

**CALIFORNIA STATE UNIVERSITY,  
SAN BERNARDINO**

College of Natural Sciences



Department of Nursing

**RN-to-BSN/CEP**

**Student Handbook**

**2020-2021**



## **SECTION I: INTRODUCTION**

## Letter from the Department Chair & Undergraduate Program Director

Dear Students,

Welcome to the nursing program at California State University, San Bernardino (CSUSB). We are pleased you will be joining us. The Department of Nursing faculty have developed information and written policies for all RN-BSN/CEP nursing students that are compiled in this handbook. The purpose of this handbook is to provide a source of documents to guide you as you proceed in the program.

It is essential you read this handbook within the next few days to become familiar with policies, learning expectations and your evolving role as a nursing student. If you have questions please talk with your faculty, Ms. Gagalang, the Undergraduate Program Director, or me. Please complete the *RN-BSN/CEP Program*.

*Student Handbook Acknowledgement of Review* page indicating that have received, read and understand this handbook and its contents. This form is to be submitted to the Department of Nursing office no later than the first day of class.

Please keep this handbook and its updates for reference throughout your time in the nursing program. Updates to the handbook will be made available annually and as required by the department, the university and/or the California BRN. It is your responsibility as a student to notify the Department of Nursing in writing of any changes in your contact information and/or program status. Please review your Coyote email frequently as that is the official means of communicating by the nursing program. It is important that you receive and review changes in expectations and/or policy. You will find additional information from time to time on the Department of Nursing website (<http://nursing.csusb.edu>) and CSUSB Blackboard. You will find current information posted about meetings, education, employment opportunities and scholarships on bulletin boards placed throughout the department office hallways. Be sure to check for information often.

Please note that due to the current COVID-19 emergency, you may be notified by the university, college, department or faculty of short term and/or long term variations in policy, procedures, program content, or course delivery. Additional precautions, learning and documentation may be required. These variations are to promote the safety of students, faculty, staff, patients, and clients. Please continue to monitor nursing and university communications. We thank you for your compliance with these expectations.

We wish you a professionally challenging, positive and rewarding experience.

Sincerely,

Dr. T. Burch PhD, RN, Department Chair and Ms. A. Gagalang, PhD(c), MSN, RN,  
Undergraduate Program Director

## **RN-BSN/CEP Program Student Handbook Acknowledgment of Review**

I, \_\_\_\_\_ have received a copy of the RN-BSN/CEP Program Student Handbook. I have read its contents and have had the opportunity to ask questions to better understand the information. I understand it is my responsibility to notify the Department of Nursing in writing of any changes in contact information (address, telephone number, etc.) along with any changes in program status. I will review my Coyote email regularly for information from CSUSB nursing program and its faculty. I hereby agree to all policies and procedures listed in the handbook in addition to any updates that may come about during my time in the program.

Student's Name \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coyote ID Number

\_\_\_\_\_  
Term Admitted



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## **SECTION II: ACADEMIC PRINCIPLES**

**California State University, San Bernardino**  
**Department of Nursing (DON)**

**Our Mission**

The mission of the CSUSB DON is to promote and support:

- development of students in preparation for professional practice, scholarship, leadership, and lifelong learning.
- collaboration to address health needs and promote health equity of diverse populations in the community.
- respect, inclusivity, and collegiality among diverse students, faculty, and staff.
- faculty professional development in teaching, scholarship, service and practice.
- wellness among students, faculty, staff, and the larger community whom we serve.

**Our Vision**

To be a center of collaboration and innovation in nursing education, scholarship, practice, and service.

**Our Values**

Integrity, Professionalism, and Ethical Accountability  
Excellence, Innovation, and Leadership  
Caring, Respect, and Cultural Sensitivity  
Community Collaboration and Social Justice

## **DON Philosophy**

The Department of Nursing (DON) at California State University, San Bernardino (CSUSB) is committed to the university's broad mission of teaching and service, research excellence, and intellectual interaction and creativity included in the full range of programs offered through the DON.

The philosophy of the Department of Nursing is derived from a synthesis of beliefs and values shared by faculty, staff, students, alumni and clinical agencies, and community stakeholders concerning nursing, nursing education, nursing students and the university. This philosophy and purpose stems from the mission, vision, and core values of the department. The mission and vision speak to collaboration, innovation, and excellence. The core values are integrity, professionalism, and ethical accountability; excellence, innovation, and leadership; caring, respect, and cultural sensitivity; community collaboration and social justice.

Professional nursing is both an art and a science, entrusted by society to provide services to promote, maintain, and restore the health and well-being of individuals, families and communities from diverse backgrounds in a variety of settings. Nursing as a discipline is grounded in theory and research that directs and validates clinical practice decisions and actions, and generates knowledge for practice. Nursing as a profession derives its authentic authority over nursing education, research, practice and service from a social and ethical contract with the public. This contract mandates that the profession act responsibly in promoting person-centered, safe, evidence-based collaborative care, utilizing informatics with a focus on quality improvement for the public's health and well-being.

The faculty recognize that student-centered learning requires an environment which promotes strategies that encompass students learning styles and facilitates learning outcomes which are cognitive, affective and psychomotor and driven by the idea of continuous improvement. Rich and varied educational opportunities are an integral part of lifelong learning and demonstrating professionalism in partnership with communities. Successful CSUSB nursing students are expected to learn, to lead, and to transform themselves, the profession, and the community by fulfilling leadership roles and providing evidence-based nursing practice.

Graduate nursing education builds upon the baccalaureate curriculum to prepare nursing students for advanced nursing roles by promoting the development of advanced knowledge, concepts and skills.

## **Program Learning Outcomes**

BSN graduates will:

1. Demonstrate competent practice, and evidence-based care on the foundations of biological, physical, social, and nursing sciences in caring for individuals, families, and communities.
2. Demonstrate competence in critical thinking and clinical reasoning skills in the practice of nursing.
3. Apply the nursing process to provide ethical, patient-centered, holistic, culturally sensitive, and precise care, health promotion, and disease and injury prevention to individuals, families, communities, and populations across the lifespan, including care of acute and chronic health conditions and during public health disasters.
4. Utilize various forms of communication, including oral, written, and technological applications for disseminating accurate patient information and plans of care in order to maximize safety and optimize health outcomes.
5. Demonstrates leadership as a professional nurse and collaborate in clinical practice within a multidisciplinary team to monitor outcomes, improve patient care, and apply and promote health policies and regulatory standards that advocate for comprehensive and safe delivery of healthcare.
6. Apply evidence as basis for practice, and support, facilitate and participate in research.
7. Assume the responsibility for knowledge acquisition of nursing science, excellence in clinical practice, nursing professional code of conduct and nursing values which serves as the basis for lifelong learning and professional development.

Effective Fall 2017

## **DON Pre-Licensure BSN Approval/Accreditation**

The DON Pre-Licensure BSN program is approved by the California Board of Registered Nursing (BRN). The baccalaureate degree in nursing at CSUSB is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

**RN- BSN Traditional Curriculum Plan: Semester-Based Format (Fall 2020-21)**

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>UNITS</b>	<b>Theory Hours</b>	<b>Clinical Hours</b>
<b>Term 1</b>				
NURS 3010	Role Transition to Professional Nursing Practice (UD WI)	3	45	
NURS 3026	Health Assessment RN	3 (1.5+1.5)	22.5	67.5
NURS 3100	Pathophysiology & Pharmacology	4		
	Semester Total	10		
<b>Term 2</b>				
NURS 3610	Strategies for Patient Education, Health Promotion & Care Coordination	3	45	
NURS 4510	Community/Public Health Promotion (UDGE D, DI)	3	45	
NURS 4512	Community/Public Health Promotion Practicum	3		135
	Semester Total	9		
<b>Term 3</b>				
NURS 4222	Nursing Research and Evidence-Based Practice (UDGE B)	3	45	
NURS 4610	Nursing Leadership	3	45	
NURS 4612	Nursing Leadership Practicum (activity)	2		90
CAPSTONE GE	GE course that meets the UD GE-C requirement	3	45	
	Semester Total	11		
	<b>Total Upper Division Units</b>	<b>30</b>		

**Note:** For questions/concerns relevant to quarter-to-semester transition, please see your faculty advisor.

**RCC-CSU San Bernardino Cross Enrollment Pathway**

	<b>Course</b>	<b>Course Name</b>	<b>Units</b>
<b><u>First Semester</u></b>			
<b>Sp</b>			
RCC	NRN 11/11A	Foundations of Nursing	9
<b>CSUSB</b>	NURS 3026	Health Assessment RN	3(1.5+1.5)
		<b>Total Units</b>	<b>12</b>
<b><u>Intersession</u></b>			
<b>RCC</b>	NRN 14	Health Promotion and Wellness Across the Lifespan	3
		<b>Total Units</b>	<b>3</b>
<b><u>Second Semester</u></b>			
<b>Fall</b>			
RCC	NRN 12/12A	Maternal Child/Chronic Care	9
<b>CSUSB</b>	NURS 3610	Strategies for Patient Ed, Health Promotion, Care Coordination	3
		<b>Total Units</b>	<b>12</b>
<b><u>Third Semester</u></b>			
<b>Sp</b>			
RCC	NRN 21/21A	Acute and Chronic Illness/Mental Health	9
<b>CSUSB</b>	NURS 3100	Pathophysiology/Pharmacology	4
		<b>Total Units</b>	<b>13</b>
<b><u>Fourth Semester</u></b>			
<b>Fall</b>			
RCC	NRN 22/22A	Integrated Nursing Care Across the Lifespan	9
<b>CSUSB</b>	NURS 4222	Nursing Research & EBP (UD Scientific Inquiry/B)	3
		<b>Total Units</b>	<b>12</b>
<b>Graduate from RCC and pass NCLEX-RN</b>			
<b><u>Fifth Semester</u></b>			
<b>Sp</b>			
<b>CSUSB</b>	NURS 4510	Community/Public Health Promotion (UD Social Science/D)	3
<b>CSUSB</b>	NURS 4512	Community/Public Health Promotion Lab	3
<b>CSUSB</b>	NURS 3010	Role Transition to Prof Nurs Practice (UD WI)	3
<b>CSUSB</b>	UD GE (C)	Elective – 3 units	3
		<b>Total Units</b>	<b>12</b>
<b><u>Sixth Semester</u></b>			
<b>Fall</b>			
<b>CSUSB</b>	NURS 4610	Nursing Leadership	3
<b>CSUSB</b>	NURS 4612	Nursing Leadership Lab	2
		<b>Total Units</b>	<b>5</b>
		<b>CSUSB Total Units</b>	<b>30</b>

**Total RCC Units:** 39 Nursing (16 units transfer) + 43 GE + 8 required non-GE + 3 Elective = 70

**Total CSUSB Units:** 20 NCLEX-RN Success + 27 Nursing + 3 UD GE = 50

**Total RCC Units:** 39 Nursing (16 units transfer) + 43 GE + 8 required nonGE + 3 Elective = 70

**Total CSUSB Units:** 20 NCLEX-RN Success + 27 Nursing + 3 UD GE = 50

**Note:** For questions/concerns relevant to this plan, please see your faculty advisor.

**Communication**

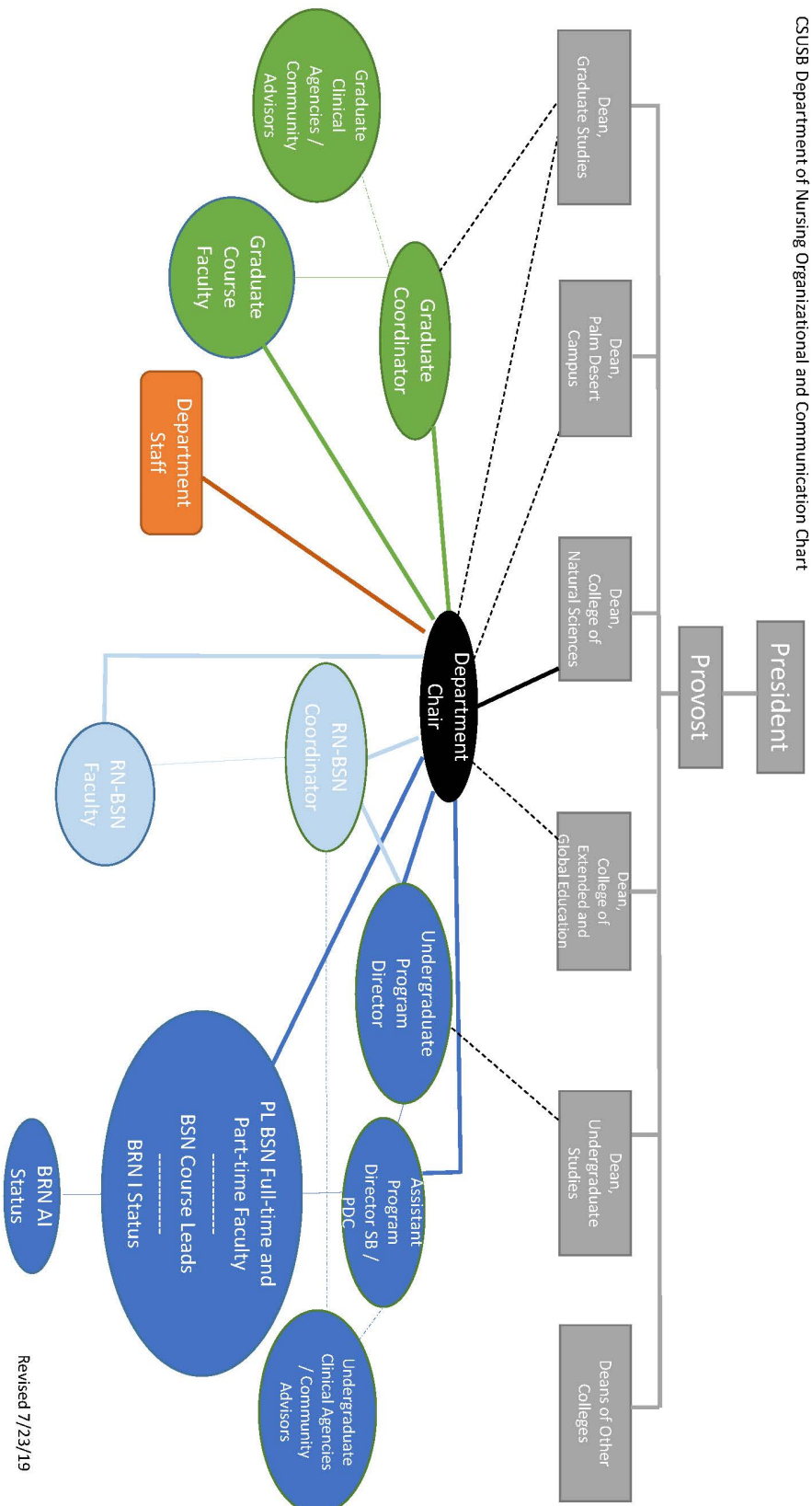
The major means of communicating with students is through the CSUSB email and Blackboard system. It is the University's expectation that students check their CSUSB email account daily to keep current with pertinent university and department information. Official correspondence may include academic-related deadlines, registration, advising and graduation information, virus alerts and student government notices. Additionally, faculty may direct course information, assignments, discussions, and clarifications to students through CSUSB email and the Blackboard system. The Chief Nursing Administrator/Chair and Program Director may also use the Blackboard system for important communications with you. You are responsible and accountable for messages and information sent to you through these means. One major advantage of using your CSUSB email account is that, while your mailing address may change throughout the course of your enrollment, your email account can always be accessed via the World Wide Web. Remember to check your CSUSB email frequently. The DON email communications with students are through their CSU email accounts.

For teaching and learning, the official language used in the classroom is English only.



### **SECTION III: FACULTY**

CSUSB DON Organizational and Communication Chart



Revised 7/23/19

## DON Faculty & Staff

Department Office	Phone		Office
San Bernardino Campus	(909) 537-5380		HP 215
Palm Desert Campus	(909) 537-8127		HS 120
Full-time Faculty	Phone	Email	Office
Blue, Dawn, DNP RN AGACNP-BC – Associate Professor	(909) 537-7240	<a href="mailto:dblue@csusb.edu">dblue@csusb.edu</a>	HP 229
Brandt, Cheryl, Ph.D., RN, APRN-BC, CNE – Professor; MSN Coordinator	(909) 537-7238	<a href="mailto:cheryl.brandt@csusb.edu">cheryl.brandt@csusb.edu</a>	HP 221
Burch, Terri, Ph.D., RN – Department Chair & Professor	(909) 537-5380	<a href="mailto:Terese.Burch@csusb.edu">Terese.Burch@csusb.edu</a>	HP 216
Cohen, Deborah, RN, MSN, MBA/HCM – Lecturer	(909) 537-5386	<a href="mailto:dcohen@csusb.edu">dcohen@csusb.edu</a>	HP 228
Davis, Claudia, Ph.D., MN, CNS, RN – Associate Professor	(909) 537-3632	<a href="mailto:cmdavis@csusb.edu">cmdavis@csusb.edu</a>	HP 226
Deckard, Kelly, DNP, FNP-BC, RNFA Assistant Professor	(909) 537-7241	<a href="mailto:kdeckard@csusb.edu">kdeckard@csusb.edu</a>	HP 218
Dodd-Butera, Teresa, PhD, RN/DABAT. – Professor Emeritus		<a href="mailto:tddbuttera@csusb.edu">tddbuttera@csusb.edu</a>	HP 244
Gagalang, Angie, RN, Ph.D.(c), MSN, RN Undergraduate Program Director & Lecturer	(909) 537-5380	<a href="mailto:egagalang@csusb.edu">egagalang@csusb.edu</a>	HP 231
Kim, Younglee, Ph.D., RN, PHN - Associate Professor	(909) 537-3394	<a href="mailto:younglee.kim@csusb.edu">younglee.kim@csusb.edu</a>	HS 114 (PDC)
Kim, Phoebe, DNP., RN, CCRN – Associate Professor	(909) 537-3481	<a href="mailto:yeon.kim@csusb.edu">yeon.kim@csusb.edu</a>	HP 227
Lama, Anne, DNP, MSN Ed, APRN, FNP-C – Assistant Professor		<a href="mailto:alama@csusb.edu">alama@csusb.edu</a>	HP 225
Nwamu, Henrietta, Ph.D, RN – Assistant Professor		<a href="mailto:Henrietta.nwamu@csusb.edu">Henrietta.nwamu@csusb.edu</a>	HP 223
Pattayakorn, Pinthusorn, Ph.D., RN – Associate Professor	(909) 537-3263	<a href="mailto:Pinthusorn.pattayakorn@csusb.edu">Pinthusorn.pattayakorn@csusb.edu</a>	HP-222
Schultz, Mary Anne, Ph.D., MBA, MSN, RN – Professor	(909) 537-5448	<a href="mailto:mschultz@csusb.edu">mschultz@csusb.edu</a>	HP 230
Stafford, Kathy, MSN, RN – Lecturer	(909) 537-7242	<a href="mailto:kstafford@csusb.edu">kstafford@csusb.edu</a>	HP 224

