Greetings Nursing Student:

Welcome to the Nursing Program at California State University, San Bernardino. The Department of Nursing faculty has developed information and written policies for all undergraduate nursing major students that are compiled in this Handbook. The purpose of this handbook is to provide a single source of documents that guide and direct the Department of Nursing. All policies and procedures relate to the California State University AND Board of Registered Nursing official documents. In case of opposing statements, the CSU and/or BRN official documents take precedence. Additionally, policies are reviewed and updated yearly (or as required by CSU and/or BRN) so it is important to ensure you have the most up-to-date information, as that is what you are held accountable for. Updated Handbooks will be available in the Department of Nursing annually.

We suggest that you read this Handbook in the next few days to become familiar with these policies. Please complete the “BSN Program Nursing Student Handbook Acknowledgement of Review” page indicating that you have a copy of the Handbook and are accountable for the content. Submit the form along with your compliance requirements to the Department of Nursing in HP-224 at the San Bernardino campus or at the Palm Desert Campus in HS-120 to be placed in your file.

Keep the Handbook for reference throughout your time in the Nursing program. If you have questions about information or policies, contact your Nursing advisor or your student representative who attends faculty meetings. The faculty with student participation sets these policies. Information can also be found on the Department of Nursing website (http://nursing.csusb.edu), CSUSB Blackboard, and on several bulletin boards placed throughout the hallways outside the Department Office (HP 215). You will find current information posted about meetings, educational opportunities, employment opportunities, and scholarships.

It is the student’s responsibility to notify the Department of Nursing in writing of any changes in contact information and program status. If students do not keep the office advised of changes, the Department Office will not accept responsibility/liability.

Sincerely,
Dr. Mary Anne Schultz, Chair
Chief Nurse Administrator/Program Director

Departmental Faculty: (Tenured & Full-Time Lecturers)
D. Blue, RN DNP
C. Davis, Ph.D., MN, CNS, RN
T. Dodd-Butera, RN, Ph.D.
C. Fike, RN, DNP
Y. Kim, RN, PHN, MSN, Ph.D.
S. McGee-Stehsel, RN, MSN
D. Cohen, RN, MSN
A. Gagalang, RN, MSN
K. Tiras, RN, MS, CNS, PCCRN
N. Wolf, RN, MSN
I, ________________________________ have received a copy of the BSN Program Nursing Student Handbook. I have read its contents and have had the opportunity to ask questions in order to better understand the information. Also 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 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. I have also read, understood, and agree to the DON ADA Essential Functions of Nursing Policy found on the Department website and on page 15 of this Student Handbook.

________________________________________
Student Signature

________________________________________
Coyote ID Number

________________________________________
Date

________________________________________
Quarter Admitted
# Table of Contents

BSN Program Nursing Student Handbook Acknowledgement of Review ........................................ 3  
Table of Contents.......................................................................................................................... 5  
Department Organization/Documents .............................................................................................. 8  
  Foundation Documents .................................................................................................................. 9  
  Program Learning Outcomes ...................................................................................................... 10  
  Chain of Command ..................................................................................................................... 11  
  Communication .......................................................................................................................... 11  
  Department of Nursing Contacts ............................................................................................... 12  
  Organization Chart ..................................................................................................................... 13  
  Curriculum Plan .......................................................................................................................... 14  
Program Information ................................................................................................................... 15  
  ADA/Essential Function Policy .................................................................................................. 16  
Campus Resources ........................................................................................................................ 20  
  Records, Registration and Evaluations ....................................................................................... 20  
  Health Center ............................................................................................................................ 20  
  Services to Students with Disabilities ......................................................................................... 20  
  Financial Aid .............................................................................................................................. 20  
  Career Development Center ..................................................................................................... 21  
  The Writing Center .................................................................................................................... 21  
Code of Ethics .................................................................................................................................. 22  
Integrity ........................................................................................................................................ 22  
Leave of Absence from Nursing Program/University ................................................................. 23  
  Department of Nursing Process ............................................................................................... 23  
  University Process for Leave of Absence .................................................................................. 23  
Licensed Vocational Nurses (LVN) Advanced Placement & Thirty Unit Option ....................... 24  
  Thirty Unit Option Board of Registered Nursing Guidelines ............................................... 25  
  Policy for the Thirty Unit Licensed Vocational Nurse ............................................................. 25  
Media Lab Security ....................................................................................................................... 27  
National Student Nurses Association Code of Academic and Clinical Conduct ......................... 28  
  Preamble .................................................................................................................................. 28  
  A Code for Nursing Students ................................................................................................... 28  
Program Dismissal Policy ............................................................................................................ 29  
Readmission to the Nursing Program .......................................................................................... 30  
Student Injury, Illness, or Pregnancy ............................................................................................. 32  
  Pregnancy Policy ...................................................................................................................... 33  
  Returning to School ................................................................................................................... 33  
Substance Abuse: ......................................................................................................................... 34  
Alcohol, Drugs, and Impaired Nurse .............................................................................................. 34  
  Policy for Prescribed Medication Use by Students in the Clinical Setting .............................. 34  
Use of Technology and Social Media ........................................................................................... 35  
Withdrawal from Nursing Program/University ............................................................................. 36  
  Department of Nursing Process ............................................................................................... 36
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Process</td>
<td>36</td>
</tr>
<tr>
<td>Census Date</td>
<td>36</td>
</tr>
<tr>
<td>Academic Policies &amp; Procedures</td>
<td>38</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>39</td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>40</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>40</td>
</tr>
<tr>
<td>Cheating</td>
<td>40</td>
</tr>
<tr>
<td>Collusion</td>
<td>40</td>
</tr>
<tr>
<td>Academic Probation &amp; Disqualification</td>
<td>41</td>
</tr>
<tr>
<td>Academic Disqualification</td>
<td>41</td>
</tr>
<tr>
<td>Attendance</td>
<td>42</td>
</tr>
<tr>
<td>Tardiness</td>
<td>42</td>
</tr>
<tr>
<td>Absences</td>
<td>42</td>
</tr>
<tr>
<td>ATI Competency Assessment &amp; Integration Policy</td>
<td>45</td>
</tr>
<tr>
<td>Policy</td>
<td>45</td>
</tr>
<tr>
<td>Levels of Proficiency</td>
<td>46</td>
</tr>
<tr>
<td>Non-Proctored (Practice) Exams</td>
<td>46</td>
</tr>
<tr>
<td>Proctored Exams</td>
<td>46</td>
</tr>
<tr>
<td>Remediation Procedure</td>
<td>46</td>
</tr>
<tr>
<td>Comprehensive Predictor Exam</td>
<td>47</td>
</tr>
<tr>
<td>Comprehensive Predictor Achievement</td>
<td>47</td>
</tr>
<tr>
<td>Classroom &amp; Clinical Expectations</td>
<td>48</td>
</tr>
<tr>
<td>Clinical</td>
<td>48</td>
</tr>
<tr>
<td>Classroom</td>
<td>48</td>
</tr>
<tr>
<td>Eating</td>
<td>48</td>
</tr>
<tr>
<td>Drinking</td>
<td>48</td>
</tr>
<tr>
<td>Examination Policy</td>
<td>49</td>
</tr>
<tr>
<td>Grading</td>
<td>50</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>52</td>
</tr>
<tr>
<td>Grievance</td>
<td>52</td>
</tr>
<tr>
<td>Strategic Plan for Success Policy</td>
<td>53</td>
</tr>
<tr>
<td>Study Expectations</td>
<td>54</td>
</tr>
<tr>
<td>Student Civility Policy</td>
<td>55</td>
</tr>
<tr>
<td>Clinical Policies &amp; Procedures</td>
<td>56</td>
</tr>
<tr>
<td>Abuse Reporting</td>
<td>57</td>
</tr>
<tr>
<td>Clinical &amp; On-campus Lab Uniform &amp; Dress Code</td>
<td>58</td>
</tr>
<tr>
<td>Uniforms</td>
<td>58</td>
</tr>
<tr>
<td>Alternate uniform</td>
<td>58</td>
</tr>
<tr>
<td>Patch</td>
<td>58</td>
</tr>
<tr>
<td>Identification</td>
<td>58</td>
</tr>
<tr>
<td>Shoes/Hosiery</td>
<td>58</td>
</tr>
<tr>
<td>Warm-up Lab Jackets</td>
<td>59</td>
</tr>
<tr>
<td>Personal Hygiene</td>
<td>59</td>
</tr>
<tr>
<td>Attire for on-campus Laboratory</td>
<td>60</td>
</tr>
<tr>
<td>Clinical Experience</td>
<td>61</td>
</tr>
<tr>
<td>Skills Practice Responsibility</td>
<td>61</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Class times</td>
<td>61</td>
</tr>
<tr>
<td>Compliance</td>
<td>62</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>63</td>
</tr>
<tr>
<td>Cardiopulmonary Resuscitation (CPR) Certification</td>
<td>63</td>
</tr>
<tr>
<td>Physical Exam and Immunizations</td>
<td>63</td>
</tr>
<tr>
<td>PPD (TB) Two-Step Skin Test</td>
<td>63</td>
</tr>
<tr>
<td>Health Insurance Coverage</td>
<td>63</td>
</tr>
<tr>
<td>Driver’s License and Automobile Insurance</td>
<td>64</td>
</tr>
<tr>
<td>Fingerprinting/Background Checks</td>
<td>64</td>
</tr>
<tr>
<td>Copying or Transmitting Client Records/HIPPA</td>
<td>65</td>
</tr>
<tr>
<td>Criteria for Unsafe Clinical Practice</td>
<td>67</td>
</tr>
<tr>
<td>Delivery of Health Care</td>
<td>68</td>
</tr>
<tr>
<td>Gloving (Latex Sensitivity) Policy</td>
<td>69</td>
</tr>
<tr>
<td>Hand Hygiene Policy</td>
<td>69</td>
</tr>
<tr>
<td>IV Push Policy</td>
<td>70</td>
</tr>
<tr>
<td>Loss of Clinical/Lecture Due to Public Emergency</td>
<td>71</td>
</tr>
<tr>
<td>Medication Administration Guidelines</td>
<td>72</td>
</tr>
<tr>
<td>Nursing Clinical—Ten Mandatory Elements</td>
<td>77</td>
</tr>
<tr>
<td>Preceptor Policies &amp; Procedures</td>
<td>78</td>
</tr>
<tr>
<td>Skills Lab Policy</td>
<td>80</td>
</tr>
<tr>
<td>Standard Precautions</td>
<td>84</td>
</tr>
<tr>
<td>Student Needle stick/Blood &amp; Body Fluid Exposure Guidelines</td>
<td>85</td>
</tr>
<tr>
<td>Nursing Student Licenses/ Organizations</td>
<td>87</td>
</tr>
<tr>
<td>Certified Nursing Assistant (CNA)</td>
<td>88</td>
</tr>
<tr>
<td>Coyote Nurses</td>
<td>88</td>
</tr>
<tr>
<td>National Student Nurses’ Association (NSNA)</td>
<td>89</td>
</tr>
<tr>
<td>Sigma Theta Tau International</td>
<td>89</td>
</tr>
<tr>
<td>Promotion &amp; Completion</td>
<td>90</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>91</td>
</tr>
<tr>
<td>Graduation Requirement Check</td>
<td>91</td>
</tr>
<tr>
<td>Commencement Ceremonies</td>
<td>91</td>
</tr>
<tr>
<td>Academic Regalia</td>
<td>92</td>
</tr>
<tr>
<td>Honor Cords</td>
<td>93</td>
</tr>
<tr>
<td>University Honors</td>
<td>93</td>
</tr>
<tr>
<td>Department Honors</td>
<td>93</td>
</tr>
<tr>
<td>Licensure Information</td>
<td>94</td>
</tr>
<tr>
<td>Fees</td>
<td>94</td>
</tr>
<tr>
<td>Important Issues</td>
<td>96</td>
</tr>
<tr>
<td>Appendices</td>
<td>97</td>
</tr>
</tbody>
</table>
## Mission/Vision Statement

**Mission:**
California State University, San Bernardino offers a challenging and innovative academic environment. The university seeks to provide a supportive and welcoming social and physical setting where students, faculty and staff feel they belong and can excel. The university provides students the opportunity to engage in the life of the campus, interact with others of diverse backgrounds and cultures, as well as participate in activities that encourage growth, curiosity and scholarly fulfillment. Through its branch campus in Palm Desert, the university mission extends to the Coachella Valley.

Building on a tradition of close student contact with faculty, staff and administrators, the university is committed to making a positive difference in the lives of its students and the communities it serves by providing learning opportunities driven by teaching and research excellence, intellectual interaction and creativity.

The university is a preeminent center of intellectual and cultural activity in Inland Southern California, improving the region’s quality of life through the skills, knowledge, experience and engagement of its faculty, staff, students and alumni.

**Vision:**
California State University, San Bernardino will be a leading contributor to the growth and development of the region, in particular, as well as the state and nation.

The university will serve the region, state, and nation by preparing leaders for the 21st century with a global outlook and the skills needed for educational, social, economic, political, environmental and cultural advancement.

## Bachelor of Science Nursing Program Mission/Vision/Values Statement

**Mission:**
To provide exemplary nursing education responsive to the health needs of diverse populations

**Vision:**
To be a center of collaboration and innovation in nursing scholarship, education, practice and service

**Values:**
Caring, Excellence, Integrity, Knowledge, Respect
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 caring, excellence, integrity, knowledge, and respect. The mission, vision, and core values are holistic and express faculty beliefs about the relationship of person, health, environment, and nursing.

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. Nursing 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 and utilizing informatics with a focus on quality improvement for public's health and well-being.

The faculty recognizes that student-centered learning is an interrelation of theory, practice and research. The DON faculty believes that baccalaureate nursing education builds on a liberal arts and natural science education, in order to prepare generalists to practice safe, ethical, and excellent nursing. Successful CSUSB baccalaureate nursing students are expected to learn, to lead, and to transform 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.
The successful completion of the Bachelor’s of Science Degree in Nursing (BSN), the graduate will have the following competencies:

1. Demonstrates competent practice, and evidence-based care from the foundations of biological, physical, social, and nursing sciences in caring for individuals, families, and communities.
2. Demonstrates competence in critical thinking and clinical reasoning skills in the practice of nursing.
3. Applies the nursing process & provides care to individuals, families, and communities as full partners across the life span from diverse psychosocial and cultural backgrounds.
4. Demonstrates competence in the application of nursing interventions that aim to promote, maintain or restore health.
5. Applies knowledge of healthcare policies to support the nursing process.
6. Utilizes 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.
7. Demonstrates leadership as a professional nurse and collaborate in clinical practice within a multidisciplinary team to monitor outcomes, improve patient care, and promote comprehensive and safe delivery of healthcare.
8. Exhibits safe, competent, ethical, culturally and spiritually appropriate care.
9. Applies evidence as bases for practice and support, facilitate and participate in research.
11. Assumes 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.
Chain of Command

Students have the opportunity to communicate their ideas, suggestions and/or concerns associated with the Department of Nursing by:

1. Speaking directly with the faculty member
2. Speaking directly with the lead instructor (if different from clinical faculty)
3. Speaking directly with the Chief Nursing Administrator/Program Director and/or Department Chair
4. Attending the Student/Faculty forum
5. Speaking directly with the Dean of Natural Science

If a student has a concern or a problem with an instructor the student will be expected to approach the involved instructor and arrange an appointment to discuss the issue. Matters relating to the clinical area should be discussed with that particular clinical instructor and those matters dealing with a specific lecture should be discussed with the lecturer.

If the problem cannot be resolved, the student is advised to follow appropriate chain of command which is: Lead Theory Instructor, Chief Nursing Administrator/Program Director, Department Chair and Dean of Natural Science.

If the problem persists, the student is advised to follow the CSUSB Bulletin of Courses Grade/Academic Grievance Procedures Policy.

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/Program Director and Department Chair 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.

