

School of Nursing  
Undergraduate & Graduate Handbook  
California State University, Chico

**2025-26**

I. Introduction.....	7
II. Missions, Vision, Priorities, and Framework .....	8
A. University Mission .....	8
B. University Vision .....	8
C. University Strategic Plan .....	8
D. School of Nursing Mission .....	8
E. School of Nursing Organizing Framework.....	8
III. Course Progression and Program Outcomes .....	10
A. Enrollment and Admission .....	10
B. Pre-Licensure Program: Bachelors of Science in Nursing (BSN).....	10
Curriculum Progression .....	11
C. RN-BSN Program .....	13
Curriculum Progression .....	13
D. Masters of Science in Nursing .....	14
MSN Student Learning Outcomes .....	14
MSN Essentials .....	14
MSN .....	15
Options of Study: Nurse Educator & Nursing Leadership .....	15
Nurse Educator.....	15
Nursing Leadership .....	15
MSN Curriculum Progression.....	16
IV. Advising.....	18
A. BSN Program Course Fees .....	18
B. Scholarships and Loans.....	18
C. Full-Time Status Requirements .....	18
D. Basic Needs Support.....	18
E. Academic Advising .....	18
F. Program Leave .....	18
V. PROGRAM REQUIREMENTS .....	19
A. Student Affirmation Form .....	19
B. PreCheck & SentryMD .....	19
C. Clinical Agency Requirements .....	19
D. Immunizations .....	19
A. Drug Testing .....	20

B. Basic Life Saving (BLS) Certification .....	21
C. Personal Health Insurance.....	21
D. Personal Transportation and Automobile Insurance.....	21
E. Professional Liability Insurance Coverage .....	21
F. Clinical Orientation.....	22
G. Patient Confidentiality .....	22
H. Emotional & Physical Requirements.....	22
VI. Student Expectations.....	24
A. Dress Code Policy .....	24
Scrub Guidelines and Patch Instructions .....	24
Requirements .....	24
Location of Patch.....	25
Acceptable Jewelry .....	25
Appearance .....	25
Other Uniform items .....	25
Non-Uniform Professional Attire .....	26
B. Students' Expectations.....	27
C. ANA Standards & Professional Behavior .....	27
D. ANA Code of Ethics for Nurses .....	28
VII. Policy on Illness or Accident .....	30
A. Reporting an Illness or Accident .....	30
B. Potential Risks to Students .....	30
Travel to and from clinical facilities .....	32
Dealing with an unpredictable public.....	32
Home visits.....	33
C. Infectious Diseases .....	33
Standard Precautions .....	33
D. Occupational Exposure.....	33
VIII. Substance Abuse .....	36
Chemical/Substance Abuse and Nursing.....	36
Marijuana Use Following Proposition 64.....	36
Policy for Students Suspected of Drug or Alcohol Use/Abuse/Dependency .....	36
VIII. ACADEMIC POLICY.....	39
A. Testing Policy.....	39

B. Examination Policies .....	39
C. Grading Policy .....	40
D. STUDENT GRIEVANCE .....	41
E. SPECIAL ACCOMMODATION .....	41
F. WRITING .....	41
Writing Proficiency .....	41
Writing Assessment Requirement .....	41
IX. STUDENT RIGHTS & RESPONSIBILITY .....	42
A. Student Conduct .....	42
B. Academic Integrity .....	42
C. Policy on Academic Integrity .....	43
D. CODE OF CONDUCT .....	43
X. STANDARDS & PROFESSIONAL BEHAVIOR .....	45
Professional Nursing Practice .....	45
Policy on Student Attendance, Participation, Absence, & Availability .....	45
Behavior & Safe Expectations .....	46
Guidelines for Student Behavior .....	47
Consequences of Student Behavioral Concerns (will result in at least one of the following) .....	47
XI. STUDENT DISCIPLINE POLICY .....	51
A. Incident Occurrence Process .....	51
B. Disciplinary Process .....	51
C. Disciplinary Actions: .....	52
D. Student's Right to Appeal .....	52
E. Disciplinary Appeal Process .....	53
XII. STUDENT RESPONSIBILITY IN EVALUATION .....	55
A. GOVERNANCE & DECISION MAKING .....	55
B. LINES OF COMMUNICATION .....	55
Student Complaint policy: .....	55
XIII. SUPPORT SERVICES .....	57
A. School of Nursing Office .....	57
B. Faculty .....	57
C. Retention Coordinator .....	57
XIV. SIMULATION .....	58
A. Rural Simulation Center .....	58

B. Center Code of Conduct .....	58
XV. RESOURCES .....	60
A. Tutoring and Other Learning Assistance .....	60
B. Student Support Services.....	60
C. Information Technology Support Services .....	60
D. Library .....	60
E. WellCat Counseling Center .....	60
F. Textbooks.....	60
XVI. EMERGENCY NOTIFICATION SYSTEM .....	61
XVII. GRADUATION and Pinning .....	62
A. Commencement .....	62
B. Pinning .....	62
Faculty Speaker for Pinning.....	62
XVIII. NURSING LICENSURE.....	63
A. Graduate versus Non-Graduate.....	63
B. Interim Permit.....	63
C. Prior Conviction or Discipline.....	64
D. Providing Nursing Services for Pay .....	64
XIX. ADDITIONAL EDUCATIONAL OPPORTUNITY.....	65
A. Independent Study (N399).....	65
B. Honors Program (NURS 399H).....	65
C. Rural California Nursing Preceptorship Program.....	65
D. Credit by Examination (Challenge) .....	65
E. Public Health Nursing Certificate .....	66
XX. ORGANIZATIONS .....	67
A. California Nursing Students Association .....	67
B. Chico State Nursing Club .....	67
C. United in Nursing.....	67
D. Sigma Theta Tau International .....	67
E. Associated Students .....	67
XXI. Appendices .....	69
Appendix A - Student Nurse Background Check and Drug Testing Policy.....	69
Appendix B - Using SentryMd/Precheck.....	73
Appendix C- Social Media Policy.....	74

Appendix D: Mobile Device Policy .....	75
Appendix E: Medication Administration Policy .....	76
Appendix F Non-Acceptance of COVID 19 Vaccine Exemptions.....	77
Appendix H- ATI Assessment & Remediation Policy .....	80
Appendix I BSN Student Affirmation Form .....	84
Appendix J Academic Improvement Plan .....	85
Appendix K Incident Occurrence Form .....	86
Appendix L Disciplinary Appeals Form .....	87

## **I. Introduction**

The faculty of the School of Nursing (SON) at California State University, Chico welcomes you to the Nursing Program. We hope you will find the study of nursing interesting and rewarding. This program is demanding, and we would like to provide you with information to help you succeed

The guidelines in this booklet are a supplement to the "University Catalog" and have evolved over years of student and faculty participation in the nursing curriculum of Chico State. They were developed to help you understand certain expectations of the nursing curriculum.

The School of Nursing is part of the College of Natural Sciences and supports the university's primary goal of providing quality education. Additionally, it upholds the university's commitment to serving the population of Northern California.

The BSN and MSN programs at California State University, Chico are accredited by the Commission on Collegiate Nursing Education (CCNE). Our basic BSN pre-licensure program is approved by California Board of Registered Nursing (BRN).

Successful completion of either the basic BSN or RN to BSN program results in a Bachelor of Science in Nursing (BSN) degree. The BSN program combines both general education courses and professional nurse training to develop graduates who are not only skilled nurses, but well-rounded professionals. Graduates of the basic BSN program are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Graduates of both BSN tracks can apply for the California Public Health Nursing Certificate.

Graduates of the Master of Science in Nursing (MSN) program, are prepared for either the role of nurse educator or leadership. The nurse educator option has a clinical focus in adult health and prepares students to function in the roles of educator and adult health clinician to enhance nursing education and health care delivery in rural as well as urban areas. This includes the ability to perceive the need for change and to effectively design and implement programs and conduct research that can result in change at local, regional, and national level. Students completing the nursing leadership option expand their knowledge in areas of leadership, management, research, and health care finance so that they are better prepared to hold influential health advisory positions at the organizational and system level. Students apply this new knowledge through a mentored clinical practicum focused on leadership and management.

## **II. Missions, Vision, Priorities, and Framework**

### **A. University Mission**

Chico State is the comprehensive university of the North State with a global reach. Through excellence of inquiry, innovation, and experiential learning, we develop students who are critical thinkers, responsible citizens, diverse leaders, and inspired stewards of environmental, social, and economic resources.

### **B. University Vision**

Chico State will be known as a preeminent university solving the unprecedented challenges of the 21st century.

### **C. University Strategic Plan**

Link: <https://www.csuchico.edu/about/office/president/initiatives/playbook.shtml>

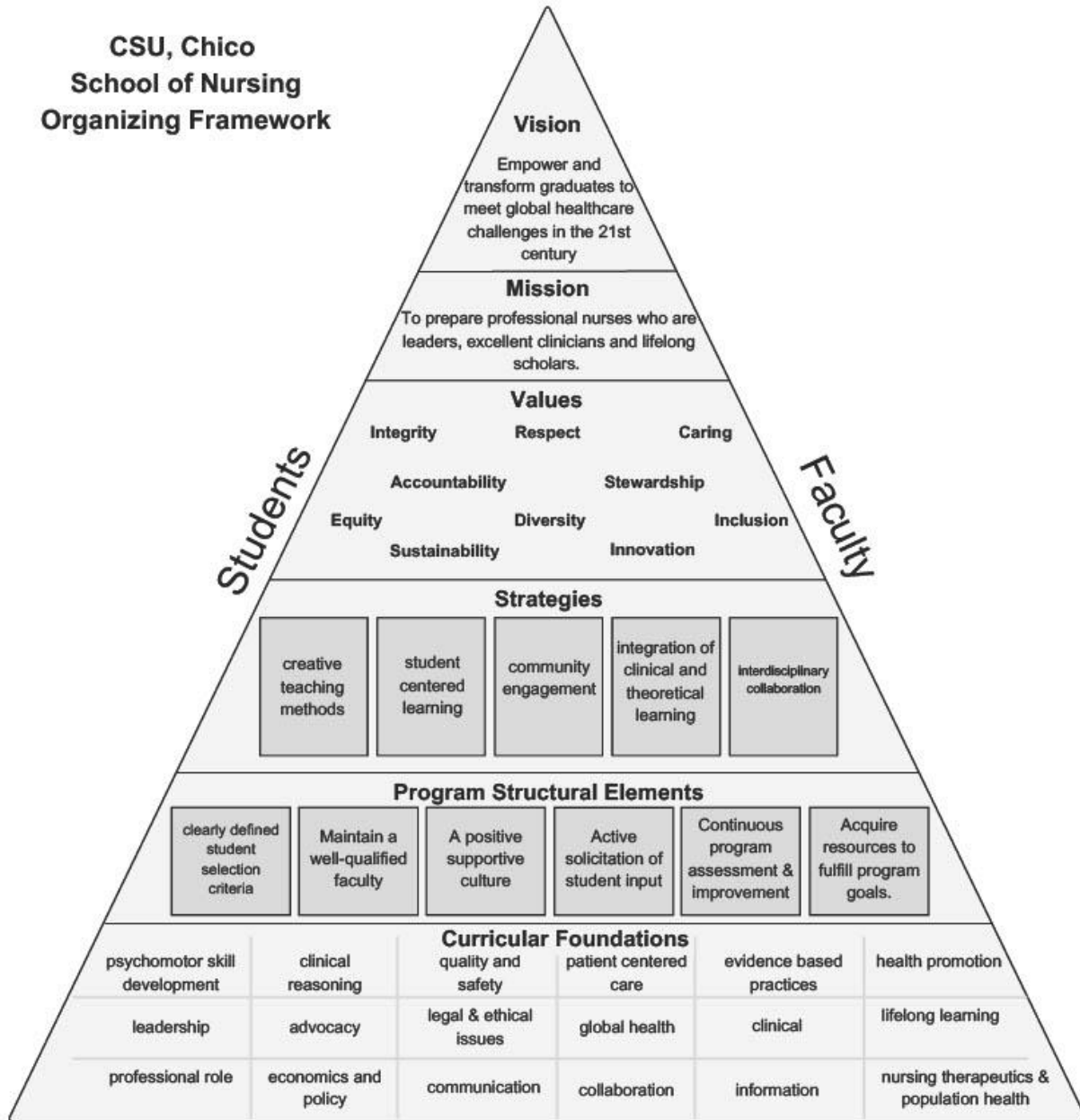
### **D. School of Nursing Mission**

“To prepare professional nurses who are leaders, excellent clinicians and lifelong scholars.” As such, the school provides high quality, student-centered learning environments that incorporate evidence-based care and clinical reasoning.

