

CALIFORNIA STATE UNIVERSITY, FRESNO
College of Health and Human Services
School of Nursing

STUDENT
HANDBOOK
BACCALAUREATE DEGREE NURSING PROGRAM

2019-2020

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

Mailing Address:

**California State University, Fresno
School of Nursing
2345 E. San Ramon, M/S MH25
Fresno, CA 93740-8031**

Phone:

(559) 278-2041

Fax:

(559) 278-6360

Office Hours:

Spring and Fall Semesters

8:00am to 5:00pm

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

Summer Hours:

7:00am to 3:30pm

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 basic and RN students, School Nurse credential, Masters in Nursing, and Doctor of Nursing Practice program.

The Baccalaureate Student Handbook provides information on the official policies and procedures of the School of Nursing related to students enrolled in the baccalaureate program. Pre-nursing students should consult the School of Nursing for current information regarding admission to the major.

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.

The CNSA (California Nursing Students Association) bulletin board contains information about the organization activities and allows students to leave messages for one another.

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

California State University, Fresno offers comprehensive programs that lead to the 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.

The School of Nursing philosophy, consistent with the mission of the University and College of Health and Human Services, is an expression of the commitment to excellence in professional education in meeting the health needs of the community. The School of Nursing, therefore, offers a baccalaureate program for generalists, a School Nurse Credential Program, and a master's program for advanced practice in selected areas. In order to meet the rapidly changing needs of society and the requirements of the profession, the faculty continually evaluates existing programs for effectiveness, initiates new programs, and implements change when necessary. The faculty believe that the nursing profession is characterized by the four concepts of person, environment, health, and nursing.

The faculty further believe that a person is a unique being in constant interaction with environmental stressors: intrapersonal, interpersonal, and extrapersonal in nature. Response to these stressors is influenced by the interaction of the individual's physiological, psychological, sociocultural, and developmental variables. It is also believed that individuals have the right to make decisions that affect their lifestyle and well-being. The environment encompasses internal and external forces including societal, technological, cultural, and other multidimensional influences.

Health and illness are viewed as continuing processes along a wellness-illness continuum, in which the individual attempts to achieve a sustainable balance between needs and available resources. Nursing responds to the reciprocal interaction between the person and the environment to facilitate a state of dynamic equilibrium or change in the level of health at any point along the wellness-illness continuum. Nursing is directed toward reducing stress factors that influence or could influence the attainment of an optimum level of wellness by an individual, family, or community.

This goal is achieved through the nursing process, a systematic, problem-solving technique used for implementing independent, interdependent, and dependent nursing actions. This process consists of assessing the person's actual and/or potential health problems, constructing a diagnostic statement, formulating goals and objectives with expected outcomes, implementing therapeutic interventions, and evaluating the effectiveness of these interventions/preventions. The philosophy of the department is actualized through application of the Neuman Systems Model. Nursing is advancing into a new era of expanding roles, responsibilities and functions in primary, secondary, and tertiary prevention. Faculty are responsible for the preparation of professional nurses who can assume current nursing roles and adapt to future health needs and evolving health care requirements. Thus, professional nursing education requires a flexible curriculum that emphasizes a total person approach and is based on evolving nursing theory and knowledge from the sciences and other related disciplines.

The faculty believe that learning is a process that influences and promotes change in behavior. Learning is viewed as a life-long process involving the continuing development of personal, intellectual, and professional growth. Learning is facilitated by professional role modeling and an educational environment conducive to the exchange of ideas, critical thinking, decision-making, creativity, experimentation and innovation.

Inherent in the teaching/learning process is the reciprocal responsibility of faculty and students in influencing the process of learning outcomes. In this relationship, faculty serve as role models and valuable resources in facilitating the advancement of nursing practice through leadership, research, and scientific inquiry. The faculty recognize the unique diversity of the Central Valley including cultural and ethnic backgrounds, language, beliefs, values, learning styles, and support systems. This diversity is viewed as an asset that is incorporated into curriculum development, implementation, and evaluation. The learner is expected to exhibit self-direction, and a sense of responsibility and accountability in mastery of knowledge and skills consistent with professional practice.

As scholars, nurses, and citizens, faculty accept the responsibility for the development of the profession and improvement of health care through continuing practice, study, and research. The faculty believe that well-developed leadership abilities are essential in professional practice. Nurses need to seek improved ways of service to clients through research and effective dissemination of knowledge.

The faculty is committed to an educational process that prepares undergraduate nurses for entry level positions in nursing. Consistent with the concept of career mobility, opportunities are provided for returning RNs to articulate with the program at appropriate academic levels. The generalist education of the baccalaureate program serves as a foundation for graduate education in nursing.

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 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).

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 Bachelor of Science in Nursing Program

The purpose of the baccalaureate program is to prepare the graduate as a generalist for any entry level position in professional nursing. The program also enables the graduate to meet the requirements for state certification as a public health nurse. Additionally, the program provides the foundation for advanced study in nursing.