For teaching and learning the official language used in the classroom is English only.
## Department of Nursing Contacts

**Department Office**  
(909) 537-5380  
HP 215

### Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue, Dawn</td>
<td>(909) 537-7240</td>
<td><a href="mailto:dblue@csusb.edu">dblue@csusb.edu</a></td>
<td>HP 229</td>
</tr>
<tr>
<td>Cohen, Deborah, RN, MSN</td>
<td>(909) 537-5386</td>
<td><a href="mailto:dcohen@csusb.edu">dcohen@csusb.edu</a></td>
<td>HP 228</td>
</tr>
<tr>
<td>Davis, Claudia, Ph.D., MN, CNS, RN</td>
<td>(909) 537-3632</td>
<td><a href="mailto:cmdavis@csusb.edu">cmdavis@csusb.edu</a></td>
<td>HP 226</td>
</tr>
<tr>
<td>Dodd-Butera, Teresa, RN, Ph.D.</td>
<td>(909) 537-7241</td>
<td><a href="mailto:tdbutera@csusb.edu">tdbutera@csusb.edu</a></td>
<td>HP 218</td>
</tr>
<tr>
<td>Fike, Cindie, RN, DNP</td>
<td>(909) 537-7798</td>
<td><a href="mailto:gfike@csusb.edu">gfike@csusb.edu</a></td>
<td>HP 225</td>
</tr>
<tr>
<td>Gagalang, Angie, RN, MSN</td>
<td>(909) 537-5381</td>
<td><a href="mailto:egagalang@csusb.edu">egagalang@csusb.edu</a></td>
<td>HP 231</td>
</tr>
<tr>
<td>Kim, Younglee, RN, PHN, MSN, Ph.D.</td>
<td>(909) 537-3394</td>
<td><a href="mailto:younglee.kim@csusb.edu">younglee.kim@csusb.edu</a></td>
<td>HP 220</td>
</tr>
<tr>
<td>McGee-Stehsel, Susan, RN, MSN</td>
<td>(909) 537-7239</td>
<td><a href="mailto:sjmcgee@csusb.edu">sjmcgee@csusb.edu</a></td>
<td>HP 223</td>
</tr>
<tr>
<td>Schultz, Mary Anne, Ph.D., Department Chair</td>
<td>(909) 537-5385</td>
<td><a href="mailto:mschultz@csusb.edu">mschultz@csusb.edu</a></td>
<td>HP 216</td>
</tr>
<tr>
<td>Stoner, Marilyn, RN, Ph.D.</td>
<td>(909) 537-5448</td>
<td><a href="mailto:mstoner@csusb.edu">mstoner@csusb.edu</a></td>
<td>HP 230</td>
</tr>
<tr>
<td>Tiras, Kathyrne, RN, MS, CNS, PCCRN</td>
<td>(909) 537-3457</td>
<td><a href="mailto:ktiras@csusb.edu">ktiras@csusb.edu</a></td>
<td>HP 219</td>
</tr>
<tr>
<td>Wolf, Nancy, RN, MSN</td>
<td>(909) 537-8135</td>
<td><a href="mailto:nwolf@csusb.edu">nwolf@csusb.edu</a></td>
<td>HS 112 (PDC)</td>
</tr>
</tbody>
</table>

### Support Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Jurilla</td>
<td>Administrative Support Coordinator II</td>
<td>(909) 537-3379</td>
<td><a href="mailto:emily.jurilla@csusb.edu">emily.jurilla@csusb.edu</a></td>
<td>HP 217</td>
</tr>
<tr>
<td>Lorena Gomez, M.S. Ed</td>
<td>Student Services Professional (Compliance Coordinator)</td>
<td>(909) 537-7242</td>
<td><a href="mailto:lgomez@csusb.edu">lgomez@csusb.edu</a></td>
<td>HP 224</td>
</tr>
<tr>
<td>Sandra Lagerson</td>
<td>Administrative Support Coordinator I (Palm Desert Campus)</td>
<td>(909) 537-8127</td>
<td><a href="mailto:Sandra.Lagerson@csusb.edu">Sandra.Lagerson@csusb.edu</a></td>
<td>HS 120</td>
</tr>
<tr>
<td>Jackie McCormick</td>
<td>Administrative Support Assistant II</td>
<td>(909) 537-3382</td>
<td><a href="mailto:jmccormick@csusb.edu">jmccormick@csusb.edu</a></td>
<td>HP 215</td>
</tr>
</tbody>
</table>
**Curriculum Plan**

Bachelor of Science Degree in Nursing

NOTE: All courses must be completed with a grade of “C” or higher. This plan does not include all required General Education (GE) courses needed for graduation.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
<th>THEORY HOURS</th>
<th>CLINICAL HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST QUARTER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 202</td>
<td>Concepts</td>
<td>2</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>NURS 316</td>
<td>Health Assessment</td>
<td>4</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>NURS 380</td>
<td>Pathophysiological Concepts as Applied to Nursing Practice</td>
<td>4</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td><strong>SECOND QUARTER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 200</td>
<td>Foundations of Nursing Process, Roles and Skills</td>
<td>4</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>NURS 201</td>
<td>Foundations of Nursing Process, Roles and Skills: Laboratory</td>
<td>3</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>NURS 382</td>
<td>Pharmacology and Therapeutics for Nursing Practice</td>
<td>2</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td><strong>THIRD QUARTER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 220</td>
<td>Intermediate Nursing Process, Roles and Skills</td>
<td>4</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>NURS 221</td>
<td>Intermediate Nursing Process, Roles and Skills: Laboratory</td>
<td>4</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td><strong>FOURTH QUARTER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 334</td>
<td>Maternal Child and Women's Health</td>
<td>4</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>NURS 335</td>
<td>Maternal Child and Women's Health: Laboratory</td>
<td>3</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>NURS 340</td>
<td>Theories of Nursing</td>
<td>2</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td><strong>FIFTH QUARTER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 332</td>
<td>Families and Children</td>
<td>4</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>NURS 333</td>
<td>Families and Children: Laboratory</td>
<td>3</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td><strong>SIXTH QUARTER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 302</td>
<td>ATI I</td>
<td>1</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>NURS 400</td>
<td>Psych/Mental Health Nursing</td>
<td>4</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>NURS 401</td>
<td>Psych/Mental Health Nursing: Activity</td>
<td>4</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td><strong>SEVENTH QUARTER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 322</td>
<td>Advanced Nursing Process, Roles and Skills</td>
<td>3</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>NURS 323</td>
<td>Advanced Nursing Process, Roles and Skills: Laboratory</td>
<td>4</td>
<td></td>
<td>120</td>
</tr>
<tr>
<td>NURS 422</td>
<td>Nursing Research</td>
<td>4</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td><strong>EIGHTH QUARTER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 402</td>
<td>ATI II</td>
<td>2</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>NURS 406</td>
<td>Community/Public Health Nursing</td>
<td>4</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>NURS 407</td>
<td>Community/Public Health Nursing: Clinical</td>
<td>4</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td><strong>NINTH QUARTER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 396</td>
<td>Selected Topics in Nursing: NCLEX Review</td>
<td>2</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>NURS 404</td>
<td>Leadership in Nursing: Nursing Management</td>
<td>4</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>NURS 408</td>
<td>Capstone Seminar</td>
<td>1</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>NURS 409</td>
<td>Preceptor Capstone Lab</td>
<td>4</td>
<td>120</td>
<td></td>
</tr>
</tbody>
</table>
Program Information
The CSUSB Department of Nursing (DON) will make appropriate academic adjustments to facilitate enrollment and participation of qualified individuals with temporary or permanent disabilities consistent with Title II of the Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act of 1973. Such accommodations must balance several competing interests:

1. The rights of applicants and students
2. The safety of students, their co-workers and patients
3. The significant clinical component of the DON curricula
4. The requirements imposed on the DON by the Commission on Collegiate Nursing Education, the accreditation body, and by clinical agency agreements allowing the School to place students in various health care organizations for clinical education.
5. The conditions for licensure (BRN) of DON graduates.

These competing interests and the nature of nursing educational activities may prevent some prospective students with disabilities and current students with disabilities from qualifying for enrollment or continued enrollment and may limit access to the academic program of the Department of Nursing. All students will be considered on an individual and ongoing basis as requirements may vary as they progress through the program or begin new clinical placements. Areas of consideration may include but are not limited to (updates can be found at http://nursing.csusb.edu/student_information/compliance.htm):

1) Essential physical/neurological functions
   Nursing students must be able to accurately observe close at hand and at a distance to learn skills & to gather data (e.g., observe an instructor's movements, a patient's gait or verbal response, a chemical reaction, a microscopic image, etc.). Students must possess functional use of the senses that permit such observation.

   Essential Functions Clinical Examples
   a) Tactile:
      i) Feel vibrations
      ii) Feel differences in sizes, shapes
      iii) Detect temperature
      iv) Feel differences in surface characteristics
      v) Detect environmental temperature
   b) Tactile ability sufficient to perform physical assessments, examinations & procedures:
      i) Palpate pulses, detect fremitus
      ii) Palpate vein
      iii) Identify body landmarks
      iv) Skin turgor, rashes
      v) Skin temperature
      vi) Check for drafts
      vii) Detect deviations in skin temperature, solutions, and environment.
   c) Visual:
      i) See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
      ii) See objects up to 20 feet away (e.g., client in a room)
      iii) See objects more than 20 feet away (e.g., client at end of hall)
      iv) Use depth perception to distinguish elevation
      v) Use peripheral vision
      vi) Distinguish color (e.g. color codes on supplies, charts, bed)
      vii) Distinguish color intensity (e.g. flushed skin, skin paleness)
   d) Visual acuity sufficient to:
      i) Observe changes in skin condition including distinguishing change in skin integrity, breathing patterns (including absence of respiratory movement), and color intensity such as the ability to identify cyanosis.
      ii) Identification of allergic responses such as skin rashes.
      iii) Access patient information on computer screens.
      iv) Read very fine print on medication labels, monitor strips, equipment calibrations
      v) Draw up correct quantity of medication into syringe

ADA/Essential Function Policy
vi) Read accurately IV infusion pump screens, LED output on electronic devices & monitors
vii) Distinguish tissue swelling, IV infiltration
e) Hearing:
i) Hear normal speaking level sounds (e.g. person-to-person report)
ii) Hear faint voices
iii) Hear faint body sounds (e.g., blood pressure sounds, assessment placement of tubes)
iv) Hear in situations when not able to see lips (e.g., when masks are used)
v) Hear auditory alarms (e.g. monitors, fire alarms, call bells)
vii) Assess origin of sound
viii) Take blood pressure
ix) Recognize electronic device alarms
x) Monitor multiple patients in an ICU
f) Smell:
i) Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)
ii) Detect smoke
iii) Detect gases or noxious smells
iv) Detect odors exhibited by body fluids which may be indicative of disease processes

c) Physical Endurance:
i) Stand (e.g., at client side during surgical or therapeutic procedure)
ii) Sustain repetitive movements
iii) Maintain physical tolerance for entire work shift
iv) Perform cardiopulmonary resuscitation (e.g. move above patient to compress chest and manually ventilate patient)
     Stand/walk to complete clinical day (e.g. 8/12 hour shift)
v) Complete assigned clinical practice within an acceptable time period
d) Physical Strength:
i) Push and pull 25 pounds (e.g., position clients)
ii) Support 25 pounds of weight (e.g., ambulate client)
iii) Lift 25 pounds (e.g. pick up a child, transfer client)
iv) Move light objects weighing up to 10 pounds (e.g., IV poles)
v) Use upper body strength (e.g., perform CPR, physically restrain a client)
vi) Squeeze with hands (e.g., operate fire extinguisher)
vii) Position patients
viii) Use transfer techniques in moving and lifting patient in all age groups and weights.

ix) Assist with ambulation.

e) Mobility:
   i) Twist
   ii) Bend
   iii) Stoop/squat
   iv) Move quickly (e.g., response to an emergency)
   v) Climb (e.g., ladders/stools/stairs)
   vi) Walk
   vii) Maneuver in small spaces*
   viii) Move independently from room to room
   ix) Twist, bend, stoop, engage in procedures and direct patient care

*While healthcare agencies must meet ADA physical access standards, potential clients and equipment may limit the amount of available space in which to move.

3) Essential communication skills
Nursing students must be able to communicate effectively and efficiently. Students must be able to process and comprehend written and verbal material.

Essential Functions Clinical Examples
a) Teach (e.g. client/family about health care)
   i) Explain procedures
   ii) Give oral reports (e.g., report on client's condition to others)
   iii) Interact with others (e.g., health care workers)
   iv) Speak on the telephone
   v) Influence people
   vi) Direct activities of others
   vii) Convey information through writing (e.g., progress notes)
   viii) Communicate with patients/clients, family members and health care providers regarding the individual's plan of care.
   ix) Read & comprehend printed materials and documents.
   x) Document clearly and correctly on patient's medical record for legal documentation.
   xi) Transmit information through written documents that use good grammar, syntax, spelling, and punctuation.
   xii) Access laboratory data via automated information system.
   xiii) Clarify the meaning of non-verbal communication.
   xiv) Use physical touch as a therapeutic non-verbal intervention.
   xv) Present oral reports

xvi) Clarify physician orders

4) Essential judgment skills
Nursing students must exercise good judgment & promptly complete all responsibilities required of each program. They must develop mature, sensitive, & effective professional relationships with others. They must be able to tolerate taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility & function in the face of uncertainties & ambiguities. Concern for others, interpersonal competence & motivation are requisite for all programs.

Essential Functions Clinical Examples
a) Interpersonal abilities essential to interact with individuals, families, and groups from diverse social, emotional, cultural and intellectual backgrounds
b) Make judgments based on scientific knowledge and thorough assessment of individual patient situations
c) Practice in a manner that is non-judgmental & non-discriminatory
d) Function as a contributing member of an interdisciplinary team
e) Recognize that decision making occurs in an environment of uncertainty & ambiguities
f) Demonstrate capacity to make sound decisions when under stress
g) Deliver nursing care within accepted timeframe allowing others to complete their responsibilities to patients
h) Create climate in which patients feel comfortable and able to make informed decisions about their health care
i) Practice safe care in high stress &/or ambiguous environments such as ICU, Emergency Department, mental health facilities & the community

5) Essential intellectual & cognitive skills
Nursing students must be able to measure, calculate, reason, analyze, synthesize, integrate, remember & apply and evaluate information. Creative problem solving & clinical reasoning require all of these intellectual abilities. In addition, many candidates must be able to comprehend three-dimensional relationships & understand the spatial relationship of structure.

Essential Functions Clinical Examples
a) Reading:
   i) Read and understand written documents
   ii) Read and understand English printed documents (e.g. policies, protocols, standards of care)
   iii) Read measurement marks
iv) Read and understand columns of writing (e.g., flow sheet, charts)

b) Math:
   i) Read digital displays
   ii) Read graphic printouts (e.g., EKG)
   iii) Calibrate equipment
   iv) Convert numbers to and/or from Metric System
   v) Read graphs (e.g., vital sign sheets)
   vi) Tell time
   vii) Measure time (e.g., count duration of contractions, etc.)
   viii) Count rates (e.g., drips/minute, pulse)
   ix) Use measuring tools (e.g., thermometer)
   x) Read measurement marks (e.g., measurement tapes, scales, etc.)
   xi) Add, subtract, multiply, and/or divide whole numbers
   xii) Compute fractions (e.g., medication dosages)
   xiii) Use a calculator
   xiv) Write numbers in records
   xv) Use measurement tools recognized as central to the care of patients/clients.
   xvi) Perform dosage calculations in a time frame to deliver safe care
   xvii) Assess & monitor patient status

c) Analytical Thinking:
   i) Transfer knowledge from one situation to another
   ii) Process intonation
   iii) Evaluate outcomes
   iv) Problem solve
   v) Prioritize tasks
   vi) Use long term memory
   vii) Use short term memory
   viii) Handle multiple tasks & problem solve simultaneously.
   ix) Assimilate and apply knowledge acquired from multiple learning experiences
   x) Seek supervision & consultation in a timely manner

d) Critical Thinking:
   i) Identify cause-effect relationships
   ii) Plan/control activities for others
   iii) Synthesize knowledge and skills
   iv) Sequence information
   v) Analyze assessment data in determining nursing diagnoses.
   vi) Prioritize tasks
   vii) Comprehend and apply abstract concepts

6) Essential emotional coping skills
Nursing students must have the emotional health to fully use their intellectual ability, exercise good judgment and complete all responsibilities requisite to the delivery of patient care. Students must be able to develop mature, sensitive & effective relationships with patients and colleagues & be adaptable, flexible and able to function in the face of uncertainty.