### **E. School of Nursing Organizing Framework**

A visual depiction of the mission, vision, values, strategies, program structural elements, curricular foundations, and student learning outcomes for the undergraduate nursing program at Chico State are noted on the following page. These elements provide the foundation for the development of the undergraduate curriculum and are consistent with the mission and goals of the College of Natural Sciences and the university

**CSU, Chico  
School of Nursing  
Organizing Framework**



**Student Learning Outcomes:**

- Integrate liberal education into generalist nursing practice.
- Apply leadership, quality improvement, and patient safety skills for high-quality care.
- Practice nursing based on current evidence and best practices.
- Provide culturally aware care for diverse populations.
- Utilize information management and technology for quality patient care.
- Explain financial and regulatory policies shaping healthcare systems.
- Communicate and collaborate effectively with healthcare teams.
- Implement clinical prevention to improve individual and population health.
- Exhibit professional behavior essential to nursing.
- Deliver nursing care across the lifespan in various settings.
- Apply the nursing process appropriately in all generalist roles.

### **III. Course Progression and Program Outcomes**

#### **A. Enrollment and Admission**

Admission criteria are outlined in the Chico State catalog and the nursing program guide. A limited number of spaces are available in the baccalaureate nursing program each semester. Once admitted, students retain their spots in nursing courses as long as they follow the regular curricular progression. Spaces may become available when students do not follow the regular curriculum progression (e.g., failing a course or taking a leave of absence). These vacated spaces can be filled by students returning from an approved leave of absence or those repeating courses, as determined by the executive Committee.

#### **B. Pre-Licensure Program: Bachelors of Science in Nursing (BSN)**

The Bachelor of Science in Nursing (BSN) program is a pre-licensure program designed to prepare students for a professional nursing career. The curriculum builds upon foundational science, art, and humanities knowledge, integrating nursing theory, clinical practice, feedback, and evaluation. Through this comprehensive approach, students develop critical thinking, communication, and nursing therapeutic skills, enabling them to provide quality care to individuals, groups, and communities. The program culminates in the achievement of baccalaureate student learning outcomes, equipping graduates with the competencies necessary for professional nursing practice.

#### Program Outcomes

- Integrate liberal education to inform baccalaureate generalist nursing practice.
- Demonstrate the knowledge and skills in leadership, quality improvement, and patient safety necessary to provide high quality healthcare.
- Demonstrate professional practice grounded in current evidence and best practices.
- Use knowledge and skills in information management and technology to the delivery of quality patient care.
- Describe how financial and regulatory healthcare policies influence the nature and functioning of the healthcare system.
- Demonstrate communication and collaboration among healthcare professionals to achieve quality and safe patient care.
- Utilize clinical prevention at the individual and population level to improve health.
- Demonstrate professional behavior as fundamental to the discipline of nursing.
- Provide nursing care to patients, families, groups, communities, and populations across the lifespan.
- Illustrate cultural awareness when caring for diverse patient populations.
- Demonstrate the appropriate individualized application and use of the nursing process in all baccalaureate generalist nurse roles.

#### BSN Essentials

The Essentials for the BSN curriculum identified by the American Association of Colleges of Nursing.:

Essential I: Liberal education for baccalaureate generalist nursing practice.

Essential II: Basic organizational and systems leadership for quality care and patient safety. Essential III: Scholarship for evidence-based practice.

Essential IV: Information management and application of patient care technology. Essential V: Healthcare policy, finance, and regulatory environments.

Essential VI: Inter-professional communication and collaboration for improving patient health outcomes.

Essential VII: Clinical prevention and population health.

Essential VIII: Professionalism and professional values.

Essential IX: Baccalaureate generalist nursing practice

### Curriculum Progression

	<b>Semester 1</b>	<b>Units</b>
NURS 283	Nursing Foundations <b>*Concurrent Courses</b>	4
NURS 284	Practicum in Nursing Foundation	4
NURS 285	Nursing Assessments	3
NURS 295	Informatics in Nursing Practice	1
	<b>Total Semester Units</b>	<b>12</b>
	<b>Semester II</b>	
NURS 302	Medical Surgical Nursing I <b>*Concurrent Courses</b>	3
NURS 304	Practicum in Acute Care	4
NURS 342W	Nursing Research	3
NURS 319	Pharmacology	2
	<b>Total Semester Units</b>	<b>12</b>
	<b>Semester III</b>	
NURS 313	Maternal Child Nursing <b>*Concurrent Courses</b>	4
NURS 314	Practicum Maternal Child Nursing	3
NURS 343	Medical-Surgical Nursing II <b>*Concurrent Courses</b>	3
NURS 344	Medical Surgical II Clinical	2
	<b>Total Semester Units</b>	<b>12</b>
	<b>Semester IV</b>	
NURS 400	Capstone Nursing Simulation Practicum	2
NURS 403	Integrative Theory <b>*Concurrent Courses</b>	2
NURS 404	Practicum in Integrative Nursing	2
NURS 412	Health Policy	1

NURS 413	Nursing Management of Maladaptive Behavior	3
NURS 414	Practicum in Management of Maladaptive Behavior <b>*Concurrent Courses</b>	2
	<b>Total Semester Units</b>	<b>12 units</b>
	<b>Semester V</b>	
NURS 422	Leadership/Management and Professional Issues in Nursing (Concurrent Courses	3
NURS 424	Practicum in Patient Care Management <b>*Concurrent Courses</b>	3
NURS 474	Practicum in Community Health Nursing	3
NURS 475	Public Health Nursing	3
	<b>Total Semester Units</b>	<b>12</b>
	<b>SEMESTER UNITS FOR MAJOR</b>	<b>61 UNITS</b>

**\*Concurrent Courses**

The CA Board of Nursing regulates that theory and clinical practice shall be concurrent in the following nursing areas: Geriatrics, medical-surgical, mental health/psychiatric nursing, obstetrics, and pediatrics. These courses must be taken together and completed with passing grades concurrently. Therefore, an add/drop form will be initiated to withdraw the student from the course they are passing and assign the failing grade to the course they are not passing. The instructor must initiate this form on the student's behalf before grades are issued and the semester ends, specifying the withdrawal from the passing course due to the concurrent course requirement.

### C. RN-BSN Program

Phone: (530) 898-4151

Coordinator: Robbin Guynn ([rguynn@csuchico.edu](mailto:rguynn@csuchico.edu))

Advisor: Cinnamon McDonald ([cmcdonald@csuchico.edu](mailto:cmcdonald@csuchico.edu))

The RN-BSN program is a post licensure program. The curriculum is designed to expand on the nursing role learned in the Associated Degree program, providing content, clinical practice, feedback, and evaluation to integrate nursing knowledge into their science, art, and humanity foundation. The result is student progression to more complex application of critical thinking, communication and nursing therapeutics to individuals, groups and communities that culminate in meeting the baccalaureate student learning outcomes.

#### Curriculum Progression

	<b>Summer Semester 1</b>	<b>Units</b>
NURS 300	RN-BSN Bridge Course	4
NURS 310	Academic Writing for Nurses	2
	<b>Total Semester Units</b>	<b>6</b>
<b>Fall Semester</b>		
NURS 316	Nursing Informatics	3
NURS 342W	Nursing Research	3
RELS 332	World Religions & Global Issues <ul style="list-style-type: none"> <li>• Fulfills GE UD-D Social Science and GC</li> <li>• This course waived for Post bac students*</li> </ul>	3
	<b>Total Semester Units</b>	<b>6*-9</b>
<b>Winter-session</b>		
QTST 310	LGBT Issues & Identities <ul style="list-style-type: none"> <li>• Fulfills GE UD-C Arts &amp; Humanities and USD</li> <li>• This course waived for post bac students*</li> </ul>	3
	<b>Total Semester Units</b>	<b>0*-3</b>
<b>Spring Semester</b>		
NURS 420W	Leadership & Management	4
NURS 427	Professional Values & Ethics in Nursing	3
	<b>Total Semester Units</b>	<b>7</b>
<b>Summer Session II</b>		
NURS 477	Public Health Nursing Theory	3
NURS 478	<ul style="list-style-type: none"> <li>• Fulfills GE UD-B Scientific Inquiry &amp; Quantitative Reasoning Practicum in Community Health Nursing</li> </ul>	3
	<b>Total Semester Units</b>	<b>6</b>
	<b>Total Units without NCLEX</b>	<b>25*-31</b>
	Passing NCLEX	20

## **D. Masters of Science in Nursing**

Graduate Coordinator: Dr. Maria Lourdes “Malou” Bayog (mlbayog@csuchico.edu)

Both the Nurse Educator and Nursing Leadership options comprised a 30-unit curriculum. For the either path in the Master’s program, theoretical course content is delivered online and in person practicum hours. These hours are completed by working c with an identified experienced nurse educator or nurse leader in the student’s home community. A two-unit practicum course requires 90 hours of time with the identified nurse mentor.

### **MSN Student Learning Outcomes**

- SLO # 1:** Integrate theory and research from the Sciences and Humanities in the delivery of evidence- based nursing practice.
- SLO # 2:** Utilize leadership skills to influence the quality of health care at the organizational and/or systems level.
- SLO # 3:** Demonstrate the knowledge, skills, and attitudes necessary to improve the quality and safety of the environment’s graduate practice.
- SLO # 4:** Translate and apply evidence-based research in nursing practice.
- SLO # 5:** Integrates current informatics and health care technologies in nursing practice.
- SLO # 6:** Use health policy, political skills, and advocacy to influence positive change in health care delivery.
- SLO # 7:** Demonstrates inter-professional collaboration for improving patient and population health outcomes.
- SLO # 8:** Identifies clinical prevention strategies to improve health of selected populations.
- SLO # 9:** Demonstrates Master’s level knowledge, skills, and attitudes needed to lead nursing education, leadership, and practice.