Tiras, Kathyrne, RN, MS, CNS, PCCRN – Lecturer	(909) 537-3457	<a href="mailto:ktiras@csusb.edu">ktiras@csusb.edu</a>	HP 219
Thomas, Tykeysha, Ph.D, MSN, RN – Assistant Professor		<a href="mailto:Tykeysha.thomas@csusb.edu">Tykeysha.thomas@csusb.edu</a>	HP 220
Tweedy, Debra, MSN, PHN, RN, CLE – Lecturer	(909) 537-7239	<a href="mailto:dtweedy@csusb.edu">dtweedy@csusb.edu</a>	HP 224
Wojnar, Danuta, MSN, RN, CCRN, ACUE – RN-BSN Program Coordinator & Lecturer	(760) 423-3402	<a href="mailto:dwojnar@csusb.edu">dwojnar@csusb.edu</a>	HS 120 (PDC)
Wolf, Nancy, MSN, RN, PHN, ACUE – BSN Assistant Director (PDC) & Lecturer	(909) 537-8135	<a href="mailto:nwolf@csusb.edu">nwolf@csusb.edu</a>	HS 122 (PDC)
Support Staff	Phone	Email	Office
Leann Bactad Pulido – Administrative Support Assistant	(909) 537-3541	<a href="mailto:lbactad@csusb.edu">lbactad@csusb.edu</a>	HP 215
Kara Daniels – Administrative Support	(909) 537-3382	<a href="mailto:kara.daniels@csusb.edu">kara.daniels@csusb.edu</a>	HP 215
Maritza Diaz – Administrative Support Coordinator	(909) 537-3969	<a href="mailto:maritza.diaz@csusb.edu">maritza.diaz@csusb.edu</a>	HP-215
Emily Jurilla, MPA – Administrative Support Coordinator	(909) 537-3379	<a href="mailto:emily.jurilla@csusb.edu">emily.jurilla@csusb.edu</a>	HP 217
Sonia Perez-Gamboa – Information Technology Consultant	(909) 537-3599	<a href="mailto:sonia.perezgamboa@csusb.edu">sonia.perezgamboa@csusb.edu</a>	HP 232
Marc Wittlif – Administrative Support Coordinator	(909) 537-8127	<a href="mailto:marc.wittlif@csusb.edu">marc.wittlif@csusb.edu</a>	HS 120

\*For current part-time faculty, please visit DON website: <https://cns.csusb.edu/nursing>

### **Channels of Communication, Chain of Command, Concerns and Grievances**

In the interest of professionalism and collegiality the Department of Nursing encourages open communication including sharing of ideas and resolution of concerns at the lowest level possible. Students are encouraged to communicate their ideas, comments, suggestions and concerns by talking with their faculty and/or participating in the Student Nurse Association (SNA). From time to time students or faculty may request a student/faculty forum to discuss matters of interest to one or both groups.

If a student has a concern that cannot be addressed and resolved by one of the above channels, the student is expected to proceed through the chain of command in the following order:

1. Speak directly with the clinical faculty member involving clinical course matter or lecture faculty member for theory course concern.
2. Speak directly with the course lead instructor involving course matters (if different from clinical or lecture faculty)

3. Speak directly with RN-BSN Coordinator (if different from course/clinical faculty)

If the concern is not resolved through the informal process described above the student may file a Formal Complaint by progressing to the next level of chain of command.

For matters involving a course, program, faculty or related matter, the student should contact the following administrators in the order below:

1. The Undergraduate Program Director
2. The Department of Nursing of Nursing Chair/Chief Nursing Administrator
3. The Dean of College of Natural Sciences

### **University Grievances**

For matters not resolved above, or matters of concern defined by the University, including, but not limited to, academic matters /grade grievances and student rights (such as Title IX and Gender Equality, Students with Disabilities), the student is referred to the CSUSB Bulletin and appropriate University officers.

### **Grade Grievance**

A grade grievance must be initiated by the student within and no more than 40 calendar days after the grade is recorded. Information regarding the Student Academic Grievance Procedures is available from the Office of Advising and Academic Services, University Hall, Room 380, 909-537-5034 or at [Advising and Academic Services](#).

Information concerning academic matters may be obtained from the Office of the Associate Dean of Undergraduate Studies, UH-352, [Undergraduate Studies](#), or from College Dean's offices. Generally, the student must initiate a grade grievance within no more than 40 working days after the grade is recorded. Information concerning nonacademic grievances and discrimination complaints may be obtained from the Office of the Vice President for Student Affairs, UH-231, other Vice Presidents' offices, and College Deans' offices. A grievance or complaint must be filed within no more than 40 calendar days after the student learned or reasonably should have learned of the occurrence of the grievance/complaint event.

These policies can also be accessed at [Student Affairs](#).

## **SECTION IV: ACADEMIC POLICIES**

## Grading Policy

Students must earn a passing grade in both Theory and Clinical/Lab components in order to pass the course. There is no extra credit. There is no rounding.

It is an expectation that students submit all required work when it is due. Late work receives a 5% reduction per work day up to a maximum of 5 days or the last day of instruction, whichever comes first, after which the assignment is given a zero.

Exceptions must be pre-approved by course faculty unless a documented extenuating circumstance occurs.

Any course work submitted 5 days after the due date *and* before the start of finals will satisfy the requirement of being submitted but will receive a zero grade. All course work learning activities must be completed and submitted by the end of instruction, prior to start of finals week. A course grade of “U”\* (unauthorized incomplete) will be assigned if course work activities are not completed and submitted prior to start of finals week.

The course grade will reflect all required work.

Expectations regarding exams follow the exam policy.

All students are encouraged to visit faculty during office hours if there are any questions about course work activities. For all writing, articulating, presenting and testing difficulties, students should access the appropriate CSUSB student resources.

\*Unauthorized withdrawal is charged equivalent to an F.

Revised by Faculty Org May 4, 2020

Effective: May 4, 2020

## Grading Scale Policy

In order to standardize grading across courses, nursing faculty will adhere to the following course grading scale.

Grades & Percentages:

Grades	Percent
A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	59% and below

Below 73% in a course grade is NOT PASSING according to Department of Nursing academic policies.

Percentage grades will not be rounded.

Final grades are assigned by the faculty member. Grades in the learning/course management system are not the official gradebook.

Please consult the Examination Policy for information as to how an exam average of less than 73% in select theory courses affects the final course grade.

Reviewed 2017.01.05; revised 2017.01.05

## **California State University, San Bernardino Department of Nursing Pre-licensure Program Credit by Examination Policy**

For publication in the DON *BSN Program Nursing Student Handbook*

### **Background:**

California State University (CSU) San Bernardino (CSUSB) Department of Nursing (DON) complies with the California Board of Registered Nursing (BRN), CSU and CSUSB regulations and policies for awarding of credit for previous education or other acquired knowledge, including military education and experience.

For information, California SB 466, is linked [here](#). California SB 1348 is linked [here](#). CSU Executive Order 1036 is linked [here](#). The CSUSB Academic Regulations and Standards pertaining to credit by examination are linked [here](#) (scroll down to the section titled “Credit By Examination”).

CSUSB DON policy allows the awarding of course credit for previous education or other acquired knowledge, including military education and experience. This practice applies to all students, including those who have served or are serving in the United States Armed Forces.

Applicants for credit by examination will be held to all existing BSN program requirements, including admission requirements, prerequisite courses, supporting courses, courses in the major, and graduation requirements.

Credit may be earned by examination for only the selected BSN program courses listed below. Cognitive, affective, and psychomotor knowledge and skills within the course will be included in the examination. Thus, depending upon the course to be challenged under the Credit by Examination policy, the examination may be written and/or involve demonstration of practical skills.

- ♦ NURS 200 Foundations of Nursing Process, Roles and Skills – Theory course
- ♦ NURS 201 Foundations of Nursing Process, Roles and Skills: Laboratory – Clinical course
- ♦ NURS 316 Health Assessment – Theory *and* Clinical course components



- ♦ NURS 380 Pathophysiological Concepts Applied to Nursing Practice – Theory course
- ♦ NURS 382 Pharmacology and Therapeutics for Nursing Practice – Theory course

### **Credit by Examination Process, Timeline, and Documentation:**

If an admitted student thinks he/she has previous education or other acquired knowledge for which CSUSB credit by examination may be awarded, the following process must be followed.

Admitted and enrolled (matriculated) students, within 4 weeks of acceptance into the BSN program, must notify the Undergraduate Program Director in writing (email is acceptable) of his/her request to seek course credit for previous education or other acquired knowledge. The student must specify the course for which course credit by examination is sought.

The Program Director will notify the student of required materials that must be submitted, including documents and other evidence of previous education and/or other acquired knowledge. The Program Director will also notify the student of required meetings with DON representatives such as the Program Director and academic advisor.

The student must submit required materials, documents, and evidence to the Program Director within 6 weeks of acceptance to the program.

The Program Director or designee will review submitted materials and make a determination as to whether the student is eligible to pursue credit by examination. The student will be notified of the determination within 2 weeks of receipt of the above materials by the DON.

The Program Director will arrange for students who are eligible to pursue credit by examination to complete the required examinations/competencies for each course being challenged under the Credit by Examination policy. Written and skills performance examinations/competencies will be the same as those taken by students enrolled in the course being challenged. The student will be given information relevant to pertinent course syllabi, learning outcomes, textbooks, and reading assignments. The student will be informed as to the nature and topics of examinations, whether theory (written) or practical (e.g., psychomotor, cognitive, and/or affective skill demonstration).

The challenge examinations and/or competencies must be completed within the first 2 weeks of the academic term.

The Program Director will review the outcomes of a student's examinations/competencies within 1 week of their completion and determine whether course credit will be awarded or cannot be awarded based on the student's ability or failure to demonstrate knowledge/competency. The Program Director or designee will notify the student of the decision, in writing, within 4 weeks. The student's individual educational plan will reflect adjustments made in response to the awarding of credit by examination.

2017

### **Academic Attendance**

The Attendance Policy for the DON reflects professionalism and is in compliance with the California Board of Registered Nursing Total Curriculum Plan and pertains to both Clinical

and Theory. The Board of Registered Nursing provides guidelines for required theory and clinical hours attended by the pre-licensure nursing student in order to be granted NCLEX-RN candidacy.

Students are expected to attend and complete all theory and clinical hours. Students are expected to arrive on time, be present, and participate in learning in theory and clinical courses.

#### *Lecture Attendance*

- 1) Students are expected to attend and complete all theory courses.
- 2) Students are responsible for all information covered in lectures. Specific details are set by the instructor and stated in the course syllabus.
- 3) In the event of illness or crisis that will cause absence or tardiness, the lecturing instructor must be notified by voice message on that instructor's cell phone. Students must notify instructors two hours before the scheduled time of class or clinical if they will be absent. Sending word with another student instead of contacting the instructor is not acceptable.
- 4) Students who foresee a prolonged absence must meet with the Department Chair/ Chief Nurse Administrator or Undergraduate Program Director to discuss possible options (i.e., leave of absence, drop, or withdrawal from the program). Procedures for these are found in the CSUSB Bulletin of Courses.

#### *Make-Up Lecture*

- 1) Individual instructors may require make-up of missed lecture.
- 2) It is the student's responsibility to make-up for missed lecture content.

#### *Examinations*

Students are expected to be present and to arrive on time for all examinations. If a student is going to be late or absent from a scheduled exam, the Instructor must be notified prior to the scheduled exam and request approval to make-up the exam. Approval to make-up an exam ordinarily should be rare and only for an unavoidable serious reason. Ordinarily, travel and/or attendance at an outside employer event is not an unavoidable serious reason. Approval is at the discretion of the faculty member in collaboration with the Department Chair and/or Undergraduate Program Director.

If a student misses an exam and has called in to report the absence and was granted permission to make-up the exam, the student must take the exam on the first day back to campus. However, if the student does not call in the absence, he/she will not be permitted to take the exam and the score for that exam will be recorded as a zero. Extenuating circumstances causing absences will be evaluated on an individual basis by the faculty teaching that course in consultation with the department chair and Undergraduate Program Director.

#### **Absences**

All absences and tardiness must be discussed with the instructor. This must be done prior to

the absence or tardiness unless a critical safety issue prevents it. Failure to report (no call/no show) will be reported to Program Director and Department chair and is grounds for dismissal.

### *Excused Absence*

- ♦ Excused absence is defined as:
  - ♦ Student illness or critical illness/death in the immediate family- only illnesses or injuries (with physician documentation) that prohibit students from participating in class/clinical are excused. Immediate family is defined as spouse/life partner, child, parent, spouse/life partner's parent legal guardian, sibling, grandparent or grandchild.
  - ♦ Short-Term Military Obligation
  - ♦ Jury Duty or Subpoena for Court Appearance- students should make arrangements to post-pone or schedule all court activities during times that do not conflict with nursing classes and clinical activities. Documentation for court may be obtained upon request from the department office.
- ♦ An excused clinical/lab absence **must be** made up.

### *Unexcused Absence*

♦ An unexcused absence is anything that does not meet the qualifications above. If the absence is not excused, the student is subject to disciplinary actions and must meet with the instructor of the course, and the Department Chair and/or Undergraduate Program Director

- ♦ The student must meet with the faculty member to write a strategic plan for success, assisting student to ensure compliance with attendance policy.
- ♦ Students are expected to schedule employment interviews and orientation outside of class and clinicals.
- ♦ Students are advised to explain to employers that it is unprofessional not to meet academic requirements.

All absences will not be excused until student provides documentation and the student must have notified the instructor a minimum of two hours before the absence.

If a student leaves theory/clinical class early, he/she will be counted absent for that day.

- ♦ After **one (1)** absence in theory or clinical, the student is expected to meet with the faculty member, will receive a strategic plan for success, describing plan(s) for a make-up, and be required to complete a make-up day/
- ♦ **Two (2)** absences in theory and clinical combined are considered excessive. The student will meet with the Chief Nurse Administrator/department chair and/or the Undergraduate Program Director to determine the student's eligibility to remain in the program.

### *Clinical Tardiness*

Clinical nurses and faculty expect students to be on time and ready to receive report. Students who are tardy must meet with the clinical instructor to write a strategic plan for success, assisting student to ensure compliance with attendance policy.

- First Tardy
  - Students tardy within thirty (30) minutes of expected arrival will constitute a modification of clinical assignment (non-RN role).
  - A tardy of more than thirty (30) minutes will be counted as an absence without any remediation and will constitute a modification of clinical assignment (non-RN role).
- Second Tardy
  - Students tardy within thirty (30) minutes of expected arrival will constitute a modification of clinical assignment (non-RN role) AND results in one absence without any remediation.
  - A tardy of more than thirty (30) minutes will be counted as an absence resulting in second absence and failure of course.
- Third Tardy
  - Results in failure of course
- Students are required to meet with clinical faculty and arrange for making up the hours at the skills lab if applicable.

#### *Lecture Tardiness*

- Two (2) tardy occurrences in theory will be counted as one (1) absence.
- Students who are tardy must meet with the lecturing instructor to write a strategic plan for success, assisting student to ensure compliance with attendance policy.

#### *Clinical Attendance*

Clinical attendance is required for successful completion of the nursing program. **All clinical hours must be completed.**

Failure to complete required number of clinical hours and/or experiences may result in failure of a course and/or ability to progress in the program. If a student is required to repeat a course due to absences or inability to complete the required number of clinical hours and/or experiences, the student will be required to wait until space is available in the next offering of the class. This means the student may have to wait one or more terms to continue in the nursing program as successful completion of the current clinical courses is usually a pre-requisite for enrolling in the next semester's clinical coursework. All changes or modifications in a student's curriculum sequence and/or continuation in the nursing program will require approval by the faculty and department chair and/or Undergraduate Program Director.

#### *Process for Clinical/Lab Absence*

- 1) It is the responsibility of the student to find out the date, time, and place of the initial clinical lab. This information can be acquired by checking on MyCoyote. Faculty may also send an email with the information to the students' campus email address or post the information on the course blackboard.

- 2) Students are required to attend all clinical experiences by arriving on time and attending the entire experience. In the event of illness or crisis that will cause absence or tardiness, students must notify the clinical instructor at least 2 (two) hours before the clinical experience begins. If the instructor cannot be reached, the student should leave a voice message on that instructor's cell phone and contact the Nursing Department support staff to report the absence.
- 3) Students should refer to the individual instructor for additional instructions regarding reporting of absences/tardiness as each clinical agency has its clinical requirements that must be met. Sending word with another student instead of contacting the instructor is not acceptable. Failure to notify the instructor of an absence or tardiness in advance is considered an "unexcused absence". A second occurrence of an "unexcused absence" within the term will lead to immediate failure of the current course
- 4) A student with two (2) absences or three (3) tardy occurrences that cause the student to not achieve the core competencies needed to pass the course will be required to drop/withdraw or will fail the course.
- 5) There are no make-up provisions for unexcused absences at hospital or on/offsite clinical experiences.
- 6) Students who foresee a prolonged absence (due to a significant illness or military commitment) must meet with the Chair/Program Director to discuss possible options  
(i.e. leave of absence, drop, or withdrawal from the program). Procedures for these are found in the CSUSB Bulletin of Courses.

### **Readmission to the Nursing Program**

Students must attain grades of "C" or better in all "NURS" courses required for the nursing major in order to progress in the program. Nursing courses in which students earn less than a "C", (defined as "failure" in this document) may be repeated for credit only once, and this repetition requires both departmental consent and the appropriate university petition.

Students who are administratively dropped or "failure" of two (2) nursing courses (the same course twice or two (2) different courses within one term {i.e. NURS 3610 and 4510} or two (2) different courses in two (2) separate terms) during their nursing curriculum will be dismissed from the program and cannot apply for readmission. A drop or withdraw from a nursing course, with appropriate documentation described in the CSUSB "Bulletin of Courses", will not be counted toward "dismissal", which is described above.

