journals, reflective assignments, care plans, or worksheets that care or visits were provided.
 - a.) Visits that were not made to clients or agencies for clinical experience and documented as being completed for school paperwork.
 - b.) Care/instruction was not provided to clients/patients and documented as completed in school paperwork.
- 3.) Disciplinary process and action
 - a.) Faculty will review and forward to lead faculty for further investigation.
 - b.) A hearing will be conducted with Student Affairs Committee, Nursing Dept., including the offender.
 - c.) A penalty will be imposed if appropriate
 - i.) First offense will be a letter of reprimand and possible adjustment of letter grade.
 - ii.) Second offense will be grounds for dismissal from the Nursing Program.

Agency Documentation

Falsely documenting in agency documents that care or visits were provided for a patient/client when they had not been provided is a very serious offense as this act may disrupt the relationship between the agency and the School of Nursing.

Students who falsify agency documents in client chart or Electronic Medical Record in the community, inpatient, outpatient or observational agencies will be dismissed from the program.

Social Media

1. School of Nursing will follow the University Policy.

Course Materials

Syllabi prepared by faculty include the following information:

Prerequisites for the course.

Course description and objectives.

Course calendar with dates, deadlines, topics, readings, projects, exams, etc...

Course requirements and basis for final grade.

Textbook, equipment, supplies, clinical sites, etc...

Appendices are available for many courses and may include:

- Supplemental materials
- Forms used in the course
- Assignments

Syllabi and appendices are available on Blackboard and at the Kennel Bookstore.

Ceremonies And Assemblies

- A. Ceremonies sponsored by student organizations must have the approval of the School of Nursing.
- B. The Chairperson of the School of Nursing shall call such assemblies as needed to discuss changes in the laws affecting nursing, changes in the curriculum, and other matters directly affecting the students.

Participation In Faculty Committees

Students are encouraged to participate in Faculty meetings and committees of the School of Nursing as indicated below:

Research: Focuses on facilitating research within the department, school, and with agencies the community. The undergraduate student representative should have completed Nursing 145.

Student Affairs: Responsible for recommendations about student related matters such as scholarships, awards, and policies affecting students.

Baccalaureate Curriculum: Focuses on undergraduate curriculum issues, development, and revision.

In any situation involving discussion of a particular student, the committee will move into executive session and student members will be excused.

Evaluation Of Faculty/Courses

Students are offered two methods to evaluate their experience in each course they take:

- Courses: Focus is on content and format of course
- Teaching effectiveness: Focus is on faculty effectiveness in teaching the course to meet outcomes.

Both evaluations take place during the last four weeks of each semester and are conducted via an on-line format or in-seat format during class. Both evaluations are anonymous.

Students may also provide written comments of teaching effectiveness of a faculty being considered for retention, tenure, or post-tenure review. The opportunities and procedures are posted on the Student Bulletin Board.

Scholarships, Awards, And Honors

I. Scholarships

- A. Students interested in applying for any scholarships or financial aid should submit the appropriate application form to Financial Aid Office, Joyal Administration Building, Room 296. Generally applications for standing scholarships must be in by February 1 of each year to be considered for the following year. See: <http://www.csufresno.edu/studentaffairs/programs/financialaid/>
- B. The School of Nursing will screen eligible applicants for nursing scholarships based on information provided by the Financial Aid Office. If additional information is required, students will be informed that they are being considered for the scholarship and requested to supply any needed additional information.
- C. Students will be informed of their selection for scholarships by an “Awards Letter” from the Financial Aids Office or in special instances by the grantor. The Financial Aids Office will also inform those who were not selected. Students should know of their selection by Fall semester at the latest.
- D. Any scholarships requiring a different application process will be posted on the student bulletin board and/or announced in appropriate classes.

II. Awards and Honors

In addition to awards and honors available to all students, there are several awards unique to nursing. The following list includes awards and honors typically available to nursing students:

Dean’s Medalist - available to one graduating student in the School of Health and Human Services. It is based on academic excellence and community service. Faculty nominate one student annually.