### **MSN Essentials**

The MSN curriculum for the Chico State School of Nursing provides the following content identified by the AACN:

- Essential I** – Background for Practice from Sciences and Humanities
  - Essential II** - Organizational and Systems Leadership
  - Essential III** - Quality Improvement and Safety
  - Essential IV** - Translating and Integrating Scholarship into Practice
  - Essential V** - Informatics and Healthcare Technologies
  - Essential VI** - Health Policy and Advocacy
  - Essential VII** - Interprofessional Collaboration for Improving Patient and Population Health Outcomes
  - Essential VIII** - Clinical Prevention and Population Health for Improving Health
  - Essential IX** - Master's-Level Nursing Practice
- The entire Masters Essentials of Nursing Education document can be read at:  
<http://www.aacnursing.org/Portals/42/Publications/MastersEssentials11.pdf>

## MSN

### Options of Study: Nurse Educator & Nursing Leadership

#### Nurse Educator

The Nurse Educator option has several components to the curriculum: core courses, specific curriculum and instructional process courses, the adult health courses, and a problem-solving professional paper. The core courses provide a foundation in nursing research, development and use of nursing theory and conceptual models, and knowledge of the nurse educator role. The instructional process and curriculum courses examine the literature and research on learning theory, teaching-learning strategies, and student evaluation as well as curriculum development and program evaluation for use in education and practice settings. The teaching practicum provides the opportunity for students to apply these principles by team teaching with an expert teacher in a school of nursing or in a staff development setting. The adult health theory and clinical courses explore advanced nursing knowledge in pathophysiology, pharmacology, and physical assessment in the context of adult health and the nurse educator role. Course content also examines the larger social context in which advanced nursing care must exist and the potential impact of that context on individual practice. The advanced clinical adult health practicum course provides the opportunity for students to assess selected components of a selected clinical microsystem.

#### Competencies

**Competency 1:** Facilitate learning.

**Competency 2:** Facilitate learner development and socialization.

**Competency 3:** Use assessment and evaluation strategies.

**Competency 4:** Participate in curriculum design and evaluation of program outcomes.

**Competency 5:** Function as a change agent and leader.

**Competency 6:** Pursue continuous quality improvement in the nurse educator role.

**Competency 7:** Engage in scholarship.

**Competency 8:** Function within the educational environment.

Further description of each competency can be found at: <http://www.nln.org/professional-development-programs/competencies-for-nursing-education/nurse-educator-core-competency>

#### Nursing Leadership

The Nursing Leadership option consists of three key components: core courses, leadership and financial management courses, and a problem-solving professional paper. The core courses establish a foundation in nursing research, nursing theory development and application, conceptual models, and advanced nursing leadership roles. Leadership courses provide the theoretical and conceptual principles of nursing leadership, equipping students with the skills needed to lead effectively in diverse healthcare settings. These courses emphasize universal leadership and management principles that drive change within healthcare organizations. Financial management courses explore fiscal principles in healthcare, including reimbursement models, the relationship between quality, cost, and access, the impact of healthcare reform, and financial tools essential for organizational leadership. The leadership practicum allows students to apply these concepts by working with a nursing leader or preceptor in a clinical setting. Additionally, coursework examines the broader social context influencing advanced leadership roles and its impact on leadership and management practices. Academic advising is mandatory each semester for all students in the Master of Science in Nursing program.

### American Organization of Nurse Executive Competency

With the Nursing Leadership option, the American Organization of Nurse Executive (AONE) competencies are incorporated into the curriculum. These competencies detail the skills, knowledge and abilities that guide the practice of nurse leaders in executive practice regardless of their educational level, title or setting. The competencies are captured in a model developed in 2004 by the Healthcare Leadership Alliance<sup>1</sup> that identifies the common core set of competency domains for health care leadership. The core competencies have been identified as the following:

**Competency 1:** Communication and relationship management **Competency 2:** Knowledge of the health care environment **Competency 3:** Leadership  
**Competency 4:** Professionalism  
**Competency 5:** Business skills and principles

### MSN Curriculum Progression

<b>Nursing Educator</b>		
	<b>Semester 1</b>	<b>Units</b>
NURS 650	Instructional Process in Nursing	4
NURS 651	Education Curriculum Process in Nursing	2
	<b>Total Semester Units</b>	<b>6</b>
<b>Semester 2</b>		
NURS 640	Advanced Concepts for Adult Nursing Care	4
NURS 647	Advanced Practicum in Nursing Care of Adults	2
	<b>Total Semester Units</b>	<b>6</b>
<b>Semester 3</b>		
NURS 610	Information and Technology in Advanced Nursing Practice	2
NURS 620	Advanced Nursing Research and Theory	4
	<b>Total Semester Units</b>	<b>6</b>
<b>Semester 4</b>		
NURS 630	Dynamics of the Advanced Nursing Role	2
NURS 645	Issues and Ethics in the Delivery of Health Care	2
NURS660	Research Thesis/Project Proposal Seminar.	2
	<b>Total Semester Units</b>	<b>6</b>
<b>Semester 5</b>		
NURS 684	Practicum in Nursing Leadership	2
NURS69P/699T/697P	Culminating Activity	4
	<b>Total Semester Units</b>	<b>6</b>

<b>TOTAL Semester Units for Program Completion</b>		<b>30</b>
<b>Nursing Leadership</b>		
<b>Semester 1</b>		
NURS 670A	Advanced Nursing Leadership I	4
NURS 680A	Financial Management I	2
<b>Total Semester Units</b>		<b>6</b>
<b>Semester 2</b>		
NURS 670B	Advanced Nursing Leadership II	4
NURS 680B	Financial Management II	2
<b>Total Semester Units</b>		<b>6</b>
<b>Semester 3</b>		
NURS 610	Information and Technology in Advanced Nursing Practice	2
NURS 620	Advanced Nursing Research and Theory	4
<b>Total Semester Units</b>		<b>6</b>
<b>Semester 4</b>		
NURS 630	Dynamics of the Advanced Nursing Role	2
NURS 645	Issues and Ethics in the Delivery of Health Care	2
NURS 660	Research Thesis/Project Proposal Seminar	2
<b>Total Semester Units</b>		<b>6</b>
<b>Semester 5</b>		
NURS 683	Practicum in Nursing Leadership	2
NURS699P/699T/697P	Culmination Activity	4
<b>Total Semester Units</b>		<b>6</b>
<b>TOTAL Semester Units for Program Completion</b>		<b>30</b>

Note: After Fall 2025, the MSN program will be suspended.

## **IV. Advising**

### **A. BSN Program Course Fees**

Each semester of the basic BSN program includes lab course fees in addition to regular tuition. These fees are approved by a campus committee and follow strict guidelines, acknowledging that the cost of professional education often exceeds basic tuition.

### **B. Scholarships and Loans**

Various scholarships are available for nursing students. Applications open after October 1st each fall through the Financial Aid and Scholarship Office. Award amounts and availability depend on endowment earnings and donations. For details on CSU Chico scholarships and loans, visit: [Chico State Scholarship Homepage](#).

### **C. Full-Time Status Requirements**

Under most circumstances, the Financial Aid Office will require you to take a 12-unit load to be considered a full-time student.). For additional information, visit: Chico State Financial Aid Office

### **D. Basic Needs Support**

The Chico State Basic Needs seeks to improve student success through the provision of healthy food, emergency grants, financial wellness education, rapid re-housing, public health, and wellness programming for students experiencing food insecurity, hunger, disasters, unstable housing, homelessness, and poverty. If you are experiencing difficulty in this area, follow this link for support Chico State Basic Needs Project

### **E. Academic Advising**

Academic Advising is performed by faculty who teach in the major and by the academic advisors in the campus Academic Advising Programs (AAP), <https://www.csuchico.edu/aap/advisors/index.shtml>  
Each Pre-Licensure BSN student is assigned a nursing faculty advisor for the duration of the program. Students are responsible for scheduling advising appointments, tracking their academic progress, and maintaining transcripts. Faculty advisors assist with program requirements, while AAP advisors handle general education and elective concerns. Students should meet with their nursing faculty advisor at least once per semester and immediately if at risk of failing a course. To find your faculty advisor, contact the School of Nursing office (530) 898-5717.

### **F. Program Leave**

1. Some students choose to leave the nursing program temporarily or permanently. However, readmission is not guaranteed, so decisions to withdraw or take a leave should be made carefully.
2. If you are leaving the University, but plan to return at a later date, you should apply for a Planned Educational Leave (PEL). This type of leave will avoid the costs of reapplying to the University if you return within a specific time frame and preserve your admitted status at the University. Forms are available in Admissions and Records. For continuing in the program and repeating a nursing course, see **Appendix M**

Re-entry to the program is contingent on space availability in the semester you wish to re-enter.

## **V. PROGRAM REQUIREMENTS**

### **A. Student Affirmation Form**

All BSN students must adhere to the BSN Student Affirmation Form (Appendix I), which is signed with each Student Handbook update. Violations may result in consequences ranging from a warning to program suspension.

To ensure the safety of patients, students, and faculty, and to meet clinical facility requirements, all program requirements in this section must be completed before participating in clinical courses.

### **B. PreCheck & SentryMD**

By enrolling in the CSU Chico School of Nursing/PreCheck, you authorize the school to release necessary information, including background checks and drug screenings, to clinical facilities as required.

Questions regarding clearances should be directed to the SON office

The School of Nursing utilizes the packaged services of PreCheck & SentryMD. You must purchase your document package online and select background check, drug testing and immunization verification. PreCheck will initiate your background check automatically. PreCheck will also list accepted LabCorp locations to submit your urine sample for your drug screen. Documentation requirements will be submitted into SentryMD where they are processed and cleared for compliance.

### **C. Clinical Agency Requirements**

The following requirements must be completed, and documentation submitted to Precheck/SentryMD no less than three weeks before every semester begins. Students who do not submit these requirements before the published deadline can be dis-enrolled from their courses. No student can attend ANY part of a clinical course (including orientations) unless all clinical agency requirements are met and cleared by SentryMD. All clinical requirements must be current for the academic semester, and through the last day of finals.

### **D. Immunizations**

The School of Nursing (SON) requires all new students to complete the following immunizations and tests before entering the program and to keep them current throughout enrollment. Immunizations can be obtained at the Student Health Center, the Butte County Public Health Department (call 891-2732 for an appointment), or through a healthcare provider of your choice. Students will submit immunization documentation through SentryMD.

Students are expected to have received standard childhood immunizations required for public school attendance, including diphtheria, tetanus, whooping cough, measles, mumps, rubella, varicella (chickenpox), and polio. If uncertain, students should consult their healthcare provider to review immunization history, receive missing vaccinations, or have titers drawn to verify immunity.

Note: If you are pregnant or plan to be within the next three months, or if you have underlying health issues, consult your healthcare provider before receiving any vaccinations.

Link to Well Cat Immunization Requirements:

<https://www.csuchico.edu/healthcenter/services/immunizations/immunization-requirements.shtml>

Questions about clearances should be directed to the SON office staff.