Baccalaureate Program Terminal Objectives

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

1. Synthesize theoretical, conceptual, and empirical knowledge from the humanities, natural sciences, social sciences, and nursing in the provision of care to clients through primary, secondary, and tertiary preventions.
2. Utilize the nursing process to achieve the optimal health potential for clients and self.
3. Evaluate the physiologic, psychological, socio-cultural, and developmental stressors experienced by individuals, families, and communities.
4. Utilize the concepts of communication and leadership for effective interaction with clients and other health care providers.
5. Collaborate with other health care providers to meet the health care needs of clients.

6. Promote active participation of the client in the health care process through mutual goal setting.
7. Utilize research-derived knowledge and findings in the investigation and evaluation of nursing phenomena for the improvement of nursing practice.
8. Demonstrate responsibility and accountability for nursing practice within the scope of the law, standards of practice, and ethical principles.
9. Demonstrate commitment to lifelong learning to maximize personal and professional development.
10. Promote change in nursing and health care systems based on analysis of historic and current trends.

(Reviewed May 2015).

Baccalaureate Program Student Learning Outcomes

The culminating student learning outcomes are based on four primary indicators; Communication, Critical Thinking, Clinical Judgment, and Collaboration. These four primary outcomes were derived from the American Association of Colleges of Nursing's the Essentials of Baccalaureate Education for Professional Nursing Practice (2008). Thus, the nine overarching Essentials are embedded in the core outcomes of the BSN program and are threaded throughout coursework.

At the completion of the baccalaureate program, the graduate will be prepared to function in a variety of health care settings and be able to validate the following student learning outcomes:

Communication: Communication is defined as a complex, ongoing, interactive process of exchanging information and forms the basis for building relationships. Communication includes listening, verbal and nonverbal behaviors, written skills, and the use of emerging technologies.

Critical Thinking: Critical thinking is defined as a discriminating process that underlies decision making. Critical thinking includes questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity.

Clinical Judgment: Clinical judgment is the interaction of knowledge, skills, and attitudes and underlies the nurse's ability to adapt care for diverse populations in varied health care environments. Clinical judgment involved critical reasoning, integration of evidence based practice, and the implementation of holistic, value based patient centered care.

Collaboration: Collaboration is defined as the active engagement in local, regional, and global health care and forms the basis for interdisciplinary practice. Collaboration supports a climate of diverse opinions and incorporates delegation, negotiation, coordination, and service learning.

The School of Nursing has patterned their culmination student learning outcomes after The American Association of Colleges of Nursing's nine Essentials of Baccalaureate Education. Below are brief statements, taken directly from the 2008 policy statement, then a table is provided to visualize the articulation between the programs culminating student learning outcomes (communication, critical thinking, clinical judgment, and collaboration) and the nine essentials.

Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice: A solid base in liberal education provides the cornerstone for the practice and education of nurses.

Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety: Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.

Essential III: Scholarship for Evidence Based Practice: Professional nursing practice is grounded in the translation of current evidence into one's practice.

Essential IV: Information Management and Application of Patient Care Technology: Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.

Essential V: Health Care Policy, Finance, and Regulatory Environments: Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.

Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes: Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.

Essential VII: Clinical Prevention and Population Health: Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

Essential VIII: Professionalism and Professional Values: Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.

Essential IX: Baccalaureate Generalist Nursing Practice: The baccalaureate graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments. The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

American Association of Colleges of Nursing’s The Essentials of Baccalaureate Education for Professional Nursing Practice (2008).

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 most current textbooks associated with the codes are required reading.

AMERICAN NURSES ASSOCIATION
CODE OF ETHICS FOR NURSES –INTERPRETIVE STATEMENTS

Provision 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.

Provision 2: The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

Provision 3: The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

Provision 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.

Provision 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.

Provision 6: The nurse participates in establishing, maintaining, and improving healthcare 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.

Provision 7: The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

Provision 8: The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

Provision 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, *Code of Ethics for Nurses with Interpretive Statements*, Washington, D.C.: American Nurses Publishing, 2015).

PART II

NURSING PROGRAM AND CURRICULUM ADMISSION OF STUDENTS IN THE NURSING PROGRAM

Basic Students with no transferable nursing credits:

The program is often on an impacted status and admission into the major is competitive. Applicant selection is based on GPA in prerequisite courses.

Consult the departmental office for current information and procedures.

Link: <http://www.csufresno.edu/nursing/programs.htm>

Eligibility to Apply to the Program

TEAS

Students must have an overall GPA of 3.0. Prior to applying to the Nursing Program, students must pass the ATI Test of Essential Academic Skills (TEAS) with a score of 75%. Students receiving a score of less than 75% will be allowed to retake the exam twice, but this must be done prior to their application. For TEAS information, see www.atitesting.com.

The following eight prerequisite courses must be completed prior to entry into the nursing program.