When a student is dropping, withdrawing, is administratively dropped, or has "failed" a nursing course (as defined by the CSUSB bulletin of courses):

- 1) That student must meet with assigned faculty advisor and the lead instructor of the course at the time of the drop, withdrawal, or "failure" and complete all necessary University documentation.
- 2) The student must meet with the Department Chair/Undergraduate Program Director to request for readmission. A "Readmission Request Letter" must be received in the Nursing Department office by the deadline below. The office staff will "date stamp" letters and compile a list of students for the Department of Nursing. The letter must

include an identification of barriers to successful completion of the course and actions to be taken to mediate those barriers.

Deadline request for readmission after failing a course:

Fall term course	-	January 4, 2021
Spring term course	-	June 7, 2021

- 3) If the drop, withdrawal, or “failure” occurs after the above date, the student must schedule an immediate meeting with the Department Chair / Chief Nurse Administrator or Undergraduate Program Director and submit the “Readmission Request Letter” in order to be considered for the consecutive term.
- 4) Upon review of student’s file (which may include faculty advising notes, skills check off documentation, dosage calculation exam score, attendance, and “Readmission Request Letter”); the Department of Nursing will determine if the student may be readmitted to the Nursing program. Testing of skills/knowledge and other conditions may be required and established for readmission, especially if the student has been out of the program for greater than one (1) term. Costs for any testing will be the responsibility of the student.
- 5) Students must meet all current compliance requirements at the time of reentry. If the student discontinues or suspends participation in the Nursing program for any reason for a period of time of one (1) term or greater (summer excluded), **a background check and drug screen will be required upon re-application/re-entry to the program.**
- 6) A student may be excluded from readmission if documentation finds the student in violation of the student handbook; disciplinary actions; or university policies.
- 7) Readmission is handled on a case-by-case basis due to limited clinical space.
- 8) Students will be required to follow the course sequence of the cohort into which they are readmitted.
- 9) Any student who must drop/withdraw for Military service will be given priority during the readmission process. See [Bulletin of Courses](#).
- 10) The DON will notify the competency assessment program (i.e. ATI) coordinator of student departing and starting in cohort.
- 11) It is highly recommended that the student visits their instructor and/or advisor for analysis of their performance and that the student visit support services outside of the Nursing Department (testing center, CARE Team, counselor, financial aid) for assistance.
- 12) Failure to adhere to program policies such as privacy violation and deviation from safety procedures may be subject to disciplinary action including suspension and dismissal from the program after consultation with Assistant Directors, Program Director, and/or involved faculty and staff.

### University Process for Leave of Absence

Degree seeking undergraduate students who plan to be absent from the university for more than two consecutive terms must file a leave of absence to preserve their current catalog rights (Title 5, Article 5, Sec. 40401). A petition, available through the Office of Advising and Academic Services, must be filed and approved. In most instances, with an approved leave of absence, a student may be absent from the campus without losing rights to specific degree requirements under an earlier catalog. Petitions for leaves of absence should be filed

in advance of the interruption in enrollment. Please refer to the Bulletin of Courses (<https://www.csusb.edu/bulletin>) for further information.

The maximum duration for any leave is two calendar years although exceptions to the two-year limit may be granted under extenuating circumstances. Leaves of absence will not be approved for students who are:

- ♦ Subject to disqualification or dismissal due to academic deficiencies or disciplinary action.
- ♦ Not completing any degree applicable course work.
- ♦ Enrolling only in extension courses or those who are only auditing courses.

Students who do not return to CSUSB at the conclusion of their planned leaves and those who enroll elsewhere without permission of the Office of Records, Registration and Evaluations will be considered to have withdrawn from the university at the end of their last term of regular enrollment. Please refer to the CSUSB Bulletin of Courses for further information.

### **Academic Honesty**

The faculty in the Department of Nursing (DON) are committed to the principle that ethical conduct and professional integrity are of paramount importance for all students. Each student shall maintain academic honesty in the conduct of their studies and other learning activities at CSUSB. The integrity of this academic institution and the quality of the education provided in its degree programs are based on the principle of academic honesty. Academic dishonesty is an especially serious offense. Plagiarism, cheating, collusion, fabrication and purchasing or accessing test banks are viewed as direct violations of the Student Code of Conduct, [Code of Conduct](#).

### **Plagiarism and Cheating**

Nurses are recognized and respected for their integrity in caring for patients and all aspects of the profession.

All nurses and nursing students are expected to uphold the highest levels of professionalism including academic honesty as described in the ANA Code of Ethics for Nurses.

As participants in a community of learners nursing students are expected to hold themselves and others to the highest levels of integrity and honesty.

If a student is aware of any actual or potential lack of integrity, professionalism, or academic integrity the student is expected to report it to faculty and/or Department of Nursing leadership. Any student who makes faculty aware of lack of integrity or other lack of professionalism will be protected from harassment and bullying.

Plagiarism and cheating are violations of the Standards for Student Conduct (Title 5, §41301, California Code of Regulations) and may be dealt with by the instructor, the department, and the University Student Conduct Administrator.

Procedures for addressing cheating and plagiarism are found below. Questions about academic dishonesty and the policy should be addressed to the University Office of Student Conduct and Ethical Development ([student-conduct@csusb.edu](mailto:student-conduct@csusb.edu)) and the chair of the Department of Nursing.

Plagiarism is the act of presenting the ideas and writing of another as one's own.

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.

Cheating includes but is not limited to:

- Obtaining, downloading, sharing, copying, discussing, and/or making public any part of a previous exam or other assessment material or instructor intellectual property without their permission. This applies to materials from within or external to the CSUSB community.
- Copying, in part or in whole, from another's test, software, test bank or other evaluation instrument.
- Submitting work previously graded in another course unless this has been approved by the course instructor or by departmental policy.
- Submitting work simultaneously presented in two courses, unless this has been approved by both course instructors or by the department policies of both departments;
- Using or consulting during an examination sources or materials not authorized by the instructor.
- Altering or interfering with grading or grading instructions.
- Sitting for an examination by a surrogate, or as a surrogate.
- Any other act committed by a student in the course of his or her academic work, which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

Plagiarism and cheating are academically dishonest and subjects the offending student to penalties up to and including dismissal from the program. Students must make appropriate acknowledgements of the original source where material written or compiled by another is used.

<http://bulletin.csusb.edu/academic-regulations/>

Anyone who participates, in the cheating, aids or cover-up is subject to discipline up to and including dismissal from the program.

Anyone who harasses or bullies in person or in a digital format another student or community member for reporting an act of academic dishonesty, or lack of professional will be subject to disciplinary action, up to and including dismissal from the program. Confidentiality of the informant will be maintained as possible.

Approved APR 1.18.2021  
FO 1.22.2021

### **Collusion**

Any student who knowingly or intentionally helps another student to perform any of the above acts of cheating or plagiarism is subject to disciplinary action for academic dishonesty. There is no difference between students who cheat and plagiarize and those who willingly allow it to occur. Some instructors permit group work of collaboration between students; all students should write up their work independently of one another, unless the instructor has given explicit



approval for a common write-up. If there are any questions about collaboration, students are strongly urged to ask their instructor about the appropriate procedures for the course.

### **Fabrication**

Fabrication is falsifying or invention of any information or citation in an academic exercise.

### **Academic Probation & Disqualification**

Academic probation is defined in the CSUSB “Bulletin of Courses”

(<https://www.csusb.edu/bulletin>) as any time the cumulative grade point average in all college work attempted or the cumulative grade point average at CSUSB falls below 2.0. The student shall be removed from academic probation when the cumulative grade point average in all college work attempted and the cumulative grade point average at CSUSB is 2.0 or higher. A student on academic probation per CSUSB policy is not eligible to progress in the nursing program. If the student is removed from CSUSB academic probation, the student may petition to be considered for readmission to the nursing program if eligible per program policy.

- ♦ In addition to the University policy above, it is an expectation that nursing students must attain grades of “C” or better in all courses required for the Nursing major in order to progress in the program. Students who withdraw, drop, or fail a “NURS” course may not progress in the nursing program unless readmitted to the nursing program according to the program readmission policy.

#### **♦ Academic Disqualification**

A student on academic probation is subject to academic disqualification. Therefore, a student is academically disqualified and not considered to enroll in “NURS” courses if the student is unsuccessful in repeating a “NURS” course, earning a grade less than a “C”. In addition, if the student earns less than a grade of “C” in a second “NURS” course, in the same term or in a subsequent term, that student will be academically disqualified and not considered to enroll in “NURS” courses. Students who are subject to Academic Disqualification will not be permitted to reapply for readmission and will be notified.

A drop or withdraw from a nursing course, with appropriate documentation described in the CSUSB “Bulletin of Courses”, will not be counted toward academic disqualification.

### **Academic Expectations**

Preparation, Attendance, Participation

Regular preparation, attendance, and participation are prerequisites to effective learning.

- ♦ If a student misses theory-based classes, the student remains responsible for learning course material presented during the absence. Faculty members believe attendance in all nursing courses is essential to the learning and success of each student. The learning that results from the interaction and sharing with other students is an important and integrative aspect of the learning process.
- ♦ The participatory nature of nursing courses mandates careful preparation for class sessions.

Students should be prepared to contribute ideas and ask relevant questions. Many courses include participation as a class requirement and points are awarded according to participation.

- ♦ Class lectures and discussions require that all students are respectful of their peers and faculty.
- ♦ Cell phones, pagers, or other noise-producing electronics must be silenced and put away prior to class.
- ♦ No lecture may be recorded on any electronic device without the consent of the professor.
- ♦ Questions, conversation, and other discussion should be respectful at all times.
- ♦ Arriving late to class and/or leaving early reduces a student's ability to learn and disrupt the learning of classmates.
- ♦ Laptops are permissible in class, unless otherwise indicated by the instructor, as long as they are used exclusively for class related activities. Checking email, websites and doing other work reduces ability to learn and distracts other students.
- ♦ Disruptive behavior will not be tolerated, and disruptive students may be asked to leave the class.

**With all clinical lab experiences, students are expected to be professional and maintain confidentiality on all personal and sensitive information obtained in this course.** This includes, but is not limited to, avoiding discussions that would allow others to identify the subject of the information and removing patient names from course papers/class assignments. To discuss patient information in a student forum, a student may use initials or a name that is not the patients. Failure to protect the privacy of others may have serious repercussions and is a violation of the Health Information Protection and Privacy Act (HIPAA).

### **Specific Requirements for Nursing Courses**

**Use of APA Guidelines:** Formal papers in nursing classes will be written, unless otherwise instructed, following the guidelines in the most current edition of the Publication Manual of the American Psychological Association. The book should be purchased and kept as a reference.

### **Term Withdrawal**

Dropping down to zero units (or withdrawal from all classes) is considered a withdrawal from the term and/or university. To withdraw, this process can be performed per MyCoyote by the designated Census deadline for each term. Withdrawing from all classes after the Census deadline will require petitioning with the Dean of the College of the student's major. Refer to "Adding and Dropping after Census" for further information on petitioning

### **Leave of Absence from Nursing Program**

#### **DON Process**

In order to remain in good standing with the DON, students who need to request a Leave of Absence or Withdrawal from the program must submit a letter to the Department Chair. The letter must include reasons for leave and expected return. A returning nursing student must also follow the Readmission to the Nursing Program policy.

## **Program Dismissal Policy**

The following causes shall be sufficient for immediate dismissal:

- 1) Professionalism
  - a) Documented and counseled (not to exceed 3 times) account of poor personal hygiene.
  - b) Documented and counseled for display of unprofessional image.
  - c) Documented and observed cheating, collusion, fabrication, plagiarism, purchasing unauthorized materials (e.g. test banks) in the classroom and/or clinical practice settings.
  - d) Insubordinate attitude or comments to faculty and/or staff.
  - e) Refusal to sign a prepared Strategic Plan for Success.
  - f) Noncompliance with program policies, procedures, and/or strategic plans.
  - g) Unethical or inappropriate conduct in the classroom and/or clinical practice settings.
  - h) Documentation of behavior consistent with chemical impairment.
  - i) Use of alcohol or abuse of drugs while in class or clinical.
- 2) Academic Performance
  - a) Failure in a required nursing course (theory or clinical)
  - b) Failure to meet expectations of strategic plan for success
- 3) Clinical Performance
  - a) Unsafe performance in the classroom and/or clinical practice settings. (See Unsafe Clinical Behavior Chart with Examples)
  - b) Inconsistent performance in delivering patient care.
  - c) Unsatisfactory/inappropriate recording and reporting and inaccurate documentation.
  - d) At any point in the term, failure to complete clinical objectives.
  - e) Insubordination to clinical instructors or clinical facility staff.
- 4) Attendance
  - a) Illness, mental or physical, deemed sufficient to interfere with the student's ability to complete objectives.
  - b) Excessive absences or tardiness, as defined by Attendance Policy
- 5) Any other reason listed in the student conduct section of the university's Bulletin of Courses.

Any infraction will require a review by the Department of Nursing.

## **SECTION V: STUDENT RESOURCES**

## **Academic Advisement**

### **Department of Nursing Undergraduate Student Academic Advisee Policy**

Undergraduate prenursing students who are not currently enrolled in nursing courses are advised by staff in the College of Natural Sciences (CNS) Advising.

Undergraduate nursing students who are enrolled in their first nursing course will be assigned a DON faculty advisor. Additional advising support may be available to nursing students from CNS and DON Peer Advisors.

- Prelicensure Students are expected to meet with their faculty adviser for 30 minutes face to face or web conference platform (If all parties are comfortable and in agreement)
  - 1<sup>st</sup> term in the program,
  - 3<sup>rd</sup> term, and
  - their second to the last term prior to graduation and prior to filing Grad Check.
- Students need to communicate with their faculty academic adviser every term or as needed to update their program plans.
- A required 30-minute meeting (face to face or web conference platform) to create or conduct a detailed review of the program plan will be held in the first term in the program. A registration hold will be placed until after the meeting.
- A required 30-minute face-to-face meeting to conduct a detailed review of the program plan will be held in the 1st, 3rd, 4th semester of the program. A registration hold will be placed on prelicensure nursing students until after the meeting.

Students are strongly encouraged to meet with their advisor via phone, email, or web conference platform (If all parties are comfortable and in agreement) during all other terms to check in and revise program plans as needed.

A hold will be put on registration for all students in the terms following the required face-to-face or web conference advising meetings. Registration holds will be lifted by the advisor after each required face-to-face meeting.

RN to BSN will meet with their faculty adviser each year and prior to filing Grad Check. A Grad Check must be completed prior to graduation, during the term required by the University. Students are welcome to attend the advising sessions offered by Peer Advisors, as well.

Below are some examples of additional reasons students should make an appointment to see their academic advisors.

Before Add/Drop Ends:

- To obtain an advisor's (aka dean's) signature for your add/drop slip
- For help arranging an independent study (for sophomores, juniors, and seniors)
- For approval to take an overload in a term (for sophomores, juniors, and seniors)
- To take a course pass/fail or audit a course (for sophomores, juniors, and seniors)

During the Academic Term:

- To discuss program plan

- Questions about graduation requirements
- Questions about details on your PAWS report
- Advice on academic success strategies
- Information on campus resources
- Concerns about a course
- To discuss withdrawal from a course (be aware of withdrawal deadlines each semester)
- Referral to appropriate campus resources for personal issues that may be affecting your academic progress
- To discuss an academic, medical, or personal leave of absence
- Questions about a change of major

#### End of Academic Term:

- To request an incomplete in a class (should contact advisor by last day of classes)
- To arrange to take an exam during the conflict exam time
- To discuss scheduling concerns for upcoming semester

Students will be asked to complete an evaluation of their academic advisor after each required 30-minute face-to-face meeting. Students' evaluations will be anonymous; the evaluation results will be used by the advisor as part of overall performance evaluation.

Adapted from School of Nursing and Health Studies at Georgetown University, Washington, DC.

Effective Fall 2020

Approved by Faculty Organization 02.07.2020

Please Note: If the nursing courses have not been finalized at the time of registration, students will need to be flexible should the finalized schedule conflict with other courses.

### **University Catalog and Schedule of Classes**

Information about admission requirements, registration, student activities and academic policies is available in the university catalog and via the university web site.

### **Strategic Plan for Success Policy**

The faculty at CSUSB DON is committed to assisting students to achieve their maximum potential. However, there are times when certain factors prohibit/prevent students from achieving their goal. In order to afford the student due process and time for remediation and improvement the following sequence of events will be observed. All reference to standards is based on the current editions of the following documents:

- ♦ Student Handbook
  - ♦ Relevant Course Syllabus
  - ♦ American Nurses Association (ANA) Standards
  - ♦ California State University, San Bernardino Bulletin of Courses
1. The student or faculty recognizes unresolved or ongoing difficulties in any of the following areas: professional conduct, clinical proficiency, absence or tardiness, as defined by the current student policy and procedure manual and relevant course syllabus.

2. An instructor will develop a Strategic Plan for Success Guidelines identifying the deficiency and a Strategic Plan for Success. The following steps will be implemented:
  - a) Following a meeting of relevant involved parties, the student may be removed from the clinical setting as determined by the instructor, to allow time for further clarification and verification of information.
  - b) The instructor will contact the Chief Nurse Administrator/Department Chair
  - c) The Strategic Plan for Success will be ready for the student's signature by the next clinical day from the identification of the deficiency.
3. Within five (5) workdays, the instructor, in consultation with the Department Chair/Chief Nurse Administrator, will meet with the student to define details of the Strategic Plan for Success for completion.
4. The plan may include referral to:
  - a) Theory and/or Clinical Instructor of the course.
  - b) The Student Health and Psychological Counseling Center and/or CARE Team for solution of personal problems interfering with learning.
  - c) The Learning Center for assessment of possible learning disabilities and/or remediation work in deficient areas and tutorial support.
  - d) Referral to Skills Lab Coordinator for clinical remediation support.

During this meeting, an opportunity will be provided for student input.

5. A copy of the Strategic Plan for Success is filed in the student's department record.
6. An instructor may schedule weekly meetings with the student during the term of the Strategic Plan for Success to review progress. If the student fails to demonstrate reasonable progress in accordance with the Strategic Plan for Success, the instructor may request a meeting with the student, Program Director and Chief Nurse Administrator/Department Chair. At this meeting the prohibition of the student to attend class and/or clinical may be determined.
7. At the conclusion of the improvement date identified in the Strategic Plan for Success, the student and instructor will meet. Progress will be reviewed; however, all Strategic Plan for Success are maintained throughout the remainder of the program.
8. If, in the professional assessment of the faculty and the Chief Nurse Administrator/Department Chair, the student does not satisfy the terms of the Strategic Plan for Success, the student will be notified verbally and in writing during a meeting with the instructor and the Chief Nurse Administrator/Department Chair. The student will be unable to attend the clinical portion of the course. **This will result in failure of both theory and clinical courses.**

Within three (3) working days, an appeal meeting will be scheduled to determine the student's eligibility to continue in the course/program. During this meeting, students may respond in writing regarding the reasons for having not satisfied the terms of the Strategic Plan for Success.