REQUIREMENTS	DETAILS
Tdap (adult booster)	<ul style="list-style-type: none"> <li>• Must be 19 years or older at time of administration.</li> <li>• Administered within the last 10 years (usually applies to older students.)</li> </ul> <p style="text-align: right;">*some sites may require Tdap within 5 years.</p>
TB (annually)	<ul style="list-style-type: none"> <li>• (2 Step) 2 separate PPD skin tests, administered 1-3 weeks apart <i>OR</i> a QuantiFERON blood test (QFT).</li> <li>• If you have previously tested positive for TB, please submit a chest x-ray less than a year old with a physician clearance note.</li> </ul>
MMR	<ul style="list-style-type: none"> <li>• Two immunizations <i>or</i> a positive quantitative Titer report.</li> </ul>
Hepatitis B	<ul style="list-style-type: none"> <li>• Two immunizations <i>or</i> a positive quantitative Titer report.</li> </ul>
Varicella	<ul style="list-style-type: none"> <li>• Two immunizations <i>or</i> a positive quantitative Titer report.</li> </ul>
COVID - 19	<ul style="list-style-type: none"> <li>• Original 2 monovalent doses (no longer available) <i>or</i> a single bivalent dose.</li> <li>• If you have an exemption, please contact Elizabeth Kimerer at <a href="mailto:ekimerer@csuchico.edu">ekimerer@csuchico.edu</a> for further instruction.</li> <li>• *every effort will be made to offer clinical placements to exempt students. Due to certain clinical site guidelines, placements cannot be guaranteed.</li> </ul>
Influenza (annually)	<ul style="list-style-type: none"> <li>• Current seasonal immunization required.</li> </ul>
BLS	<ul style="list-style-type: none"> <li>• Current basic life support (BLS) certification.</li> <li>• American Heart Association (AHA) is mandatory. -click or copy the link to find classes in your location: <a href="https://atlas.heart.org/home">https://atlas.heart.org/home</a></li> <li>• CPR, lifeguard, American RedCross, etc. WILL NOT be accepted.</li> </ul>
Health Insurance	<ul style="list-style-type: none"> <li>• Current health insurance with your name on it.</li> </ul>
Immunization Release	<ul style="list-style-type: none"> <li>• Completed immunization release form. (access link will be sent via email after registering for Immunization tracking on PreCheck.)</li> </ul>

### A. Drug Testing

Students are required to complete a 10-panel drug screen completed through PreCheck. (See Appendix A). No other clearances or drug tests you may have received can be used to meet this requirement.

All incoming semester 1 students are required to undergo a routine drug screening. Continuing students may be asked to undergo drug testing if there are reasonable concerns. A positive drug screen for cannabis will result in immediate removal from the nursing program or rescinding of your space. This policy is in place to ensure the safety and well-being of both patients and healthcare professionals.

### **B. Basic Life Saving (BLS) Certification**

All students are required to have a current Basic Life Saving BLS certification. Students are required to submit a copy of the BLS R certificate (front and back) to SentryMD. BLS certification should include training in two-man CPR, as well as infant and child resuscitation. The class must also include obstructed airway rescue and the use of automatic external defibrillators (AEDs). CPR must be level C (American Heart Association). This certification must be renewed every two years.

### **C. Personal Health Insurance**

The University does not provide health insurance for students. While the Student Health Center offers limited treatment for illnesses and injuries while you are enrolled, it does not cover hospitalization, prescription medications, or specialized care. Some conditions may require long-term hospitalization, so students are required to have supplemental major medical insurance, which can be purchased through the Student Health Center.

Hospitals and clinical agencies do not provide free emergency care if you are injured on-site. If treatment is required, you will be billed by the hospital. If you receive financial aid, the cost of insurance may be included in your aid request. Students are responsible for ensuring their insurance covers emergency room visits, immediate care for needle sticks or high-risk exposures, and the cost of anti-HIV drugs if prescribed. Some plans, such as Kaiser Permanente, may not cover emergency room visits outside their service area.

The School of Nursing's policy for needle stick and bloodborne pathogen exposures may require immediate emergency room care and an initial course of anti-HIV drugs within one hour. The cost of initial treatment can exceed \$1,000, with prolonged medication regimens being significantly more expensive. The Student Health Center is not available evenings and weekends and does not cover emergency room visits or anti-HIV treatment, making additional insurance coverage essential. Students may purchase CSU, Chico's student accident and sickness insurance at registration. Policy details are available at <https://csuchico.myahpcare.com/>. Additionally, CSU students may obtain health services from any CSU health center.

### **D. Personal Transportation and Automobile Insurance**

Clinical experiences take place in various settings, including hospitals, health departments, and schools throughout Butte County and surrounding areas such as Paradise, Oroville, Marysville, Red Bluff, and Redding. Students must have access to a car, as the School of Nursing (SON) cannot adjust clinical placements based on transportation needs. Any vehicle used for attending clinicals must be insured through a provider registered in the State of California. Some public and mental health agencies may require an affidavit of coverage. This is not required to be documented in SentryMD.

### **E. Professional Liability Insurance Coverage**

There is also the risk that you could be sued for malpractice because of your participation in clinical courses. It is strongly recommended (not required) that you purchase professional liability insurance prior to beginning of clinical courses although the University currently maintains a blanket policy which

provides some coverage for students enrolled in clinical courses. The cost for such policies is low. This is not required to be documented in SentryMD.

### **F. Clinical Orientation**

Clinical facilities require students to complete an annual mandatory orientation, which may vary slightly by site. Students must complete written or online orientation materials and learning modules on time to begin clinical rotations as scheduled. Additionally, most facilities require an in-person orientation where students review policies, procedures, and clinical skills. Attendance at these orientations is mandatory. Failure to complete orientation requirements may result in delayed entry into the clinical course and could impact a student's progression until the next available semester.

### **G. Patient Confidentiality**

Patient names, initials, or pseudonyms should never be used in nursing care plans or case studies. Assignment sheets used in the clinical setting should be destroyed in such a way that patient data cannot be linked to name or room number. Students cannot photocopy any portion of a patient's medical record, nor take any photos of patients or other objects. Clinical or patient information should never be shared on social networking sites. See Appendix D.

Students are required to review information on the Federal Health Insurance Portability and Accountability Act (HIPAA) yearly to comply with confidentiality requirements.

### **H. Emotional & Physical Requirements**

To complete the nursing program, students must be able to meet emotional and physical requirements. The student must have sufficient emotional stability to perform under stress produced by both academic study and the necessity of performing nursing care in real patient situations while being observed by the instructors and other health care personnel.

To participate in CSU, Chico's Nursing Program, students are required to travel to agencies and hospitals, and to homes with unpredictable environments. Students need to have the endurance to adapt to a physically and emotionally demanding program. Students with documented disabilities must work with the Chico State Accessibility Resource Center (ARC) and the School of Nursing to determine if reasonable accommodations can be safely implemented.

General expectations include:

**Strength:** Sufficient strength to lift, move and transfer most patients; to restrain and carry children; to move and carry equipment; and to perform CPR, which requires sufficient body weight and adequate lung expansion.

**Mobility:** Sufficient to bend, stoop, get down on the floor; combination of strength, dexterity, mobility, and coordination to assist patients; ability to move around rapidly.

**Fine Motor Movements:** Necessary to manipulate syringes and IVs; to assist patients with feeding and hygiene; to write in charts; to perform sterile procedures and other skilled procedures.

**Speech:** Ability to speak clearly in order to communicate with staff, physicians, and patients; need to be understood on the telephone.

Vision: Sufficient to make physical assessments of patients and equipment; to read.

Hearing: Sufficient to accurately hear on the telephone, to be able to hear through the stethoscope to discriminate sounds.

Touch: Ability to palpate both superficially and deeply and to discriminate tactile sensations.

Nursing is a high-risk profession for exposure to Hepatitis B and other contagious diseases. Immunizations required by the SON reduce this risk for nursing students, but do not eliminate it entirely. Pregnant students need to be evaluated by their obstetrical health care provider to determine what if any immunizations are contraindicated during the pregnancy as well as any other limitations which should be put in place for the student to participate in the nursing program during the pregnancy. Students with impaired or deficient immune systems may be at risk for contracting serious diseases. Such students must have physician approval for participation in clinical courses and must discuss their situation with the clinical instructor.

## VI. Student Expectations

### A. Dress Code Policy

The purpose of the dress code policy is to promote safety and professionalism in all educational and school-affiliated activities. For all clinical, skills lab, and simulation experiences, and all professional contact with the public, students must observe the dress code policy. If unsure of the dress code for an activity, students should consult with their faculty. Students must comply with the policies of clinical host facilities. If a host facility has a more stringent dress code policy than the School of Nursing, the facility's policy must be followed.

Failure to comply with the dress code policy during activities in clinical host facilities may result in a student being sent home at the request of the facility or clinical instructor. A missed clinical experience that results from failure to observe the dress code policy will be considered an unapproved absence, will not be eligible for make-up, and will require completion of Student Tracking Form. Additionally, clinical performance grades may be adversely affected for failure to comply with the dress code policy.

#### **Scrub Guidelines and Patch Instructions**

The uniform consists of matching **black** scrub top and bottom with an affixed Chico State School of Nursing logo patch. A patch must be purchased for a nominal fee from the Chico State chapter of CNSA at the start of the semester. Both top and bottom scrubs are purchased independently by each student and fall within the requirement criteria as seen below.



#### **Requirements**

- Black color scrubs must be from the same manufacturer, so color consistency remains the same between top and bottom
- Common scrub uniform manufacturers include Cherokee, Scrubstar, FIGS, Dickies
- Scrub tops must have a standard short sleeve & collar, no cutoff sleeves exposing a person's upper arms
- Scrub bottoms are recommended to include at least 3 pockets in any arrangement, ideally 2 standard side pockets and one larger pocket for holding extra items
- Sizing of both scrub top and scrub bottom should fit the student and not be oversized nor extra form fitting
- Wearing form fitting top or bottom that accentuates body parts is not allowed
- Personal labeling of any kind other than the Chico State School of Nursing logo patch is not allowed on student uniform scrubs
- For example, personal initials or name or date of graduation
- Recommended that scrub top have at least 1 left chest pocket for holding items such as pens, penlights, etc. but is not required

## Location of Patch

Must be centered above the left chest pocket of the scrub. Will have an iron on backing. An example will be provided during orientation.



## Acceptable Jewelry

- Rings (no more than one per hand) must not interfere with the safe performance of routine nursing duties (i.e., must not tear gloves/PPE or risk injury to patients). Rings with large stones/gems or high settings may be unsafe for practice and are prohibited
- Earrings (no more than two per ear/ear lobe) may be stud and/or small hoops through which a finger cannot be passed. Dangling, pendant, and/or large hoop earrings may be unsafe for practice and are therefore prohibited.
- Nose studs are limited to one. Nose rings either through the nostril or septum may be unsafe for practice and are therefore prohibited.
- Necklaces must be short and discrete, and pendants (no more than one) must not be offensive objects (e.g., swastika). Long necklaces or large and/or pointy pendants may be unsafe for practice and are therefore prohibited.
- A watch (preferably capable of indicating seconds).

## Appearance

- Hair longer than shoulder-length must be worn pulled up and/or back from the face. Hair must be clean and contain no ornamentation. Hair extensions may be unsafe for practice and are therefore prohibited.
- Make-up should be used only in moderation.
- Fragrances of any kind (e.g., perfume, cologne) are prohibited.
- Fingernails must be neat in appearance and clean. Long fingernails may be unsafe for practice and are therefore prohibited. Unnatural nails and nail products are prohibited.
- Tattoos must be non-offensive (e.g., contain no violent and/or pornographic images).
- Facial piercings are restricted to nostrils and/or ears. All other body piercings (e.g., umbilical) should be covered at all times.

## Other Uniform items

- CSU, Chico photo ID badge (unaltered and in good condition) identifying you as a student nurse. ID must include your first name and last initial. IDs are to be ordered through the School of Nursing office. IDs must be worn above the waist.
- Clinical host facility-issued ID badge, if provided, must be visible at all times.
- Shoes must be made of non-porous material (e.g., no mesh) with an enclosed toe and back. Shoes must be kept clean. To minimize risk of cross-contamination, students should have a pair of shoes used exclusively for clinical activities.
- Socks must be worn in all clinical settings and must cover the ankles.
- Lab coats (if required) must be white.
- Scrub cap is optional if approved by the clinical instructor.