G.E. Area A1 (COMM 3,7, or 8) (3 units)

G.E. Area A2 (ENGL 5B or ENGL 10) (3 units)

G.E. Area A3* (3 units)

G.E. Area B4* (3 units)

Anatomy (BIOL 64) (3 units)

Physiology (BIOL 65) (5 units)

Chemistry (CHEM 3A) (4 units)

Microbiology (BIOL 20) (4 units)

Total (28 units)

Link: <http://www.csufresno.edu/catoffice/current/nursingdgr.html> - anchor951096

RN Students holding a license as a nurse in California:

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.

Students must be admitted to the program before any clinical courses can be taken.

This program is often on impacted status and only qualified students are admitted.

Consultation with the RN-BSN coordinator who specializes in helping RN students is strongly encouraged. Consult the School of Nursing office for the name and office hours of the RN-BSN Coordinator.

Contact information and location

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

Transfer Students who have some transferable nursing courses:

Students must have completed at least two semesters or 12 semester units of nursing courses in an accredited school of nursing to be eligible for direct transfer into the major. (Other students with nursing backgrounds must follow the admission procedures for generic students and use the Credit by Examination process for advanced placement in the major).

Students must submit a transfer form, all transcripts, and course descriptions to facilitate evaluation and placement in the major.

Students must meet all California State University, Fresno criteria for admission and continuation in the major to be eligible for transfer.

Students are admitted and placed in the major at the discretion of the school chairperson in consultation with the appropriate faculty.

Transfer students who are accepted into the program enter the major on a space-available basis. University Outreach Services Link: <http://fresnostate.edu/studentaffairs/outreach/>

ATI's Assessment-Driven Review

NCLEX Preparation

The School of Nursing has adopted the standardized assessment program known as Assessment Technologies Institute.

Please find below initially an introduction to ATI; on subsequent pages the specific ATI policy for Fresno State Nursing is provided.



All nursing students are required to take a variety of assessments that work to aid in review, remediation, and testing success.

You will purchase ATI's testing package directly from ATI. Information will be provided at orientation.

Review Modules: The review modules are unit-based, study guides covering topics determined important for NCLEX-RN preparation. All review modules are available on the ATI website.

Non-Proctored Assessments: Students can assess their overall understanding by self-administering the non-proctored tests. These tests will provide an immediate rationale for responses.

Proctored Assessments: At the end of each semester (except semester one), the proctored assessments will assess your content of mastery.

Comprehensive Predictor- NCLEX Performance: During your last semester you will take ATI's Comprehensive Predictor assessment. This 180-item assessment is designed to reflect the content areas of the current NCLEX (RN licensing examination) blueprint. This tool provides information of the student's probability of NCLEX success, and provides guideline for NCLEX preparatory study.

ATI Assessment-Driven Review (ADR) program

ATI offers a revolutionary Assessment-Driven Review (ADR) program designed to increase student pass rates on the nursing licensing exam and lower program attrition. Used as a comprehensive program, the tools can help students prepare more efficiently, as well as increase confidence and familiarity with content. This complete package of student assessment and review materials is offered at a significant savings over the individual component price.

Entrance/Orientation

This part of the program includes four components, which are typically offered at the beginning of the student's course of study in nursing:

Test of Essential Academic Skills (TEAS)

The TEAS is designed to predict the academic readiness of applicants prior to admission into a program of study in nursing. The four subtests are math, science, English, and reading. The TEAS may be used as one criterion to aid screening or selection of students for nursing programs, but it is not to be used as the sole criterion for selection.

Self-Assessment

ATI's Self- Assessment Inventory identifies unique learning style characteristics, quantifies critical thinking components, and serves as a communication tool to improve the understanding of each student's professional and work values. Questions on the Self-Assessment Inventory use a five-point Likert scale to provide educators with data about the thinking process, learning style, professionalism, and work values of each student.

Quest for Academic Success

This tool provides students with an introduction to the concepts of the critical thinking process. Study and testing skills are enhanced by highlighting key points for note-taking, textbook annotation, and content application through case study.

Content Mastery and Review

The heart of ATI's Assessment Driven and Review program is the Content Mastery Series. This program aids students in the review and remediation process for the state licensing exam in nursing. Each module combines thorough content mastery assessment with review questions based on case studies. Review modules are followed by a non-proctored student exam to assess the effectiveness of remediation. Assessment and review are designed in accordance with the NCLEX test plan and cover the following nursing specialty areas:

Review modules include:

Medical-Surgical

Nursing Care of Children

Pharmacology

Maternal-Newborn

Fundamentals of Nursing Practice

Mental Health

Community Health Nursing Practice

Leadership and Management for Nursing Practice

Content Mastery Exam

A proctored, standardized exam is administered at the end of each nursing content area. This diagnostic tool provides scores for mastery of nursing content areas, nursing process, critical thinking phases, and cognitive levels. The NCLEX test plan correlation for each item can be used as a resource for directed study.

Content Area Review Module

Review modules for the major nursing specialty areas are available for streamlined remediation. Based on summary information of the content, the modules strengthen the student's review with content application in the form of case study.