This final meeting will include, but not limited to the instructor, Department Chair / Chief Nurse Administrator, ~~Department Chair~~ and the student. The student may have a maximum of two (2) student peers present to give additional input. A decision will be provided to the student, verbally at the meeting and in writing, within five (5) working days.

Upon completion of the appeal meeting, if the appeal is not granted the student will be administratively dropped from nursing courses.

After the above process, if the issue is still unresolved, the student may:

1. Request a meeting with the Dean of Natural Sciences, to review the findings and student input.
2. The Dean may, after consideration of the circumstances, recommend the issues be brought to the Ombuds Services.
3. Students are expected to follow the guidelines identified in the Grade/Academic Grievance Procedures policies in accordance to the CSUSB Bulletin of Courses.

## **List of Student Resources**

### **Financial Aid**

The Financial Aid office offers programs that provide support for students to help meet the costs of obtaining a college education. Funding for such programs is provided by the federal and state governments, the individual colleges and universities, and a variety of other public and private sources. Please visit the Financial Aid Office [website](#) further information.

### **Records, Registration and Evaluations**

The office of Records, Registration and Evaluations is committed to helping students meet their degree objectives. By building positive working relationships with students and providing quality services, we lead them through their academic careers today for successful professions tomorrow. Please visit the [Office of the Registrar](#) for further information.

### **Student Health Center\***

The Mission of the Student Health Center is to provide compassionate, accessible and cost effective clinical and preventative health service for the student community.

The Student Health Center provides first aid and basic out-patient care services. The medical time staff Monday through Friday to care for your needs. First aid is always available during clinic hours to anyone on campus. Please dial 911 for emergencies from anywhere on campus for assistance. The Student Health Center is staffed with Doctors, Physician Assistants, Nurse Practitioners, Nurses, Medical Assistants, and a Pharmacy.

The center has contracted with local lab and X-ray services for our students. [Counseling and Psychological Services](#) also has a full-time staff of Marriage and Family Therapists, licensed Psychologists and supervised interns. Please visit Counseling & Psychological Services for more information.



Health services are also offered at the CSUSB Palm Desert Campus in the [R.D. and Joan Dale Hubbard Student Health and Psychological Counseling Center](#) located in HS-119.

\* Students are referred to service department websites when the university is restricting accesses to on campus services during times of emergency.

## **Services to Students with Disabilities (SSD)\***

### **Mission Statement**

The Office of Services to Students with Disabilities (SSD) strives to empower students with disabilities by fostering skills of self-advocacy, resourcefulness, and independence. The SSD office works collaboratively with the campus community to remove barriers and promote an enriched learning environment where students with disabilities can utilize their skills and pursue their academic and personal development goals.

### **Steps to Determining Eligibility**

#### **Step 1: Contact the SSD Office**

Contact the SSD office at [ssd@csusb.edu](mailto:ssd@csusb.edu) or (909) 537-5238. You must provide documentation of disability directly to SSD — not to your program or the Office of Admissions and Student Recruitment. All contact with SSD is confidential. Disability-related information is not released except on a need-to-know basis.

#### **Step 2: Complete and Submit**

Fill out and submit the Application for Services packet, including documentation of the disability, to the SSD office at [ssd@csusb.edu](mailto:ssd@csusb.edu). Without submission of documentation, the processing of the student's application may be delayed.

#### **Step 3: Review of Documentation**

An SSD Counselor will review the documentation for eligibility and a brief introductory session (Meet and Greet) will be scheduled by phone or Zoom.

#### **Step 4: Verification of Enrollment**

Upon verification of enrollment in classes, the intake will be scheduled and conducted via Zoom. During the intake, the SSD Counselor will discuss and assign the appropriate accommodations and the student will sign the necessary paperwork. Most reasonable accommodations can be arranged within 10 business days. Students receiving reasonable accommodations have a responsibility to notify the appropriate university personnel of their recommended accommodations in a timely manner. Your assigned counselor will generate a memo listing your approved accommodations, which you must submit to your professors.

Please Note: Students who are found to be non-disabled will be referred to other campus and community resources for assistance. Pending receipt of documentation, SSD reserves the right to deny services or accommodations.

\* Students are referred to service department websites when the university is restricting accesses to on campus services during times of emergency.

## **The Career Center**

The mission of the Career Center is to support the career readiness of all students and alumni by providing advising, assessment, workshops, career events, employer networking opportunities, internships and job opportunities that result in the establishment or advancement of personalized career goals. [Careers](#)

## **The Writing Center**

The CSUSB Writing Center, sponsored by the University's Division of Undergraduate Studies, conducts more than 10,000 one-to-one student writing conferences and facilitates workshops with faculty members in a variety of campus classrooms.

Writing consultants work with students at all stages of the composing process. They help students interpret assignments, discover topics, expand ideas, clarify organization, incorporate counter-arguments, cite references, edit, and proofread. Several consultants work specifically with multilingual students to help them negotiate linguistic and cultural differences in written composition; these tutors also conduct informal English conversation groups for multilingual speakers: [Writing Center](#)

## **ESLC Students**

CSUSB understands that English Language Learners come from diverse backgrounds and have a rich variety of educational experiences. The English Language Support Center (ELSC) provides a welcoming environment that can help students – as well as faculty and staff – make the university experience rewarding and successful: <https://www.csusb.edu/english-language-support-center>

## **Graduation Requirement Check**

Undergraduate students must request a graduation requirement check (Grad Check) prior to the end of the term of their expected graduation. However, to avoid late fees, the grad check should be filed by the established deadline presented on the grad check deadline.

Post-baccalaureate students must request a grad check at least one term prior to the end of the term of their expected graduation. Grad check deadlines and further information is provided at the following website: <https://www.csusb.edu/registrar/evaluations/graduation-requirement-check>

## **SECTION VI: SAFETY, CLASSROOM, AND CLINICAL/LAB PRACTICES**

## **Student Requirements and Compliance**

### **Compliance**

Compliance is very important. Student nurses are legally and ethically bound to provide safe care to the clients they serve. It is required that all nursing students assume accountability for the safety of themselves, colleagues, and their clients. Requirements are based on legal contracts with clinical agencies, prevailing factors in the education and healthcare environments, and risk management issues.

Compliance is required in order to attend classes and participate in SIM/skills labs on-campus, clinical experiences at clinical agencies and in the community.

Approximately one (1) month prior to the beginning of clinical classes, all requirements for clinical compliance are due. It is the student's responsibility to know the compliance requirements and to keep herself/himself updated and in compliance, and to provide the DON with proofs of documentation of this compliance by established due dates and in advance of any expiration dates. Excuses and exceptions are not possible and will not be accepted. If the student is not in compliance with each of the requirements, they will not be permitted to participate in nursing classes and clinical. If necessary, the Compliance Coordinator will drop the student from courses, requiring the student to reapply to the nursing program. Please see 'Readmission of CSUSB Nursing Students'. The DON reserves the right to add, change, or modify the requirements at any time.

Students are expected to demonstrate performance in specific core performance standards (with reasonable accommodation upon verification of disability) including:

- Critical thinking ability sufficient for clinical judgment.
- Interpersonal abilities sufficient to interact with individuals, families and groups. Communication abilities sufficient for verbal and written interaction.
- Physical ability to move from place to place and demonstrate manual dexterity and eye- hand coordination.
- Demonstrated auditory, visual, tactile, and olfactory ability sufficient to assess and monitor patients safely.

The Chair and Program Director of the DON, working with the Services to Students with Disabilities ([SSD](#)) Services, will assist students in determining what accommodations will be needed to enable students to meet these standards.

### **Background Checks/Fingerprinting**

The DON requires all students to submit a cleared criminal background checks before participating in any course.

Students are responsible for paying for the background check and for making sure the department gets the information by the due date. The Department of Nursing uses a designated vendor to perform the background check and maintains the records, protecting confidentiality.

The entire process can be done online and should not take more than a few days. If a student has not obtained the background check by the due date, the student will not be able to

participate in the Nursing program. **If a student does not obtain a "clear" background report, the student needs to report to the Department Chair/Undergraduate Program Director immediately. If the student's background check cannot be cleared by the time class starts, the student may be dropped from the program.** There will be NO EXCEPTIONS TO FULFILLING THIS MANDATORY REQUIREMENT.

If at any time a CSUSB nursing student is charged or arrested for any offenses after the initial background check, the student MUST notify in writing the Department Chair and Undergraduate Program Director within 48-72 hours of the arrest, violations and/or convictions that occur after the Background check is completed. The student MUST meet with the Department Chair and Undergraduate Program Director. Failure to inform the Department Chair and Undergraduate Program Director may result in dismissal from the program. In addition, if a student discontinues or suspends participation in the program, a background check will be required upon reinstatement of the program.

Arrests, violations and/or convictions may result in denial by clinical agencies of the student for clinical experiences that are required for successful completion of the nursing program. Arrests, violations and/or convictions may or may not violate University and/or department policies and/or standards that could result in sanctions. Failure to notify the Department Chair/Undergraduate Program Director will be deemed as a deception and/or a misrepresentation by the student and will be handled as a form of academic dishonesty in addition to any other consequences.

Some clinical agencies (including, but not limited to Tenet hospitals (DRMC & JFK), Veteran's Administration, Patton State Hospital and other public health agencies) require additional background checks which may include Live Scan.

Students may be responsible for paying for these additional background checks. A student may be directed to obtain an updated background check at any time during the program. This policy holds true for drug screens as well.

### **Drug Screen Test**

A drug screen is required for all students upon admission to the nursing program. It is the students' responsibility to pay for this test. Due to requirements mandated by our clinical facilities throughout San Bernardino and Riverside Counties, all students in the BSN program will be required to have a **CLEAR DRUG SCREEN TEST COMPLETED BEFORE THE START OF THE NURSING PROGRAM.** The Nursing Department uses a designated vendor to perform the drug screen test and maintain the records. Students are responsible for paying for getting this information to the DON by the due date. **If a student has not obtained a "clear" drug screen test by the due date, the student will not be able to participate in the Nursing program.** There will be NO EXCEPTIONS TO FULFILLING THIS MANDATORY REQUIREMENT. If a student does not obtain a "clear" drug screen test, the student needs to report to the Department Chair/Undergraduate Program Director immediately. A decision whether the student may remain in the program will be made. A Nursing student who cannot participate in required clinical experiences according to the established curriculum due to adverse information in his/her drug screen test report will be informed of this situation prior to being administratively dropped from the program.

**Students may be required to a random drug testing any time during the program.** CSUSB contracts with clinical agencies, and retain the right, to perform drug screen testing of CSUSB

Nursing students “for cause”. A nursing student should comply with any clinical agency requests for random drug screening. The student should immediately notify his/her clinical faculty. If adverse information is found on the results of the drug screen, the student will be immediately removed from the clinical agency. The student must report to the Department Chair/Undergraduate Program Director of the CSUSB DON within 24 hours.

### **List of Core Requirements**

Students are required to provide the DON with copies (verified with original document) of the following:

#### **Current state driver’s license or state issued identification card**

**Measles, Mumps & Rubella (MMR)** - Positive antibody titers for all 3 components (lab report required). If you report an equivocal or negative titer, you **MUST** receive two doses of MMR, 4-6 weeks apart. No follow up titer is needed.

**Varicella (Chicken Pox)** - Positive antibody titer (lab report required) for Varicella. IgG results must be reported. If you report an equivocal or negative titer, you **MUST** receive two doses of Varicella, 4-6 weeks apart. No follow up titer is needed.

**Hepatitis B** - Positive antibody titers for all 3 components (lab report required). If you report an equivocal or negative titer, you **MUST** receive three doses of the Hep B booster at 0, 1, 6 months. Post-vaccination student must draw a titer 1-2 months after the series. If the report shows equivocal or negative titer, student may ask for a signed declination waiver.

[https://www.cdc.gov/vaccines/schedules/hcp/imz/adult.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fvaccines%2Fschedules%2Fhcp%2Fadult.html#vacc-adult](https://www.cdc.gov/vaccines/schedules/hcp/imz/adult.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fvaccines%2Fschedules%2Fhcp%2Fadult.html#vacc-adult)

#### **PPD (TB) Two-Step Skin Test**

A two-step PPD skin test (2 separate injections and 2 readings, 1-3 weeks apart) is required in the first year of the nursing program.

Yearly renewal follows with one-step PPD (1 injection and 1 reading, 72-hours post-injection), OR QuantiFERON Gold Test or T-spot with lab report) is required.

Any student with a positive PPD skin test, or have a history of prior positive PPD results (indicating exposure to TB or from prior vaccination with a BCG vaccine) must provide a copy of the positive PPD lab result, a clear chest x-ray (expires every 4 years) and complete the DON Annual Health Screening Questionnaire (signed by the student’s healthcare provider).

**Tetanus, Diphtheria & Pertussis (Tdap):** documentation of a Tdap booster within the past 10 years OR one Tdap at any point and Td booster within the past 10 years.

**Influenza** - Documentation of a flu shot administered during the current flu season.

**CPR Certification** – Must be the American Heart Association Healthcare Provider course. Copy of front & back of signed card received following completion of an American Heart Association Healthcare Provider course.

**HIPAA Certification** – Watch HIPAA video during new student orientation (1<sup>st</sup> term) or clinical class, fill out form and submit to nursing office/faculty.

**Universal Precautions and Blood Borne Pathogens** – Watch BBP video during new student orientation (1<sup>st</sup> term) or clinical class, fill out form and submit to nursing office/faculty.

**Physical Examination** – Fill out form provided by DON, and have it signed by your provider.

**Background Check- Students in the San Bernardino Campus will be using Castle Branch for Background Check and Drug Screen. Students completing a clinical rotation in the Coachella Valley will use Hire Right and Forensic drug screen. Read information noted in the compliance packet provided during orientation and posted on the DON website.**

Without these documents, students will not be allowed to continue in the nursing program. Failure to conform to these policies may result in an administrative drop from courses, and the student will have to reapply to the nursing program. (See Readmission of CSUSB Nursing Students). **IT IS THE RESPONSIBILITY OF THE STUDENT** to maintain current documentation of these compliance requirements with the nursing department. It is also the responsibility of the student to retain copies of all documentation submitted. The DON will NOT make copies of any documents submitted and will NOT provide copies of records or any other information submitted.

### **Liability Insurance**

Each student in the DON is required to have Student Professional Liability insurance through CSUSB. Currently the CSU Chancellor's Office provides General Liability and Professional Liability for students enrolled in a for credit Health Profession Practicum with a CSUSB partner. Policy coverage is referred to as SPLIP (Student Professional Liability Insurance Program) and may be viewed on the CSU website. The student obtains evidence of the coverage from DON and must carry the certificate with them to all clinical activities.

### **Cardiopulmonary Resuscitation (CPR) BLS for Healthcare Providers Card**

It is the students' responsibility to maintain a current, valid certification card (copy to be submitted to Department office). The required CPR course MUST BE American Heart Association (AHA) HealthCare Provider (2-year certification). If previously taken certification must be valid during the school year (September-June) for the entire two years. Renewals are **only** done during the Summer (earliest is finals week in Spring and latest is the set compliance deadline) to ensure coverage for the entire academic year. Completing the certification early or for employment purposes will not be acceptable.

### **Physical Exam and Immunizations**

Upon admission to the BSN program, each student must provide documentation from their healthcare provider that they meet the requirements for essential duties in clinical through a recent (within the past month) physical exam and are free of contagious diseases. The healthcare provider is to be a licensed primary care provider, a MD, DO, NP, or PA.

Each student is required to prove immunity, via lab report of blood testing indicating positive IgG titer, to the rubeola and rubella viruses, varicella (chicken pox), mumps, and Hepatitis B. In addition, proof of up-to-date Tetanus Diphtheria and Pertussis (Tdap), proof of a completed polio immunization series as well as proof of influenza immunization are required. Declinations are not permitted unless due to medical condition(s) at which time proper documentation will be required. In addition, some clinical agencies may require their own test and lab studies be done.

## **Health Insurance Coverage**

Proof of current, active health insurance coverage must be submitted each year, or as appropriate based upon expiration date, prior to attending classes and participating in skills labs on-campus, clinical experiences at clinical agencies and in the community. In addition, a copy of the card (verified with original), along with proof of current/active status is required. The health insurance card must have the student's name listed.

## **Access to Transportation**

A valid driver's license along with proof of minimum state auto insurance is required. The insurance card or policy must have the student's name listed. Should a student not have a valid driver's license, a copy (verified by original) of ID must be submitted. A notarized letter from the person responsible for driving the student to and from clinical must be submitted each term. The letter must indicate the driver is taking full responsibility for the student.

## **Essential Duties to Meet Clinical Requirements**

To enter into and to complete the nursing program, students must be able to meet the emotional and physical requirements of the DON and the agencies in which students are placed for clinical. If accommodations are required for a student to meet these requirements the student and faculty are to work with Services to Students with Disabilities [SSD](#) to determine what accommodations would be reasonable in a clinical setting. SSD accommodations are renewed each term and submitted to faculty at the beginning of the term.

## **Emotional Requirements**

The student must have sufficient emotional stability to perform under stress produced by both academic study and the necessity of performing nursing care in real patient situations while being observed by instructors and other health care personnel.

## **Physical Requirements**

In order to participate in CSUSB DON, students are required to travel to agencies and hospitals, and to homes with unpredictable environments. Students need to have the endurance to adapt to a physically and emotionally demanding program. The following physical requirements are necessary to participate in the clinical application courses in nursing:

1. **Strength:** Sufficient strength to lift, move and transfer most patients; to restrain and carry children; to move and carry equipment; and to perform CPR, which requires sufficient body weight and adequate lung expansion.
2. **Mobility:** Sufficient to bend, stoop, get down on the floor; combination of strength, dexterity, mobility and coordination to assist patients; ability to move around physically and adequately in confined spaces (patient rooms, bathrooms, treatment settings, around patient equipment, etc.). Be able to perform all physical skills required to deliver patient care such as CPR, ambulation, transport, reposition, lifting, and other nursing duties.
3. **Fine Motor Movements:** Necessary to manipulate syringes and IVs; to assist patients with feeding and hygiene; to write appropriate notations; to document in health record; to perform sterile procedures and other skilled procedures.
4. **Speech:** Ability to speak clearly in order to communicate with staff, physicians and patients; need to be understood on the telephone.
5. **Vision:** Visualize patients in order to assess and observe their health status; skin tone, color changes, dermatological conditions, non-verbal behaviors, changes in signs and symptoms of illness, health improvement or deterioration, etc.