### **Non-Uniform Professional Attire**

When a uniform is not required, students must dress in professional attire. Regardless of the clinical agency and/or setting, students must observe the following restrictions:

- CSU, Chico photo ID badge must be always worn above the waist.
- No sleeveless tops/shirts
- No visible cleavage
- No short tops (e.g., crop, tube) revealing midriff.
- No slit or above knee length skirts
- No open-toed shoes
- No short pants, denim jeans, cargo pants, or military fatigues
- No torn clothing

## B. Students' Expectations

- Submit all required clinical immunization, background checks, drug testing, insurance, and CPR documentation to your Certified Profile at least three weeks before the start of each semester. This documentation should meet all requirements for the whole semester.
- Communicate with licensed nurses responsible for patients. Speak to assigned staff & indicate plan for the shift. Give periodic updates.
- Report on changes in patient status.
- When in clinical, let primary caregiver know when you are leaving the floor.
- Do not perform procedures without instructor's direct supervision or permission to perform under the supervision of another licensed individual.
- Maintain patient care within your scope of practice within semester level.
- Adhere to policy and procedure statements of institution/agency in which clinical is held.
- Carry out plan of care as it exists - consult primary nurse if you want to make changes in plan of care or initiate additional interventions. Take advantage of all opportunities to learn.
- Be professional in dress and behavior. Before leaving:
- Double-check that all medications are given and signed. Document all your patient care.
- Report off to primary caregiver.

## C. ANA Standards & Professional Behavior

The American Nurses Association has defined standards and codes by which all nurses are expected to practice. As a professional program it is expected that CSU Chico nursing students will demonstrate behaviors that reflect the defined standards of nursing throughout their academic experience. ANA Standards of Nursing Practice:

### ANA Standards of Practice

(American Nursing Association (2021).

1. Assessment
2. Diagnosis
3. Outcomes Identification
4. Planning
Implementation Coordination of Care Health Teaching and Health Promotion
6. Evaluation Standards of Professional Performance
7. Ethics
Advocacy Respectful and Equitable Practice
10. Communication

11. Collaboration
12. Leadership
13. Education
14. Scholarly Inquiry
15. Quality of Practice
16. Professional Practice Evaluation
17. Resource Stewardship
18. Environmental Health

**D. ANA Code of Ethics for Nurses**

The American Nursing Association (ANA) Code of Ethics for Nurses as revised in 2015 follows. The professional issues in the first three statements are concerned with protection of clients' rights and safety; those in the next three pertain to qualifications for professional encounters with clients. The social issues of the last three statements of the code relate to the nurse's obligations to society and the profession.

Students are expected at all times to act in accordance with the ANA Code of Ethics for Nurses.

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

Provision 9	The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy
Further information on this document: <a href="https://www.nursingworld.org/coe-view-only">https://www.nursingworld.org/coe-view-only</a>	

## **VII. Policy on Illness or Accident**

### **A. Reporting an Illness or Accident**

- In the event of illness or accident, the student should notify the SON's Office; if unable to attend laboratory assignment, the student must notify the clinical instructor. (Instructors should be notified ahead of time except in the most emergent situations). Exposure to any contagious disease must be reported immediately to the appropriate clinical instructor.
- If physical illness and/or emotional problems interfere with a student's ability to function in either the classroom or clinical area, the student may be required to obtain a physical examination and/or psychological counseling, as appropriate, in order to continue in the course.
- In case of illness, students are financially responsible for providing their own medical care.
- If a student is involved in an accident occurring either on campus or during a clinical session, the student should report that accident to his/her instructor immediately, who will then immediately notify the SON. If the injuries are more substantial than can be treated by the Student Health Center, the student should seek treatment in a hospital emergency department or emergency care center. The student typically bears treatment costs. An accident form and work-related injury and illness incident report (OHSA 301 form) must be filled out by the instructor within 24 hours of the accident and submitted to the Director of the School of Nursing.
- If you have any injury in the clinical setting, fill out an accident form with your clinical instructor. Include the same information you would include on an incident report. Students generally are held accountable for all costs incurred for needed medical treatment. Non-emergency accidents should be followed up at the Student Health Center.

**For needlesticks and/or potential infectious exposures, the Bloodborne Pathogen Policy will be followed.**

### **B. Potential Risks to Students**

These are some potential risks students face in clinical:

- **Exposure to Communicable Diseases.**

Precautions:

- Standard precautions (formerly referred to as universal precautions) for handling body fluids and contaminated items. Students are instructed about these precautions early in Semester I and are responsible to follow these throughout the program.
- Yearly PPD skin tests (or more frequent depending upon clinical placement) while in the program.
- Immunizations are required prior to entering the program. It is students' responsibility to follow through with the three-part Hepatitis B vaccine to ensure your protection. An antibody titer after you complete the series is recommended.
- Isolation protocols for patients with highly communicable infections, students are taught these protocols in Semester I.

- Methods for handling contaminated instruments, such as needles, taught in Semester I.
- Be aware of open cuts and abrasions on your own body and protect them from exposure to patient body fluids.
- Report any exposure (sticking self with a needle, splashing of body fluids, caring for patients who later are determined to have a contagious disease, etc.) to the clinical instructor immediately.
- If you are particularly vulnerable to infection, i.e., have recently had radiation therapy or any type of immunosuppressive therapy or have any chronic condition that limits your immune response, you must make your clinical instructor aware of the problem. Students will be asked to submit verification from their healthcare provider as to the ability to participate in the clinical courses.

- **Musculoskeletal injuries due to moving/lifting patients.** Back injuries are common problems for nurses.

Precautions:

- Students are taught proper body mechanics and proper techniques for assisting patients in Semester I and have the responsibility to use these throughout the program. Ask for help in assisting large patients.
- Report any injury, even if it is minor, to the instructor immediately.

- **Exposures to medications and chemical products.** It is possible to react to drugs you work with and there are drugs that require special handling. For example, some drugs are toxic and require

Precautions:

- Discuss allergies with the clinical instructor to determine any necessary modifications needed when you work with these products.
- Look up all drugs you give or that are being given to your patients. If special handling is indicated, look up the hospital protocol.
- Be aware of the ingredients of solutions you are using or administering to patients.

- **Exposure to X-rays and other forms of radiation.**

Precautions:

- Do not stay in your patients' rooms when X-rays are being done. If a patient needs to be attended to during an X-ray, get proper shielding (unless you are pregnant, in which case, get someone else to attend to the patient).
- If patient has radioactive implants, look up the protocol and discuss it with the instructor before you give any patient care.
- **Exposures for Pregnant Students.** The School of Nursing and its faculty cannot eliminate all risk factors faced by pregnant students in clinical. Pregnant students are not covered by the University for any Accidental Exposures or health problems related to clinical experiences. Exposures to some infectious diseases may be of great consequence to the developing fetus. As a result, a primary health care provider's consent to fully participate in the clinical setting is required of all pregnant nursing students.

Pregnant students must seriously consider what, if any, increased risk there is to the pregnancy from exposure to contagious disease, environmental agents, radiation, chemotherapeutic drugs, and physical exertion in the clinical. The pregnant student should discuss these issues with her prenatal healthcare provider in making her decision on whether to participate in clinical courses.

Pregnant students may choose to take a leave from the nursing program for medical reasons, or to postpone clinical courses. Ability to return to clinical courses following a leave will be dependent on space availability. Pregnant students who continue in the program with healthcare provider's consent must be vigilant to avoid undue risks, such as exposure to X-rays, volatile gases such as anesthetics and cancer chemotherapy drugs. Be especially careful to abide by standard precautions. Be certain to consult with the clinical instructor if you have any indication that a client has an infectious disease.

#### Precautions:

- Complete all required immunizations before entering the program. If you are pregnant on entering the program, consult with your healthcare provider before completing the immunizations.
- Inform the clinical instructor and the director of the program as early as you are aware of being pregnant.
- Check with the prenatal care provider as soon as you learn you are pregnant, to discuss these risks. Your caregiver must verify that you are physically able to continue in the program while pregnant.
- Discuss any restrictions with the instructor, such as no heavy lifting, no assignment to known cytomegalovirus (CMV) infected patients; not administering certain anti-cancer drugs, avoiding X-ray or radiation exposure, and not being present during administration of gas anesthesia. Let the instructor know of any complications you experience prenatally. Let the instructor and caregiver know immediately if you have any exposures.

#### **Travel to and from clinical facilities**

Students may travel early or late hours, for distances requiring up to 90 minutes of driving each way.

- Wear seat belts and obey speed laws.
- Carpool when possible.
- Keep the car in good repair.
- Never drive under the influence of drugs or alcohol and do not carpool with another student who is under the influence of these.
- When walking to your car, walk in groups with peers or ask for an agency escort, particularly when leaving evening clinical.
- Keep your car doors locked.

#### **Dealing with an unpredictable public.**

Clients who are ill may have unpredictable behavior. Likewise, distraught families may act unpredictably. Always be alert for and protect yourself against potentially violent situations.

Precautions: Review agency policies regarding security so you know how to get help immediately.

## Home visits

- Students may be in unfamiliar neighborhoods, visiting clients who may be from abusive families, violent backgrounds, etc.

### Precautions:

- Never visit a patient in the home setting unless the instructor or agency preceptor has reviewed the need for the visit and the parameters of the visit.
- Follow protocol for home visits, including detailed safety guidelines in your syllabus.
- If you are unsure of your safety, arrange to meet the client at a neutral, public place.

## C. Infectious Diseases

### Standard Precautions

Adhering to standard precautions protects nursing students against a broad range of bloodborne diseases transmitted by direct or indirect contact with infective blood or other body fluids

Standard precaution is a set of practice in handling of blood and body fluids of all patients to prevent the spread of infections between patients and health care workers. Treating all patients' blood and body fluids as hazardous provides the best protection for student nurses without compromising patient care and confidentiality. This policy is consistent with the policies of the local hospitals in which students are assigned for clinical courses

## D. Occupational Exposure

- In the event that you experience a needle stick, cut, mucous membrane exposure or non-intact skin exposure (i.e., chapped, or abraded skin) to blood, or other potential infectious fluids (semen, vaginal secretions, cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids), follow the procedure below:
- Clean the area exposed immediately. For needlesticks or cuts, use soap and water to wash the area. For eye exposure, irrigate the area with clean water or saline. For splash exposures on nose, skin, or mouth, flush the area with water.
- Immediately report, within 10 minutes, this exposure to your clinical instructor and preceptor or staff nurse, who should report to the nursing supervisor.
- With the assistance of your instructor or staff nurse, determine the risk of transmission and the status of the source (patient). Use the attached Public Health Service Guidelines to determine the exposure code and the HIV status code of the exposure source.