Essential Functions Clinical Examples

a) Interpersonal Skills:
   i) Negotiate interpersonal conflict
   ii) Respect differences in clients
   iii) Establish rapport with clients
   iv) Establish rapport with co-workers
   v) Show respect for the differences in patients/clients and co-workers.
   vi) Function as a member of an interdisciplinary team (e.g. consult, negotiate, share)
   vii) Establish rapport with patients/clients
   viii) Participate in partnered & group efforts in classroom & clinical learning activities.
   ix) Practice in a manner that is non-judgmental & non-discriminatory.
   x) Interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds

b) Emotional Stability:
   i) Establish therapeutic boundaries
   ii) Provide client with emotion support
   iii) Adapt to changing environment/stress
   iv) Deal with the unexpected (e.g., client going bad, crisis)
   v) Focus attention on tasks
   vi) Monitor own emotions
   vii) Perform multiple responsibilities concurrently
   viii) Handle strong emotions (e.g., grief)
   ix) Function effectively under stress
   x) Assume responsibility/accountability for own actions
   xi) Provide patient/family with emotional support
   xii) Adapt effectively to changing environments & increasing tension levels in a variety of situations (e.g. learning, patient care, emergencies.

Approved 12/6/13
Records, Registration and Evaluations

The office of Records, Registration and Evaluations is committed to helping our students meet their degree objectives. By building positive working relationships with our students and providing quality services, we lead them through their academic careers today for successful professions tomorrow. Please visit the Records, Registration and Evaluations Office website at http://rre.csusb.edu/index.htm for further information.

Health Center

The Mission of the Student Health & Psychological Counseling Center is to provide compassionate, accessible and cost effective clinical and preventative health service for the student community. The Student Health and Counseling Center provides first aid and basic outpatient care services. They have a full time staff Monday through Friday to care for your needs. First Aid is always available during clinic hours to anyone on campus. They are staffed with Doctors and Nurse Practitioners, Nurses and Pharmacy. Our center has contracted with local Lab and X-ray services for our students. Our Psychological Counseling Center also has a full time staff of Marriage and Family Therapists, Licensed Psychologists and supervised interns. Please visit the Student Health & Psychological Counseling Center website at http://healthcenter.csusb.edu/default.htm for further information.

Services to Students with Disabilities

The Services to Students with Disabilities (SSD) office is part of the Division of Student Affairs. The mission of the SSD office is to increase retention for students with disabilities by ensuring equitable treatment and equal access to all academic programs and facilities at California State University, San Bernardino. The SSD office acts as a catalyst and agent for compliance with federal and state laws that mandate equal opportunity and access for persons with disabilities. In order to ensure appropriate accommodations, need is assessed on an individual basis. To receive services students must have appropriate and current documentation to support the need for services, unless this determination of need can be made by qualified SSD staff members. Please visit the SSD Office website at http://ssd.csusb.edu/index.html for further information.

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 at http://finaid.csusb.edu/ for further information.
Career Development Center

The mission of the Career Development Center is to support the academic purpose of the University by providing comprehensive career services which result in a successful culmination of the educational experience. Further, our goal is to integrate the campus and the community for the advancement of student learning and career success. Therefore, the Career Development Center offers programs that meet the career/life challenges of those we serve. Please visit the Career Development Center website at http://career.csusb.edu/index.html for further information.

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. Many students come to work on papers for composition courses; however, a large number come from a wide variety of courses across the university. 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, and cite references, as well as edit and proofread.
The Code of Ethics is:

1) Know the scope of the courses completed and attending to function within this scope.
2) Recognize and respect cultural backgrounds, spiritual needs and the religious beliefs of individual patients, other students, faculty, and staff.
3) Safeguard the confidential information acquired from any source about the patient. Follow the Health Insurance Portability and Accountability Act of 1996 (HIPPA).
4) Refuse to give endorsement to the sale/promotion of commercial products or services.
5) Uphold the highest standards in personal appearance, language, dress and demeanor.
6) Follow university, Department of Nursing, and hospital/facilities policies and procedures.

All students are expected to:

1) Be prepared for all assignments. Perform only those procedures that have been previously taught and practiced.
2) Consider all information obtained regarding the patient’s status as strictly confidential, and not to be discussed with anyone except instructors, peers and appropriate hospital personnel.
   (NOTE: Learning experiences in the clinical area are to be shared during pre and post-conferences and lectures only.)
3) If circumstances regarding the patient will prevent giving effective care (e.g., personal friend), consult with the instructor.
4) Maintain a professional attitude at all times.
5) Channel any criticism of any agency, CSUSB, or an individual through the Chief Nurse Administrator and Department Chair.
6) Recognize, as in other professional fields, ethics are essential.

Integrity may be defined as an uncompromising adherence to a code of moral, artistic, or other personal/professional values. Integrity is also viewed as absolute sincerity, honesty, candor and the avoidance of deception (Webster’s 3rd New International Dictionary). 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.
Leave of Absence from Nursing Program/University

Department of Nursing Process

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

University Process for Leave of Absence

Degree seeking undergraduate students who plan to be absent from the university for more than two consecutive quarters must file a leave of absence to preserve their current catalog rights (Title 5, Article 5, See. 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 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 CSU, San Bernardino 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 quarter of regular enrollment.

Please refer to the CSUSB Bulletin of Courses (http://catalog.csusb.edu/) for further information.
Licensed Vocational Nurses (LVN) Advanced Placement & Thirty Unit Option

Licensed vocational nurses who wish to apply for advanced placement in the Department of Nursing must be admitted to the University, apply to the department, and complete the course work for the Bachelor of Science degree in Nursing. Once the course work is complete they will become eligible to take the NCLEX Examination for Registered Nurse Licensure in California.

To apply for advanced placement, the student must:

1) Meet the criteria for admission to the University.
2) Complete the required prerequisite courses with a 3.0 GPA. Courses include:
   - BIO 100 Topics in Biology (5)
   - BIO 216 Genetics and Society (2)
   - BIOL 220 Principles of Microbiology (5)
   - BIOL 223 Human Physiology and Anatomy I (5)
   - BIOL 224 Human Physiology and Anatomy II (5)
   - CHEM 205 Fundamentals of Chemistry I: General Chemistry (5)
   - CHEM 208 Survey of Human Biochemistry (3)
   - COMM 120 Oral Communication (4)
   - COMM 180 Critical Thinking Through Argumentation (4)
   - ENG 101/107 Freshman Composition (4)
   - MATH 110 College Algebra (4)
   - PSYCH 100 Introduction to Psychology (4)
     i) Students may take courses elsewhere for transfer credit or credit by examination. Prerequisite courses, if taken at a community college, must be equivalent and transferable to the University to receive credit.
     ii) All students have equal access for admission into the N200 level regardless of where prerequisite course work was completed.
     iii) This policy holds true for all applicants including the LVN applicant.
   b) Take and pass the TEAS test at the minimum standard level as specified in the Department of Nursing’ admission criteria.
   c) Hold a current LVN license in the State of California.
   d) Once the above are completed, the student must submit an application and official transcripts to the LVN Program Advisor for evaluation of admission criteria.
   e) LVN students can compete for admission with the generic nursing pool.
      i) If an opening becomes available, they are instructed to apply to the University for admission.
   f) Upon admission to the program, the student can receive credit for Nursing 200/201 (Fundamentals), which is the first theory and clinical nursing course in the first semester of the baccalaureate curriculum.
   g) They are counseled to enroll in the following first semester courses: Nursing 200/201, and Nursing 316 (Health Assessment).
   h) As an alternative, they may take a challenge exam.
i) It should be noted that once the LVN student is accepted and enters the first Quarter of the curriculum, they advance through the remainder of the nursing program the same as all other undergraduates. There is no differentiation.

Thirty Unit Option Board of Registered Nursing Guidelines
1) Licensed vocational nurses who do not wish to complete the course work for a Bachelor of Science Degree in Nursing but wish to take the Examination for Registered Nurse Licensure in California must follow the guidelines set forth by the Board of Registered Nursing, Effective 1997: Section 1429
2) Preparation Required for Licensed Vocational Nurses
   a) “A licensed vocational nurse shall be eligible to apply for examination for licensure as a registered nurse under this chapter provided she has successfully completed the approved curriculum in a school accredited by the board and meets all other requirements as set forth in section 1429”.
   b) Additional educational required of licensed vocational nurse applicants shall not exceed a maximum of thirty (30) semester or forty-five (45) quarter nursing course units.
   c) These nursing courses shall be taken in an accredited school and shall be beyond courses equivalent to the first year of professional nursing courses.
   d) These nursing courses shall include:
      (1) Nursing intervention in acute, preventive, remedial, supportive, rehabilitative and teaching aspects of nursing.
      (2) Theory and courses with concurrent clinical practice shall include advanced medical-surgical, mental health/psych nursing, pediatrics and obstetrics nursing.
3) Each applicant shall submit evidence satisfactory to the Board of Nursing that they have “satisfactorily completed the above requirements as determined by the community college or university attended by the applicant.”

Policy for the Thirty Unit Licensed Vocational Nurse
1) The burden of responsibility to qualify to take the examination for registered nurse licensure rests with the licensed vocational nurse.
2) These students are to apply for admission to the University as “No Objective” candidates; they will not enter as nursing majors.
3) Students qualifying for admission to designated nursing courses will be considered along with all other qualified applicants on a space available basis as the program is impacted.
4) Completion of the courses designated by the Department of Nursing will not lead to a degree. They will be eligible to sit for their RN license as a non-graduate.
   a) A non-graduate license in the State of California has no restrictions; however, there may be reciprocity difficulties in other states.
   b) Students will be required to sign a statement in acknowledgment of this agreement.
      This statement is to be placed in the student’s permanent file in the department.
5) Once the courses designated are complete, the Department of Nursing’s Admission Coordinator will complete the California Board of Registered Nurses’ “Individual Candidate Roster” form, the “Candidate Worksheet” showing any course waivers of equivalency, and their request for transcripts.
6) Students desirous of enrolling to take the courses designated by the Department of Nursing are required to meet all prerequisite requirements. In compliance with Public Law 1435.5, a maximum of forty-five quarter units obtained by successful completion of the following nursing courses are required and include:

- BIO 220 Microbiology (5 units)
- BIO 224 Physiology (5 units)
- NURS 220/221 Intermediate Nursing Process/Lab (8 units)
- NURS 322/323 Adv. NP (Complex Care) & Lab (7 units)
- NURS 400/401 Psychiatric/MH & Lab (8 units)
- NURS 404/405 Leadership: Nurs Mgmt. & Lab (8 units)

Total Quarter Units: 41
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 as long as it is 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 IT Consultant.
   a) Lab hours are usually 9:00am to 4:30pm, Monday through Friday during each quarter.
   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 quarter 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 and toner cartridge provided by the Nursing Department is available.

9) Students must provide their own ear phones if required for an assignment.

10) Students must report any misconduct occurring in the Media lab immediately to the faculty, Department Chair, and/or Media Lab Coordinator 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 Department of Nursing 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.
National Student Nurses Association Code of Academic and Clinical Conduct

Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A Code for Nursing Students

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

1) Advocate for the rights of all clients.
2) Maintain client confidentiality.
3) Take appropriate action to ensure the safety of clients, self and others.
4) Provide care for the client in a timely, compassionate, and professional manner.
5) Communicate client care in a truthful, timely, and accurate manner.
6) Actively promote the highest level of moral and ethical principles, and accept responsibility for our actions.
7) Promote excellence in nursing by encouraging lifelong learning and professional development.
8) Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
9) Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of care.
10) Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11) Encourage faculty, clinical staff, and peers to mentor nursing students.
12) Refrain from performing and technique or procedure for which the student has not been adequately trained.
13) Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14) Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from clients regarding any form of treatment or research.
15) Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that 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 impairments related to substance abuse and mental or physical health issues.
18) Uphold school policies & regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001
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 substance abuse.
   i) Use of alcohol or abuse of drugs.

2) 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 quarter, failure to complete clinical objectives.
   e) Insubordination to clinical instructors or clinical facility staff.

3) 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

4) Any other reason listed in the student conduct section of the university’s Bulletin of Courses.

Any infraction will require a meeting with the Nursing Council, which is comprise of Chief Nurse Administrator/Program Director and/or Department Chair, Assistant Program Director, faculty member and Student Services Professional to determine continued eligibility in the nursing program.
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. Students who drop, withdraw, or fail a nursing course may not progress in the nursing program until readmitted through the following procedure. 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 quarter {i.e. NURS 220 and 221} or two (2) different courses in two (2) separate quarters) during their nursing curriculum cannot apply for readmission to the nursing program (defined as “dismissal” in this document). 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 CSU bulletin of courses):

1) That student must meet with a nursing advisor and/or the lead instructor of the course at the time of the drop, withdrawal, or “failure” and complete all necessary University documentation.
2) A student will be notified at the time of the above meeting that the factor that determines whether a student is readmitted into the Nursing Program is space availability and that the space availability will be evaluated on a quarter-by-quarter basis.
3) 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 taken to mediate those barriers.

Readmission in:
- Fall Quarter: July 1st
- Winter Quarter: November 1st
- Spring Quarter: February 1st

4) If the drop, withdrawal, or “failure” occurs after the above date, the student must schedule an immediate meeting with the Chief Nurse Administrator/Program Director and submit the “Readmission Request Letter” in order to be considered for the consecutive quarter.
5) Upon review of student’s file (including, but not limited to; faculty advising notes, skills check off documentation, dosage calculation exam score, attendance, and “Readmission Request Letter”); the Department of Nursing will determine readmission of the student 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) quarter. Costs for any testing will be the responsibility of the student.
6) A student who has withdrawn, dropped, or failed the clinical portion of the paired nursing class and clinical (NURS 200/201, 204/205, 220/221, 334/335, 332/333, 400/401, 322/323, 406/407, 404/405), must retake the paired theory course when they retake the
Clinical course. This includes attending all classes; taking all exams/quizzes (ATI exams included).

7) 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) quarter or greater (summer excluded), a background check and drug screen will be required upon re-application/re-entry to the program.

8) A student may be excluded from readmission if documentation finds them in violation of the student handbook; disciplinary actions; or university policies.

9) If more than one student has submitted a “Readmission Request Letter” for the same class that has limited space available (less spaces than the number of students applying for readmission), the students’ files will be considered on a case by case basis by the Department of Nursing when choosing which student(s) are readmitted.

10) Students will be required to follow the course sequence of the cohort they are readmitted.

A Nursing student who earns less than a “C” in a theory course (NURS course) is permitted to re-take the course at another CCNE or Accredited California B.R.N. approved 4-year college/university only when CSUSB does not offer the needed course in the next quarter of the regular academic year (excludes summer). The course to be re-taken elsewhere must be pre-approved by the Department of Nursing prior to the CSUSB Nursing student enrolling in the course. In order to obtain pre-approval, the student must present in writing/print a copy of the course syllabus from the college/university where he/she plans to re-take the course. Student must allow at least 5 working days for the CSUSB Department of Nursing to review all materials and to make a decision about approval/disapproval. Approval/disapproval will be provided to the student in writing.