Sigma Theta Tau - membership in the International Nursing Honor Society is based on academic excellence. Students are invited for membership in the fifth or sixth semester.

Armed Services Awards - recipients are selected by the graduating class in accord with criteria established by each branch of the armed services.

University and Community Service Awards - available to three students in each graduating class.

Faculty in senior nursing courses nominate students.

Other awards and honors will be posted on the students' bulletin board and/or announced in appropriate classes.

PART V - BOARD OF REGISTERED NURSING POLICIES

Link: <http://www.rn.ca.gov/>

Statement On Delivery Of Health Care

The Board of Registered Nursing supports the right of all consumers to receive dignified and competent health care consistent with the law and prevailing standards of care, including the right to participate in and make decisions regarding their health care. The Board also supports the right of the nurse to know the patient's diagnosis/suspected diagnosis in a timely fashion in order to make an appropriate nursing care plan.

The implementation of infection control procedures known as standard precautions is basic in all health care. Standard precautions are regarded by the Board as a common standard of nursing practice necessary to protect both patients and health care workers from disease transmission. Knowledge of the patient's diagnosis(ses) by the registered nurse is essential so that the registered nurse may initiate any additional precautions necessary to minimize the risk of contracting or spreading disease.

Although the nurse is not expected to take life-threatening risks in caring for clients, it is not acceptable to abandon any patient, nor is it acceptable to refuse to treat any person on the basis of age, religion, sex, national origin, sexual orientation, or disability. Decisions regarding the degree of risk involved in patient care should be based on current scientific knowledge.

Information on issues related to communicable disease is available from the U.S. Centers for Disease Control and from agencies in the State School of Health Services and County and City Health Agencies.

Standards Of Competent Performance

Excerpt from California Code of Regulations

Title 16 - Chapter 14

1443.5. STANDARDS OF COMPETENT PERFORMANCE

A registered nurse shall be considered to be competent when he/she consistently demonstrates the ability to transfer scientific knowledge from social, biological and physical sciences in applying the nursing process, as follows: <http://www.rn.ca.gov/pdfs/regulations/npr-b-53.pdf>

- (1) Formulates a nursing diagnosis through observation of the client's physical condition and behavior, and through interpretation of information obtained from the client and others, including the health team.

- (2) Formulates a care plan, in collaboration with the client, which ensures that direct and indirect nursing care services provide for the client's safety, comfort, hygiene, and protection, and for disease prevention and restorative measures.
- (3) Performs skills essential to the kind of nursing action to be taken, explains the health treatment to the client and family and teaches the client and family how to care for the client's health needs.
- (4) Delegates tasks to subordinates based on the legal scopes of practice of the subordinates and on the preparation and capability needed in the tasks to be delegated, and effectively supervises nursing care being given by subordinates.
- (5) Evaluates the effectiveness of the care plan through observation of the client's physical condition and behavior, signs and symptoms of illness, and reactions to treatment and through communication with the client and the health team members, and modifies the plan as needed.
- (6) Acts as the client's advocate, as circumstances require by initiating action to improve health care or to change decisions or activities which are against the interest or wishes of the client, and by giving the client the opportunity to make informed decisions about health care before it is provided.

Authority Cited: Business and Professions Code, Section 2715. Reference: Business and Professions Code, Section 2725 and 2761.

Guide For Schools of Professional Nursing On Ethical Practices

The following statements are to be used by schools of professional nursing as a guide in establishing and following educationally ethical practices:

1. In recruitment activities, objectivity and accuracy of presentation should be the goal. The school is directly responsible for all individuals involved in the recruitment and admissions process, and these individuals shall be careful to present information concerning their own institution which is unambiguous. They should avoid giving questionable or derogatory information about competing schools or about other types of nursing education programs.
2. The school bulletin or catalog shall provide accurate information about admission requirements, cost of the program and curriculum.
3. The school bulletin or catalog shall contain information regarding the refund policies of the school and shall provide for refund of a substantial portion of tuition payments to students who withdraw within a reasonable period of time following admission to the program.