Non-proctored Exams

For each content area, the Assessment-Driven Review program provides a non-proctored, Internet-based exam reflecting the NCLEX test plan. These exams identify any remaining areas of content weakness for directed study. The interactive style provides the student with immediate feedback on all response options. A performance report summarizes the student's knowledge of content areas and use of the critical thinking phases, nursing process, and cognitive levels.

Licensing Exam Preparation

The final phase of Assessment-Driven Review provides two-stage preparation for the NCLEX.

Comprehensive Predictor

The proctored RN Comprehensive Predictor assessment tools are 96% predictive for outcomes of the NCLEX. Scores are included for content, nursing process, critical thinking, and knowledge level. The exam report includes NCLEX correlation and a study guide.

See: <http://www.atitesting.com/Home.aspx>

Each semester the ATI Testing and Remediation Policy will be reviewed with students along with with their course syllabus.

RETENTION AND PROGRESSION OF STUDENTS IN THE NURSING PROGRAM

Progression in the Nursing Major

The nursing curriculum consists of a year of prerequisite courses and three years of nursing courses. Nursing courses must be taken in sequence. RN students take GE and transition nursing courses and then articulate at the senior year. Transfer students are individually placed based on their previous course work.

Consistent with university policy, nursing majors must maintain an overall grade point average of 2.0 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 examination, in addition to completing all other assignments, before they can pass the course. **This does not mean that if you fail one examination less than 70% you fail the course. However, you must at the end of the semester have achieved an average of 70% on all course examinations to pass the course. If you do not meet this criteria, your grade for the course will be calculated with the examination average; no other course assignments will be calculated into final grade. The ATI proctored assessment is not included in this 70% calculation.**

- 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 Core 8 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 of 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>

Students Entering the program prior to Fall 2017

GENERIC Nursing Student Curriculum Six Semesters

Nursing Major - Basic Health Needs of Individuals

Nursing Semester 1		Units	Nursing Semester 2		Units
NURS 10	Basic Concepts & Care of Elderly	3	NURS 110	Basic Concepts in Nursing	3
NURS 10L	Prac. In Basic Concepts of Nsg.	1	NURS110L	Prac. in Basic Concepts of Nsg.	2
NURS 10A	Basic Skills in Nursing	2	NURS 110A	Advanced skills in Nursing	2
NURS 111	Integrated Health Assessment	1	NURS 124	Pharmacology in Nursing	<u>2</u>
NURS112	Pathophysiology for Nurses	<u>2</u>			9
		9			

Nursing Major - Common Health Needs and Problems, Individual & Family

Nursing Semester 3		Units	Nursing Semester 4		Units
NURS 121	Psychosocial Nursing	3	NURS 131	Nsg. of Childrearing Family	3
NURS 121L	Psychosocial Nursing Practicum	2	NURS 131L	CI Prac: Nsg Childrearing Family	2
NURS 123	Conc. Of Acute Illness in Adults	3	NURS 132	Nsg of Childbearing Family	3
NURS 123L	CI Prac: Acute Illness in Adults (Addition requirements for major)	<u>2</u>	NURS 132L	CI Prac: Nsg childbearing Family	2
		10	NURS 145	Nsg Theories & Research	<u>3</u>
					13

Nursing Major - Complex Problems, Individual, Family, Communities

Nursing Semester 5		Units	Nursing Semester 6		Units
NURS 140	Concepts of Complex Clinical Nsg.	2	NURS 150	Leadership & Hlth Care Econ.	3
NURS 140L	Prac: Complex Clinical Nursing	2	NURS 150L	Leadership & Clinical Mgmt	2
NURS 141	Concepts in Comm Health Nsg	3	NURS 151	Senior Project	<u>1</u>
NURS 141L	Prc in Comm Health Nursing	2			6
NURS 142	Critical Care assessment	<u>1</u>			
		10			

<p><u>Foundation</u> Area A- Fundamental skills and Knowledge A1 Oral Communication (8 Preferred, 3or 7) A2 English 5B or 10 A3 Critical Thinking- SOC 3 preferred B4 Mathematics- Math 11 or HS 92</p> <p><u>Breadth</u> Area B- Physical Universe and Its Life Forms B1 Chem 3A B2 Biol 20 (<i>Approved for B2 for Nursing majors only</i>) B3 Lab Component- Satisfied by science course w/lab</p> <p><u>Area C- Arts and Humanities</u> C1 One Course- Select From G.E List C2 One Course- Select from G.E. List C1 or C2 – Select from G.E. List *Note: Phil 20 is an <i>Additional Requirement to the major</i> or PHIL 120 for Upper Division G.E.= Area IC</p>	<p><u>Area D – Social, Political, Economic, Behavioral, Historical</u> D1 History 11 or 12 D2 PLSY 2 D3 PSYCH 10 (<i>Additional Requirement to the Major</i>)</p> <p><u>Area E- Lifelong Understanding and Self-Development</u> E NUTR 53 & CFS 38 (<i>Additional requirement to the Major</i>)</p> <p><u>Integration- Upper Division G.E.</u> IB One course- Select from G.E. List IC One course- Select from G.E. List *NOTE: PHIL 120 is an <i>Additional Requirement to the Major</i> or PHIL 20 for Lower Division G.E. Area C ID One course- Select from G.E. List</p> <p><u>Multicultural/ International- Upper Division G.E.</u> M/I NURS 141 & NURS 141L</p>
<p>Other Nursing Requirements</p>	