12) Any student who must drop/withdraw for Military service will be given priority during the readmission process. (See “Bulletin of Courses” catalog and Title 5, Section 40401 for details.)

13) Department of Nursing will notify the competency assessment program (i.e. ATI) coordinator of student departing and starting in cohort.

14) It is highly recommended that the student visit their instructor and/or advisor for analysis of their performance and that the student visit support services outside of the Nursing Department (testing center, counselor, financial aid) for assistance.

15) 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.
**Student Injury, Illness, or Pregnancy**

Injury is defined as any act, event, or condition that results in a physical or physiological change or renders the student unable to complete the nursing care requirements/activities. Students are not able to participate in clinical activities while wearing splints, casts, braces, or bandages.

The appropriate instructor shall inform the Compliance Coordinator of any injury if injury occurs during class/clinical or by the student if the injury occurs during non-class/clinical time.

During clinical, following an instructor’s assessment, it is up to the instructor’s professional discretion to remove student from the specific setting.

The instructor may recommend that a physician evaluate the student, either in the emergency room, urgent care, or the student’s own personal physician. In this case, a written clearance, on physician’s letterhead, will be required to resumption of learning activities. Students will receive these services at their own expense.

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 “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 of Nursing.
- Submit a physician or nurse practitioner’s release to return to school.
  - The release statement must be on 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 “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 of Nursing.
- Contact Tina Howe to obtain an authorization to treat form.
- Once the form is obtained, they will go to Desert Regional Medical Center Urgent Care (DRMC)
  
  **DRMC Urgent Care**
  74-990 Country Club Dr., Ste. 310
  Palm Desert, CA

For the protection of students, clients, clinical personnel and faculty, the following policies must be adhered to:
1) Any student with a visible injury or illness involving a potential communicable disease will be required to furnish a clearance statement from the physician 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.

2) Students who are pregnant must sign a waiver form and submit a letter from their physician stating any restrictions on their activities and estimated date of delivery. A letter from their physician will also be required after delivery stating clearance or any restrictions upon return.

3) Letters from physicians regarding student illness, surgery, injury or pregnancy must include specific limitations or restrictions as well as a statement defining classroom and clinical activities allowed. Any exclusion 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 Department of Nursing may require additional written medical clearance to ensure student and client safety.

Pregnancy Policy
In order to protect the life of the mother and fetus a student who is pregnant must notify the Compliance Coordinator immediately, as well as, clinical and lead didactic faculty of her pregnancy. The student must submit a medical release from her physician indicating the advisability of continuing in the program and stating that she may participate in all clinical activities without restrictions prior to attending clinical. If the student elects to continue in the nursing program, she will accept full responsibility to any risks to herself and the fetus. The student must sign a waiver (See Compliance Coordinator for the form) indicating acknowledgement of responsibility for the potential risks to herself and the fetus while working in the clinical facility and releasing the university and the health care facility from any responsibility during this time. The student must understand that some clinical settings may not allow pregnant students, depending on their length of gestation, and the safety of the patient care environment. If the student cannot complete the clinical objects she must withdraw from the program.

Returning to School
Any injury or illness necessitating two (2) or more absences from clinical and/or lecture may result in dismissal from nursing courses. Students will be required to:

• Submit a physician or nurse practitioner’s release to return to school.
• Standardized forms will not be accepted.
• The physician or nurse practitioner must state these exact words:
  ○ “(Name) may resume any and all duties of a student nurse, including lifting and moving, with no restrictions.”
• The release statement must be on an official prescription pad or physician’s or nurse practitioner’s letterhead stationery.
Substance Abuse: 
Alcohol, Drugs, and Impaired Nurse

The Department of Nursing is in accordance with the California State University, San Bernardino Prevention of Drug and Alcohol Abuse policy found in the CSUSB Policies and Procedures. Additionally, the faculty has adopted the California Board of Registered Nursing guidelines for the Department of Nursing regarding drug abuse among the students in nursing programs. Chemical/Alcoholic substances that impair a student may not be taken while in class/clinical or within eight hours of reporting for clinical assignments on campus or in the hospital. In the interest of the student and patient care and as suggested by the BRN, the following guidelines for intervention are followed at CSUSB Nursing Department.

• Student behaviors such as the following that may be related to alcoholism, drug abuse and/or emotional illness.
  o Sudden decrease in academic performance
  o Unsafe clinical nursing practice
  o Increased absenteeism
  o Drastic change in behavior or mood
  o Physical signs and symptoms of alcohol or drug abuse

• Faculty actions beyond documentation include:
  o 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.
  o Consult with student and the department chair or designated faculty member regarding observations, decreased academic performance, and/or unsafe clinical nursing practices.
  o 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:
  o If a student’s behavior, academic and/or clinical performance improves, no further action is necessary.
  o 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.”
  o 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 Department of Nursing. 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
Courses in the Department of Nursing use online resources as a learning and communication tool between instructors and students. Professional behavior and proper technology etiquette is expected of all students both inside and outside the classroom and during clinical activities. Students are expected to follow all hospital or other clinical sites policies and procedures at all times.

- All students are required to check their university email daily for all university communications and for email messages from the Department of Nursing.
- Personal use of electronic devices is not permitted while in lecture or clinical.
- Students may use devices only when authorized by faculty or hospital personnel.
- Electronic devices can only be used in designated areas of the clinical sites.
- No photos may be taken by students in the clinical agency or lab environments.
- Confidential information related to individuals or agencies must be kept in confidence. This includes any communication via text message.
- All students are expected to follow HIPPA (refer to Copying or Transmitting Client Records/HIPPA section) guidelines at all times.
- Any form of information concerning clients/clinical rotations cannot be posted in any online forum or webpage.
- Students legally are responsible for anything that may be posted in any online forum or webpage.
- Students are legally responsible for anything that may be posted in social media forums.

If a student violates the Use of Technology and Social Media Policy:
- The student must meet with the Department of Nursing faculty/clinical instructor.
- The student will meet with the Department Chair/Chief Nurse Administrator to determine disciplinary actions and further eligibility in the program.
- The student is also subject to disciplinary actions through the clinical site.

NOTE: Nursing students are preparing for a profession that provides services to the public and expects high standards of behavior and professional communication. Students should remember that their online presence reflects them as a professional. Many recruiters routinely search social networks when considering candidates for hire.
Withdrawal from Nursing Program/University

Department of Nursing Process
In order to remain in good standing, with the program, students who need to withdrawal from the program must submit a letter to the Department Chair and Compliance Coordinator. The letter must include reasons for withdrawal and if applicable expected return. A returning nursing student must also follow the Readmission to the Nursing Program policy.

University Process
Fall quarter 2009, undergraduate students may not exceed 28 quarter units of withdrawals (grade of "W"). Withdrawals completed prior to Fall 2009 are not included in this total. This limit applies only to courses taken at CSUSB, including courses taken through Open University, the College of Extended Learning and special session. The policy for all undergraduate students is available at http://www.ugs.csusb.edu/advising.

Census Date
Census Date (also known as Census Day) refers to two very important deadlines:
1) Last day a student can add a class (by Permit since it is the third week of classes)
2) Last day a student can drop a class without a record on the student's transcript.
3) Specific Census Dates for each term are listed in the Class Schedule. Census Date falls on the last day of the third week of the Fall, Winter, Spring, and Summer (Regular) Session. Census Date for Summer Session 6W1 and Summer Session 6W2 falls on the sixth day in either session.

Withdrawal from classes BEFORE Census Date
1) Students choosing to withdraw from the Nursing must do so in writing, in order to leave in good standing.
2) The letter must be submitted to the Department of Nursing Office and the Compliance Coordinator must be notified. It must include the following:
   a. Student’s name and student identification number.
   b. Reason for leaving and when the leave is effective.
   c. If it is a temporary leave, must indicate when the student plans on returning. The return into the program is based on space availability.

Withdrawal from classes after Census Date
1) Petitions to withdraw after Census Date are available in the College of Natural Sciences Office (BI 107).
2) Withdrawals after Census Date and through the end of the eighth week of the quarter are permitted only for serious and compelling reasons.
   a. The student will be required to submit a petition with documentation to support the request to withdraw from the course(s).

(Note: Poor performance or poor attendance in the course is not an acceptable reason to withdraw from a course during this period.)
   b. Withdrawals during this period will require written documentation along with the signature of the instructor, the department chair or school director of the class, and the Dean of the College of the student's major.)
c. Withdrawal from classes in weeks nine through the last day of instruction shall not be permitted except in cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control and the assignment of an Incomplete is not practicable.

3) A course dropped after Census Date is defined as a withdrawal and a grade of "W" will be posted to the student's record if the withdrawal is approved.
   a. Students receiving a "W" are still subject to fees for the courses.

Before submitting a petition to withdraw from class, students are strongly advised to discuss with their instructor(s) the possibility of getting an Incomplete. In cases in which sufficient work has been completed to permit an evaluation to be made, a grade and credit or an Incomplete may be assigned to allow the student to retain credit for work which would otherwise be lost due to complete withdrawal. Requests for permission to withdraw in weeks nine through the last day of instruction must be made by petition with documentation to support the request to withdraw. These requests will be processed by the Director of Advising and Academic Services, UH-380. If approved, such withdrawals will not count against the 28 units students are allowed to withdraw.

**Excessive or Unauthorized Withdrawal**
Students who do not officially withdraw or who exceed the 28-unit maximum will receive a grade notation of "WU" (withdrawal unauthorized) in the course, which for purposes of grade point averages is equivalent to an "F." Students receiving a "WU" are still subject to fees for the courses. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses not officially dropped, and the need to petition for readmission before being permitted to enroll in another academic term.

**Term Withdrawal from All Classes**
Students who find it necessary to withdraw from all classes after enrolling for any academic term are required to follow the University's official Term Withdrawal procedures outlined in the Class Schedule. Prior to this time, the withdrawals can be processed by the student through MyCoyote. Failure to follow formal University procedures may result in an obligation to pay fees, as well as the assignment of failing grades in all courses, and the need to petition for readmission before being permitted to enroll in another academic term.

**Term Withdrawal through Census Date.**
During the Open Enrollment and Schedule Adjustment period (see Class Schedule for specific dates) students may withdraw from the university by following the registration instructions detailed in the Class Schedule during the first three weeks of the Fall, Winter, or Spring quarters (i.e. from the first day of instruction through Census Date) and will have no record of enrollment listed on their permanent record. A refund will not be granted if the withdrawal is beyond the refund deadline date. See the Class Schedule for specific dates for each quarter, including Summer. Term Withdrawals after Census Date and through the end of the eighth week of the quarter are permitted only for serious and compelling reasons. The student will be required to submit a petition with documentation to support the request to withdraw from all course(s). Poor performance or poor attendance in the course is not an acceptable reason to withdraw during this period.

Please refer the CSUSB Bulletin of Courses (http://catalog.csusb.edu/) for further information.
Academic Policies & Procedures
The purpose of this policy is to provide a means of ensuring that students are kept up-to-date with academic (CSUSB) and licensure (National Council Licensure Examination-NCLEX) information needed to graduate and become a Registered Nurse.

- New students admitted to the university are given the CSUSB “Bulletin of Courses” during Student Orientation, Advising and Registration (SOAR) days. The Bulletin, also known as the university catalog, contains all CSUSB course descriptions and academic policies that will apply to them throughout the nursing program.
- The Department of Nursing recommends that each Nursing student be advised prior to registration each quarter. Students may schedule appointments directly with the current advisor (Student Services Professional) for the Department of Nursing. In order to be provided with accurate advising, students must bring:
  - Their Nursing Roadmap
  - Current academic information (i.e. PAWS)
  - Current ATI scores (if applicable)

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.
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 CSU San Bernardino. 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 Discipline Code (Refer to the CSUSB Bulletin of Courses).

**Plagiarism**
Plagiarism is the act of presenting the ideas and writing of another as one’s own (Bulletin of Courses). For example, copying a phrase or sentence from a reference source without footnoting it properly.

**Cheating**
Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, or fraudulent means.
Cheating includes but is not limited to:
- 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. (Bulletin of Courses)

**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” 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.

In addition to the University policy above, 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 that withdraw, drop, or fail a “NURS” course may not progress in the nursing program until readmitted and will be placed on academic probation and notified of their status. Nursing students on academic probation must remove grade-point deficiencies before progressing further in the nursing program. The student will be removed from probation after successfully repeating the “NURS” course, earning a grade of “C” or greater. “NURS” courses may be repeated for credit only once. This repetition requires both departmental consent and the appropriate university petition (see Student 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 quarter or in a subsequent quarter, 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.
The Attendance Policy for the Department of Nursing practices 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 candidacy.

**Attendance**

**Tardiness**

Students are expected to arrive on time to theory and clinical.

- **Clinical Tardy**
  - 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 (1) 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 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 Tardy**

- Two (2) tardies in theory will be counted as one (1) absence.

**Absences**

**Excused Absence**

- Excused absence is defined as:
  - Student illness or critical illness/death in the immediate family- only illnesses or injuries (with doctor documentation) that prohibit students from participating in class/clinical are excused. Immediate family is defined as spouse/life partner, child, 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 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.

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 the student was absent due to an illness or injury, the student must comply with the “Student Illness, Injury, or Pregnancy Policy” in the Student Handbook.

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 will receive a deficiency notice, be required to complete make-up day and will be required to meet with their lead and/or clinical instructors.

• Two (2) absences in theory and clinical combined are considered excessive. The student will meet with the Chief Nurse Administrator/ Program Director to determine the student’s eligibility to remain in the program.

**Lecture Attendance**

1) Students are responsible for all information covered in lectures and attendance is expected. Specific details are set by the instructor and stated in the course syllabus.

2) 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 office 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.

3) Students who foresee a prolonged absence must meet with the Chief Nurse Administrator/ 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**

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 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 be approved.

If a student misses an exam and has called in to report the absence, 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.

**Clinical Attendance**

Clinical attendance is required for successful completion of the nursing program. Students in a four-unit clinical course must complete 120 clinical hours and a three-unit course requires 90 hours. The required hours are met by spending time in the skills lab and at the assigned clinical site. Specific requirements are set forth by the Department of Nursing so that all required hours are achieved.
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 Nursing Department’s bulletin board.

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 office phone and contact the Nursing Department support staff to report the absence. 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.

3) 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 quarter will lead to immediate failure of the current course and may lead to termination of participation in the Nursing program upon evaluation of the student by the Department Chair and/or Director.

4) A student with two (2) absences or three (3) tardiness 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. If eligible, the student will need to reapply to the Nursing Program. (Refer to the Student Readmission Policy)

5) There are no make-up provisions for unexcused absences at hospital or on/offsite clinical experiences.

6) When a clinical absence causes a student to be unable to complete a required assignment or not achieve a clinical competence, the student will receive an “F” for the missed assignment or unachieved clinical competence. Depending upon the impact of the assignment or competency, this may cause the student to fail the course.

7) Regardless of the reason, a student with absences or tardiness that cause the student to not achieve the clinical course’s core competencies will fail the clinical course. The student will need to reapply to the Nursing Program. (Refer to the Student Readmission Policy)

8) If a student’s absence or tardiness causes the student to miss information needed to safely practice in the clinical facility (i.e. orientation), that student must drop/withdraw from the clinical course. The student will need to reapply to the Nursing Program. (Refer to the Student Readmission Policy)

9) The clinical instructor will notify the lead instructor. The unexcused absence/tardiness must be documented in the student’s file and attendance record maintained by the Compliance Coordinator.

10) Students who foresee a prolonged absence (due to a significant illness or military commitment) must meet with the 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.
The nursing program at CSUSB has your complete success as its top priority. To that end, we utilize a comprehensive program of quality assessment called ATI (Assessment Technologies, Inc.). These twelve sets of modules and exams have been proven to increase student success in both program content and NCLEX pass rates (www.atitesting.com). Prior to entering the program you have already been introduced to the TEAS. Your first quarter you will be taking the Critical Thinking Entrance and your last quarter The Critical Thinking Exit for a personal comparison. Each Content Mastery Series module follows the program algorithm for testing and, if necessary, remediation and retesting. These courses include Fundamentals, Pharmacology, Medical-Surgical Nursing, Mental Health, Maternal-Newborn, Nursing Care of Children, Leadership and Management, and Community Health Nursing and Transitions to Professional Nursing Practice. It has designated benchmarks to predict the likelihood of passing the NCLEX-RN.