4. The provisions of the Civil Rights Act shall be adhered to.
5. All instructional and clerical personnel with access to confidential information shall respect the confidential nature of such information.
6. The bulletin or catalog of the school shall contain policies regarding promotion and graduation, and there shall be, in writing, policies regarding grounds for dismissal of a student from a school. Students shall be informed of dismissal, promotion, and graduation policies. All students facing dismissal, and the parent or guardians of students who are minors, shall be given the opportunity to discuss reasons for this action with faculty representatives and the school administrative officers, according to the school's due process procedure for student grievances.
7. No student shall be prohibited from graduating and making application for the licensing examination, providing that the student has met all of the requirements of the school and all qualifications specified in Section 2736, Nursing Practice Act, State of California.
8. The faculty of the school of nursing shall endorse and teach ethical practices in keeping with the American Nurses' Association CODE FOR NURSES.
9. If research is undertaken on human subjects by faculty and/or students enrolled in the nursing program, appropriate measures shall be used to insure the protection of the rights and safety of each individual involved as a subject in the research. Whenever tests of any kind are administered, written consent shall be secured, or the written consent of parents or guardians, when appropriate.
10. The counseling program shall incorporate provisions for tutorial and remedial services for students who will benefit from these services in order to achieve career goals. Opportunities to obtain credit for other acquired knowledge by the use of challenge examinations or other methods of evaluation should be provided foreign or out-of-state graduates of registered nursing programs who lack certain educational courses to meet licensure requirements in the State of California.

Section XIII: Harassment

Nondiscrimination Policy

California State University, Fresno is committed to a program of equal opportunity for all. The California State University does not discriminate in the educational programs or activities it conducts on the basis of race, color, national origin, gender, age, marital status, religion, mental or physical disability, sexual preference, pregnancy, or special disabled veteran status (Vietnam era or other covered veteran status). California State University, Fresno's Policy Statement (in the Equal Employment and Education Opportunity Plan and the Equal Opportunity Plan for Individuals with Disabilities, Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans) addresses equal opportunity in employment, admissions, recruitment, financial aid, placement counseling, curricula, and housing for students. These are recognized by the university as basic to our equal opportunity goals.

Race, Color, Ethnicity, National Origin, Age and Religion. California State University complies with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, as well as other applicable federal and state laws prohibiting discrimination. No person shall, on the basis of race, color, ethnicity, national origin, age, or religion be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program of the California State University.

Disability. California State University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Federal laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, and various state laws prohibit such discrimination. The director of human resources has been designated to coordinate the efforts of California State University, Fresno to comply with all relevant disability laws. Inquiries concerning compliance may be addressed to Janice A. Parten, associate vice president of Human Resources, Joyal Administration Building, Room 148, 559.278.2364.

If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need course materials in alternate formats, immediately notify your course instructor or Janice Brown, director of Services for Students with Disabilities, 559.278.2811. Reasonable efforts will be made to accommodate your special needs.

Sex/Gender. The California State University does not discriminate on the basis of sex, gender or sexual orientation in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination on these bases in education programs and activities operated by California State University, Fresno. Such programs and activities include admission of students and employment. The California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics.

Persons who are aggrieved may pursue a complaint or seek information by contacting Janice A. Parten, associate vice president of Human Resources, reviewer of staff, manager, and coach concerns, 559.278.2364, Joyal Administration Building, Room 161; Tedd Wendt, the interim associate vice president for Academic Personnel and reviewer for faculty concerns, 559.278.3027; or Carolyn Coon, assistant vice president for Student Affairs/dean of students and reviewer for student concerns, 559.278.2541. Or contact the regional director of the Office for Civil Rights, United States Department of Education, 50 Beale Street, Suite 7200, San Francisco, California 94105.