Prerequisite course: **Human Anatomy w/lab (BIOL 64)** and **Human Physiology w/lab (BIOL 65)**. These two courses along with the six prerequisite courses shown above in G.E. section comprise the Nursing Major “**Core 8 Prerequisite Courses**”
Additional requirements to the major: Elementary Statistics (if not satisfied by GE math, take PH 92 or Math 11). Lifespan Development (CFS 38), Ethics (PHIL 20 or 120), General Psychology (PSYCH 10), Nutrition (NUTR 53), **Prior to Fall 2013:** Introductory Sociology (SOC 1) or Social Problems (SOC 2) or Cultural Anthropology (ANTH 2) if SOC 3 not already taken.
MINIMUM UNITS FOR FRESNO STATE GENERIC BSN STUDENT: 120 UNITS

5 Semester Nursing Program Beginning Fall 2017

Nursing Major- Basic Health Needs of Individuals

Nursing Semester 1		Units	Nursing Semester 2		Units
NURS 10	Basic Concepts of Nursing Care	3	NURS 110	Transitional Concepts in Nsg. Cr	3
NURS 10L	Practicum In Basic Concepts of Nsg. Care	2	NURS110L	Prac. Trans. Concepts of Nsg.	2
NURS 114	Fundamentals Skills and Assessment of Nursing Care	3	NURS 110A	Transitional skills in Nursing	2
NURS112	Pathophysiology for Nurses	3	NURS 124	Pharmacology in Nursing	2
		<u>3</u>	NURS 145	Nursing Theories & Research	<u>3</u>
		11	NURS 113	Problem Based Clinical Case Studies (2 Units)	12
			(Elective)		

Nursing Major- Common Health Needs & Complex Problems, Individual & Family

Nursing Semester 3		Units	Nursing Semester 4		Units
NURS 131	Nsg. of Childrearing Family	3	NURS 140A	Concepts of Complex Nsg. Care	3
NURS 131L	CI Prac: Nsg Childrearing Family	2	NURS 140L	Prac: Complex Complex Clinic Nsg.	2
NURS 132	Nsg of Childbearing Family	3	NURS 142	Assessment of Common	1
NURS 132L	CI Prac: Nsg childbearing Family	<u>2</u>	NURS 121	Cardiac Dysrhythmias	3
		10	NURS 121L	Psychosocial Nursing	<u>2</u>
			NURS 136	Psychosocial Nursing Prac. Health Appraisal (3 Units)	11
			(Elective)		

Nursing Major- Leadership in Dealing with Common Problems, Individual Family & Communities

Nursing Semester 5		Units	Other Nursing Requirements
NURS 141	Concepts in Comm Health Nsg	3	Elementary Statistics: PH 92 or Math 11 (if not satisfied by GE math). Lifespan Development (CFS 38), Ethics (PHIL 20 or 120), General Psychology (PSYCH 10), Nutrition (NUTR 53). Prior to Fall 2013: Introductory Sociology (SOC 1) or Social Problems (SOC 2) or Cultural Anthropology (ANTH 2) if SOC 3 not already taken.
NURS 141L	Prac. Concepts Comm Health Ns	2	
NURS 150	Leadership & Hlth Care Econ.	3	
NURS150L(A)	Prac. Leadership & Clinical Mgmt	3	
NURS 151	Community Service Project	1	
NURS 155	Advanced Problem- Based Clinical Case Studies in Nsg.	<u>2</u>	
		14	

Prerequisite course: **Human Anatomy w/lab (BIOL 64)** and **Human Physiology w/lab (BIOL 65)**. These two courses along with the six prerequisite courses shown above in G.E. section comprise the Nursing Major "**Core 8 Prerequisite Courses**" Additional requirements to the major: **MINIMUM UNITS FOR FRESNO STATE GENERIC BSN STUDENT: 120 UNITS**

NURS 50 - COOPERATIVE EDUCATION IN NURSING

NURS 50 is an elective course which provides students enrolled in the nursing major an opportunity to obtain structured work-study experiences under the supervision of registered nurses in participating health care agencies. Students practice previously learned skills. The course requires a minimum of 45 hours of paid work experience per unit of credit. The course does not fulfill requirements in the major for graduation.

What are the prerequisites for the course?

You need to finish 2nd semester.

Is NURS 50 required in conjunction with nurse externship?

Yes, to be employed in the agencies as a nurse intern you need to be enrolled in NURS 50.