The purpose of this assessment program is to provide a means of ensuring that students are competent in the knowledge they acquire in the Nursing Program and provide feedback and remediation as needed.

- Competency assessment examinations are incorporated into the nursing courses. The results of each test will be available to each student after completing the test. The Department of Nursing will provide access to the faculty for both individual test data and group data, which is used to determine individual student progress as well as to make changes to improve the course outcomes and student competencies.
- Students are required to use the Competency Assessment Program/ATI as preparation, practice and remediation of course material.

Scores achieved in ATI exams are considered for a grade in various classes as prescribed in pertinent syllabi.

Policy:
- Students must participate in the department competency assessment program (i.e. ATI).
- All students in the BSN program will be required to have competency testing materials.
- There will be at least one competency assessment examination given in most quarters.
- Scores achieved in ATI exams are considered for a grade in various classes as prescribed in pertinent syllabi.

Students must purchase the competency assessment program materials through the vendor chosen by the department. All ATI materials, codes, and access are not transferable or refundable through the department, vendor or ATI.
Levels of Proficiency

- Level 1
  Meets NCLEX-RN® standards at the most a minimum level of knowledge in this content area required to support academic readiness for subsequent curricular content.

- Level 2
  Readily meets NCLEX-RN® standards at a level of knowledge in this content area that more than adequately supports academic readiness for subsequent curricular content.

- Level 3
  Exceeds NCLEX-RN® standards at a high level of knowledge in this content area that confidently supports academic readiness for subsequent curricular content.

Non-Proctored (Practice) Exams

The non-proctored exams are practice exams that student can take anywhere there is computer on-line accessibility. The ATI CDN code will enable students to have access to the practice assessments and tutorials that your faculty have made available. This code will be made available during the first quarter of the program and distributed by the ATI Coordinator. Students find it helpful to review for course exams and learning the course content. Rationales for the correct answers are provided after taking the non-proctored exam. Non-proctored exams will be required during the fourth week of the quarter. Students will develop and submit a Remediation Study Plan (refer to Remediation Procedure).

Proctored Exams

During identified courses, proctored exams will be scheduled during the tenth week of the quarter as identified by the instructor and/or ATI Coordinator. The proctor will administer the exam in a controlled environment to mimic the NCLEX. Most proctored exams are measured by three levels of proficiency. Proctored exams also provide students with comprehensive results that can be used for remediation of course content and focused student review.

Remediation Procedure

The following is to support learning success on the ATI exam, the courses involved and ultimately the NCLEX exam. Remediation Plan for ATI Content Area Exams:

- Identify basis for inadequate performance on the ATI exam. Include comments on test-taking skills, time management, test anxiety and study efforts.

- Focused Review: Go to www.atitesting.com and select My Results. Select all Topics to Review. Review areas of weakness relative to the identified course.

- Complete a summary of your activities which includes:
  o Name
  o Course
  o Proficiency Level in ATI exam
  o Areas of weakness
  o Content Reviewed
  o Self-identified goals/summary for success
Comprehensive Predictor Exam
The Comprehensive Predictor Exam is administered in NURS 404 course of the ninth quarter. This 180-item test offers an assessment of the student’s basic comprehension and mastery of basic principles including fundamentals of nursing; pharmacology; adult medical-surgical nursing; maternal newborn care; mental health nursing; nursing care of children; nutrition; leadership and community health nursing. The percentage of questions from all major NCLEX® client need categories (management of care, safety and infection control, health promotion and maintenance, psychosocial integrity, basic care and comfort, pharmacological therapies and parenteral therapies, reduction of risk potential and physiological adaptation) will be similar to the percentage of questions on the NCLEX-RN®. The student has 180 minutes (3 hours) to complete this assessment.

Comprehensive Predictor Achievement

<table>
<thead>
<tr>
<th>Adjusted Individual Score</th>
<th>Probability of Passing the NCLEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>74%</td>
<td>95%</td>
</tr>
<tr>
<td>69.3%</td>
<td>90%</td>
</tr>
<tr>
<td>Less than 69.3%</td>
<td>Less than 90%</td>
</tr>
</tbody>
</table>

 Students who take the NCLEX Review Course, if offered, will take another version of the ATI Med/Surg, Maternal/Infant, Pediatrics, and Mental Health exams in the final quarter to access mastery of the specific topics and identify remediation needs prior to graduation.
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) – BSN Essentials.

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**
1) Active participation in class without interruptions and showing courtesy and respect to others.
2) 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) If you need to leave early, obtain faculty permission prior to leaving the classroom, preferably prior to the start of class.
4) If you are late, please enter the classroom quietly and take a seat in the rear of the classroom.
5) Sleeping in class is not tolerated. If sleeping occurs, the student will be asked to leave and marked absent.
6) Electronic devices must be silenced in classroom or clinical settings.
7) During class and clinical, no personal phone calls, no text messaging or exchanging electronic information is permitted. Exceptions must be approved prior to the start of class/clinical.

**Eating**
No eating in the skills lab areas. If the presence of food supports the curriculum or daily lesson plan, the instructor can 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. Wastebaskets will not overflow.

**Drinking**
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.
Examination Policy

Course examinations may consist of multiple choice, fill-in, true/false, matching, dosage and calculations, and short answer/essay questions. The passing grade for each course exam must be 73% or better. Course examinations will cover objectives that are addressed in the course syllabus.

All course examinations are averaged. Students must maintain a 73% average at all times on all course examinations.

If a course exam grade falls below 73%, the student will take the following steps:
1) The student will meet with the course instructor. A Strategic Plan of Success will be drafted to indicate the course exam failure.
2) The student will work to achieve a cumulative course exam average of 73% or higher upon completing the next course exam.
3) The student must pass the final exam by 73% or better in order to pass the course.
4) The student must pass the course with a 73% or greater to go on to the next quarter.

Students earning 72% or below on course major written assignments:
1) Rewrite assignment until acceptable (no change in grade on assignment) upon agreement with instructor.
2) The student should go to Writing Center for assistance with all writing assignments.

Students not passing medication calculation test:
1) On first try – a Strategic Plan for Success is provided by theory faculty with follow-up with clinical faculty.
2) On second try – additional remediation will be provided in the form of individualized instruction, and/or assign specific calculation and conversion exercises/questions for student to answer/complete.
3) On third try – failure of the course and a no credit in co-requisite course.
The Department of Nursing follows the CSUSB policy on grades set forth in the CSUSB catalog except that students are required to obtain a grade of at least a “C” in all nursing and required support courses in order to progress in the program. The evaluation process for all courses will be specified in a course syllabi and involve active participation of students. Separate letter grades are given for theory and clinical courses since they are listed in the catalog as separate courses. In order to standardize grading across courses faculty have adopted the following grading practices:

1) Definition of Terms
   a. Critical Behaviors
      i. Defined as those student behaviors (cognitive, attitudinal and psychomotor skills) that must be demonstrated in order to allow successful course completion.
   b. Higher-order behaviors
      i. Behaviors that demonstrate the presence of critical behaviors but go beyond this level of performance by reflecting more complex cognitive, attitudinal and psychomotor skills. In comparison to a behavior indicative only of knowledge input, the student manifesting higher-order behavior demonstrates the integration of various elements of content within the course or level.
   c. Knowledge – Learning the information
   d. Comprehension – Understanding the information
   e. Application – Using previously learned information in a new situation to solve problems that have single or best answers
   f. Analysis – Examining specific parts of information to develop divergent conclusions by identifying motives or causes, making inferences, and/or finding evidence to support generalizations
   g. Synthesis – Creatively or divergently applying prior knowledge and skill to produce something new or original

2) Evaluation of Nursing Theory Courses
   a. In nursing theory courses students are evaluated for comprehension of knowledge acquired, i.e. critical knowledge and higher-order cognitive skills
   b. The grading of theoretical comprehension may be accomplished by using percentage/letter grade system to arrive at a final grade and will be based on the grade earned on course examinations, individual/group presentations, case studies and other specific written assignments
   c. Item analysis is done on all examinations.

3) Evaluation of the Nursing Laboratory Courses
   a. Clinical Application
      i. Clinical application involves only the evaluation of critical behaviors. This evaluation verifies that the student has displayed all critical behaviors identified in the course.
      ii. Critical behaviors (those behaviors having emphasis on safety, professional growth and improvement that are specific to content in each course) are passing if the student is able to accomplish them competently.
Evaluation is based upon observation of student performance, i.e., return demonstration in clinical or comparable setting. Students may feel free to contact the instructor for clinical evaluation of critical behaviors whenever they feel competent enough to carry out these new skills. Evaluation may take place in simulated clinical surroundings, when appropriate, as well as the clinical laboratory itself. Critical behaviors are evaluated by specific evaluation criteria that are made available to students at the beginning of the experience.

iii. Students are held accountable for all critical behaviors required in nursing courses prerequisite to a succeeding course. Students should be made aware of specific critical behaviors learned in previous nursing courses that are applicable to the present course. Failure to perform a critical behavior from a prior course that is necessary for a more advanced skill should be deemed unsatisfactory in that skill at that time. e.g., a student who fails to observe sterile technique (lower division level) while performing deep naso-tracheal suctioning (upper division level) is performed unsatisfactorily.

b. Theoretical-Clinical Synthesis
i. The Theoretical-clinical synthesis involves synthesizing and utilizing theory in both the assessment of patients and families and in planning and implementing of nursing care. Various methodologies can be used for evaluation of this ability, e.g., assessment tools, teaching plans, independent projects, nursing care plans, case studies, tape recordings, tutorials, videotapes, case narratives, recording on agency records, role playing and examinations.
In order to standardize grading across courses, nursing faculty will adhere to the following grading practices:

**Suggested Grades & Percentages:**

<table>
<thead>
<tr>
<th>Grades</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
</tr>
<tr>
<td>B</td>
<td>83-86%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
</tr>
<tr>
<td>C+</td>
<td>77-79%</td>
</tr>
<tr>
<td>C</td>
<td>73-76%</td>
</tr>
<tr>
<td></td>
<td>Below 73% is NOT PASSING</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
</tr>
</tbody>
</table>

Information concerning academic matters may be obtained from the Office of the Associate Dean of Undergraduate Studies, AD-183 (http://www.ugs.csusb.edu/advising) or from College Deans' 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 (http://studentaffairs.csusb.edu/policies.html).
Strategic Plan for Success Policy

The faculty at CSUSB Department of Nursing 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 Policy and Procedure Manual
- 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, excessive 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 Program Director and/or Chief Nurse Administrator
   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 and the Chief Nurse Administrator will meet with the student to define details of the Strategic Plan for Success for completion. The plan may include referral to:
   (a) Theory and/or Clinical Instructor of the course.
   (b) The Student Health and Psychological Counseling Center 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.

4) An instructor may schedule weekly meetings with the student during the term of the Strategic Plan for Success to review progress.

5) 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.

If, in the professional assessment of the faculty and the Program Director/Chief Nurse Administrator/Department Chair, the student has not satisfied 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 the course in which they are underperforming and a no credit in the co-requisite course.
Within three (3) working days, a petition to overturn an unsatisfactory decision will be submitted to the Nursing Council. A meeting will be scheduled with the Nursing Council, as soon thereafter as feasible, 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.

A decision will be provided to the student after the Nursing Council meeting, verbally and in writing, within five (5) working days. Upon completion of the petition meeting, if the petition is not granted the student will be dismissed from the Nursing program.

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.

**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 2 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. You can gauge whether you understand the material by being able to talk about the subject and teach it to someone else. If you cannot, then you do not know the material.

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

Article four, of the California Nurse Practice Act from the Board of Registered Nursing, “Grounds for Discipline, Disciplinary Proceedings, and Rehabilitation” states: §1444 Substantial Relationship Criteria: A conviction or act shall be considered to be substantially related to the qualifications, functions or duties of a registered nurse if to a substantial degree it evidences the present or potential unfitness of a registered nurse to practice in a manner consistent with the public health, safety, or welfare. Such convictions or acts shall include but not limited to the following:

a. Assaul tive behavior
b. Failure to comply with mandatory reporting requirements
c. Theft, dishonesty, fraud or deceit
d. Any conviction or act subject to an order of registration into Section 290 of the Penal Code

Students in Nursing Program at California State University, San Bernardino are expected to be civil in their actions towards each other, Department of Nursing 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 Department of Nursing 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.

Conduct, 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 Department of Nursing 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 Policies & Procedures
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 Department of Nursing administration. The Department of Nursing 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.
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 Nursing Department. 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 your size, remember that you will be carrying many items in your pockets during clinical, so it is best to have your uniform fit loosely rather than snug. For warmth/comfort, students may wear a blue or white long sleeve under scrub.

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 are to be removed prior to attending classes on campus or any public identity (i.e. restaurant, grocery store, child care, etc.).

**Alternate uniform**
In order to assure professional appearance during clinical experiences in Psych/Mental Health Nursing and Community/Public Health Nursing quarters, an alternate uniform has been adopted. A blue CSUSB Department of Nursing polo shirt and khaki or black slack pants (NO jeans) must be worn. Shirts must be ordered through Coyote Nurses (CN) at any time however they MUST be in student’s possession by the start of the Psych or Community quarter. All other items listed below apply to the alternate uniform.

**Patch**
CSUSB nursing student uniforms must include a CSUSB identifying patch SEWN on the left upper sleeve. The CSUSB patch can be purchased at the Coyote Bookstore and is mandatory on all uniforms and lab jackets.

**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. You are encouraged to buy quality,
well-supporting shoes with enclosed toe and low heel for your safety. When in alternate uniform, shoes must be all black as well.

**Warm-up Lab Jackets**
Blue warm-up lab jackets may be worn over the standard uniform for warmth, and may be used for various occasions throughout the program. Warm-up lab jackets must also display the CSUSB Nursing patch **SEWN** on the left upper sleeve. Warm-up lab jacket must be the “jacket” style, which is a collared, hip-length jacket. The lab coat, which is knee length, is **not acceptable**. Uniforms/lab jackets will be worn to all clinical assignments and to clinical lab classes on campus. The **ONLY** approved under scrub is the one found on the allheart microsite.

**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.
1) **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.
2) **Nails**
   a. Nails must be clean and trimmed to a short length that will not place the client at risk for injury.
   b. Only clear or pale natural-pastel colored nail polish (i.e. pink, beige, peach) may be worn.
   c. Acrylic nails are prohibited as they harbor microorganisms that place the client at risk.
3) **Makeup**
   a. Make-up must be kept to a minimum.
4) **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.
5) **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 by clothing.
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. Because we are concerned about the safety and privacy of each of you as individuals, should an on-campus lab activity require that the uniform not be used, it is extremely important for you to be protectively and appropriately dressed during such on-campus laboratory practice exercise(s).

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.
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 your learning, we try to provide you with a variety of clinical experiences in a variety of healthcare settings, and with a diversified faculty. Some examples of clinical sites are (but not limited to)

- Arrowhead Regional Medical Center
- Ballard Rehabilitation Hospital
- Community Hospital San Bernardino
- Corona Regional Medical Center
- Desert Regional Medical Center (PDC)
- Eisenhower Medical Center (PDC)
- John F. Kennedy Memorial Hospital (PDC)
- Kaiser Permanente-Fontana
- Patton State Hospital
- Redlands Community Hospital
- San Antonio Regional Hospital
- Veteran’s Administration (VA) Hospital in Loma Linda
- Various health facilities with Department of Public Health

Students are randomly assigned to their clinical rotation each quarter.