6. **Hearing:** Hear and see patients, monitor signs and symptoms, hear alarms, patient voices, call lights, and assess patient conditions, non-verbal behaviors, changes in signs and symptoms of illness, health improvement or deterioration, hear through the stethoscope to discriminate sounds, and accurately hear on the telephone.
7. **Touch:** Ability to palpate both superficially and deeply and to discriminate tactile sensations.

### **Professional Standards in Clinical Practice**

Professional standards are to be maintained. A student who demonstrates unprofessional behavior or behavior which indicates unsafe practice or improper classroom behavior (online and in person) may be denied progression or may be dismissed from the program. See Code of Ethics for Nurses, <https://www.nursingworld.org/coe-view-only> . Criteria are:

#### **Safety**

1. Demonstrates safe clinical performance skills.
2. Notifies instructor or agency immediately if an error was made or safety was violated.
3. Protects the patient from environmental hazards and provides for the safety of the patient, self, and others.

#### **Personal/Professional Accountability**

1. Consistently takes initiative in seeking faculty consultation and supervision.
2. Seeks assistance in aspects of patient assessment in which student lacks confidence or skills.
3. Communicates online and in person, in a manner which maintains and promotes professional relationships.
4. Communicates important patient problems identified during the clinical experience to the appropriate persons accurately and without delay.
5. Performs all clinical assignments or informs the instructor of inability to do so in adequate time or with the required level of competence.
6. Recognizes and assumes responsibility for the consequences of own actions.
7. Demonstrates organizational skills and priority setting appropriate to the clinical setting.
8. Assumes responsibility for attempting to identify and organize data for problem-solving.
9. Exhibits decision-making and leadership skills appropriate for an independently functioning professional.
10. Demonstrates judgment appropriate for an independently functioning professional.
11. Demonstrates professional conduct at all times while performing clinical assignment (non-professional conduct includes use of abusive language, substance abuse — alcohol and drugs, and other behavior indicating loss of emotional control).
12. Demonstrates honesty at all times.
13. Reports to the agency prepared for assignment on time and dressed appropriately (hair and clothes clean and appropriate for the assignment).
14. Notifies appropriate persons of absences or when late in arriving for clinical experience.
15. Demonstrates ethical behavior as outlined in the ANA Code of Ethics (2015).
16. Provides services with respect for human dignity and the uniqueness of the client, unrestricted by consideration of social or economic status, personal attributes, or the nature of the health problem.
17. Safeguards the client's right to privacy by judiciously protecting information of a confidential nature.
18. Acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical or illegal practice of any person.

19. Students are not allowed to bring or use cell phones in the clinical sites when prohibited by hospital regulations.
20. Students are expected to bring to clinical the required devices and software as their clinical resource, unless prohibited by the facility.

The student is expected to meet all clinical assignments and to arrive on time. The instructor, who becomes aware of a student failing to meet one or more clinical objectives, will notify the student immediately.

### **The Code of Ethics for Nurses**

On June 30, 2001, the House of Delegates of the American Nurses' Association adopted a new Code of Ethics. The Code was revised in 2015 with input from nurses through the United States. The [Code](#) establishes the ethical standards for the nursing profession and is a guide for ethical decision-making and ethical analysis.

### **American Nurses Association Code of Ethics for Nurses with Interpretive Statements (2015)**

1. The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.
3. The nurse promotes, advocates for and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession and integrate principles of social justice into nursing and health policy.

### **Integrity**

'Integrity' definition is firm adherence to a code of especially moral or artistic values, an unimpaired condition and the quality of state of being complete or undivided. (Merriam-Webster Dictionary, New Edition, 2016).

The faculty and staff of the California State University, San Bernardino Department of Nursing believe that integrity is one of the fundamental bases for academic and professional nursing and allied health communities. Accordingly, the faculty's goal is to assist all students in adopting acceptable standards of professional behavior.

### **Civility Definition**

According to the American Nurses Association, "incivility" is described as:

“Incivility may be exhibited through behaviors such as rudeness, open disdain, passive aggressiveness, bullying, psychological abuse. Or deliberate undermining of activities. These types of incivility may lead to a non-supportive organizational climate in which students feel pressured by peers to look the other way, and thus fail to support the person experiencing such incivility.”

Students in the Nursing Program at CSUSB are expected to be civil in their actions towards each other, the DON and college faculty, and staff. Civility entails being polite, courteous, and showing regards for others. Such actions may be demonstrated in both verbal and non-verbal behaviors.

Students are expected to conduct themselves ethically, honestly, and with integrity as responsible members of the CSUSB DON community. This requires the demonstration of mutual respect and civility in academic and professional discourse. An institute of higher education, such as CSUSB, is a place where ideas are openly shared. In the search for truth, it is essential that freedom exist for contrary ideas to be expressed. Accordingly, students are expected to respect the rights and privileges of others and to foster an environment conducive to learning. Students are accountable for their actions and are required to work independently, as well as collaboratively with teams, in achieving learning goals and objectives.

Behavior, either on or off campus, that is determined to impair, interfere, or obstruct the opportunities of others to learn or that disrupts the mission, processes, or orderly functions of the CSUSB DON will be deemed misconduct and shall be subject to appropriate disciplinary action.

Please refer to the CSUSB Student Code of Conduct in the Bulletin of Courses for disciplinary actions should incivility occur within the nursing program.

### **Clinical/Simulation Center Injuries**

If a student receives any type of injury while participating in a class (clinical, simulation, theory), the student should report the injury immediately to the instructor and seek appropriate care at the respective student health center or the student’s healthcare provider. Costs, if any, are the student’s responsibility. A written clearance, on physician’s letterhead, may be required to resume learning activities.

Students experiencing any type of injury in a classroom, clinical, or skills laboratory setting at the **San Bernardino Campus** must:

- ♦ Immediately notify the instructor.
- ♦ Complete documentation ‘DON Incident or Near Miss Report’ if applicable, ‘Incident Report’ and the ‘Supervisor’s Injury/Illness prevention report.
- ♦ Complete clinical site forms as mandated by the specific facility’s policies and procedures.
- ♦ Submit the “Incident Report” form within 24 hours to the Department Chair.
- ♦ In an emergency, call 911.
- ♦ For non-emergent injury, consult with the student health center or follow up with your primary provider.
- ♦ Submit a physician or nurse practitioner’s clearance before returning to school to faculty, Assistant Director/Undergraduate Program Director/Department Chair.

- The release statement must be on an either an official prescription pad or physician's or nurse practitioner's letterhead stationery.

Students experiencing any type of injury in a classroom, clinical, or skills laboratory setting at the **Palm Desert Campus** must:

- ♦ Immediately notify the instructor.
- ♦ Complete documentation, DON Incident or Near Miss Form'. 'Incident Report' and the 'Supervisor's Injury/Illness prevention report'.
- ♦ Complete clinical site forms as mandated by the specific facility's policies and procedures.
- ♦ Submit the 'Incident Report' form within 24 hours to the Department Chair.
- ♦ In an emergency, call 911.
- ♦ For non-emergent injury, consult with the student health center or follow up with your primary provider.
- ♦ Submit a physician or nurse practitioner's clearance before returning to school to faculty, Assistant Director/Undergraduate Program Director/Department Chair.
  - The release statement must be on an either an official prescription pad or physician's or nurse practitioner's letterhead stationery.

For the protection of students, clients, clinical personnel and faculty, the following policies must be adhered to:

- 1) If prior to enrollment or while enrolled in the program, a student experiences a health condition that could create a hazard to themselves, employees or patients, the student is expected to present a clearance form to the DON from their health care provider (physician, nurse practitioner, or physician's assistant) that it is safe for the student to attend class, lab, and clinical.
- 2) Any student with a visible injury or illness involving a potential communicable disease will be required to furnish a clearance statement from the primary healthcare provider (physician, nurse practitioner, or physician's assistant) before returning to the class or clinical setting. Examples of the above include: conditions requiring casts, canes, crutches, slings, elastic bandages, skin rashes, sore throats and draining wounds.
- 3) Letters from primary healthcare providers (physicians, nurse practitioner, or physician's assistant) regarding student illness, surgery, injury, or other health condition must include specific limitations or restrictions, as well as a statement defining classroom and clinical activities allowed. Any limitation or restriction must be followed up by a written release from the physician before returning to full activity.
- 4) In any or all clinical situations, alternative assignments and/or rotation to specialty units is up to the discretion of the instructor.
- 5) In all circumstances, students must be able to meet learning objectives, with consideration of the restrictions stipulated by the physician, to remain in good standing in the Nursing Program.

Please Note: The DON may require additional written medical clearance to ensure student and client safety.

## **DON Incident or Near Miss Policy**

### **CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO (CSUSB)**

#### **OPERATING PROCEDURE**

##### **DEPARTMENT OF NURSING (DON)**

**SUBJECT:** DON INCIDENT or NEAR MISS REPORT

**PURPOSE:** To provide a policy and procedure regarding the documentation and follow-up of incidents and near misses, which occur during any clinical/class/course-related experience.

**FOR:** DON Faculty, Staff, and Students, Nursing Council, Nursing Handbook

**POLICY:**

Incident is defined as an error, “circumstances in which planned actions fail to achieve the desired outcome”. Source: [Patient Safety Duke](#)

Near miss is defined as “an event, situation, or error that took place but was captured before reaching the patient.” Source: [ISMP Near Miss](#)

In a near miss situation, this event was originally missed but was captured before reaching the patient by both the faculty member and the student. Students who are involved in an incident or near miss in a clinical/class/course-related experience setting should follow the clinical agency policies governing such incident or near miss. If a student is involved in an incident or near miss during the clinical/class/course-related experience he/she must report the injury or exposure immediately to the faculty member supervising the clinical/class/course-related experience. The intention of this policy is not to create blame, but to examine the process that caused the incident or near miss to occur as well as create an opportunity for learning.

“Students who are involved in an incident at a clinical facility must comply with that agency’s policy and procedure pertinent to the incident. At a minimum, this compliance includes completing all required documentation and reporting as required by the agency where the incident and/or near miss occurred. Students who are involved in an incident and/or near miss during the clinical/class/course-related experience shall complete the documentation on the form that is included with this policy”.

See Student Handbook.

The faculty member and student (including witnesses) are responsible for assuring the reports are completed immediately following the incident or near miss that occurred during the clinical/class/course-related experience. Failure to complete the requirements in this policy prohibits faculty and students from returning to the setting. In the case of an incident (not a near miss), the faculty member must immediately contact the department chair and program director or designee. In a clinical situation, the lead faculty also needs to be notified. If unable to contact the department chair and Program Director or designee, the faculty member must contact the Dean of the College of Natural Sciences.

**PROCEDURE:**

1. Faculty and students shall follow the policy of the cooperating agency in regard to reporting and follow up of the incident or near miss that occurred, in addition to completing the CSUSB forms.

2. In the case of an incident, the faculty member and student will each be responsible for completing both the agency incident report and the 'CSUSB Incident and Near Miss Report' (see Appendix). For clarification, both the faculty member and the student will complete their own CSUSB form. Neither the faculty and/or the student will view the other's form. However, faculty will have a conversation with the student to ensure completeness and HIPAA compliance (in the clinical setting, faculty will assure that no patient identifiers are on any CSUSB form). Faculty and students must sign and date their own forms and submit to chair or designee.

*The DON chair will review both 'CSUSB Incident and Near Miss Report's and will clarify, educate and/or provide guidance if needed (i.e., discrepancies, disparagements).*

3. In the case of a near miss, the faculty member and student will complete the 'CSUSB Incident and Near Miss Report' (see electronic fillable form on Blackboard).
4. The faculty member shall be responsible for reporting the incident to the Department Chair and Program Director or designee.
5. The department chair will monitor the reports that have been submitted to examine trends and report these to the Assessment Evaluation Committee on an annual basis.

Revised 01.05.16

## **Medical Clearance**

Students unable to attend clinical rotations because of illness injury or disease longer than two (2) days and/or requiring follow-up treatment or management by a physician will be required to provide medical clearance from a primary health care provider prior to returning to class. Medical clearance will be in written form on official letterhead.

## **Impaired Student Policy**

The DON faculty members follow the guidelines established by the BRN related to impaired nursing students and the CSUSB policies and procedures.

See the Board of Registered Nursing Statement **Guidelines for Schools of Nursing in Handling Nursing Students Impaired by Chemical Dependency or Mental Illness** (Appendix section)

In the matter of nursing students impaired by alcoholism, drug abuse and emotional illness the California Board of Registered Nursing recognizes that these are diseases and should be treated as such;

- 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 her or his care;
- nursing students who develop these diseases can be helped to recover;

- it is the responsibility of the nursing student to voluntarily seek diagnosis and treatment for any suspected illness; and
- confidential handling of the diagnosis 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 [or losing their license] to practice nursing in the State of California.

As a preventive 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.

- ♦ Student behaviors such as the following that may be related to alcoholism, drug abuse and/or emotional illness.
  - Sudden decrease in academic performance
  - Unsafe clinical nursing practice
  - Increased absenteeism
  - Drastic change in behavior or mood
  - Physical signs and symptoms of alcohol or drug abuse
- ♦ Faculty actions beyond documentation include:
  - Document steps outlined for dealing with the behavior in the student file.
  - Should student be required to obtain a drug test the student must comply within 24-hours of referral by faculty. The Compliance Coordinator must be notified in order to ensure student obtains correct forms and ensures it is completed within required time.
  - If positive student will be removed from the clinical immediately upon discovery. Student may also be removed from program based on Program Dismissal Policy.
  - Consult with student and the department chair or designated faculty member regarding observations, decreased academic performance, and/or unsafe clinical nursing practices.
  - With the chair or other faculty member present, refer student to CSUSB Health Center and/or Counseling Center, or student may choose personal resource for rehabilitation.
- ♦ Follow-up:
  - If a student's behavior, academic and/or clinical performance improves, no further action is necessary.
  - If student's behavior does not improve and academic and clinical performances are not adequate or safe, follow the policy on "Removal of Student for Unsafe Clinical Practice."
  - See also "BRN Policy on Denial of Licensure."

## **Policy for Prescribed Medication Use by Students in the Clinical Setting**

Safety in the clinical setting for both students and patients is the highest priority for the DON. Therefore, the department requires students to notify the clinical instructor and accept an excused absence from clinical if they have been prescribed and are taking any medications that may interfere with normal functioning. Medication in this policy may include, but is not limited to:

- ♦ Muscle relaxants
- ♦ Narcotics
- ♦ Benzodiazepines
- ♦ Anticonvulsants

## **Study Expectations**

In order to be successful in the Nursing Program, it is recommended that each student sets aside at least 35 hours of study time each week. This is about 3 hours/unit/week. Time in class and studying is equivalent to a 40–50-hour workweek. Working, in addition to taking Nursing courses, is strongly discouraged. A gauge of whether a student understands the material is if the student is able to talk about the subject and teach it to someone else.

Please visit the appropriate support centers on campus BEFORE you encounter any problems (i.e., testing center, counseling center, CARE team, financial aid, services to students with disabilities, learning center).

## **Abuse Reporting**

Students and Faculty of this nursing program will be oriented to the professional obligation to protect and advocate for those who are unable to speak for themselves. This primarily refers to children, elderly and the disabled but may involve anyone who demonstrates symptoms of abuse at the hands of another.

Students and faculty who observe or suspect that a client is being abused will report their observations immediately to nurse unit supervisor with student simultaneously contacting faculty. Student and faculty will not call state authorities themselves but will respect the right of the facility to do so.

Students and faculty will complete an Incident Report Form along with any other forms required by facility and will provide this to the clinical facility and DON administration. The DON Administration will keep a file of incidents and will follow up appropriately.

Faculty or administrator who observes students or staff with signs or symptoms of abuse will follow the above procedure as well.

## **Classroom & Clinical Expectations**

Professional and courteous behaviors are expected for both lecture and clinical settings. Students are expected to attend ALL classes and clinical settings on time as scheduled. This is based on but not limited to the professional values of altruism, autonomy, human dignity, integrity, and social justice as identified by the American Association of Colleges of Nursing (AACN) – American Association of Colleges of Nursing (AACN) – [The Essentials of Baccalaureate Education for Professional Nursing Practice](#).



Such behaviors include but are not limited to:

### **Clinical**

- 1) Follow BRN 'Standards of Competent Performance' (See policy in Appendices)
- 2) Attend clinical as scheduled.
- 3) Students are not allowed to leave clinical site during clinical hours.
- 4) Should an emergency arise, obtain faculty permission prior to leaving the clinical setting.

### **Classroom\***

A student is expected:

- 1) To be an active participation in class without interruptions and showing courtesy and respect to others.
- 2) To give undivided attention in classroom. (There will be no conversation verbal/non-verbal when any person has been recognized.) Remember: An instructor is always recognized. Behavior that demonstrates a lack of interest will be asked to leave the classroom and will be marked absent.
- 3) To obtain faculty permission if necessary to leave the class early, preferably prior to the start of class.
- 4) Enter the classroom quietly and take a seat in the rear of the classroom if a student is late.
- 5) To be alert in class. If a student is seen sleeping, the student may be asked to leave and marked absent.
- 6) Silence all electronic devices in classroom and/or clinical settings.
- 7) To avoid personal phone calls, text messaging or exchanging electronic information during class and/or clinical. Exceptions must be approved prior to the start of class/clinical.

### **Eating\***

No eating in the vicinity of computers and skill lab equipment. If the presence of food supports the curriculum or daily lesson plan, the instructor may make exceptions. It will then be the responsibility of the students and those faculty members to see that the environment is habitable for other faculty and students. All trash must be cleared out of the room.

### **Beverages\***

During long nursing classes, the need for hydration is acknowledged. All beverages must have a tight seal. No paper cups with plastic lids and no cans. It is the responsibility of students to cleanup any spills completely.

\*During times of emergency and off campus classes, exceptions to these policies will be at the discretion of the instructor.