Does the class meet or is it simply a work-study course?

The class will only meet once at the beginning of the semester for orientation. You will do all of your hours at the agency.

What is required for the course? i.e. Proof of employment? Documentation of hours?

You will need your skills checklist, proof of employment, a mentor, brief objectives, and a final evaluation. All of the documentation is available on Blackboard, the department chair will review these requirements during the initial orientation meeting. You will document your hours with a one page log-sheet. The entire syllabus will be available online as well.

There are 3 sections of the course which range from 1-3 units credit (this is a credit-no credit class). How many hrs/week are required for each of these sections?

Each section can have a variety of hours to achieve the Credit grade. If you do not need the units for any reason, consider taking the one (1) unit section. The total hours can be adjusted to meet your work and school needs. Often students do 1 – 4 shifts per **month**, and the agency will help set the hours you work. You do not need to decide right now and can adjust your units if needed in the spring.

When do I need to arrange the work-study?

You should be making arrangements **prior to the start of the semester!** Check with your agencies to arrange employment. We may need to get a contract developed ASAP so it is vital to start the paperwork now. Most places have had NURS 50 students, but you can check with the agency and the Nursing School if you are in a brand new site.

Can I start my NURS 50 now?

Third semester students must wait until the semester begins before they can start in their work-study jobs. Please do not start before that date as you are not covered by workman's comp or the California State University, Fresno contract.

Do I need any documents for the clinical experience?

You must have your Skills Checklist with you while in the clinical setting. Your mentor needs to be familiar with your completed activities and can sign you off on skills that you complete under their guidance.

Credit by Examination

Credit by examination is available to all students who feel they have the knowledge and/or experience to sufficiently meet the course objectives. A maximum of 30 units earned by the examination process may be counted toward the bachelor of science degree (see the University Catalog for credit by examination policy).

Process for Credit by Examination

Following notification of acceptance to both the University and the Nursing Program as well as advisement by the School of Nursing, it is the responsibility of the applicant to notify the appropriate faculty member of the intent to complete the nursing course(s) through credit by examination.

In order to receive credit by examination for a course, the student must register on the appropriate form with approval from the faculty member, as well as the school chairperson, by the end of the second week of the semester and complete the examination by the end of the fourth week. Credit by examination information and application forms are available through the School of Nursing.

Specific information relating to the examination, as well as time and place of examination, will be provided by the faculty.

For courses with theory and clinical components, the theory portion must be completed successfully before the clinical portion. The nursing courses must be completed sequentially as outlined in the curriculum. Each course may be taken for credit by examination one time only.

Credit will be granted upon successful completion of the examination with a minimum grade of "C" as specified in the grade system for the course. In the event the examination is not completed with a passing grade, the student must enroll in the course.

Any student who plans to attempt credit by examination of a nursing course should plan to attend the class so that in the event of failure to pass the examination, the student may then add the course for a letter grade. If the credit by examination is for a clinical course, the student must reserve a space with the School of Nursing prior to the beginning of the semester in which the credit by examination is to be attempted; this will enable the student to enroll in the clinical course for a letter grade in the event of failure.

Credit by examination of any nursing courses is permitted only after admission to the nursing program and with advisement of the School of Nursing.

Students who successfully pass the CBE for one clinical course may proceed to the next course in the same semester if the process is successfully completed within the first week of the semester.

Students who pass two clinical courses by CBE in the same semester will have to wait before progressing. (The timing of two sets of exams makes the logistics of progressing too difficult.)

Students desiring to take a CBE course must contact the appropriate lead teacher the semester before they wish to take the exam. Arrangements for the exams need to be made well in advance, especially if a clinical course is involved. It is suggested that students purchase the course syllabi in the bookstore as an adjunct to studying for the exam.

Eligibility for licensure of applicants with Military Education Experience

An applicant who presents with relevant military education and experience, and who presents documentation from a board-approved registered pre-licensure nursing program of equivalency credit evaluation that provides evidence of meeting the minimum standards for competency set forth in Section 1443.5 and the minimum education requirements of licensure listed pursuant to Sections 1426(c)(1) to (3), utilizing challenge examination or other evaluation methods, will be considered to meet the education requirements for licensure.

LVN 30-UNIT OPTION

1. Potential applicants must seek advisement and department approval prior to enrollment. See: <http://www.csufresno.edu/catoffice/current/nursing.html>
2. Enrollment in nursing courses is on a space availability basis **ONLY**.
3. BIOL 65, BIOL 20 and NURS 135 (Professional Transitions) are prerequisites to all other nursing courses. Two ways to meet the requirement for NURS 135 are: a) enrollment in NURS135 (Professional Transitions) or b) Independent Study.
4. NURS 123, NURS 123L, and NURS 124 are prerequisites to NURS 140 and NURS 140L.