Skills Practice Responsibility

Each student receives a skills bag of supplies for skills practice at the beginning of first quarter that they must keep until he/she graduates. If lost or misplaced, a replacement of skills bag, will cost $50.00 (subject to change). Each student will also receive a list of skills to learn for each clinical course. Students are expected to demonstrate competency for the skills as defined in the syllabus and are expected to perform these various nursing procedures in the skills lab and/or the hospital/clinical setting. Instructors validate student competency by initialing each skill demonstrated and signing the student’s skills checklist. STUDENTS MUST SUBMIT A COPY OF THE COMPLETED SKILLS CHECKLIST TO THEIR FACULTY AT THE END OF EACH TERM. Students are encouraged to maintain the original skills checklists for their personal files. In addition to the skills checklists, the instructor at the end of each clinical course completes the clinical evaluation form.

Class times

The first quarter clinical lab classes are divided into two parts:
- The first five weeks–Skills Lab on campus.
- The second five weeks–Clinical experience in a hospital setting.

These classes are held two days per week, (according to student’s schedule as registered) from 7:00am-11:50pm.

The second and third quarters clinical lab classes are divided into two parts:
- The first three weeks–Skills Lab on campus.
- Remainder of quarter–Clinical experience in a hospital setting.

These classes are held once per week, (according to student’s schedule as registered) from 7:00am-6:50pm.

Subsequent quarters (fourth-ninth) begin in the hospital or other clinical settings and may include minimal on-campus Skills labs, throughout the quarter.
Compliance

Compliance with each and every Department of Nursing requirement 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.

On a date to be determined each year, but approximately one (1) month prior to the beginning of 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 Department of Nursing with proofs of documentation of this compliance by established due dates and in advance of any expiration dates.

The Nursing department staff will try to remind you when compliance requirements are due, but this reminder is not guaranteed. **Excuses and exceptions are not possible and will not be accepted.** If the student is not in compliance with each of the requirements at any time, they will not be permitted to participate in Nursing classes and clinical. If necessary, the Compliance Coordinator will drop you from these courses, requiring you to reapply to the nursing program, please see the Readmission Policy. The Nursing Department reserves the right to add, change, or modify the requirements at any time.

**Students are required provide the Nursing Department with copies (verified with original) of the following:**

1. Verification of up-to-date Tetanus Diphtheria and Pertussis (Tdap)
2. Verification of Polio series completion
3. 2 step PPD (TB) skin test (with yearly one step) or chest x-ray (every two years)
4. Professional Liability Insurance (after paying CSUSB for policy)
5. CPR certification (American Heart Association Healthcare Provider Basic Life Support ONLY)
6. Physical Exam
7. Proof of Immunity-lab reports of positive IgG titer (blood test)
8. Health Insurance
9. CA Driver’s License
10. Auto Insurance
11. Background Check
12. Drug Screen Test

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 Department of Nursing will NOT make copies of any documents submitted and will NOT provide in any other way copies of records or any other information submitted.

**Liability Insurance**
Each student in the Department of Nursing is required to pay for Student professional liability insurance through CSUSB. It is the student’s responsibility to pay for the policy annually as billed by CSUSB. A copy of proof of payment (certificate) for liability insurance (obtained from the Bursars Office) must be submitted to the Department office. The student WILL NOT be allowed in the program without the required liability coverage.

**Cardiopulmonary Resuscitation (CPR) Certification**
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**
Each student upon admission must provide documentation that they have had a physical exam within the past month and are free of contagious disease. Each student is required to prove immunity, via lab report of blood testing indicating positive IgG titer, to the rubella 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.

**PPD (TB) Two-Step Skin Test**
A two-step with yearly one-step renewal PPD or tuberculosis skin test is required. Any student with a positive PPD skin test (indicating exposure to TB) must get a chest x-ray. Annual chest x-rays are not recommended unless the student exhibits signs or symptoms of active disease. Upon conversion from a negative to a positive skin test, students must get a chest x-ray. Annual chest x-rays are not recommended unless the student exhibits signs or symptoms of active disease. Upon conversion from a negative to a positive skin test, students must seek medical advice and consider an appropriate medication regime as recommended. Individuals with prior positive results will need to submit proof of the prior positive PPD test, negative chest x-ray (within two years) and complete the Annual Health Screening Questionnaire for History of Positive TB Skin Test form. The renewal of PPD (TB) exams are only done every year during the Summer (earliest is finals week in Spring and latest is two days prior to set compliance deadline) to ensure coverage for the entire academic year. Completing exams early or for employment purposes will not be acceptable.

**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) is required. The health insurance card must have the student’s name listed.

**Driver’s License and Automobile Insurance**
A valid California driver’s license along with proof of minimum California 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 a California ID must be submitted. A notarized letter from the person responsible for driving the student to and from clinical must be submitted each quarter. The letter must indicate the driver is taking full responsibility for the student.

**Fingerprinting/Background Checks**
All State Boards of Nursing require an individual to possess a professional license to practice as a registered nurse (RN). Students are advised to investigate all background requirements for RN licensure (e.g., criminal background checks, verification of employment eligibility, and verification of citizenship or immigration status). Likewise, clinical nursing courses typically require criminal background checks for clinical placement and course enrollment.

Information regarding RN licensure requirements can be found on individual state boards of nursing websites. Contact the Compliance Coordinator in the Department of Nursing for information regarding the need for and frequency of criminal background checks for clinical course enrollment.

Students are responsible for paying for the background check and for making sure the department gets the information by the due date. The Nursing Department uses a certain vendor to perform the background check and maintain the records at this time. 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 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 a student is arrested for any offenses that are deemed unacceptable or prohibited by the school’s affiliated clinical facility, the student may be barred from performing further clinical assignments and responsibilities at or in the clinical education site(s). In addition, if a student discontinues or suspends participation in the program, a background check will be required upon re-instatement of the program (Based on BRN Policy #8.21.1, Approved 6/05).

A student must notify in writing the Nursing Department Chair of any arrests, violations and/or convictions that occur after the Background check is completed and report submitted. Such notifications must occur within 48 hours of arrest, violation and/or conviction. 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 Dept. Chair 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, public health agencies) require additional background checks (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 test is required with the cost being the responsibility of the student. Due to requirements mandated by our clinical facilities throughout San Bernardino and Riverside Counties, all students in our BSN program will be required to have a **DRUG SCREEN TEST COMPLETED BEFORE THE START OF THE NURSING PROGRAM**. The Nursing Department uses a certain vendor to perform the drug screen test and maintain the records at this time. Students are responsible for paying for the drug screen test and for making sure the department gets the information by the due date. If a student has not obtained the 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 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. 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 if he/she is informed that a drug screen testing will occur. The student should immediately notify his/her clinical faculty. If adverse information is disclosed on the results of the drug screen testing, the student will be immediately removed from the clinical agency. The student is then to report to the Chair of the CSUSB Department of Nursing within 24 hours. **Students may be required to a random drug testing any time during the program.**

In addition, if a student discontinues or suspends participation in the program, a new drug screen test will be required upon re-instatement of the program (Based on BRN Policy #8.21.1, Approved 6/05).

**PLEASE NOTE: THE REQUIREMENTS CAN CHANGE AT ANY TIME!**
The Patient Bill of Rights identifies the clients’ right to confidentiality. The CSUSB Department of Nursing 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 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 Pan 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 quarter thereafter.
### Criteria for Unsafe Clinical Practice

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

<table>
<thead>
<tr>
<th>Safety (S)</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Violates or threatens the physical safety of the client.</td>
<td>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.</td>
</tr>
<tr>
<td>B. Violates or threatens the physical safety of the client.</td>
<td>Repeatedly uses non-therapeutic techniques; attacks/degrades the individual’s beliefs or values.</td>
</tr>
<tr>
<td>C. Violates or threatens the microbiological safety of the client.</td>
<td>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.</td>
</tr>
<tr>
<td>D. Violates or threatens the chemical safety of the client.</td>
<td>Violates any of the 5 rights of medication administration; fails to accurately prepare, calculate, and monitor IV infusions.</td>
</tr>
<tr>
<td>E. Violates or threatens the thermal safety of the client.</td>
<td>Fails to observe safety precautions during O2 therapy; injures client with hot or cold applications.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nursing Process (NP)</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inadequately and/or inaccurately:</td>
<td>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.</td>
</tr>
<tr>
<td>A. Assess the client.</td>
<td></td>
</tr>
<tr>
<td>B. Plans the care for the client.</td>
<td></td>
</tr>
<tr>
<td>C. Implements therapeutic interventions.</td>
<td></td>
</tr>
<tr>
<td>D. Evaluates client care.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills (SK)</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Unable to perform expected clinical performance objectives and/or skills.</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decision Making (DM)</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Assumes inappropriate independence in action or decisions</td>
<td>Performs procedures not yet evaluated; fails to appropriately seek assistance.</td>
</tr>
<tr>
<td>B. Fails to recognize own limitations, incompetence and/or legal responsibilities.</td>
<td>Refuses to admit error; fails to complete assigned nursing responsibilities, cannot identify own legal responsibility in specific nursing situations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Accountability (PA)</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Fails to accept ethical and legal responsibility for his/her own actions whereby violating professional integrity as expressed in the NSNA Code of Academic and Clinical Conduct, and the Nurse Practice Act.</td>
<td>Fails to conduct self in professional manner; falsifies records; does not follow school/hospital policies and procedures; participates in cheating and/or plagiarism.</td>
</tr>
<tr>
<td>B. Violates client confidentiality</td>
<td>Removes printed or electronic (includes photos of patient information) client data from the facility; shares client information with individuals outside the health team.</td>
</tr>
</tbody>
</table>
Delivery of Health Care

The Board of Registered Nursing (BRN) and the Department of Nursing supports the right of all consumers to receive dignified and competent health care consistent with the law and prevailing standards of care, including the right to participate in and make decisions regarding their health care. The 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 Department of Nursing supports the right of all consumers to receive dignified and competent health care, as outlined 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 Department of Nursing 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.

Communicable Disease

Information on issues related to communicable disease is available from the U.S. Centers for Disease Control and from agencies in the State Department of Health Services and County and City Health Agencies.
Latex-sensitive student must have 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 in the first quarter of the Nursing Program. 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

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 quarter of an inch long.
Students may administer IV push medications under the following circumstances:

1. Under the direct supervision of the nursing instructor, and/or preceptor, registered nurse in the leadership experience.
2. All medication administration must follow CSUSB Department of Nursing’s policy for medication administration.
3. All IV pushes must meet each clinical facility and/or unit’s policy and procedures.
4. Following a complete nursing assessment, prior to, and within ten minutes of administration, learners must trend client assessment data.

Under no circumstances are students allowed to administer any IV push medication:

1. During any Code or resuscitative efforts.
2. Any drug classified as a chemotherapeutic agent, or given as part of an oncology chemotherapy regime.
3. Any drugs or procedure that requires State and/or hospital certification.
4. Any experimental drugs or drugs used in experimental study.
5. That violates any unit/hospital specific policy, procedure, or protocol.

**Rationale**
Competencies in administering IV push solutions and medications are within the scope and practice of the Registered Nurse in California, pursuant to the California Nurse Practice Act. Failure to provide theory and clinical components for this skill renders the nursing student inadequate for entry-level practice, leaving the possibility for legal implication, and poor client outcomes. It is the expectation of community healthcare facilities that our graduates possess this skill.
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 publically proclaimed (local, community, federal, CDC) 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 students 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.
Medication Administration Guidelines

NEVER independently administer medications! Medications may only be administered with Nursing Instructor except during Leadership rotation, in which case a preceptor, RN, may supervise.

Utilizing drug reference: be prepared to independently review the following information on each drug prior to administration:

- Medication name, both brand and generic
- Pharmacokinetics and pharmadynamics
- Reason for use in this patient’s case
- Verify safe dosage range
- Major side effects
- Nursing implications and special instructions for administration

Students are expected to check the appropriate lab values associated with all medications including but not limited to:

- Heparin/Coumadin (P.T.T., P.T./INR)
- Insulin (FBS)
- Gentamicin/Tobramycin (Gentamicin level/Creatinine BUN)
- Digoxin (Dig level)
- Flurosemide (K+ level)
- Potassium (K+ level)
- Theophylline/Aminophylline (Serum Theo/Aminophylline level)
- Thyroid (T3, TSH, T4)
- Dilantin (Dilantin level)
- Phenobarbital (Phenobarbital level)
- Vancomycin (Vancomycin level/ Creatinine BUN)

Clearly communicate to staff nurse, the meds you are administering. Please Note: If the instructor is unavailable and the medication administration is going to be late, greater than 30 minutes, inform the staff nurse to give the medication.

1) Students in all clinical courses are expected to administer medications in the clinical setting, after medication administration competencies, including drug calculation exam, are validated. Exceptions: some psychiatric health and mental health clinical sites do not allow medication administration.

2) Prior to administering any medications, each student must satisfactorily demonstrate fundamental knowledge and skills competency in the laboratory setting on campus or designated site.

3) Students will be required to take a medication examination in many quarters, encompassing the mathematical calculations and conversion measurement systems for the accurate calculation of medication dosages.

4) Depending upon the course, students will be required to
   a) Take an examination of the didactic knowledge needed in that quarter to prepare the medication (i.e. 3 checks/8 rights, whether a medication can safely be crushed)
b) Assess the client (i.e. pertinent history, physical exam, lab values before and after administration)
c) Ensuring current protocols/standards of care of administration (i.e. 3 checks, 8 rights, I.V. complications, blood administration) and medication information (i.e. name, dose, side effects).

Students must earn a score of 100% on medication examinations and are given three opportunities to meet this expectation. Remediation (for students that do not earn 100%) will be provided in the form of
- individualized or group interaction instruction
- self-learning packet
- web-based instruction
- textbook assignment
- Other as chosen by the course coordinator.

If a student does not earn the score of 100% after 3 opportunities, they will earn an “F” in the course and will not be allowed to continue in the course. This process should be completed by the end of week two in order to be able to attend the clinical rotation.

Students will also be required to perform return demonstrations of the fundamental skills encompassing safe medication administration (i.e. PO/NG, topical applications, eye/ear drops, opening ampules, reconstituting meds, insulin mixing, spiking/priming IV tubing, intradermal, subcutaneous, intramuscular, and intravenous injections). Under the supervision of the clinical instructor, the student must demonstrate complete competency in drug administration first in the learning laboratory setting or other approved alternate site, followed by the clinical setting. Competency includes administration skill, as well as both verbal and written evidence of understanding for each medication classification used in the clinical setting (refer to Procedure below).

Students are not to administer any medications unless medication administration competencies, including drug calculation exam are validated.

Students in the second quarter of nursing school will be expected to administer medications orally, intramuscularly, intradermally, subcutaneously, and via topical route. Students are not to administer any intravenous medications during this quarter.

Students in the third quarter of nursing school and in successive quarters will be expected to administer all medications, including intravenous medication. Students are not to administer any blood product. Students may assist the RN in carrying out nursing cares specific to blood product administration (i.e. monitoring vital signs, assessing for adverse reaction to blood product administration and evaluation of effectiveness).

**Medication errors** are defined as any error related to the seven rights of medication administration. After a medication error has been identified, the student must immediately report the incident to the staff nurse, the clinical instructor, the physician and the nurse manager. Failure of the student to report any and all clinical errors will result in dismissal from the program.

1) Students must complete an agency incident report and a CSUSB department of nursing incident report with the clinical instructor.
CSUSB: Department of Nursing/Policies & Procedures

2) A copy of the incident report will be placed in the students’ file and the original will be sent to the nursing department chair, immediately.

3) A medication error may result in failure from the course and/or dismissal from the program.

Procedures:

1) The student must complete a medication card with the information individualized for client being attended. That information will include: generic/trade name, therapeutic and pharmacologic classification, indication, action, onset, peak, duration, contraindications, precautions, adverse reactions, side effects, potential interactions with client’s other medications, route, dosage, and nursing implications before and after medication administration, including patient and family education and documentation.
   a) Different clinical courses will require different forms of “medication cards” but the information needed remains the same.