### Consider:

- the type of exposure (intact skin, mucous membranes, percutaneous)
- the type of fluid involved
- depth of puncture
- volume of fluid
- duration of contact
- age of specimen

### **Assess the Source (patient):**

- Assessment of any risk factors for bloodborne pathogens (history of IV drug use, blood transfusion or organ transplants prior to 1992; chronic hemodialysis; high risk sexual behaviors; received clotting factors before 1987).
- History of Hepatitis B, Hepatitis C or HIV?
- If known HIV positive, is there information on viral load or treatment history?
- Obtain HIV antibody, Hepatitis B surface antigen (HbsAG), Hepatitis B core and surface antibodies, and Hepatitis C antibody levels on the source patient if possible. If the patient is hospitalized, the patient's healthcare provider will be contacted, and the patient will be asked for informed consent to have blood drawn. Some hospitals can obtain stat results from an HIV test in 20 minutes.
- If the patient is in a community setting, the patient's healthcare provider must be contacted for the lab work order, the patient must consent to the lab work and to the release of the results to your healthcare provider. Assistance may be needed to get the patient to the designated lab. The nursing instructor or preceptor may assist with this process. Cost of the lab work will usually not be covered by the patient's insurance coverage or by the agency where the injury occurred. The student will usually be responsible for the lab costs for the patient blood draw. (The student's health insurance is usually not willing to pay for lab work for the source patient, though this may be negotiable).
- In community settings that do not have access to the STAT HIV test, you may not know the patient's source HIV status for several days. In this case, you may start the PEP regimen and then discontinue it once you know the patient's HIV status is negative.
- If the combination of the exposure code and the HIV status code for the patient indicate that post-exposure prophylaxis (PEP) is needed (i.e., treatment with anti-HIV drugs), treatment should be started within one hour of the exposure. If the exposure code and the HIV status code for the patient are low, treatment may not be indicated, but the decision should be made within one to two hours, in consultation with a physician.
- Seek treatment within one hour. Time is of the essence.
- Use hospital emergency rooms or prompt care centers that are close to you. Urgent care or prompt care type facilities may be able to get you in more quickly than a full-service ER. In Chico, Enloe Prompt Care on Cohasset or Bruce Road are recommended.
- The Student Health Center cannot do the initial lab screen and does not carry the PEP drugs.
- You may also contact your own healthcare provider, but do not delay getting treatment if you cannot see your own healthcare provider within one to two hours.
- Treatment includes drawing baseline lab values for the student (HbsAG, Hep C antibody and HIV).
- All costs of lab work and treatment are the responsibility of the student. The institution or the agency where the exposure occurred has no responsibility to provide any testing or treatment related to the exposure.
- The number for the National Needlestick Injury and Other Exposures Hotline is 1 800 804 823.
- All costs involved in testing and treatment is the student's responsibility.

- Complete an Adverse Event Reporting form to the School of Nursing no more than 24 hours after the injury.
  - Other information is available at: [www.cdc.gov/ncidod/diseases/hepatitis/index.htm](http://www.cdc.gov/ncidod/diseases/hepatitis/index.htm) (hepatitis) [www.cdcnpin.org](http://www.cdcnpin.org) (National Prevention Information Network) [www.cdc.gov/niosh](http://www.cdc.gov/niosh) (National Institute for Occupational Safety & Health) [www.cdc.gov/hiv](http://www.cdc.gov/hiv) (HIV/AIDS)
1. Required Reading: Read Exposure to Blood: What Healthcare Workers Need to Know. [http://www.cdc.gov/ncidod/dhqp/pdf/bbp/Exp\\_to\\_Blood.pdf](http://www.cdc.gov/ncidod/dhqp/pdf/bbp/Exp_to_Blood.pdf)

**FOR NEEDLESTICK OR BODY FLUID EXPOSURE:**

Wash area immediately.

Report exposure within 10 minutes to preceptor AND instructor.

Have preceptor or instructor begin process of assessing degree of risk from the exposure source.

Seek immediate treatment (within 30 minutes) at nearest hospital emergency room or urgent care center. (Do not go to Well Cat Health Center).

Start PEP, if needed, within 1-2 hours of exposure.

**Call CDC hotline: 1-888-448-4911 if questions.**

Complete accident report at School of Nursing within 24 hours.

The above label should be adhered to student name tags, so that it is available for quick reference:

## **VII. Substance Abuse**

### **Chemical/Substance Abuse and Nursing**

Students should be aware of the magnitude of the problem of substance abuse in nursing. It is important to identify the problem early and seek appropriate help. There are many support programs on campus and in the community to help with the problem. In nursing, it is sometimes difficult to accept that one or one's colleagues may be chemically impaired. If you feel you have a problem, please be willing to discuss it with your assigned nursing advisor or other faculty member to whom you feel close.

### **Marijuana Use Following Proposition 64**

California's Proposition 64 legalizes the growth, possession, and use of marijuana in the state. However, be advised that the Federal Drug-Free School and Communities Act and Drug Free Workplace Act require that all CSUs take reasonable measures to prevent the illegal use of drugs on our campuses. Inability to do so results in the ineligibility of Federal financial aid for students as well as Federal grants and contracts.

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

### **Policy for Students Suspected of Drug or Alcohol Use/Abuse/Dependency**

The California Board of Registered Nursing (BRN) states that instructors have the responsibility and authority to take immediate corrective action with regard to the conduct and performance of students suspected of chemical abuse. If a nursing instructor suspects such impairment, they, or the Director of the Nursing Program (or designee) will immediately remove the student from the classroom or clinical setting for drug testing. A letter of concern documenting the incident will be sent to the Office of Student Judicial Affairs for formal disciplinary follow-up. Re-entry into the classroom or clinical setting is contingent upon acceptance by the student of all stipulations set forth by the Student Judicial Affairs Coordinator and the Director of the School of Nursing.

The BRN expects that nursing instructors have the responsibility and authority to take immediate corrective action with regard to the student's conduct and performance in the clinical setting.

Because patient safety is of the utmost concern, a nursing instructor in any classroom or clinical setting is expected to take immediate corrective action if a student, from a professional discipline such as nursing, who provides patient care, is suspected based on inappropriate conduct, physical symptoms, or other indicators of being under the influence of drugs or alcohol. If substance use/abuse is demonstrated, a student can be dismissed from the nursing program.

The SON adheres to the following clear prohibitions regarding drugs and alcohol.

Students may not possess or be under the influence of alcohol or any drug while in clinical or nursing classroom settings.

- Students may not be under the influence of drugs, i.e., controlled substances, or prescription drugs, when there is the possibility that such use may impair the student's ability to safely perform nursing care or impair the learning in a classroom setting.

- Even though California has legalized marijuana, students must have a negative drug test to participate in clinical activities. **The use of medical marijuana while in the nursing program is strictly prohibited.**
- Students may not be involved in the illegal possession, distribution, sale, diversion, or purchase of a controlled substance.

**Procedures:**

- Faculty or peers who suspect a student of alcohol or drug use/dependency (based on behaviors consistent with impairment or reported by individuals who directly observed such behaviors) will document specific behaviors or evidence of such impairment. These concerns will be reported to the Director who will determine the action to be taken. If the Director and the faculty involved feel further investigation or action are warranted, any of the following may occur (actions are not limited to this list):
- A warning, with continued observation; confidential consultation with all other nursing faculty who have contact with the student will occur, to involve them in continued observation.
- Immediate request for a body fluid screen for alcohol or drugs. The student will bear all costs of testing. Refusal to comply with testing will result in immediate dismissal from the nursing program.
- Referral to a drug or alcohol counselor for assessment of drug or alcohol problems. Resources will be suggested to the student; the student will make choice of counselor. All costs will be the responsibility of the student. The student will be asked to release recommendations to the School of Nursing.
- Immediate administrative probation, resulting in removal of the student from all clinical courses. The student will be subject to a remediation that must be signed and adhered to for continued participation in any portion of the nursing program.
- Referral to Student Judicial Affairs for disciplinary action as appropriate. The student's transcript could be marked to indicate School of Nursing Administrative Probation.
- If reasonable suspicion of alcohol or drug use occurs in the classroom or clinical setting, the student will be immediately removed from that setting. The faculty member will discuss their concerns with the student. If reasonable suspicion still exists, the Director of the School of Nursing (or assistant director or Nursing Executive Committee member in his/her absence) will be informed and will determine what actions need to be taken. Screening for drugs or alcohol will be required. The student must give consent for such testing, and authorization for results to be made available to the School of Nursing.
- If use of alcohol is suspected, the student will be transported to a testing site or the university police and will be required to submit to a breath test. If the student is in a clinical setting distant from campus, blood alcohol may be drawn at an available health care agency.
- If drugs are suspected, the student will be required to provide a witnessed urine sample or a blood sample. Such testing may occur at the Student Health Center during regular hours or at a healthcare agency such as a hospital emergency department or a prompt care center.
- The student will bear all testing costs.

Remediation Procedure - Any student with admitted or proven drug/alcohol abuse/dependency, or who has a pattern of impaired behaviors will be subject to the terms of remediation in order to continue

in the Nursing program. The remediation may include, but is not limited to:

- A requirement for psychological counseling and rehabilitation, with verification provided to the School of Nursing. Costs of such counseling will be the responsibility of the student. Periodic reports from the counselor to the Director of the School of Nursing will be required.
  - Consent by the student for random body fluid screens at the request of the School of Nursing. Any costs for testing will be the responsibility of the student. Refusal to submit to testing or failure to appear when requested for testing will be considered a positive test result and will lead to immediate and permanent dismissal from the nursing program.
  - Agreement by the student to absolutely refrain from use of involved substance(s) (e.g., alcohol, controlled substances, and illicit drugs) during the period of the remediation.
  - Program requirements for licensure will not be considered met until the student is determined to be rehabilitated by the School of Nursing Executive Committee, even if all coursework has been completed (i.e., the student will not meet the presumption of meeting the professional/ethical requirements of the program until a program of rehabilitation is complete). Normally, a student will not be certified to the Board of Registered Nursing as having met all the program requirements for licensure until one full year of negative random body fluid screens have been obtained.
  - Agreement that the concerns and conditions imposed for rehabilitation may be released to the Board of Registered Nursing at the time the student applies for Licensure (this includes all state boards where nursing licensure is applied for).
  - Violation of the terms of the remediation will result in permanent dismissal from the program.
- General Guidelines Governing Re-entry of Impaired Students into Classroom and Clinical Settings:
- A student with known or suspected chemical impairment may participate in on-campus nursing courses if remediation is in place, and the student adheres to the terms of the remediation.
  - Normally\*, a student with known chemical impairment will be restricted from participation in clinical courses until one year of negative random body fluid screens have been obtained.
  - A student with known chemical impairment will be restricted from access to controlled substances in the clinical setting. The student absolutely will not administer narcotics; will not work with PCAs, narcotic patches, or other drugs with abuse potential as specified in an individual remediation. Students must notify the clinical instructor immediately when patients have changes in narcotic orders.
  - An impaired student who is readmitted to clinical courses must agree to inform immediate nursing supervisors on the day of care regarding the chemical impairment remediation. All nursing faculty involved with the student will also be informed of the conditions of the remediation.
  - Depending on the nature of the chemical impairment, the student may be restricted from participating in those clinical courses where supervision is less available, where the student might have access to prescription drugs in client homes or might be exposed to illicit drugs in client homes.