Basic Science

- | | |
|---------------------------------------|---------|
| * BIOL 65, Human Physiology with Lab | 5 units |
| * BIOL 20, Basic/Applied Microbiology | 4 units |

Nursing Courses

- | | |
|--|-----------------|
| * NURS 135, Professional Transitions | 3 units |
| NURS 111, Integrated Health Assessment | 1 unit |
| **NURS 121, Psychosocial Nursing | 3 units |
| NURS 121L, Practicum: Psychosocial Nursing | 2 units |
| NURS 123, Concepts of Acute Illness in Adults | 2 units |
| NURS 123L, Practicum: Concepts of Acute Illness in Adults | 2 units |
| NURS 140, Concepts of Complex Clinical Nursing | 2 units |
| NURS 140L, Practicum: Concepts of Complex Clinical Nursing | 2 units |
| NURS 150, Leadership and Health Care Economics | <u>3 units</u> |
| | 30 units |

* Prerequisite for all clinical nursing courses.

** Initial placement in clinical nursing courses will be on a space available basis.

REGISTERED NURSE TO BACCALAREATE REGISTERED NURSE

The RN to BSN student is held accountable for all information pertinent to the RN to BSN student found in the pre-licensure Student Handbook

Overview

The RN to BSN Program is designed to provide associate degree nurses having a registered nursing license an expedient way to complete upper division nursing coursework that fulfills the BSN degree without repeating lower division nursing courses. It builds upon the knowledge and skills acquired with the associate in nursing degree without duplication. Based upon the *AACN Baccalaureate Essentials*, upper division nursing coursework expands upon leadership and management principles, and introduces research and evidence-based practice methodologies, while introducing population-focused community health nursing theory and practice. Graduates of the program are prepared for entry into new areas of nursing practice (e.g., public health nursing, management, home health) and advanced degree education (e.g., MSN, School Nurse Credential). See Section I.

Curriculum

The program consists of 6 RN to BSN courses. Three upper division GE courses must also be completed, as well as other graduation requirements (see catalog).

Course of Study

Required Nursing Courses		21 units
<u>RN-BSN Courses</u>		<u>Units</u>
NURS 138	Bridge to Professional Concepts & Issues	5 units
NURS 145	Nursing Theories & Research	3 units
NURS 141	Concepts of Community Health Nursing	3 units
NURS 141LS	Practicum: Concepts of CHN	2 units
NURS 152	Advanced Leadership, Management, & Healthcare Systems	3 units
NURS 154	Applying Professional Nursing Principles	5 units
Per Executive Order 1084, 20 units of credit will be applied toward the RN-BSN degree after successful completion of NURS 138.		
Total Units in the Major = 41 (21 units coursework, 20 units credit)		

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.

Retention and Progression

RN to BSN students are admitted as a cohort and should progress through the curriculum as outlined. If a student in good standing stops out or takes a leave of absence, their position in the cohort is forfeited. Students may resume coursework only with approval and on a space-available basis.

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.

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

Basic nursing students may apply to the Board of Registered Nursing in Sacramento for licensure as a Registered Nurse upon satisfactory completion of the pre-licensure content. However, if a student opts to you obtain licensure prior to posting of their baccalaureate degree, they will be identified by the BRN as a "Non- Degree" RN. This status can *never* be changed. The school of nursing encourages student to complete their degree prior to applying to licensure from the BRN.

For detail information and online submission of your application go to:

<http://www.rn.ca.gov/applicants/lic-exam.shtml>

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 as <http://www.rn.ca.gov/pdfs/applicants/phn-app.pdf>.

PART III

STUDENT RESPONSIBILITIES AND POLICIES

FIRST SEMESTER STUDENT CHECKLIST

The School of Nursing office is in McLane Hall (McL) Room 189. The Nursing Resource Center (NRC) McL Room 180 is where students can practice technical skills and refine their techniques. This room also contains books, materials, and equipment that can be utilized. Just ask the staff.

The nursing program has many requirements, which can leave a majority of the students feeling frustrated and overwhelmed. To help elevate this stress, please follow the check list below. This must be completed prior to starting the program.

Begin this check list before first semester orientation and completed prior to the first day of class

- ___ 1. Ensure CPR certificate is updated (Prepare way in advance because of the multiple nursing programs in the area).
- ___ 2. Obtain a physical from the Student Health Center or your private MD. All immunization records must be review by the Student health Center or your private MD to ensure all immunization requirements have been met.
- ___ 3. California State University, Fresno Nursing Student Patch (Sold in the Kennel Bookstore and required for the blue top & lab coat).
- ___ 4. Uniforms can be purchased in the Kennel Bookstore or other uniform store that sell Fresno State's blue colored scrubs.
- ___ 5. Stethoscope, blood pressure cuff and a watch with second hand are required.
- ___ 6. Malpractice insurance is done as a blanket policy through Fresno State. Fees for insurance are collected automatically through clinical lab fees.
- ___ 7. 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 throughout your course of study.
- ___ 8. Students must have and use a Fresno State email account. Students are responsible to check their campus email regularly for communication. This is the method the Coordinator and the Instructors will disperse all information.