2) This information must be presented to the faculty prior to administration of the medication.

3) The student must follow the agency’s policies surrounding administering and documenting medications. This information will be given to the student via printed or oral communication during orientation to the clinical facility.

4) The student administers medications only to client(s) that are assigned to or chosen by the instructor. The student only administers medication he/she has prepared.

5) If more than one patient is assigned or chosen, the student is to prepare medications for one patient at a time.

6) Students must prepare and administer all medications (intramuscular, oral, topical, intravenous) each and every time in the physical presence of the clinical instructor. Instructors must directly supervise every step of the preparation and administration of medications.

7) In the ninth quarter, the student’s preceptor, an RN designated by the facility, will directly supervise the student in every step of the preparation and administration of medication.

Faculty and Student’s preparation phase: Med check # 1

1) Obtain Medication Administration Record (MAR).

2) Check MAR with original order.

3) Check medication drawer for each medication listed on MAR; check expiration date.

4) Review each medication for 8 rights. (Additional rights may be defined by clinical agency policy)
   a) Right Client
   b) Right Medication
   c) Right Dose
   d) Right Time
   e) Right Route
   f) Right Reason/Education
   g) Right Documentation
   h) Right Response

5) Request any missing medications from pharmacy.

6) Gather medications. Never leave medications unattended or medication cart unlocked.
Faculty and Student preparation phase: Med check # 2
1) Place medications (leaving in original container or packaging until checked by faculty) due for administration on EMAR: top to bottom sequence.
2) Student is to present assessments related to medication administration to faculty (i.e. BP, HR, INR, PT/PTT, labs). Many assessments must be performed immediately before medication administration (i.e. apical pulse).
3) Student prepares injectable or IV meds with direct faculty observation.
4) Heparin/insulin dosages are to be verified by two licensed nursing personnel following the agency’s policy.

Student and Faculty administration phase: Med check # 3
1) Med check # 3 occurs at the bedside with the MAR: student must review each medication with the client, going through 8 rights. At this point, oral medications are to be opened or poured. (If medication is to be prepared for NG or GTT administration, med check #3 would occur at the med cart with appropriate crushing device.)
2) The student/faculty is to confirm patient’s identification with two methods per JCAHO requirements (i.e. patient ID bracelet, medical record number, and birth date).
3) The student/faculty is to confirm patient’s allergies by asking the patient if they have any allergies and/or assess chart’s information (particularly for patients that are unable to verbally respond).
4) The student/faculty will always witness the client swallow oral medication and verify by looking in the mouth, if necessary. Never leave medications unattended or medication cart unlocked in client’s room.
5) Faculty must accompany the student at the bedside for all medications.

Documentation phase
1) Students will follow agency’s policy regarding MAR documentation.
2) Usually, the policy is:
   i) Documentation occurs at the time of or immediately following medication administration. Never before administration.
   ii) EMAR documentation: Scan client’s identification bracelet and each medication individually prior to administration then file after medication is given.
   iii) A paper MAR is to be signed by student with their first initial and last name followed by the abbreviation, “SN, CSUSB”. The faculty will also sign for the medications given with the student using the abbreviation “RN, CSUSB” following their name. Initials are placed next to the time the medication was given or per hospital policy.
   iv) Students should provide appropriate objective data on MAR, if applicable (i.e. BP, HR, labs)
   v) Fluid intake must be recorded for clients being monitored.
   vi) Focus charting must be completed with as needed (PRN) medications (i.e. pain medications)

Narcotics
1) Students may only obtain narcotics in the presence of faculty.
2) Narcotic count for the medication to be given is completed by the faculty and student nurse and signatures of all individuals must be documented.
3) Students are not permitted to set up or refill PCA/PCE equipment.
“Health Fair” Medication Administration
Students that participate in “Health Fairs” in which multiple medication administrations may occur (i.e. “Flu Shots”), the following procedure must be adhered to:

1) The student must not administer a medication by a route that has not been learned their clinical courses.
   a) The student must complete a medication card with the information individualized for the client being attended. That information will include: generic/trade name, therapeutic and pharmacologic classification, indication, action, onset, peak, duration, contraindications, precautions, adverse reactions, side effects, potential interactions with client’s other medications, route, dosage, and nursing implications (i.e. assessment [history, physical examination, lab results, etc.], implementation [how to administer], teaching, and evaluation [history, physical examination, lab results, etc.]).
      (1) Different clinical courses will require different forms of “medication cards” but the information needed remains the same.

2) This information must be presented to the faculty or designee prior to administration of the medication.

3) The student must follow the agency’s policies surrounding administering and documenting medications. This information will be given to the student via printed or oral communication during orientation to the “health fair” site. When signing the documentation, the student will sign with their first initial and last name followed by the abbreviation, “SN, CSUSB”, or in a manner prescribed by the agency.

4) Students must review administration skill(s) of the medication(s) in the physical presence of the clinical instructor or designee, and show competence of skill.

5) Instructors must directly supervise every step of the preparation and administration of medications.

6) Review each medication for 8 rights.
   a) Right Client
   b) Right Medication
   c) Right Dose
   d) Right Time
   e) Right Route
   f) Right Reason/Education
   g) Right Documentation
   h) Right Response

7) The student is to confirm client’s allergies by asking the client if they have any allergies and/or assess health information (particularly for patients that are unable to verbally respond).
   a) The student will witness the client swallow oral medication and verify by looking in the mouth, if necessary. Students must never leave medications unattended.
<table>
<thead>
<tr>
<th>Action</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Check the physician’s prescription.</td>
<td>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.</td>
</tr>
<tr>
<td>2. Wash hands before and after the procedure. Assemble equipment.</td>
<td>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.</td>
</tr>
<tr>
<td>3. Identify the client by checking the arm band and bed tag, and by asking the client to state his or her name.</td>
<td>3. Prevents the error of performing the skill on the wrong client.</td>
</tr>
<tr>
<td>4. Introduce yourself to the client.</td>
<td>4. Identifies you to the client and helps to establish rapport with the client.</td>
</tr>
<tr>
<td>5. Provide for privacy needs and confidentiality.</td>
<td>5. Demonstrates respect for the individual. Demonstrates legal and ethical responsibility.</td>
</tr>
<tr>
<td>6. Explain the procedure to the client using developmentally appropriate language and technique. Be sensitive to cultural differences.</td>
<td>6. Prepares the client for the procedure, decreases client anxiety, and elicits client cooperation and assistance.</td>
</tr>
<tr>
<td>7. Use standard/universal precautions at all times.</td>
<td>7. Standard/universal precautions protect you from contact with blood or body fluids.</td>
</tr>
<tr>
<td>8. Use proper body mechanics at all times.</td>
<td>8. Protects the nurse and client from injury.</td>
</tr>
<tr>
<td>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.</td>
<td>9. Promotes safe/optimal care for the client.</td>
</tr>
<tr>
<td>10. If abnormal responses are noted, notify your instructor and the staff nurse assigned to the client. Document the skill and client response.</td>
<td>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.</td>
</tr>
</tbody>
</table>
Preceptor Policies & Procedures

Based on California BRN Regulations for preceptorships, the Preceptor Program at California State University San Bernardino (CSUSB) is a component of the Nursing Program that includes a teaching strategy designed to provide students with a learning experience that is guided by an experienced registered nurse who may also be an expert in his or her area of specialty.

A preceptor registered nurse will be assigned to assist and supervise CSUSB nursing students during educational experiences that are designed and directed by a CSUSB faculty member. The affiliated health care facility will appoint the preceptors and will notify the instructor of the positions available. Preceptors shall be

- Licensed as a Registered Nurse in the state of California
- Employed by a CSUSB affiliated health care facility for at least one year.

The Preceptor files shall be housed in the Nursing Department office and includes the following information for the designated quarter/year assigned:

- Dates of preceptorship
- Proof of licensure as RN in California
- Preceptor names
- Preceptor responsibilities

Roles and Responsibilities

1) Nursing Student

   a) The student will collaborate with Clinical Instructor, Preceptor, and Mentor (Nurse Manager) regarding progress during the learning experience to communicate the effectiveness of the experience.

   b) The student will obtain assignments from the appropriate person on the unit and will:

      i) Provide safe, ethical and legal nursing care.

      ii) Solicit assistance from preceptor (or other staff member if appropriate) when needed.

      iii) Demonstrates the ability to constructively influence the thinking and behavior of others, through the use of effective interpersonal/communication techniques and conflict resolution strategies with patient/family and health team members in a manner that achieves

      iv) Document patient/staff information in an accurate, timely and comprehensive manner, utilizing the specified charting and/or administrative guidelines or procedures.

      v) Demonstrates effective priority setting ability and organizational skills.

      vi) Reports patient condition to physician or other appropriate personnel to ensure patient safety.

      vii) Incorporates evaluation and reassessment findings into analysis and plan modification to ensure effectiveness care.

      viii) Collaborate with the health care team to ensure interdisciplinary care planning.

   ix) Seeks supervision, consultation or relevant resources when unable to perform safely and/or effectively independently.
x) Project a professional nurse image through positive effective communication and compliance with prescribed attendance, dress code and other related policies.

xi) Accurately evaluates own behavior, seeking opportunities to address identified areas for improvement.

2) Clinical Instructor:
   a) Collaborates with the Nursing student, Preceptor, and Mentor (Nurse Manager) to ensure adequate identification of performance expectations and goals/objectives for the student’s learning experience. This includes assisting with the assessment, planning, implementation, and evaluation of the student’s individualized learning experience.
   b) Provides guidance and learning materials or tools to assist in identifying and meeting the student’s learning needs.
   c) Serves as a resource to the Nursing student, Preceptor, and Mentor (Nurse Manager)
   d) Completes student’s evaluation and determines final grade, with input from the student, Mentor (Nurse Manager), and Preceptor.

3) Preceptor:
   a) Assists the student in identifying experiences that use approaches to fit the student’s identified learning style and meets the student’s learning needs in order to meet course objectives.
   b) Collaborates with the Nurse Manager/Assistant Nurse Manager and Clinical Instructor to individualize the learning experience to meet the learning needs of the student in order to meet course objectives.
   c) Assist the student to identify his/her clinical competencies and areas for improvement/growth assisting with learning professional attitudes, a widening scope of application for critical thinking and new skills for implementing plans of care.
   d) Recommends unit experiences that meet the goals/objectives as identified by the Nursing student.
   e) Seeks input or assistance from the Clinical Instructor and/or Mentor (Nurse Manager) as needed and consults with Clinical Instructor regarding student's competencies, referring student for further supervision of practice when needed.
   f) Engages in ongoing communication with the both the Nursing student and Clinical Instructor regarding the student’s progress with learning experiences in the course.
   g) Provides input into evaluation of the Nursing student’s performance to aid in determining if the student’s abilities meet or fail to meet the course evaluation criteria.
   h) Submits a completed Preceptor profile which includes information on his/her education, qualifications and work experience to be filed in the CSUSB Nursing Department as required by the Board of Registered Nursing.
   i) Communicates with the clinical instructor regarding the Performance Evaluation for the student. The instructor then reviews the final evaluation with the student.
   j) Please refer to the Preceptor Handbook (http://nursing.csusb.edu/student_information/) regarding additional role and responsibilities of Nursing faculty, Preceptor, and Student, as well as required paperwork to be completed.
Skills Lab Policy

It is the intent of the faculty and administration in the Department of Nursing to provide a safe learning experience for all students and provide guidelines for the development, implementation, and maintenance of a comprehensive department safety program.

The following guidelines are established to provide instructions in maintaining safety for students, staff, and faculty when using the Skills laboratory. All concerned shall adhere to these guidelines. Any revision(s) shall be posted in skills lab.

1) General Guidelines
   a) The Skills lab is locked unless occupied by faculty during class or practice. To gain access during business hours, the faculty must obtain the key paddle to unlock the doors. The key paddle is to be returned immediately at the conclusion of use. After hours, arrangements with the Skills Lab Coordinator must be made prior to the lab need.
   b) Locking of the lab doors is the responsibility of the faculty at the end of the lab’s use. During business hours, the faculty must notify the department office to lock the lab doors. After hours, communication with the Skills Lab Coordinator or University Police is necessary.
      i) It is the responsibility of the faculty to log off or shut down the computer(s) in the skills lab after use. Passwords for computer access will be given to faculty at their orientation.
   c) Any break in security must be reported immediately to University Police, Department Chair, and Skills Lab Coordinator at that campus.
   d) All faculty, staff, and students must know and practice the safety guidelines at all times while using the Skills labs. Failure to adhere to general guidelines can result in disciplinary action. See Student Needle stick; Hand Hygiene; Stand Precautions; Uniform; Student Illness; Latex; Medication Administration; IV Push; 10 Mandatory Elements Policies.
      i) Students must report any misconduct occurring in the Skills labs immediately to the faculty, Chief Nurse Administrator, Department Chair, and/or Skills Lab Coordinator at that campus. Failure to report misconduct can result in disciplinary action.
   e) Students must come to lab prepared by having read the lab objectives and assignments prior to the start of the lab session. Students must be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory.
   f) There shall be no drinking, eating, or smoking in the practice/computer areas of the Skills Labs. Water will be permitted at the student desks that are away from the practice/computer areas.
   g) Access to the doorways in the labs must be clear at all times to allow exit of the labs in emergency situations. Personal articles (i.e. backpacks) must be stored out of walkways.
   h) All doors and cabinets will remain closed when not in use.
   i) Return equipment used during lab practice to proper location as directed by instructor. Pick up and dispose of trash into trash containers. Keep the labs neat and clean, i.e. remake disheveled hospital beds and wipe up non-biohazardous spills.
j) The Skills lab will not be used as a health center for ill students, staff, or faculty, except in publicly proclaimed emergency.

k) Children or unauthorized personnel are not allowed in the labs at any time.

l) Gloves are worn by students and faculty during any contact with body fluids. Gloves are utilized for practice and demonstration of skills. The Department of Nursing will provide sterile and non-sterile gloves for faculty and students. (Refer to “Gloving (Latex Sensitivity) Policy and Student Needle stick Blood and Body Fluid Exposure Guidelines”)

m) The labs are not to be used as a social area.

n) General rules for equipment check-out are:
   i) Most lab equipment cannot be checked out of the lab by students – the exception is equipment used in health assessment, or community nursing courses, or CN Health Fair. This equipment may be checked out for up to one (1) quarter depending on reason and equipment.
   ii) Students are responsible for the equipment and will return it to the CSUSB Nursing Department in working condition.
   iii) Failure to return equipment will result in revoking a student’s checkout privileges and the student will not be allowed to register for future classes, graduate, or obtain transcripts until the equipment is returned in working order or the CSUSB Nursing Department has been reimbursed.

2) Skills Lab Safety: (Refer to Student Needle stick/Blood and Body Fluid Exposure Guidelines) Medication and Fluid Administration Safety
   a) Students will be instructed to practice and return demonstrate only those skills for which they have had prior instruction and gained familiarity with content and proper procedure.
   b) Students must practice safe techniques while learning in the Skills labs. See Student Needle stick Guidelines.
   c) Needles provided for practice of injections and venipunctures are used in the Skills lab only and only when faculty members are present for assistance.
   d) Students must demonstrate safety precautions while utilizing needles during practice as instructed in class. Any irresponsible use of needles will result in disciplinary action and possible failure in that lab course.
   e) Needles and other sharp objects must not be discarded in the trash or left out open in the Skills lab at any time.
   f) Students are to practice injections and venipunctures only on the manikins provided in the Skills lab.
   g) Under NO circumstances should a faculty inject a student/faculty with a needle, or a student inject another student/faculty with a needle.
   h) Placebos (commercially prepared practi-med and water) will be used for simulation of oral/topical medications. Old medicine bottles are labeled to use when simulating preparation of a practice medication order.
   i) Intravenous (IV) fluids used beyond their expiration date may be used for practice and demonstration only. These fluids are not for internal use.