### **Clinical Experience**

Nursing clinical lab sections will include a variety of clinical agencies and clinical days and hours. The student must be prepared to have evening, and/or day assignments, weekday and/or weekend assignments, and to change groups and/or car pools as needed. Some clinical sites may require travel outside of the San Bernardino and/or Riverside counties. Students may also be required to choose their patient(s) the day before clinical in order to be prepared

for patient care the following day. It is the student's responsibility to make transportation, childcare, or work arrangements to meet these assignments.

In order to maximize learning, a variety of clinical experiences in a variety of healthcare settings and diversified faculty occurs. Students are randomly assigned to their clinical rotation each term.

Effective Fall Term 2017

## **Clinical & On Campus Lab Uniform & Dress Code**

The purpose of this policy is to define standards of dress and appearance for CSUSB Nursing Students when traveling to and attending clinical experiences and representing the University at functions on and off campus. A student's appearance reflects upon the University and the DON. Students are expected to observe personal hygiene standards and to exercise good judgment in personal dress and appearance.

### **Uniforms**

In order to assure professional appearance during clinical experience, the CSUSB Nursing Program has adopted a required standard uniform for male and female students. Students will be given specific information at Orientation regarding ordering uniforms. When choosing size, remember that students will be carrying many items in pockets during clinical, so it is best to have uniforms fit loosely rather than snug. For warmth/comfort, students may wear a blue, black, or white long sleeve under scrub. Use of sweatshirts/jackets are prohibited in clinical.

- 1) Uniforms must be clean and neatly pressed.
- 2) Uniforms must be worn so that the elastic of the pants is at the student's waist.
- 3) The length of the pants should sit at the top of the foot so that it does not drag at the heel.
- 4) The top must cover the student's hips

Uniforms are to ONLY be worn in clinical and/or skills/simulation lab and are to be removed prior to attending classes on campus or any public identity (i.e. restaurant, grocery store, child care, etc.).

Approved APR 2.5.21 FO 2.12.21

### **Alternate uniform**

In order to assure professional appearance during clinical experiences in Community/Public Health Nursing and Leadership terms, an alternate uniform has been adopted. A blue CSUSB DON polo shirt with CSUSB black uniform scrub pants are to be worn. Shirts must be ordered through an approved vendor. All other items listed below apply to the alternate uniform, as well as the standard uniform.

### **Identification**

CSUSB nursing student uniforms must include a CSUSB photo ID badge. Photo ID badges are mandatory on uniforms at all times. CSUSB Name tag/photo ID badge is purchased at the Coyote One Card Office and is mandatory to be displayed on uniforms and lab jackets.

### **Shoes/Hosiery**

Black color hosiery or black socks must be worn with uniforms. Shoes must be all black and clean. Non-cloth athletic shoes may be worn, but they must be all black - no colored logos/designs or extra adornments, and black shoelaces. Students are encouraged to buy quality,

well-supporting shoes. Shoes are to have enclosed toe and low heel for safety. When in alternate uniform, shoes must be all black with enclosed toe and low heel for safety.

### **Personal Hygiene**

- 1) Bathing
  - a. A daily bath or shower and use of a body deodorant are highly recommended.
- 2) Scents
  - a. The use of perfume, scented lotions, colognes, or aftershave is not allowed due to possible client sensitivity or allergy.
- 3) Hair
  - a. Must be clean and neatly combed
  - b. Any extreme look or color is not permitted
  - c. Hair at shoulder length is expected to be up off the shoulder and/or appropriately styled so that it is away from the face and will not fall forward while performing normal nursing duties.
  - d. Long hair must be tied back without excessive ornamentation.
  - e. Mustaches, sideburns, and/or beards must be neatly trimmed.
- 4) Nails
  - a. Nails must be clean and trimmed to a short length that will not place the client at risk for injury.
  - b. Nail polish may not be worn.
  - c. Acrylic, gel, and other artificial nails and nail extensions are prohibited as they harbor microorganisms that place the client at risk.
- 5) Makeup
  - a. Make-up must be kept to a minimum.
  - b. Artificial eyelashes are not allowed in clinical.
- 6) Jewelry
  - a. No dangling or hoop-style earrings are allowed.
  - b. Only one small stud/post type earring per ear is allowed.
  - c. Visible body piercing, including tongue jewelry, is NOT allowed.
  - d. No necklaces, bracelets, pendants, pins, or buttons may be worn.
- 7) Body Piercing/Art
  - a. No more than one visible piercing in each ear and those must conform to the clinical agency's dress code.
  - b. No jewelry/hardware may be evident other than one small stud per ear.
  - c. Tattoos must be covered at all times.

**Adherence to the Dress Code is mandatory for ALL clinical experience. This includes hospital/agency setting, skills lab and SIM lab setting.**

Inappropriate dress/hygiene will be handled by requiring the student to immediately change or leave the site.

STUDENTS WILL RECEIVE A MODIFIED ASSIGNMENT FROM CLINICAL (ON OR OFF CAMPUS) IF NOT IN REQUIRED ATTIRE. THIS WILL CONSTITUTE AN UNEXCUSED ABSENCE. This includes make-up hours.

**Attire for on-campus Laboratory**

Must follow uniform policy above. Should an on-campus lab activity require that the uniform not be used, it is extremely important for students to be protectively and appropriately dressed during such on-campus laboratory practice exercise(s) for safety and privacy.

Shoes must be closed and low heeled. No sandals or thongs are permitted. Hair must be up and off the shoulders. If shorts are worn, it will be necessary for them to be at least mid-thigh or Bermuda length to ensure adequate protection and privacy during practice exercises. No exposed midsections or cleavage. Supportive undergarments are recommended for all laboratory activities. Inappropriate attire will preclude your participation in class activities.

**Copying or Transmitting Client Records/HIPAA**

The Patient Bill of Rights identifies the clients' right to confidentiality. The CSUSB DON Student Policy and Procedure Manual addresses safeguarding the confidential information acquired from any source regarding clients and considering all information obtained. The client's status is strictly confidential and is not to be discussed with anyone except instructors, student peers, and significant hospital personnel in the appropriate settings.

The Health Insurance Portability and Accountability Act (HIPAA) privacy rules are designed to protect the way client information is stored, conveyed and revealed.

Hospital guidelines exist to safeguard the security of client data that is electronically transferred (e-mail, fax, etc.). Specific clinical facility policies and procedures will be discussed.

To assure compliance with HIPAA and facility regulations, learners in the nursing program at CSU, San Bernardino will not be permitted to duplicate any portion of a patient's medical record in any clinical setting by any means at any time any portion.

Students will not electronically transmit any portion of a client's medical record. Failure to abide by this policy will result in dismissal from the nursing program, without benefit of a Strategic Plan for Success.

Students will watch the "Privacy, Security, and You: Protecting Patient Confidentiality Under HIPAA" video and sign the Health Insurance Portability and Accountability Act (HIPAA) Education form during their first clinical and at the start of every Fall term thereafter.

**Social Media Network Guidelines and Policy**

The increasing use of social media and other electronic communication by nurses and nursing students provides opportunities for dissemination of health care related information. Utilization of social media networks must be done in a manner that protects patient privacy and confidentiality. Any patient information learned by the nurse/student nurse during the course of treatment is considered confidential and must be protected. Inappropriate disclosure of confidential information is a breach of the patient-nurse relationship and damages the individuals involved as well as the general trustworthiness of nursing profession. Improper use of social media by nurses/student nurses may result in disciplinary action by the Board of Registered Nursing, civil and criminal penalties, and employment consequences, [National Council of State Boards of Nursing, 2011](#).

## Criteria for Unsafe Clinical Practice

Criteria for Unsafe Clinical Practice may include, but is not limited to the following:

<b>Safety (S)</b>	<b>Examples</b>
A. Violates or threatens the physical safety of the client.	Comes unprepared to clinical; injures a client; fails to properly position client; does not appropriately utilize side rails/restraints; functions under the influence of substances affecting performance.
B. Violates or threatens the physical safety of the client.	Repeatedly uses non-therapeutic techniques; attacks/degrades the individual's beliefs or values.
C. Violates or threatens the microbiological safety of the client.	Fails to recognize and correct violations of medical asepsis technique/sterile technique; does not wash hands appropriately when caring for clients; does not maintain standard precautions or isolation precautions.
D. Violates or threatens the chemical safety of the client.	Violates any of the 5 rights of medication administration; fails to accurately prepare, calculate, and monitor IV infusions.
E. Violates or threatens the thermal safety of the client.	Fails to observe safety precautions during O2 therapy; injures client with hot or cold applications.
<b>Nursing Process (NP)</b>	<b>Examples</b>
Inadequately and/or inaccurately: A. Assess the client. B. Plans the care for the client. C. Implements therapeutic interventions. D. Evaluates client care.	Unable to identify basic human needs; fails to observe/report/chart critical client data; uses poor judgment and/or makes decisions resulting in ineffective nursing care.
<b>Skills (SK)</b>	<b>Examples</b>
A. Unable to perform expected clinical performance objectives and/or skills.	First year student fails to obtain accurate vital sign; second year student fails to maintain sterile technique; unable to verbalize key information previously covered in lab and/or class; third year student unable to manage and/or prioritize multiple client assignment.
<b>Decision Making (DM)</b>	<b>Examples</b>
A. Assumes inappropriate independence in action or decisions	Performs procedures not yet evaluated; fails to appropriately seek assistance.
B. Fails to recognize own limitations, incompetence and/or legal responsibilities.	Refuses to admit error; fails to complete assigned nursing responsibilities, cannot identify own legal responsibility in specific nursing situations.
<b>Professional Accountability (PA)</b>	<b>Examples</b>
A. Fails to accept ethical and legal responsibility for his/her own actions thereby violating professional integrity as expressed in the NSNA Code of Academic and Clinical Conduct <a href="https://www.dropbox.com/s/a229ong58d5jx4p/Code%20of%20Ethics.pdf?dl=0">https://www.dropbox.com/s/a229ong58d5jx4p/Code%20of%20Ethics.pdf?dl=0</a>	Fails to conduct self in professional manner; falsifies records; does not follow school/hospital policies and procedures; participates in cheating and/or plagiarism.
B. Violates client confidentiality	Removes printed or electronic (includes photos of patient information) client data from the facility; shares client information with individuals outside the health team.

## **Delivery of Health Care**

The BRN and the DON 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 BRN 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 American Hospital Association has adopted the Patient Bill of Rights. This document is presented in all entry level nursing courses. Exam questions assess the student's level of understanding of this document. The Patient's Bill of Rights states, "The client has the right to considerate and respectful care." Additionally, the DON supports the right of all consumers to receive dignified and competent health care, as outline in Section 1443.5 of the Administrative Code.

Failure to care for a client, based on the client's disease process violates this right. Nurses and student nurses do not have the right to refuse treatment of a client; because, of the client's disease process. Failure to accept a client assignment as a student nurse may be interpreted as insubordination and grounds for immediate dismissal from the nursing program.

## **Patient Abandonment**

When the student accepts a patient assignment and establishes the nurse patient relationship, leaving this assignment, without permission and no arrangement for the continuation of nursing care is considered "patient abandonment". Patient abandonment jeopardizes the patient's safety and is grounds for dismissal. (Refer to BRN policy on Abandonment in the appendices).

The DON faculty and program students are not expected to take life- threatening risks in caring for clients. Decisions regarding the degree of risk involved in client care should be based on current scientific knowledge. Students, in the role of health care provider, have a right to take any and all necessary precautions to minimize the risk of contracting or spreading disease. In the event that inconsistent implementation of necessary precautions presents a risk for the student of faculty person, the clinical instructor and the student will carefully evaluate the benefit versus the risk of the assignment.

## **Infection Control**

The implementation of infection control procedures known as standard precautions is basic in all health care. Standard precautions are regarded by the BRN as a common standard of nursing practice necessary to protect both patients and health care workers from disease transmission. Failure to adhere to the appropriate proper procedure may result in failure of the course and/or removal from the program <https://www.cdc.gov/>

## **Communicable Disease**

Information on issues related to communicable disease is available from the U.S. Centers for Disease Control (CDC) and from agencies in the State Department of Health Services and County and City Health Agencies <https://www.cdc.gov/>

## **Standard Precautions**

Medical history and examination cannot reliably identify all clients infected with viral or other blood borne pathogens. Therefore, blood and body-fluid precautions should be consistently used for **all** clients. This approach is referred to as "universal blood and body- fluid precautions" or "standard precautions", and is recommended by the DON faculty in conjunction with the Centers for Disease Control <https://www.cdc.gov/>

- 1) All nursing students and faculty should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood and or other body fluids of any client is anticipated.
- 2) Gloves should be worn when touching blood, blood products, mucous membranes, and body fluids (urine, feces, saliva, and wound drainage). For your convenience, it is recommended that you carry a pair of gloves in your uniform pocket at all times.
- 3) Gloves should be changed after contact with each client.
- 4) Hand hygiene should be performed prior to and immediately after every client contact, even when gloves are worn. It should also be performed before and after gloving. Hands or other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands must also be washed before and after practicing each procedure involving another person as a client.
- 5) As there is increasing evidence from the CDC that artificial nails are more likely than natural nails to harbor pathogens that can lead to nosocomial infections, artificial nails and nail extenders may not be worn in clinical area.
- 6) Masks and protective eyewear or face-shields must be worn during procedures that are likely to generate droplets of blood or other body fluids to protect exposure of mucous membranes of the mouth, nose, and eyes.
- 7) Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids. Contaminated gowns are to be discarded per hospital policy.
- 8) Disposable articles contaminated with blood, blood products, wound drainage or body secretions/excretions should be disposed of per hospital policy.
- 9) All nursing students and faculty should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleansing used instruments; during disposal of used needles; when handling sharp instruments after procedures.
- 10) To prevent needle-stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
- 11) After they are used, disposable syringes and needles, scalpel blades, and other sharp items should activate safety device and be placed in puncture-resistant containers for disposal.
- 12) Nursing students or faculty who have open lesions or weeping dermatitis may be required to utilize appropriate protective measures (such as double gloving) or, depending on the extent and location of lesions, refrain from all direct client care and from handling equipment until the condition resolves.
- 13) Although saliva has not been implicated in HIV transmission, minimize the need for emergency mouth-to-mouth resuscitation by making resuscitation bags, mouthpieces and ventilation devices available in client care areas where the need for resuscitation is predictable.
- 14) Although pregnancy is not known to create a greater risk of contracting HIV infection, health-care providers who develop HIV infection during pregnancy may place the infant at risk of infection resulting from perinatal transmission. Additionally, several of the opportunistic diseases associated with HIV infection may be hazardous to the unborn fetus. For these reasons students and faculty who are pregnant should refrain from direct care of patients with known HIV infection.

## **Student Needlestick/Blood & Body Fluid Exposure Guidelines**

In order to establish the requirements for preventing potential exposure to blood-borne pathogens through compliance with guidelines from the Center for Disease Control (CDC), Federal Occupational Safety and Health Administration (OSHA), 29 CFR 1910.1030 <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030> , (Appendix II-A) and the California OSHA, 8 CCR 5193 <https://www.dir.ca.gov/title8/5193.html> , the following procedure has been implemented.

Students who sustain exposure to blood or body fluids or come in contact with a needle stick or sharps object injury will report the incident, be assessed and treated. (Report must be completed).

### **1) Definitions**

#### **a) Blood-borne Pathogens**

- i) Certain pathogenic microorganisms found in the blood of infected individuals that can be transmitted from the infected individual to through blood and other body fluids to cause blood-borne diseases specifically Hepatitis B Virus (HBV), Hepatitis C (HCV), and AIDS Human Immunodeficiency (HIV).

#### **b) Exposure Incident**

- i) Contact with eye, mouth, or other mucous membrane, non-intact skin, or parenteral (needle) contact with blood or other potentially infectious materials that may occur in the performance of duties.

#### **c) Infectious Waste**

- i) Includes blood, blood products, contaminated sharps (needle, etc.), pathological waste, and microbiological waste.

#### **d) Standard precautions:**

- i) Handle all blood and body fluids as if they are infectious.
- ii) Use personal protective equipment (i.e. gloves, gowns, and face protection) to prevent contact with blood and body fluids.
- iii) Wash hands before contact and after glove removal.

#### **e) Engineering Controls**

- i) Use sharps with engineered safety features for venous access, venipunctures and parenteral injections.
- ii) Pick up all contaminated glass and needles with forceps or another tool to avoid hand contact.
- iii) Place puncture resistant sharps containers in patient and procedure rooms.

#### **f) Work practice controls**

- i) Always use and activate sharps safety devices.
- ii) Do not pass contaminated sharps from one person to another.
- iii) Assure you have a stable work surface and sharps container available.
- iv) Assess client before procedure, obtain assistance for uncooperative, combative, or confused client.

### **2) Procedure**

#### **a) Precautions to prevent needle sticks and body fluid exposure include:**

- i) Standard precautions must be followed at all times.
- ii) Engineering controls must be used at all times.
- iii) Work practice controls must be followed at all times.



- iv) Students are never to recap needles and must discard used needles in the sharps disposal container provided in the skills lab or clinical facility.
- v) When breaking ampules, students must protect their fingers by using a gauze covering or an alcohol wipe or safety cover and should break the ampule in the opposite direction of their, and others, face.
- vi) Gloves are worn by students and faculty during any contact with body fluids.
- vii) All students and faculty will practice proper hand washing.
- viii). There shall be no drinking or eating in any practice area.
- ix) Exposure guidelines of the clinical agency must be followed.
- b) After a needle stick and/or body fluid contamination exposure, the student will:
  - i) Identify the client by name and location.
  - ii) Request the client to stay if client is an outpatient of the agency.
  - iii) Request another nurse or student to stay with the client, if possible.
  - iv) Wash the exposed area as soon as possible.
  - v) Report the incident to the clinical instructor immediately for determination of possible blood-borne disease exposure.
  - vi) If the clinical instructor cannot be found, the student should immediately inform the charge nurse.
  - vii) Upon exposure, the student will notify (1) the clinical instructor, (2) the Employee Health Nurse within the clinical facility (if exposure occurs outside the CSUSB nursing laboratory), (3) the Department Chair / Chief Nurse Administrator (CNA) of the CSUSB Nursing Department, Program Director, and the Compliance Coordinator (4) the skills lab coordinator, as appropriate.
  - viii) Setting for exposure:
    - (1) CSUSB nursing laboratory:
      - (a) Student will complete "Student/Faculty Incident Report" form.
      - (b) Student will report to the Student Health Center, appropriate agency, or personal physician depending upon nature of exposure.
    - (2) Clinical site:
      - (a) Complete the appropriate form(s) and follow all procedures for that institution and the "Student/Faculty Incident Report" form. This might include reporting to the nearest emergency room department for examination and treatment before leaving the clinical site.
    - (3) Any incident occurring in the Skills, or during on and off campus clinical times must be reported to the faculty, Compliance Coordinator, Department Chair / Chief Nurse Administrator, Program Director, and Skills lab coordinator (as appropriate) within 24 hours.
    - (4) Incident Report must be submitted to CNA or Program Director within 24 hours of the incident.
  - ix) Follow-up care may include sero-screening, HIV testing, Hepatitis B vaccine administration and post-exposure immuno-prophylaxis (immune globulin).
  - x) Costs for immediate and follow-up care are the responsibility of the student.
- 3) Resources
  - a) Environmental Health and Safety [EHS](#)
  - b) California Healthcare Association's Publication: The California Guide to Preventing Sharps Injury

### **Gloving (Latex Sensitivity) Policy**

In the first term of the nursing program, Latex-sensitive students need to present a letter from a physician documenting the latex sensitivity and the treatment that will be required in the event of an adverse reaction prior to engaging in any clinical or laboratory practicum. The student must keep the emergency medications with them at all times when involved with school related functions or school related activities throughout the entire nursing program.