Students will receive their Fresno State name badges during their first week of classes.

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

It is expected that \ students be present for all didactic content and lectures. If illness is the cause of absence, a clearance from a physician or the Student Health Center may be requested by the instructor before the student is permitted to return to the areas. In any case of absence, prior notification of the faculty is required.

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.

CPR CERTIFICATION

Students must maintain 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.

STUDENT CRIMINAL BACKGROUND CHECK/DRUG SCREENING

Students admitted to the nursing program will be required to attend orientation. At orientation you will be guided in setting up your Castle Branch account. Once your account is established you will receive a confirmation email. This email will instruct you to log in a complete the criminal back ground check, drug screen, and directions on uploading your documents and immunization. This process must be completed prior to the first-class meeting,

POSITION STATEMENT REGARDING UNIVERSAL PRECAUTIONS

Fresno State School of Nursing

The faculty of the School of Nursing recognize the need for faculty and students to adhere to current Universal Precaution practices at all times. 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 or not 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. Any body 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 of 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 worker's 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.

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 through out the nursing program.

PHYSICAL EXAMINATION

Prior to entering the nursing major, all nursing students are required to have a physical examination. Physical examinations for graduate, RN -BSN, and school nurse credential students are optional.

Students may have the examination performed at the University Student Health Center or may be examined by their own physician or nurse practitioner. You are required to up load your **Physical Exam** results and **Immunization Records** to your Castle Branch Account. If you elect to have your physical at the University Student Health Center, please call (559) 278-2734 for an appointment. Each semester students are required to up date 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. (Students graduating in Fall 17, You will continue to use American Data Bank.

IMMUNIZATION AND SKIN TESTS

Measles, Mumps, and Rubella: Proof of immunity or immunizations -

- 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 for all Fresno State nursing students. This can be given at any time regardless of the last Td. (see www.immunize.org)

Polio: History of primary polio series in childhood.

Tuberculin Skin Test: A Two-Step PPD is required for the baseline Tuberculin Skin Test (TST). CDC recommendation for Two-Step PPD: If 1st TST is negative, give 2nd TST no earlier than 1–3 weeks, and later up to one year. (see www.cdc.gov/tb/)

The PPD may be (depending on agency) required every year after the baseline. For a positive PPD test a chest x-ray is required. A chest x-ray maybe required every five years. Students are converters, (HX of Positive PPD) will be required to complete a TB screening questionnaire by your MD or the Student Health Center and submit to Castle Branch. Copies of the questionnaire are available at the School of Nursing office.

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

Hepatitis A: Documentation of two doses of Hepatitis A vaccine (or 3 Hep AB) is required.

Varicella: All students are required to demonstrate immunity to varicella via a positive titer or 2 documented varicella vaccine doses.

The above immunizations and skin tests may be obtained at the University Student Health Center. Please use the attached Nursing Student Immunization Record. (Revised 7/10/09)

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:

- a. that these are diseases and should be treated as such;
- b. 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;
- c. that nursing students who develop these diseases can be helped to recover;
- d. that it is the responsibility of the nursing student to voluntarily seek diagnosis and treatment for any suspected illness;
- e. 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 with regard to 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>

SCHOOL OF NURSING 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

Consists of a Fresno State adopted blue top and pants with white/black shoes with closed toes and backs. A white lab coat is recommended for visiting health care agencies related to courses but outside of official class hours. Uniforms and lab coats must have a Fresno State patch. Uniforms are available at uniform shops (check with the Nursing Department). Head cover should be blue or white.

Students visiting the hospital for purposes of information retrieval and/or preparation for clinical experience must present themselves in appropriate attire.

Each clinical facility may state its requirements, such as laboratory coats, uniforms, or business casual attire. Students must wear identification name pins at all times in the clinical area.

NOTE: Community Health and Psychiatric Units 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 reason for facial hair must keep 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 agency dress code policy. This action will affect the student’s grade.

Tattoos/Piercings

Student 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 patient’s safety and be consistent with professional attire.

Patch

All uniforms/lab coats must bear the Fresno State student nurse patch. The top of the patch should be attached on the left sleeve 2 inches below the shoulder seam. Patch is to be removed when not functioning as a student nurse. Patches are available at the Kennel Bookstore.

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

- A stethoscope is required and may be available through a group purchase in the first semester.
- A watch with a second hand is required.
- A pen light, safety goggles, blood pressure cuff, and scissors may be required for specific nursing courses.

NURSING RESOURCE CENTER POLICIES

Mission: To provide a relaxed, safe, professional environment to learn, practice and demonstrate nursing procedures. Committed to relevant and realistic simulated experiences to promote and provide quality nursing care.

NRC Hours: Monday and Wednesday 8:00 a.m. - 4:00 p.m., Friday 8:00 to 12:00. Tuesday and Thursday closed; unless posted otherwise.

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 member 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 in 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 shall 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. The 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. The 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.