*\*"Normally" is used to allow discretion based on type of impairment, course of rehabilitation, and recommendations of the School of Nursing Executive Committee.*

## **VIII. ACADEMIC POLICY**

### **A. Testing Policy**

Exams must be taken as scheduled. Make up exams may or may not be allowed as specified in the course syllabus and at the discretion of the instructors

The School of Nursing adheres to strict testing policies that include the following requirements:

- Students are encouraged to arrive 10 minutes prior to the test start to log in.
- Testing materials such as scrap paper will be provided by faculty. At the discretion of the proctoring faculty, seating may be assigned. Bring extra pencils, sharpened pencils, or a silent pencil sharpener.
- No questions will be answered during tests, except for those related to technical assistance.
- Students arriving over 10 minutes late will not be allowed to take the test and will have to schedule make-up. At the discretion of the faculty, in extreme circumstances with the appropriate and timely notification to faculty, students arriving late may be permitted to test.
- Backpacks, totes, etc. are discouraged; if brought to the exam, they are to be left at the front of the room.
- Cell phones must be turned off and in a backpack during exams. Smart watches, such as the Apple or Google Watch must be removed and placed in a backpack during exams.
- You may not leave the room until you have completed the test unless you have a written medical release from your doctor.
- Disallowed items include calculators, electronics, food/beverages/gum/candy, and scratch paper. Electronics are only allowed for the purposes of two-factor authentication; students must follow faculty guidance regarding storage following use. Students cannot wear hoodies, hats, sunglasses, or head covers unless for religious reasons
- After test completion, students are to leave the vicinity of the testing area to avoid disturbing the other students still testing.
- Keeping with ethical standards, students are expected to refrain from discussing the contents of the test in any manner (e.g., in-person, online, social media) until faculty have opened the test for review.
- Exceptions to this policy are allowed in accordance with documented accommodations from ARC or remote proctoring company policy.
- Students with approved accommodation needs may be required to test in ARC at the discretion of the faculty, depending on the curricular needs of the course.

### **B. Examination Policies**

Instructors in each nursing course will provide students with the dates and times for examinations in the class syllabus at the beginning of the semester. The number of examinations given in each course will vary. Please see the University Policy regarding the Last Week of Instruction.

Weekly quizzes are given in some of the courses. These consist of items representative of content to be covered in class or weekly readings and reflect class preparation. Copies of examinations are usually not returned on a permanent basis in nursing courses to protect test security. Students have the right to

review their tests and be informed of the correct answers after course exams are scored. Faculty in each course will instruct students on the process to be followed for reviewing exams in that course. Students are encouraged to make an appointment with course faculty to discuss questions, concerns, or suggestions regarding tests or testing procedures.

Violation of this testing policy will result in failure of the test (score of zero), referral to Student Rights and Responsibility at the university level and the student(s) will be subject to disciplinary action including, but not limited to, course failure or program dismissal.

### **C. Grading Policy**

A student must be in good academic standing in all University courses before and during the nursing program. All courses taken to fulfill nursing major course requirements must be taken for a letter grade except those courses specified by the department as Credit/No Credit grading only. All required courses must be passed with grades of “C” or higher. Progression in the professional Nursing sequence depends upon maintaining a cumulative grade point average of 2.5 in Nursing and grades of “C” or better in all courses required for the Nursing major. Students failing to maintain a 2.5 average in nursing courses will be placed on School of Nursing probation for one (1) semester. Students who do not achieve a 2.5 GPA in that semester must petition in writing to the Director of the SON to progress in the program who in consultation with faculty will decide if and how the student may proceed.

Below is grade conversion scale:

94.0% and higher A  
90-93.9% A-

87-89.9% B+

83-86.9% B

80-82.9% B-

77-79.9% C+

#### **73-76.9% C (Minimum Pass Level)**

70-72.9% C-

70-72.9% C-

67-69.9% D+

63-66.9% D

60-62.9% D-

Below 60% F

By policy, a student receiving a grade of C- or less in a Nursing course may not progress in the Nursing program. The student may petition the School of Nursing Executive Committee to review the application of the policy in his/her situation, if serious and compelling conditions contributed to a failing grade.

**Barring exceptional circumstances, students will not be allowed to repeat more than one course in the nursing program.**

For grade disputes, contact Students Rights and Responsibilities, link:

<https://www.csuchico.edu/osrr/forms-reports.shtml>

Students who are admitted into the nursing program are expected to progress through each semester in a pre-established sequential pattern. If that pattern is interrupted for any reason, students are not guaranteed that a clinical space will be available to them at a later time when they desire it. Students are encouraged to discuss any potential breaks in the sequential pattern with the Director of the Nursing Department. Only 10 students can be accommodated in any clinical section, which severely

limits our ability to reestablish students who experience an interruption. Students who step out of sequence will be allowed to enroll in subsequent clinical courses only on a space available basis and with the permission of SON.

#### **D. STUDENT GRIEVANCE**

Students who feel they have been treated unfairly or arbitrarily are entitled to use the University-wide Student Grievance Procedures. However, most complaints (grievances) are resolved during the informal process. An informal process starts at the School level: the student should talk to the instructor(s) involved. The second step is to talk with the Semester Coordinator. If a solution satisfactory to the student is not reached, the student then discusses the matter with the Director of the School. The final step in the informal process is to talk with the Dean of the College of Natural Sciences.

Formal grievances are initiated ONLY after the informal process has been attempted and found unsatisfactory in reaching a solution.

Students may also be directed to contact the Coordinator for Student Judicial Affairs in the Student Services Center. The Student Grievance Procedure and other related forms are available at:

<https://www.csuchico.edu/scrr/index.shtml>

#### **E. SPECIAL ACCOMMODATION**

Students who believe that they could benefit from evaluation by the Accessibility Resource Center (ARC): <https://www.csuchico.edu/arc/>

At the beginning of the semester, a student who has been determined (by ARC) to have a learning disability or another need for special accommodation should inform the faculty for each enrolled course. This allows the faculty to make timely arrangements (such as test taking) to accommodate the student.

Faculty will provide reasonable testing accommodations to students who present a certification from the ARC office stating the specific testing accommodations that are needed for individual students.

Testing accommodations may be restricted by certain security issues related to testing in the SON.

#### **F. WRITING**

##### **Writing Proficiency**

The SON encourages writing assignments in all courses as a means of learning and communicating within the discipline. There are a variety of writing assignments within the program. Formal, scholarly papers have clearly specified evaluation criteria for the students to follow.

There are also a variety of written assignments that are less formal and have other standards by which they are evaluated. There are impromptu in-class writing assignments that may not be evaluated at all.

The purposes of written assignments vary. A formal paper may be written to demonstrate understanding or mastery of subject, or to communicate. More informal writing may be done to generate ideas, speculate, discover or to think on paper.

<https://www.csuchico.edu/curriculum/academic-department-manual/gwar-course.shtml>

##### **Writing Assessment Requirement**

Link to Policies and procedures relating to the graduation writing assessment requirement (GWAR)

<https://www.csuchico.edu/curriculum/academic-department-manual/gwar-course.shtml>

## **IX. STUDENT RIGHTS & RESPONSIBILITY**

The Office of Student Rights and Responsibilities (SRR) addresses issues related to academic and behavioral issues that can potentially violate Student Code of Conduct. The office is located in the Student Service Center, Room 180, Telephone (530) 898-3355. Link to the website:

<https://www.csuchico.edu/osrr/index.shtml>

### **A. Student Conduct**

Students are expected to be good citizens and engage in responsible behaviors that reflect well upon their university and the SON. It is important to be civil to others on the campus and in the community, to have a positive impact on university life.

When students' behavior is inconsistent with the Student Code of Conduct, this is addressed, and consequences can be imposed.

For more on Student Conduct, follow this link:

[https://www.csuchico.edu/osrr/student\\_conduct/index.shtml](https://www.csuchico.edu/osrr/student_conduct/index.shtml)

Partnerships and Resources: <https://www.csuchico.edu/osrr/resources.shtml>

Student Complaint: <https://www.csuchico.edu/osrr/student-complaints.shtml>

Behavioral Conduct form: [https://cm.maxient.com/reportingform.php?CSUChico&layout\\_id=0](https://cm.maxient.com/reportingform.php?CSUChico&layout_id=0)

Grade Appeal: <https://www.csuchico.edu/osrr/grade-appeals.shtml>

### **B. Academic Integrity**

SON expects students to adhere to the highest ethical standards in clinical and in the classroom. A violation of academic integrity in an intentional or intentional, or attempted violation of course assessment policies to gain academic advantage.

Link: <https://www.csuchico.edu/pres/em/2024/24-048.shtml>

### **Students Responsibility**

Students share with faculty and administrators and staff members the responsibility for academic integrity. The following recommendations are made for students to achieve a campus culture of academic integrity at CSU, Chico.

- Know and understand the university's policies on cheating and plagiarism.
- Understand the definitions of cheating, plagiarism, and misuse of sources.
- Acknowledge University Catalog statements regarding academic honesty at the time of registration and follow the guidelines of your academic departments and instructors.
- Bear full responsibility for the content and integrity of all academic work submitted.
- Understand individual instructors' expectations regarding group work, collaboration, and use of materials prepared for more than one class. Students who are unclear about a specific situation should ask their instructors.
- Uphold the academic standards of the university. Ignorance of a rule does not constitute a basis for waiving the rule or for avoiding the consequences of breaking that rule.
- Report suspected instances of cheating to the instructor or department office.

## **Policy on Academic Integrity**

Nurses are entrusted with the comfort and safety of the most vulnerable people. Nursing is a profession that requires absolute honesty and integrity.

A violation of the signed Student Affirmation form will result in disciplinary action that may result in dismissal from the nursing program.

When a student in the nursing program is found to have violated these standards in a nursing course, depending upon the circumstances one or more of the following actions may be taken:

- A warning.
- A requirement that works be resubmitted under qualified conditions and with a possible grade penalty.
- A requirement that an exam be retaken under qualified conditions and with a possible grade penalty.
- An adjustment in the grade of an assignment.
- An adjustment in the grade for a course. Grade adjustments include the possibility of assigning an F. The use of grades to address questions of academic integrity is at the discretion of the faculty.
- Referral to the Executive Committee
- Referral to the Office of Students Rights and Responsibilities

## **B. CODE OF CONDUCT**

Nursing is a profession dedicated to the health and wellbeing of all. It is essential that nurses maintain professional integrity and provide safe and competent care, to promote trust and confidence in the nursing professional. We acknowledge and adapt National Student Nurses' Association (NSNA) Code of Academic and Clinical Conduct guidelines set forth to uphold to promote core values in nursing.

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

As students who 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.
- Take appropriate action to ensure the safety of clients, self, and others.
  - Provide care for the client in a timely, compassionate, and professional manner.
  - Communicate client care in a truthful, timely, and accurate manner.
  - Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
  - Promote excellence in nursing by encouraging lifelong learning and professional development.
  - Treat others with respect and promote an environment that recognizes human rights, values, and personal choice of cultural and spiritual beliefs.
  - Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care and student development.
  - Use every opportunity to improve faculty and clinical staff understanding of the learning needs of

nursing students.

- Encourage faculty, clinical staff, and peers to mentor nursing students in an open and compassionate manner.
- Refrain from performing any technique or procedure for which the student has not been adequately trained.
- 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.
- Assist the staff nurse or preceptor in ensuring that there is full disclosure, and that proper authorizations are obtained from clients regarding any form of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that may impair judgment or performance.

## **X. STANDARDS & PROFESSIONAL BEHAVIOR**

### **Professional Nursing Practice**

#### **Policy on Student Attendance, Participation, Absence, & Availability**

##### **1. Rationale**

The foundation of the nursing process is physical assessment of the healthcare client (e.g., patient/family/community). Therefore, nursing is primarily a participatory and interactive profession. Verbal and physical interaction between a nurse and healthcare client during assessment is the bedrock upon which nurses build nursing diagnoses, plan patient care, implement plans of care, and evaluate the effects of plans of care.