3) Electrical Safety
   a) Wet materials may not be used around electrical outlets or equipment.
b) Faculty and students are responsible for reporting any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.

c) No electrical cords will be left in the pathway of walking traffic. Extension cords will be properly taped to the floor if used over a walkway.

d) Electrical hospital beds in the Skills lab will be inspected as needed for repairs. Electric beds will be maintained in the lowest position.

e) Only three-prong plugs that contain a ground wire will be used to power equipment in the Skills lab.

4) Physical Safety

   a) Students will be instructed in principles of body mechanics prior to practice and return demonstration of moving, lifting, and transferring skills.

   b) Students must use caution when practicing lifting skills and should not lift another student without assistance. Irresponsible behavior will result in disciplinary action.

   c) The wheels of all equipment (wheelchairs, stretchers, and beds) are to be locked during practice and return demonstration.

   d) Equipment needed for body mechanics practice must be kept in good working condition. Any broken part will be reported immediately to the Skills Lab Coordinator.

5) Clinical Lab Safety

   a) The policies and procedures of the specific clinical agency will be adhered to as well as the policies and procedures of CSUSB’s Department of Nursing.

   b) Refer to “Unsafe Clinical Behavior Policy”.

6) Reporting an injury

   a) Any incident occurring in the Skills, or during on and off campus clinical times must be reported to the faculty, Compliance Coordinator, Chief Nurse Administrator, Department Chair, and Skills lab coordinator (as appropriate) within 24 hours.

   b) Refer to the “Student Illness, Injury, and Pregnancy Policy”.

   c) If the injury involves a needle stick/blood and body fluid exposure, refer to the “Student Needle stick Blood and Body Fluid Exposure Guidelines”.

   d) Incident Report must be submitted to CNA or Program Director within 24 hours of the incident.

7) Cleaning of Laboratory and Equipment

   a) The Skills Lab Coordinator will be responsible for the disinfection and maintenance of equipment, and monitoring of the labs at all times. The Skills Lab Coordinator may delegate this task, but will be responsible for the overall performance of these duties.

   b) Appropriate personnel at the end of each quarter and more frequently if needed will clean floors, counters and furniture.

   c) Equipment/manikins located in the Skills lab will be cleaned each quarter and more often if necessary.

   d) Linen on beds will be changed and laundered when soiled, after extensive use, and at the end of each quarter.
8) Hazardous Waste Disposal
   a) Potential infectious and hazardous wastes are collected, contained, stored, and disposed of according to the Occupational Safety and Health Administration (OSHA) guidelines and the CSUSB Environmental Health and Safety (EHS) Department guidelines.
   b) Current definitions and guidelines can be found at:
      i)  http://adminfin.csusb.edu/ehs/
      ii) Select “Waste” from menu.
   c) All biohazard contaminated supplies used during Skills labs are collected and stored in the locked storage room within HP 234. All biohazard waste is labeled and transported to the Student Health Center’s biohazard container by the Skills Lab Coordinator, or their designee, at the end of each quarter or as necessary.

9) Fire and Emergency
   In case of fire or emergency, the University protocol will be followed. Protocol is posted in the Skills and Media labs.
   1) Fire
      a) Alert people in area to evacuate.
      b) Pull fire alarm in the area.
      c) Call Emergency 911, state your name and where the fire is located.
      d) Attempt to put out the fire with an extinguisher, if it is safe to do so.
      e) Do not use the elevators. Use the stairs to exit the building.
   2) Emergency
      a) Use campus phone in hallway outside of HP-246 (Media Lab)
      b) Call Emergency 911 and state your name, where, and the nature of the emergency.
Medical history and examination cannot reliably identify all clients infected with viral or other bloodborne 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 Department of Nursing faculty in conjunction with the Centers for Disease Control (CDC).

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 Needle stick/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, (Appendix II-A) and the California OSHA, 8 CCR 5193, 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 (refer to “Student Injury, Illness or Pregnancy Policy”).

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 Chair, Chief Nurse Administrator of the CSUSB Nursing Department, 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, Chief Nurse Administrator, Department Chair, 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


b) California Healthcare Association’s Publication: The California Guide to Preventing Sharps Injuries
Nursing Student Licenses/Organizations
Certified Nursing Assistant (CNA)

To obtain certification as a Certified Nursing Assistant in California, you must successfully complete a nursing assistant or equivalent training program and pass the federal competency exam.

Training requirements for nursing assistants are 50 hours of theory (classroom) and 100 hours of supervised clinical. These hours must be obtained through an Aid and Technician Certification Section (ATCS) approved certification training program in California. Upon successful completion of training, programs directly sponsor students for competency testing. Upon successful completion of competency testing with the testing vendors, and the vendor’s notification to the Department, the California certificate will be issued by the Department. The initial certificate is issued for a minimum of 13 months to a maximum of 3 years. CSUSB nursing students may qualify to take the CNA exam after the second quarter in the program.

For further information, please visit the Department of Public Health at http://www.cdph.ca.gov/certlic/occupations/Pages/AidesAndTechs.aspx

Coyote Nurses

The Coyote Nurses Association (CN) and Coyote Nurses of the Desert (CND) are the student organizations on campus recognized by the Associated Students, Inc. (ASI). All enrolled Nursing majors are automatically members of CN or CND. The purpose of the CN and CND is threefold

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

Coyote Nurses also provides services to the students such as campus-wide publicity and representation on standing faculty and ASI committees. CN also supports a student Mentorship program for the Department of Nursing and its generic BSN students.

Coyote Nurses apparel is available for purchase with funds going toward delegate representation at State and National Conventions. Additional information is available about activities of the CN and CND and ASI. Officers of the CN and CND are elected each spring in a general election.
National Student Nurses’ Association (NSNA)

Coyote Nurses and Coyote Nurses of the Desert are also the local chapters of the National Students Nurses’ Association and the California Students Nurses’ Association (CSNA). These professional organizations offer opportunities for growth and development in the professional areas of Nursing. They also offer opportunities for leadership and political involvement in health care decision making at the state and national level.

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.

At this time, there is a $30 membership fee to join NSNA. This fee 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 CN & CND officers are required to join NSNA.

Sigma Theta Tau International

The CSUSB Nursing Honor Society was established 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 3.0 or above, demonstrated leadership, creativity and overall ability in nursing. Membership is limited to the upper 35% of each cohort in the senior nursing class and the upper portion of this 35% of each cohort in the junior class. The eligibility committee will extend invitations to candidates in the winter quarter; the induction ceremony is held during the spring quarter. There is an annual fee for membership in a Sigma Theta Tau International 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.
Promotion & Completion
Graduation Requirement Check
Undergraduate students must request a Graduation Requirement Check (Grad Check) at the Office of Records, Registration and Evaluations (UH-171) when they have completed 135 units towards their degree. Graduate students must request a Grad Check at least one term prior to their expected graduation.

To avoid late fees, the Grad Check should be filed by the established deadlines listed below. Graduate students may file the Grad Check by the deadlines below without being advanced to candidacy, but the Grad Check cannot be completed until the advancement is received in the Office of Records, Registration and Evaluations.

<table>
<thead>
<tr>
<th>Graduation Term</th>
<th>Filing Date (first business day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Quarter</td>
<td>January</td>
</tr>
<tr>
<td>Fall Quarter</td>
<td>February</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>May</td>
</tr>
<tr>
<td>Spring Quarter</td>
<td>November</td>
</tr>
</tbody>
</table>

The fee for filing the Grad Check is $25.00 for each major/option requested. If the Grad Check is filed after the deadline, an additional $20.00 late fee for each major/option will be charged. Students who do not complete the requirements in the term for which the Grad Check was filed must re-file and pay $20.00 fee for each major/option. If the re-filed Grad Check is submitted after the specified deadline date, an additional $20.00 fee will be charged for each major/option. Access to subsequent registration will not be allowed until the Grad Check has been re-filed or a graduate application is submitted for readmission.

The Office of Records, Registration and Evaluations will mail the official Grad Check to the address listed on the Grad Check Request form. For questions regarding your graduation check please call (909) 537-5219.

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. In order to obtain commencement information for all eligible students, the deadline to file a graduation check and be included in the Commencement Program is the last working day in April. The commencement fee of $35 can be paid on-line or at the Palm Desert Office. Questions regarding this exercise should be directed to the Palm Desert Campus Administrative Office (760) 341-2883. Palm Desert Campus graduates have the option of also participating in the main campus exercises.
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.

Purchase prices are as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor cap, gown and tassel</td>
<td>$34.00</td>
</tr>
<tr>
<td>Black Tassel</td>
<td>$4.00</td>
</tr>
<tr>
<td>Cap only</td>
<td>$6.00</td>
</tr>
<tr>
<td>Bachelor Single Gown</td>
<td>$24.00</td>
</tr>
<tr>
<td>Honor Cord</td>
<td>$11.00</td>
</tr>
</tbody>
</table>

**Prices are subject to change.**
University 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 quarter 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 Honors for graduation

Department Honors for commencement are based on the student's units and GPA through the end of the quarter prior to commencement (i.e. winter for spring commencement and summer for fall commencement). A graduating senior will be awarded departmental honors in nursing after meeting the following requirements:

- Achieve a minimum grade point average of 3.6 in all upper-division courses taken at the university;
- A clear demonstration of the ability to do independent work in nursing and recommendation by the faculty of the Department of Nursing.

Honor cords are purchased through the Bookstore during Grad Days during the graduating quarter.
The NCLEX-RN is administered by Computerized Adaptive Testing (CAT) and is designed to test knowledge, skills and abilities essential to the safe and effective practice of nursing at the entry level. With CAT, there is continuous, year-round testing, allowing eligible candidates to schedule their own examination on a date and at the location of their choice. Note: Application processing times vary depending on workload volumes received.

The Board will evaluate your application and, if found eligible, you will be provided with important and detailed instructions regarding the registration process with the NCLEX testing service.

Students are eligible to apply for licensure during their last quarter of the nursing program and if all General Education Requirements are met, although must await permission from the Department of Nursing. Applications and instructions will be provided during NURS 404 (Leadership). Listed below is a quick reference to fees and requirements needed for submitting the application and registering for the exam.

**Fees**
- BRN Application: $150.00
- Interim Permit: $50.00
- Live scan: $66 + center’s processing fee (average $15 and up)
- Passport picture: $5-$15
- Transcript request $18 (to include “Rush Degree” posting)
- NCLEX exam fee: $200

**Application process for state licensure is as follows:**
1. Appropriate Fees.
2. Completed Application for Licensure by Examination.
3. Completed fingerprints using the Live Scan Process
4. Appropriate non-refundable TOTAL FEE
5. One recent 2" x 2" passport-type photograph.
6. Completed Request for Accommodation of Disabilities form(s), if applicable.
7. Request for Transcript form(s) completed and forwarded directly from the nursing school(s) with certified transcripts.
8. If applicable, documents and/or letters explaining prior convictions or disciplinary action and attesting rehabilitation as directed.

**Registration process for the NCLEX is as follows:**
1. Submit an application for licensure to the board of nursing where you wish to be licensed.
2. Meet all of the board of nursing’s eligibility requirements to take the NCLEX.
3. Register for the NCLEX with Pearson VUE.
4. Receive Acknowledgement of Receipt of Registration from Pearson VUE.
5. The board of nursing makes the candidate eligible to take the NCLEX.
6) Receive Authorization to Test (ATT) letter from Pearson VUE.
7) Schedule your exam with Pearson VUE

Reporting Prior Convictions or Discipline Against Licenses
Applicants are required under law to report all misdemeanor and felony convictions. "Driving under the influence" convictions must be reported. Convictions must be reported even if they have been adjudicated, dismissed or expunged or even if a court ordered diversion program has been completed under the Penal Code or under Article 5 of the Vehicle Code. Also, all disciplinary action against an applicant's registered nurse, practical nurse, vocational nurse or other health care related license or certificate must be reported. Also any fine, infraction, or traffic violation over $300.00 must be reported.

Failure to report prior convictions or disciplinary action is considered falsification of application and is grounds for denial of licensure or revocation of license.

When reporting prior convictions or disciplinary action, applicants are required to provide a full written explanation of: circumstances surrounding the arrest(s), conviction(s), and/or disciplinary action(s); the date of incident(s), conviction(s) or disciplinary action(s); specific violation(s) (cite section of law if convicted), court location or jurisdiction, sanctions or penalties imposed and completion dates. Provide certified copies of arrest and court documents and for disciplinary proceedings against any license as a RN or any health-care related license; include copies of state board determinations/decisions, citations and letters of reprimand.

NOTE: For drug and alcohol convictions include documents that indicate blood alcohol content (BAC) and sobriety date.

To make a determination in these cases, the Board considers the nature and severity of the offense, additional subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation.

The burden of proof lies with the applicant to demonstrate acceptable documented evidence of rehabilitation. Examples of rehabilitation evidence include, but are not be limited to:
• Recent, dated letter from applicant describing the event and rehabilitative efforts or changes in life to prevent future problems or occurrences.
• Recent and signed letters of reference on official letterhead from employers, nursing instructors, health professionals, professional counselors, parole or probation officers, Support Group Facilitators or sponsors, or other individuals in positions of authority who are knowledgeable about your rehabilitation efforts.
• Letters from recognized recovery programs and/or counselors attesting to current sobriety and length of time of sobriety, if there is a history of alcohol or drug abuse.
• Submit copies of recent work evaluations.
• Proof of community work, schooling, self-improvement efforts.
• Court-issued certificate of rehabilitation or evidence of expungement, proof of compliance with criminal probation or parole, and orders of the court.
It is the responsibility of the applicant to provide sufficient rehabilitation evidence on a timely basis so that a licensing determination can be made. All evidence of rehabilitation must be submitted prior to being found eligible for licensure.

An applicant is also required to immediately report, in writing, to the Board any conviction(s) or disciplinary action(s) which occur between the date the application was filed and the date that a California registered nursing license is issued. Failure to report this information is grounds for denial of licensure or revocation of license.

NOTE: The application must be completed and signed by the applicant under the penalty of perjury.

Important Issues

- Processing times may vary, depending on when the Board receives documents from schools, agencies, and other states or countries. The time to process an application indicating a prior conviction(s) may take longer than other applications. Delays may also occur with the fingerprint processing by the Department of Justice (DOJ) and/or the Federal Bureau of Investigation (FBI).
- If you change your name and/or address after submitting an application for licensure, you must notify the Board immediately in order to receive current information. Applicants are required to submit legal documentation of a name change to the Board. Examples of acceptable forms of legal documentation are a birth certificate, marriage certificate, divorce decree, and/or court documents, social security card or passport. A copy of a driver’s license is not acceptable.
- PLEASE NOTE: Your name must match EXACTLY as it appears on your photo identification that you will present at the test center. The same name must also be provided to the NCLEX test service at the time you register in order to prevent delays with issuing your Authorization to Test.
- Pending application files are not public record, therefore an applicant must sign and submit a release of information before the Board will release information to the public (employers, relatives, or other third parties).
- Once you are licensed, your address of record must be disclosed to the public upon request, under California law.
- Applicant fees are earned; therefore, fees are non-refundable even if an applicant is found ineligible.

The contact information for the Board of Registered Nursing (BRN) in California is:

- Mailing Address
  Board of Registered Nursing
  P.O. Box 944210
  Sacramento, CA 94244-2100

- Physical Address
  Board of Registered Nursing
  1625 North Market Blvd.,
  Suite N217
  Sacramento, CA 95834-1924

- World Wide Web
  http://rn.ca.gov

- Telephone
  Main Phone: (916) 322-3350
  TDD: (916) 322-1700
  24-Hour Automated Voice Verification: (800) 838-6828
Appendices
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

Website: [http://www.rn.ca.gov/regulations/title16.shtml#1443.5](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.