Harassment/Sexual Harassment

Discrimination on the basis of sex is prohibited by Title VII of the Civil Rights Act as well as Title IX of the Education Act. Sexual harassment is a violation of Section 703 of Title VII. Sexual harassment refers to the unwanted imposition of sexual attention usually in the context of a relationship of unequal power, rank, or status, as well as the use of one's position of authority in the university to bestow benefits or impose deprivations on another. This applies equally to all students, staff, faculty, and managers at California State University, Fresno. Sexual harassment, or other harassment based on a person's "protected status," includes verbal, nonverbal, and/or physical conduct that has the intent or effect of unreasonable interference with individuals' or groups' education or work performance. This may also include actions that create an intimidating, hostile, or offensive working or learning environment. Both men and women can be the victims of sexual harassment or harassment based on a "protected status."

Students who believe they are victims of harassment, including sexual harassment, should contact the Office of the Vice President for Student Affairs and Dean of Students, 559.278.2541. The staff can explain the complaint procedures available to students on our campus. For more information about the complaint process, please contact Janice A. Parten, associate vice president of Human Resources, 559.278.2364. Other resources include the deans and associate deans who are trained to respond to inquiries.

Inquiries concerning the application of these laws to programs and activities of California State University, Fresno may be referred to Janice A. Parten, the campus Title IX coordinator and director of Human Resources, Joyal Administration Building, Room 148, 559.278.2364; Carolyn Coon, assistant vice president for Student Affairs and dean of students, Joyal Administration Building, Room 262, 559.278.2541; the director of Human Resources, Auxiliary Services, 4910 N. Chestnut, 559.278.0860; or the regional director of the Office for Civil Rights, Region 9, 220 Mail Street, 10th Floor, San Francisco, CA 94105. More detailed instructions on filing a complaint against an administrator may be found in the campus "Policies and Procedures for Addressing Discrimination, Harassment, and Retaliation."

The California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics.

Sexual Harassment

<http://www.fresnostate.edu/academics/facultyaffairs/documents/apm/415.pdf>

Dispute Resolution Policy (previously "Student Grievance Procedures")

<http://www.calstate.edu/EO/EO-1097.pdf> System wide Policy Prohibiting Discrimination, Harassment and Retaliation against Students and System wide Procedure for Handling Discrimination, Harassment and Retaliation Complaints by Students — Executive Order 109 sexual harassment

Requesting Accommodation for Disability

If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need course materials in alternate formats, immediately notify your course instructor or Janice Brown, director of Services for Students with Disabilities, 559.278.2811. Reasonable efforts will be made to accommodate your special needs.

Section XIV: Marijuana Use

Marijuana Use Following Proposition 68

On November 8, 2016, California Voters passed Proposition 64 legalizing growth, possession, and use of marijuana in the state. However, please be advised that the federal Drug-Free School and Communities Act and Drug Free Workplace Act require Fresno State and all the CSUs to certify that we are taking reasonable measures to prevent the illegal use of drugs on our campuses. Since drugs as defined under the federal Controlled Substances Act include marijuana, failure to prevent its use on campus would result in the loss of eligibility to federal financial aid for students, as well as federal grants and contracts. I

As a result, students should be aware that they may be subject to disciplinary action by the University for the use/possession/manufacture/distribution of marijuana products, regardless of their age, on University premises or at University-sponsored activities; storage of marijuana products or drug-related paraphernalia at on-campus residences or vehicles; and driving while under the influence of marijuana.

In addition, passage of Proposition 64 does not change restrictions applicable to Fresno State and the CSU concerning marijuana research. Although legal in California, cannabis remains a controlled Schedule I substance under federal law. Because of this, the federal Drug Enforcement Agency continues to regulate the cultivation of marijuana for research purposes through licensing requirements. At this time, the CSU does not anticipate a change in policy and will remain in compliance with federal law. If you have any questions about this topic, please consult the University Police Department 559.278.8400.