Latex-sensitive students will use only non-latex supplies. Latex free gloves must be provided by the student during the on-campus laboratory practicum. During clinical, students may use hospital latex-free gloves supplied by the hospital.

All students with evidence of latex sensitivity will be responsible for obtaining and wearing a medical alert bracelet, carry non-latex gloves and emergency medical instructions, including emergency medications if applicable.

Latex sensitive students will need to be evaluated by faculty on a case by case situation to ensure student health safety.

### **Hand Hygiene Policy: <https://www.cdc.gov/handhygiene/index.html>**

- 1) Improved adherence to hand hygiene (i.e. hand washing or use of alcohol-based hand rubs) has been shown to terminate outbreaks in health care facilities, to reduce transmission of antimicrobial resistant organisms (e.g. methicillin resistant staphylococcus aureus) and reduce overall infection rates.
- 2) In addition to traditional hand washing with soap and water, the Centers for Disease Control (CDC) is recommending the use of alcohol-based hands rubs by health care personnel for patient care because they address some of the obstacles that health care professionals face when taking care of patients.
- 3) Hand washing with soap and water remains a sensible strategy for hand hygiene in non-health care settings and is recommended by CDC and other experts.
- 4) When health care personnel's hands are visibly soiled, they should wash with soap and water.
- 5) The use of gloves does not eliminate the need for hand hygiene. Likewise, the use of hand hygiene does not eliminate the need for gloves. Gloves reduce hand contamination by 70 percent to 90 percent, prevent cross-contamination and protect patients and health care personnel from infection. Hand rubs should be used before and after each patient just as gloves should be changed before and after each patient.
- 6) When using an alcohol-based hand rub, apply product to palm of one hand and rub hands together, covering all surfaces of hands and fingers, until hands are dry. Note that the volume needed to reduce the number of bacteria on hands varies by product.
- 7) Alcohol-based hand rubs significantly reduce the number of microorganisms on skin, are fast acting and cause less skin irritation.
- 8) Health care personnel may not wear artificial nails and must keep natural nails less than one term of an inch long.

### **Loss of Clinical/Lecture Due to Public Emergency**

The goal of all required clinical time is the meeting of clinical competencies as cited in the course description &/or syllabus. In cases of situations of publicly proclaimed (local, community, federal, Centers for Disease Control) emergencies effecting clinical/class time, the faculty will make every effort to assist students in obtaining the clinical/class time required to meet competencies.

The clinical time, during these times of emergencies can be made up by the following activities:

- 1) Skills lab
- 2) Small group activities
- 3) Simulated lab time (that may exceed the generally allotted time)
- 4) Special make up activities
- 5) Research activity
- 6) Scenarios with assessment and/or care planning activity
- 7) Assessment of a movie containing course content topics

In cases of a campus closure due to a campus specific event, students and faculty are to report to off campus clinical as scheduled.

For lecture time, during a campus closure student are expected to:

- 1) Check Blackboard or e-mail for further instruction related to how class will be administered

For clinical time, during a campus closure students are expected to:

- 1) Check with clinical instructor/course
- 2) Check Blackboard or e-mail for further instruction related to how class will be administered
- 3) Attend clinical unless hospital/agency condition prohibit.

Faculty will post information as soon as reasonably possible, depending on type of emergency, length of time and available resources.

## Nursing Clinical-Ten Mandatory Elements

Action	Rationale
1. Check the physician's prescription.	1. Many of the skills presented are interdependent functions of nursing and require a physician's order. The physician's order may give guidance or identify limitations for carrying out the skills.
2. Wash hands before and after the procedure. Assemble equipment.	2. Hand washing is the single most effective measure to decrease the transmission of microorganisms from one person to another. Assemble equipment before entering the client's room in order to perform the skill in an efficient and organized manner.
3. Identify the client by checking the arm band and bed tag, and by asking the client to state his or her name.	3. Prevents the error of performing the skill on the wrong client.
4. Introduce yourself to the client.	4. Identifies you to the client and helps to establish rapport with the client.
5. Provide for privacy needs and confidentiality.	5. Demonstrates respect for the individual. Demonstrates legal and ethical responsibility.
6. Explain the procedure to the client using developmentally appropriate language and technique. Be sensitive to cultural differences.	6. Prepares the client for the procedure, decreases client anxiety, and elicits client cooperation and assistance.
7. Use standard/universal precautions at all times.	7. Standard/universal precautions protect you from contact with blood or body fluids.
8. Use proper body mechanics at all times.	8. Protects the nurse and client from injury.
9. Refer to the textbook and skills checklist to accompany textbook for the steps of the skill you are performing, maintaining safety considerations at all times.	9. Promotes safe/optimal care for the client.
10. If abnormal responses are noted, notify your instructor and the staff nurse assigned to the client. Document the skill and client response.	10. Abnormal responses may warrant further nursing or medical intervention or both. Documentation provides a way to communicate with other members of the health care team and provides a legal record of care given to the client.

## **Weapons on Campus**

Weapons are not allowed anywhere on the grounds or buildings of any clinical or class site. This includes parking lots and personal vehicles. This is consistent with university policy prohibiting weapons on CSUSB campus <https://www.csusb.edu/policies/weapons-campus>. This applies to all CSUSB nursing students, faculty, and staff when in clinical, class, and/or representing CSUSB.

## **Media Lab Security Policy**

The Media Lab is located in HP-246. This lab is used for viewing audiovisuals and utilizing computer assisted programs. There shall be **NO** drinking, eating, or smoking in the computer areas of the Media Lab. Bottled water will be permitted, away from the computer areas.

The following Rules and Regulations shall be followed:

- 1) The media lab is to be open and available based on the student assistant schedule set by the Administrative Support Coordinator.
  - a) Lab hours will be posted each term
  - b) The lab is only open when media lab student assistants are present.
- 2) To gain entry students must show:
  - a) their nursing badge or
  - b) Coyote One card or
  - c) state issued identification card

(A current list of students in the program will be obtained each term from the department administrative staff for cross referencing a non-nursing badge identification.)
- 3) Students must sign in and out when using the Media lab.
- 4) Students must follow the CSUSB “Acceptable Use Policy for Electronic Communications”, the “Campus Email Policy” and all other campus policies related to media use. Failure to do so may result in disciplinary action and/or removal from nursing program.
  - a) Students may not download or install software or applications (including and especially, internet chat, or instant messengers.)
  - b) Since the computer labs are for academic purposes only, students who access sites that the campus considers lewd, obscene or indecent may be violation of both the university’s student conduct policies and its sexual harassment policies.
- 5) The labs are not to be used as a social area and noise is to be kept at a minimum in the lab.
- 6) Children, pets or unauthorized personnel are not allowed in the labs at any time.
- 7) The computers are for nursing students only. If the demand is high and students are waiting, students will be limited to one hour on the computer.
- 8) Students may use the printer supplied, as long as they provide their own paper. The toner cartridge is provided by the DON.
- 9) Students must provide their own earphones if required for an assignment.

- 10) Students must report any misconduct occurring in the Media lab immediately to the faculty, Department Chair at that campus. Failure to report misconduct can result in disciplinary action.
- 11) Due to electrical problems, students are encouraged to save their documents often using a USB drive.
  - a) Students are strongly encouraged to have a back-up copy of each media they have.
  - b) Students are completely responsible for the care of their documents and data.
  - c) Documents are not to be stored on the local computers.
- 12) If problems with any of the equipment occur, the student is to immediately ask a media lab student assistant for help. Student users are not to fix the equipment themselves.
- 13) CSUSB and the DON are not responsible for property left in any of the labs. Please check with the office staff in HP 215 or with University Police for items lost.
  - a) When done using a computer, please shut-down the computer and monitor and push-in your chair.

## **SECTION VII: RECOGNITION AND CEREMONIES**

## Commencement Ceremonies

Participation in commencement activities is voluntary. CSUSB has two commencement exercises, one in December and one in June. The Palm Desert Campus holds one commencement exercise in June. For information on commencement registration, please visit: <https://www.csusb.edu/commencement/preparing-graduate/commencement-registration>

## Academic Regalia

Caps, tassels, gowns, and hoods are available for purchase at the Coyote Bookstore to students who have registered and paid the commencement fee. Caps and gowns are available for purchase until the last week before commencement.

## Honors for Graduation

To be considered for University Honors for graduation, an undergraduate student must have completed a minimum of 45 units of work at CSUSB in courses for which letter grades (A, B, C and D) were received. University Honors for commencement are based on the student's units and GPA through the end of the term prior to commencement (i.e. winter for spring commencement and summer for fall commencement).

- ♦ Summa Cum Laude: an overall cumulative undergraduate grade point average of 3.9 or above and a grade point average of 3.9 or above in all work attempted at this university.
- ♦ Magna Cum Laude: an overall cumulative undergraduate grade point average of 3.75 or above and a grade point average of 3.75 or above in all work attempted at this university.
- ♦ Cum Laude: an overall cumulative undergraduate grade point average of 3.5 or above and a grade point average of 3.5 or above in all work attempted at this university.

In determining eligibility for graduation with University Honors with a second bachelor's degree, all baccalaureate-level coursework completed past high school will be used in the GPA calculation.

## Department of Nursing Honors

Department of nursing honors are awarded based on recommendation by the faculty of the Department of Nursing.

1. A clear demonstration of professionalism in all aspects of their educational experience.
  - Demonstrates and models behaviors that display the mission, vision, and values of the Department of Nursing
  - Demonstrates and models behaviors that elevate the practice of professional nursing.
  - Demonstrates respect to peers, faculty, staff, patients, and facility staff
  - Abides by CSUSB and Department of Nursing policies and guidelines.
  - Engages in appropriate interpersonal communication and conflict resolution strategies, while respecting the dignity of others and the chain of command
  - Behavior reflects positively on CSUSB and the nursing program.
2. Integrity in academic performance.
  - Demonstrates responsibility in maintaining quality and timeliness of all work submitted
  - Abides by CSUSB Student Conduct Code
    - No incident of cheating
    - No incident of falsifying documents



- No evidence of Health Insurance Portability and Accountability Act (HIPAA) violations
  - No evidence of inappropriate discussion of others (i.e., slander)
  - No evidence of inappropriate use of social media
3. No substantiated violation of the standards and guidelines of the university, college, department and the profession of nursing as determined by the Chair.
  4. Minimum GPA of 3.6 on all nursing courses taken at CSUSB.

### **Department of Nursing Outstanding Academic Achievement Award**

The recipient of this award is selected by the Department of Nursing faculty. One award is given to a member of each graduating cohort who consistently demonstrated outstanding academic performance in all nursing theory and clinical courses. The student with the highest nursing GPA who is also eligible for department honors award and who did not repeat, withdraw from, and receive an incomplete in nursing courses (e.g. W or I in a nursing course) will be selected for this award. In the event of a tie, more than one award may be given.

### **Department of Nursing Outstanding Student Leadership Award**

Awarded to one student in each graduating cohort.

Faculty will invite students with a GPA in the top 10% of their cohort to submit an application for the leadership award. The application must include a personal statement describing their leadership activities. Students are encouraged to describe leadership among peers, in the clinical setting, the nursing program, community, or the profession.

Approved by FO 2.22.19.

### **Honor Cords**

Honor cords are purchased through the Bookstore during Grad Days during the graduating term.

### **Recognition & Pinning**

The CSUSB nursing faculty invite their nursing students to join them in the sisterhood and brotherhood of the honored and most trusted profession, nursing, at the end of program recognition and pinning ceremony. This CSUSB pin is awarded to recognize completers of the CSUSB nursing programs, Pre-licensure BSN, RN to BSN, and MSN. It includes new BSN graduates, entering the profession for the first time, and experienced RNs, RN to BSN and MSN graduates, entering new roles in the profession of nursing. These graduates recite the International Pledge for Nurses and are presented with a pin representing nursing and CSUSB. A special and solemn ceremony, it is rich with symbolism. The significance of the ceremony and pin are traced back to the Crusades of the 12th century when knights were given a Maltese cross as recognition of their vow to serve the injured and infirmed. Modern nursing ceremonies are traced back to Florence Nightingale who presented medals of excellence to her graduates. Pinning ceremonies of today recognize the importance of professionalism, knowledge, caring and compassion of nurses who are devoted to the welfare and well-being of society.

Representatives of the pre-licensure, RN to BSN, and MSN classes are encouraged to participate in the planning of this ceremony. Faculty invite and thank nursing faculty, students, and staff who volunteer to help plan the ceremony and assist with the event's activities.

### **Responsibilities for Recognition & Pinning Ceremony**

- A. Department Chair
  - a. Set Date & Time
  - b. Set Location
  - c. Confirm budget amount and source
  - d. Approve overall program
- B. Admission, Progression, and Recognition (APR) Committee
  - a. Select processional and recessional music
  - b. Review and approve speeches, videos, and music selections
- C. Faculty
  - a. Pre-licensure (PL) BSN Faculty Advisor to graduating cohort
    - 1. Chair Task Force Planning Group
    - 2. Convene planning group that includes Program Director, Program Coordinators (RN-BSN & MSN), Faculty Advisor; Two additional Faculty; 1-2 Students from PL BSN, RN-to-BSN, and MSN each
    - 3. Engage Student involvement
      - Confirm assistance of student organization members before and after event
      - Advisor with Department Leadership & Staff
      - Confirm assistance of non-graduating student organization members before and after event
    - 4. Assist students with pin ordering (paid by students) no later than 7 weeks prior to ceremony
  - b. RN-BSN Coordinator
    - 1. Discuss event and attendance with students
    - 2. Help students plan photos, videos, and other participatory activities (if students choose to create)
    - 3. Assist students with pin ordering (paid by students) no later than 7 weeks prior to ceremony
  - c. MSN Coordinator
    - 1. Discuss event and attendance with students
    - 2. Help students plan photos, videos, and other participatory activities (if students)
    - 3. Gather and submit (to staff) master's project title information for pinning program
    - 4. Assist students with pin ordering (paid by students) no later than 7 weeks prior to ceremony
  - d. Arrange and supervise rehearsal with staff assistance
- D. Staff Responsibilities
  - a. Attend Planning Meetings
  - b. Reserve location
  - c. Notify graduating students and program coordinators of date of event
  - d. Send save the date to special guest and university officials
  - e. Assist with elections of participants
  - f. Engage Photographer

1. Arrange appointments for composite portraits
    - Pre-licensure BSN and RN-to-BSN students wear scrubs uniform for portrait
    - MSN students wear business attire for portrait
  2. Order design and printing of composite
  3. Hire photographer for ceremony
  - g. Prepare Program with current speakers, titles, etc.
  - h. Prepare graduate name cards with phonetic spelling
  - i. Order Printing of program and tickets Dept. of Nursing pays for costs
  - j. Ensure all materials (Pins, award Certificates, Candle lights, composite, programs, tablecloths, graduate name cards) are present at ceremony and returned to Department after ceremony
  - k. Guide assisting students with set up, ushering, clean up
  - l. Confirm AV is available and functioning
  - m. Arrange platform and reserved seating including special guests and university officials
  - n. Survey graduating cohort during week 4 of graduating term for the following:
    1. Student Speaker
    2. 2 Faculty Pinners (Full-time serialized or Tenured/Tenure-Track Faculty)
    3. Faculty member to assist with candle lighting (Full-time serialized or Tenured/Tenure-Track Faculty)
    4. Student-led Pledge of Allegiance
      - Solicit volunteers from graduating students; randomly select 1 student
- E. Student Responsibilities of graduating classes
- a. Select 1 or 2 representatives each from PL BSN, RN-to-BSN, and MSN programs to participate in Task Force Planning Group
  - b. Graduating students participate in survey provided by Department to elect Student Speaker from all programs. Each speaker gets 2 minutes each.
  - c. Graduating students indicate if they are interested in reciting Pledge of Allegiance (1 student randomly selected from comprised list)
  - d. PL BSN Cohort participates in survey provided by Department to elect 2 faculty members to assist with Pinning based on list of full-time faculty provided by department of nursing
  - e. Task Force Planning Group (PL BSN, RN-to-BSN, MSN)
    1. Plan Video/representing all graduates
    2. Submit Videos/photos to APR Committee for review no later than 4 weeks before the ceremony
    3. Thank You video played on loop during guest entry (half hour prior to start of ceremony)
    4. Journey through Nursing Video – 3-4 minutes max
    5. Graduate Picture Video – 3-4 minutes max
  - f. Plan decorations, if desired; cost of decorations paid by students
  - g. If desired students may provide and order refreshments. Cost paid by students

- h. Follow Department Dress Code Policy
- F. Student Nurse Association (SNA) Representatives Responsibilities
  - a. Set up and take down decorations
  - b. Solicit student volunteers to usher, take tickets at door, hand out programs, take down/clean up

Pinning Designated Platform Responsibilities (Platform Party on Stage)

- A. Department Chair: Master of Ceremonies including Welcome and Closing Remarks
- B. Dignitaries: Remarks
- C. Program Director: Reading of Awards
- D. Program Director: Reading of Names of Pinning Recipients
- E. Faculty Pinners
  - a. Pre-licensure: 2 Full time Faculty Elected by Students
  - b. RN-to-BSN: Program Coordinator
  - c. MSN: Program Coordinator
- F. Nurse Pledge: Awarded to Full Time Faculty Member with the longest tenure (years teaching) at CSUSB.
- G. Assist with Candle Lighting: Current Faculty member elected by all graduating students

### **Dress Code for Nursing Ceremonies**

**The purpose for the dress code is to ensure that all student participants in a ceremonial event are professionally and uniformly-attired.**

1. Attire: Solid colors only (all black or all dark blue). No visible underwear.
2. Hem of skirt or dress must be no higher than the top of knee cap. Hem of slacks should reach below the ankle.
3. The garment must be opaque with sleeves and neckline that does not reveal cleavage.
4. All clothing must be clean and pressed.
5. Hosiery must be non-textured, non-patterned, non-mesh, in black, nude, taupe, or tan.
6. A collared shirt and necktie are required for men and optional for women.
7. Closed toe shoes: Black or Navy. Shoe color should be the same color as slacks/skirt/dress. Heels are not to exceed 3 inches. Platform shoes are not acceptable.
8. Accessories, such as jewelry must be minimal and professional, one small stud in each ear, is allowed. No other visible body piercings are allowed. All body piercings must be covered or removed.
9. All students must wear their white lab coats for Recognition & Pinning.
10. All students will bring and don their white coat at the Dedication to the Profession ceremony.

Students who are not professionally dressed and in accordance with these guidelines, may not to be allowed to participate in the ceremony. Request for exceptions to the dress code standard for medical or cultural/religious accommodations will be considered on an individual basis.

Approved by FO 2.22.19

## **SECTION VIII: STUDENT ACTIVITIES**

## **STTI, International Nursing Honor Society**

RHO BETA is the CSUSB chapter of *Sigma Theta Tau International* (STTI) which was established at CSUSB DON in 1994. In the spring of 2000, the society became the 408th Chapter (Rho Beta) of Sigma Theta Tau International – The Honor Society of Nursing. The purposes of Sigma Theta Tau International are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen the commitment to the ideals and purposes of the profession.

### **Membership**

Membership is by invitation during the eligible student's junior and senior years. Criteria for membership are a CSUSB cumulative GPA of 3.5 or above, demonstrated leadership, creativity and overall ability in nursing. The eligibility committee will extend invitations to candidates in the spring term; the induction ceremony is held during the spring term. There is an annual fee for membership in a Sigma Theta Tau International (STTI) Chapter, part of which is returned to Rho Beta to support local programs. All nursing students may attend program meetings of the Nursing Honor Society.

STTI officers may be students, alumni and/or community members. Several academic events will be held each year (for continuing education credits); all students are encouraged to participate in these events.

STTI has over 120,000 active members and is the second largest nursing organization in the world. Members are active in more than 90 countries and territories, and the 423 chapters are located on 523 college and university campuses in the US and countries including Canada, Hong Kong, Pakistan, South Korea, Australia, The Netherlands, and Brazil. Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship, and to nurse leaders exhibiting exceptional achievements in nursing. Sixty percent of members hold Master's and/or Doctoral degrees. More than 60 percent are clinicians, 23 percent are administrators or supervisors and 17 percent are educators or researchers. The overall vision of STTI is to create a global community of nurses who lead in using scholarship, knowledge and technology to improve the health of the world's people. To learn more about STTI, consult the [website](#).

## **Nursing Student Organization**

The students at the San Bernardino campus and Palm Desert Campus participate in a nursing student organization. The nursing student organization is recognized by the Associated Students, Inc. (ASI). All enrolled nursing majors are automatically members of this nursing student organization. The purpose of this organization is threefold:

- 1) Professional development
- 2) Student-faculty communication and
- 3) Social activities.

The nursing student organization also provides services to the students such as campus-wide publicity and representation on standing faculty and ASI committees. This organization supports a student mentorship program for the DON and its generic BSN students.

Student organization apparel is available for purchase with funds going toward delegate representation at state and national conventions. Additional information is available about activities of this organization and ASI. Officers are elected each spring in a general election.

The current constitution/bylaws for this organization are under review.

### **Student Nurses Association/ National Student Nurses Association (SNA/NSNA) & California Student Nurses Association (CSNA)**

With a membership of approximately 50,000 nationwide, the National Student Nurses' Association mentors the professional development of future nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. NSNA members have an opportunity to maximize their leadership potential and thus enhance their career development. Self-governance opportunities are available at the school, state and national levels. [NSNA](https://www.nсна.org/about-nsna.html)

#### **The mission of NSNA is to:**

- Bring together and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs.
  - Convey the standards and ethics of the nursing profession.
  - Promote development of the skills that students will need as responsible and accountable members of the nursing profession.
  - Advocate for high quality, evidence-based, affordable and accessible health care.
  - Advocate for and contribute to advances in nursing education.
  - Develop nursing students who are prepared to lead the profession in the future.
- <https://www.nсна.org/about-nsna.html>

#### **Top ten reasons to join:**

- Career Planning opportunities
- Subscription to *Imprint*, the professional magazine for student nurses
- Discounts on study tools/NCLEX Reviews, Health & Liability Insurance, Apparel, School Supplies and Hotels
- Discounts on NSNA Annual Convention & MidYear Career Planning Conference registration fees
- Discounts on student membership in select professional nursing organizations
- Leadership development and community outreach opportunities
- Earn school credit through NSNA Leadership U
- Awards program

- Scholarship Opportunities
- Preparation for the NCLEX. Preparation for practice (NSNA members receive 25% discount on Lippincott NCLEX-RN PassPoint)

Coyote Student Nurses and Coyote Student Nurses of the Desert are also the local chapters of the National Students Nurses' Association and the **California Students Nurses' Association (CSNA)** [CSNA](#)

There is a fee which entitles the student to many valuable benefits, discounts and enables CSUSB to send delegates to the state and national conventions to represent our school. Membership information and applications are given to incoming sophomores.

While membership in NSNA is voluntary at this time, all CSN & CSND officers are required to join NSNA.

## **NSNA Code of Academic and Clinical Conduct**

### **PREAMBLE**

Students of nursing have a responsibility to actively promote the highest level of moral and ethical principles and to embody the academic theory and clinical skills needed to continuously provide evidence-based nursing care given the resources available. Grounded in excellence, altruism and integrity, the clinical setting presents unique challenges and responsibilities while caring for people in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an agreement to uphold the trust that society has placed in us while practicing as nursing students. The statements of the Code provide guidance for nursing students in the personal development of an ethical foundation for nursing practice. These moral and ethical principles are not limited to the academic or clinical environment and have relevance for the holistic professional development of all students studying to become Registered Nurses.

### **CODE OF ACADEMIC AND CLINICAL CONDUCT**

As students who are involved in the clinical and academic environments, we believe that ethical principles, in adherence with the NSNA Core Values, are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all patients.
2. Diligently maintain patient confidentiality in all respects, regardless of method or medium of communication.
3. Take appropriate action to ensure the safety of patients, self, and others.
4. Provide care for the patient in a timely, compassionate, professional, and culturally sensitive and competent manner.
5. Are truthful, timely and accurate in all communications related to patient care.
6. Accept responsibility for our decisions and actions.



7. Promote excellence and leadership in nursing by encouraging lifelong learning, continuing education, and professional development.
8. Treat others with respect and promote an inclusive environment that values the diversity, rights, cultural practices and spiritual beliefs of all patients and fellow healthcare professionals.
9. Collaborate with academic faculty and clinical staff to ensure the highest quality of patient care and student education.
10. Use every opportunity to improve faculty and clinical staff understanding of the nursing student's learning needs.
11. Encourage mentorship among nursing students, faculty, clinical staff, and interprofessional peers.
12. Refrain from performing skills or procedures without adequate preparation, and seek supervision and assistance when necessary.
13. Refrain from any deliberate action or omission in academic or clinical settings that create unnecessary risk of injury to the patient, self, or others.
14. Assist the clinical nurse or Clinical RN/Preceptor in ensuring that adequate informed consent is obtained from patients for research participation, for certain treatments, or for invasive procedures.
15. Abstain from the use of any legal or illegal substances in academic and clinical settings that could impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairment related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

<https://www.dropbox.com/s/a229ong58d5jx4p/Code%20of%20Ethics.pdf?dl=0>

First adopted by the 2001 House of Delegates, Nashville, TN. Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX.

## **SECTION IX: APPENDICES**

## **CSUSB Incident and Near Miss Report**

A student/faculty incident report is completed when any event (such as a fall, being struck by a patient, medication error, IV error, student injury, faculty injury, and any other non-injury event that needs to be documented) occurs which may cause potential harm to a student, faculty member, or a client in the clinical setting or during any course-related activity. The form should be completed as soon as the student and/or faculty member have knowledge of the event. The form is then immediately sent to the Department Chair. See Policy.

1. Date of this report:

- ♦ Date of Incident

2. Name of person completing this report:

- ♦ Names and titles of all individuals involved in incident (i.e. Nurse Manager, Faculty, Staff Nurse, Patient, Physician, etc.):

3. Name of student:

- ♦ Cohort (graduation date):
- ♦ Name of faculty:

4. Academic program and campus in which this student is enrolled:

5. Time and date of student incident/injury/near miss:

6. Name of Setting (exact location of incident), (clinical/class/course-related experience, agency and/or unit or other site) and course number where this incident/injury/near miss occurred:

- ♦ Agency phone number, if applicable: \_\_\_\_\_

7. If an incident occurred, was a clinical agency incident report completed?

8. Description of the incident/injury/near miss and circumstances surrounding the incident/injury/near miss by faculty/student (who, what, when, where and how):

9. Describe treatment received:

- ♦ Date of treatment: \_\_\_\_\_
- ♦ Treated at: \_\_\_\_\_
- ♦ By whom? \_\_\_\_\_
- ♦ If not treated, why not? \_\_\_\_\_

12. Medication related:

- ♦ Diet related
- ♦ Client physical injury related:
- ♦ Procedure related:

♦ Other:

I attest that the information provided on this form, to the best of my knowledge, describes the cited incident or near miss.

Signature and Date: \_\_\_\_\_

This document must be transmitted to the department chair or designee, if unavailable as soon as possible but no later than 24 hours following the incident or near miss. In the case of serious incident, the reporting party must contact the department chair immediately or designee if they cannot be reached. It is understood that the department chair or designee will contact the appropriate university officials.

I have reviewed this report:

Signature of the Chair of the DON:

Date:

\_\_\_\_\_

\_\_\_\_\_

The department chair will retain a copy of this report.

**FOLLOW-UP ACTION REQUIRED**

(to be completed by the Department Chair):

Individual Interviewed \_\_\_\_\_

Reported to Agency's  
Risk Management \_\_\_\_\_

Education/Training Provided \_\_\_\_\_

Reported to Dean of CNS \_\_\_\_\_

Other:

Reported to CSUSB Risk  
Management \_\_\_\_\_

Reviewed 2016

# Abandonment of Patients



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.

**BOARD OF REGISTERED NURSING**  
PO Box 944210, Sacramento, CA 94244-2100  
P (916) 322-3350 F (916) 574-8637 | [www.rn.ca.gov](http://www.rn.ca.gov)



## ABANDONMENT OF PATIENTS

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Inquiries have been received by the Board of Registered Nursing (BRN) regarding which actions by a nurse constitute patient abandonment and thus may lead to discipline against a nurse's license.

**Generally** for patient abandonment to occur, the nurse must:

- a) Have first **accepted** the patient assignment, thus establishing a nurse-patient relationship, and then
- b) **Severed** that nurse-patient relationship without giving reasonable notice to the appropriate person (e.g., supervisor, patient) so that arrangements can be made for continuation of nursing care by others.

A nurse-patient relationship **generally** begins when responsibility for nursing care of a patient is accepted by the nurse. Failure to notify the employing agency that the nurse will not appear to work an assigned shift is not considered patient abandonment by the BRN, nor is refusal to accept an assignment considered patient abandonment. Once the nurse has accepted responsibility for nursing care of a patient, severing of the nurse-patient relationship without reasonable notice may lead to discipline of a nurse's license.

RNs must exercise critical judgment regarding their individual ability to provide safe patient care when declining or accepting requests to work overtime. A fatigued and/or sleep deprived RN may have a diminished ability to provide safe, effective patient care. Refusal to work additional hours or shifts would not be considered patient abandonment by the BRN.

The RN who follows the above BRN advisory statement will not be considered to have abandoned the patient for purposes of Board disciplinary action. However, it should be noted that the BRN has no jurisdiction over employment and contract issues.

# Standards of Competent Performance



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## STANDARDS OF COMPETENT PERFORMANCE

**Website:** <http://www.rn.ca.gov/regulations/title16.shtml#1443.5>

### 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:

- (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 interests or wishes of the client, and by giving the client the opportunity to make informed decisions about health care before it is provided.

NPR-I-20 06/1995 STANDARDS OF COMPETENT  
PERFORMANCE REV 01/2011

<https://www.rn.ca.gov/pdfs/regulations/npr-i-20.pdf>

## BRN Impaired Policy



## IMPAIRED NURSING STUDENTS

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### GUIDELINES FOR SCHOOLS OF NURSING IN HANDLING NURSING STUDENTS IMPAIRED BY CHEMICAL DEPENDENCY OR MENTAL ILLNESS

#### BOARD STATEMENT:

The Board of Registered Nursing considers the student use of controlled substances, dangerous drugs or devices or alcoholic beverages to an extent or in a manner injurious to self or others to constitute unprofessional conduct. The conviction of a criminal offense involving the prescription, consumption or self-administration of the above substances is conclusive evidence thereof. (B&P 2762).

Nursing students showing signs of mental illness or chemical dependency should be directed to a health care provider for diagnosis and treatment of the illness. Chemical dependency and mental illness are diseases and should be treated as such. The Board has established an intervention program for impaired registered nurses as a voluntary alternative to traditional Board disciplinary actions. (B&P 2770)

Link to Intervention Program Brochure: <http://rn.ca.gov/pdfs/intervention/intbrochure.pdf>

#### NURSING PROGRAMS ARE EXPECTED TO:

- Have a policy for students who are impaired by or demonstrate characteristics of chemical dependency or mental illness which directs the student to seek appropriate assistance through a health care provider and provide the nursing program with proof of treatment.
- Provide instructors with the authority and responsibility to take immediate corrective action with regard to the impaired student's conduct and performance in the clinical setting. This includes removing the impaired student from the patient care area until the student is deemed medically safe to return to patient care activities.
- Provide this information to incoming students in their nursing program handbooks along with factual material related to chemical dependency and mental illness among nursing students.
- Handle the matter confidentially.

#### STUDENTS ARE EXPECTED TO:

- Voluntarily seek diagnosis and treatment for chemical dependency or mental illness and provide evidence of treatment and fitness for practice to the nursing program.
- Show evidence of rehabilitation when submitting their application for licensure.

## **Other Department of Nursing Pathways**

### **Licensed Vocational Nurses (LVN) Thirty (30)- Unit Option at CSU San Bernardino (CSUSB)**

#### **Background to the 30-Unit LVN Option per California Board of Registered Nursing (BRN) Guidelines**

##### **(Not a Pathway to a BSN)**

The LVN “30-Unit Option” is a pathway for LVNs currently licensed in California to become eligible to take the NCLEX-RN examination to be licensed as a Registered Nurse in California.

The LVN 30-Unit Option is not a pathway to a Bachelor of Science in Nursing (BSN) degree. CSUSB does not offer an LVN-to-BSN program. LVNs who complete the 30-Unit Option will not earn *any* degree from CSUSB.

CSUSB is pleased to offer nursing courses meeting the BRN requirement for a 30-Unit Option for those LVNs for whom it would be a good career choice. Ultimately the responsibility for qualifying to take the NCLEX-RN rests on the individual LVN completing the Option.

#### **CSUSB Department of Nursing Policy and Procedure for the LVN 30-Unit Option**

1. To be admitted to the LVN 30-unit Option at CSUSB, applicants must be currently licensed as a Vocational Nurse in California.
2. Interested California LVNs are required to obtain objective counseling from the Department of Nursing Chair or designee to clarify that the LVN 30-unit Option does NOT lead to a degree.
  - a. LVNs who complete the 30-Unit Option may sit for the NCLEX-RN examination and if successful may be licensed in the state of California with a “non-graduate license.” There may be no reciprocity for licensure in any other state.
  - b. LVN candidates, during the objective counseling session, will be asked to sign a statement acknowledging item 2 above. The statement will be placed in their student file in the Department of Nursing.
3. Applicants must apply for admission to the University with a Non-Degree Seeking (Transitory) Application; they will not enter as nursing majors.
4. Applicants are not required to complete University division general education requirements, pre-requisite nursing core courses or additional preparatory courses in the major.
5. Applicants are required, prior to receiving permission to enroll in the courses in the 30-Unit Option, to take the exams associated with the following courses to identify areas where remediation might assist them in completing the courses required for the 30-Unit LVN Option:
  - a. NURS 3016 Health Assessment
  - b. NURS 3221 Nursing Care of Adults & Older Adults I
6. In compliance with California Code of Regulations Section 1429, a maximum of thirty semester units of nursing courses may be required for the 30-Unit LVN Option. At CSUSB the following nursing courses are required:



<b>Course Prefix and Number</b>	<b>Course Title</b>	<b>Units</b>	<b>Comments</b>
BIOL 2230	Human Anatomy & Physiology I for Allied Health Majors	4 units	Equivalent course may be transferred in or may exercise Challenge option
BIOL 2240	Human Anatomy & Physiology II for Allied Health Majors	4 units	Equivalent course may be transferred in or may exercise Challenge option
BIOL 2200	Microbiology for Allied Health Majors	4 units	Equivalent course may be transferred in or may exercise Challenge option
NURS 3082	Pharmacology & Therapeutics for Nursing Practice	3 units	
NURS 4415	Psychiatric & Mental Health Nursing Practice	5 units	Includes a clinical component
NURS 4833	Nursing Care of Adults & Older Adults II	7 units	Includes a clinical component
NURS 4840	Leadership & Management in Nursing	3 units	
	<b>Total</b>	<b>30 units</b>	

7. Applicants qualifying for admission to the required nursing courses will be considered along with all other qualified students on a space available basis as the prelicensure BSN program is impacted.

8. Admitted LVNs are responsible for meeting all health, background, insurance, and other compliance requirements for courses that include clinical experiences.

Once the LVN successfully completes all required courses in the 30-Unit Option, the Department of Nursing Chair or designee will complete all required California Board of Nursing documents.

Approved by FO 3.15.2019; Effective Fall 2020