Student learning of the practice of nursing is also participatory. In clinical courses, students learn how, what, and why nurses do what they do by practicing skills in a skills laboratory, working alongside professional nurses in clinical settings, and engaging in simulation, i.e., experiential learning. In didactic/theory courses, students learn how, what, and why nurses do what they do by exposure to content presented by experts, engagement with content through discussion and the ability to ask questions in real time, exposure to questions/comments of other students, participation in formative assessment, and collaboration with other students during group work. A student who is not present and/or who does not participate in clinical and/or didactic/theory courses may have their learning negatively impacted.

This policy provides SON faculty discretion. Students should not expect that all instructors will implement the policy in the same manner, although consistency among multiple sections of a course (e.g., clinical sections) is attempted.

##### **2. Clinical Courses**

All students must attend all clinical experiences as scheduled. Attendance in clinical courses is defined by the SON as physical presence at the clinical site (e.g., healthcare facility, SON skills lab, Sim Center, etc.) at the time the experience is scheduled to begin and for the duration of the experience. Absence for any reason from more than 10% of scheduled clinical hours must be made up. Acceptable clinical make-up will be determined by the clinical instructor in consultation with the clinical lead. Students may not change their preceptorship clinical schedule without instructor approval, and a legitimate reason to do so may be required by the instructor.

Failure to arrive at a clinical experience on time is disruptive and unprofessional. Students who are late (i.e., not at a clinical site at the time an experience is scheduled to begin) are not permitted to attend until they meet face-to-face with their clinical instructor to ascertain the reason for late arrival. NOTE: Some reasons may result in students being ineligible to complete the clinical experience (e.g., a stressful or traumatic event or illness that could impact student performance and/or put patients at risk). Two or more late arrivals in a semester may result in point deductions for unprofessional behavior and/or referral to the SON Assistant Director (i.e., Retention Coordinator).

Leaving a clinical site before the scheduled termination of the experience for any reason without the approval of the on-site instructor will be designated as an absence for the entire clinical. More than two early departures in a semester may result in point deductions for unprofessional behavior and/or referral to the SON Assistant Director (i.e., Retention Coordinator).

Whenever possible, students must notify their instructor of an impending absence or late arrival to clinical. A Student Tracking form will be completed for an absence, late arrival or early

departure from clinical.

### 3. Didactic/Theory Courses.

Because attendance is expected in all didactic/theory courses, SON instructors may offer incentives for attendance/participation (e.g., quizzes, group work, etc.) in class. These activities cannot be made up. The process for rewarding participation is determined by individual course instructors and is communicated to students at the beginning of the semester via the course syllabus. See the syllabi for further information (e.g. missing exams). Excessive absences may result in referral to the SON Assistant Director (i.e., Retention Coordinator).

### 4. Student Availability

Students must be available for all scheduled school-related events when the University is in session. Failure of a student to be available because of non-school related reasons (e.g., family vacation, work schedule, etc.) may result in negative consequences, such as point deductions.

Attendance and participation cannot be required by instructors for school-related events that do not occur on designated days students of a cohort are expected to be available without unanimous consent of the students enrolled in the course

#### **Behavior & Safe Expectations**

Throughout this program the student is required to demonstrate professional behavior and safe nursing care. The student will in no instance demonstrate any unsafe or potentially unsafe behavior that could endanger not only the physical well-being, but also the emotional well-being of any client, family member, faculty, staff, or peer. Unsafe behavior includes, but is not limited to, being under the influence of drugs or alcohol, failing to use standard precautions at all times, failing to apply basic safety rules, (e.g., leaving side rails down on beds and cribs), failing to report an abnormal finding, and not submitting required clinical immunization, background check, and drug testing data in a timely manner.

Unsafe behavior is the failure to perform in the manner that any prudent student nurse, at the same level of preparation, would perform in a particular clinical situation. Individual course supplements may designate other specific behaviors considered unsafe in specific settings. Students are expected to be familiar with all information that is published in the course supplements, course syllabi, and student guidelines. Failure to read this material cannot be cited as a reason for non-compliance with information that promotes safe and professional nursing practice.

Students who exhibit behavior and/or performance that is potentially or actually unsafe or unprofessional will be immediately removed from clinical and classroom settings. Unsafe practice or unprofessional behavior can result in a failing grade for the course regardless of the course grade earned academically.

Students in the nursing program are expected to adhere to professional standards in their experiences and relationships with nursing faculty, agency staff, clients, and family members. The student will in no instance demonstrate any behavior deemed unprofessional or inappropriate by the nursing faculty or agency staff.

Professional behavior includes, but is not limited to, following directions, adequate preparation for clinical, meeting deadlines for assignments, being dressed appropriately, meeting appointments, being on time, truthfulness in all statements or documentation, and adherence to academic integrity expectations.

## Guidelines for Student Behavior

It is expected that nursing students conduct themselves in a mature, professional manner. Students are to be respectful of their peers and instructors during lectures and presentations. Leaving a class early or arriving late is disruptive and is not acceptable except under rare circumstances.

- It is the instructor's prerogative to require students to leave the classroom for rude, disrespectful, and disruptive behavior. Referral to OSRR may occur.
- Tests must be taken at their regularly scheduled times. In the event of an emergency or illness, you must notify the instructor prior to the scheduled test time. Failure to comply with these requirements may result in a "zero" grade for that test. If a make-up exam is permitted, it must be taken within two weeks of the original exam date.
- Though we understand that unexpected issues can present themselves during a semester, students are expected to complete semester requirements as scheduled, unless there is a serious and compelling reason. A *Student Tracking Form* will be completed by the instructor and added to the student's file for any missed deadlines or absences. All students will be required to sign the *Student Tracking form* to take a test at a time other than when regularly scheduled, or to hand in a paper after an established deadline, or to complete any missed clinical time. Additional information may be requested at the discretion of the faculty member. Completed forms will be kept in student files in the SON office. Note that failure to comply with these requirements may result in a failing grade for the portion of the course missed, with no make-up permitted.
- At the instructor's discretion, participation and attendance may be a component of the grading process. This will be delineated in the course supplement.
- Student assignments at facilities are the responsibility of the faculty. Students are not to go to hospitals or other health care agencies and make their own contacts at hospitals or other health care agencies for their clinical assignments.
  - **For face-to-face classes:** Children and infants can be disruptive and, therefore, are not allowed in class or class-related activities without prior instructor approval.
  - **For synchronous virtual classes:** Be physically and mentally present. Have your face on the screen. You may change to a virtual background if you desire. Be sure your background choice contributes to a safe learning environment. Backgrounds that make others in the class feel unsafe or offensive are not appropriate. **If confidential information is being discussed, you must be in a space that maintains privacy.**
  - **For virtual attendance at clinical, Skills Lab or Sim Center:** Dress as if you are in clinical, including wearing your School of Nursing scrubs and nametag, unless otherwise directed by your instructor. **If confidential information is discussed, you must be in a space that maintains privacy.**

### Consequences of Student Behavioral Concerns (will result in at least one of the following)

- Request by instructor to stop disruptive behavior
- Letter to student with copy to go in student's permanent file in the Nursing office. Copy of letter sent to Student, Rights, and Responsibilities.
- Referral to Student Rights, and Responsibilities for disciplinary action. See Executive

Order 1098,  
*Student Conduct Procedures*, at [https://www.csuchico.edu/scrr/\\_assets/documents/eo-1098-conduct.pdf](https://www.csuchico.edu/scrr/_assets/documents/eo-1098-conduct.pdf)

## **Professional Behavior**

Student nurses represent California State University, Chico, School of Nursing (SON) and the nursing profession. As such, they are expected to demonstrate professional behavior in both the classroom and all clinical settings. Behaviors that are expected and/or required of a professional registered nurse are emphasized throughout the nursing program.

Student nurses are expected to comply with all policies and procedures outlined in the Student Handbook as well as the standards of conduct and behavior outlined in this policy.

Clinical agencies in which student nurses practice and the healthcare clients with which they come into contact expect the student nurses to conduct themselves with professionalism and integrity and demonstrate ethical comportment consistent with the American Nurses Association Code of Ethics for Nurses (2015).

Unsafe and/or unprofessional behaviors serious enough to result in dismissal from the SON program include, but are not limited to, the following:

- Malfeasance and/or gross negligence that results in harm to a healthcare client or damages the SON relationship with a clinical facility
- Academic dishonesty and/or plagiarism and/or cheating during an examination
- Verbal threat (assault) of anyone, and especially student colleagues, faculty members, employees of clinical partners, associated healthcare personal, and healthcare clients
- Physical violence (battery) towards anyone, and especially student colleagues, faculty members, employees of clinical partners, and healthcare clients
- Falsifying medical records, either those of oneself or those of others (e.g., healthcare clients)
- Carrying/concealing a weapon on campus or at clinical facility sites
- Use of illicit drugs and/or drug or alcohol inebriation on campus or at clinical facilities during academic and/or clinical activities
- Larceny (i.e., petty and/or grand theft) of the property of student colleagues, faculty members, clinical facilities, and/or the University
- Failure to comply with laws and regulations governing patient privacy and confidentiality
- Practicing invasive skills on other students and/or faculty members, either during skills lab sessions, clinical experiences (including simulation), or other nursing classes, including, but are not limited to:
  - Needle insertion of any kind for any reason (e.g., intramuscular, subcutaneous, or intradermal injection; venipuncture, including IV start), except during vaccination clinics under the supervision of a faculty member and after completing an IM competency

- Introduction of soft or rigid tubing into body orifices (e.g., urinary catheter, nasogastric tube insertion; naso/oropharyngeal suctioning; Yankauer suctioning, etc.)
- Cardiac defibrillation, cardioversion, or transcutaneous cardiac pacing
- Digital or speculum penetration of the vagina or rectum

Unsafe and/or unprofessional behaviors that may result in academic penalties and/or disciplinary action by faculty members of the SON program include, but are not limited to:

- Inappropriate, rude, offensive, abusive, or denigrating verbal and/or written communication with student colleagues, faculty members, and/or employees of clinical partners, associated healthcare personnel, and healthcare clients
- Failure to comply with all SON policies outlined in the Student Handbook, including but not limited to the:
  - Medication Administration Policy
  - Social Media Policy
  - Mobile Device Policy
  - Dress Code
  - SON Policy on Student Attendance, Participation, Absence & Availability
  - Failure to satisfactorily complete any student remediation plan agreed upon by the student, faculty member, and/or the Retention Coordinator

Failure to comply with, or remediate, any issues recommended by the Student Action Committee

Expected behaviors are identified in the following STUDENT BEHAVIOR CHART along with examples of behaviors that meet and those that do not meet the standard.

<b>Student Behavior Chart</b>		
<b>EXPECTED BEHAVIOR</b>	<b>ADHERANCE</b>	<b>NONADHERANCE</b>
Punctuality/Attendance	Being present in the classroom or clinical space at the time the educational experience commences	Arriving late to a class or clinical experience and/or leaving early without permission from faculty
Clearance for clinical practice	Complying with and submitting all clinical requirements by the established due date	Failing to comply with and/or submit all clinical requirements by the established due date
Academic Integrity	Completing all course and clinical work and examinations independently and/or with appropriate citation of sources per APA format	Representing someone else's work as one's own, failing to appropriately cite sources, and/or cheating on examinations in any way
Respect for Academic Property	Not attempting to copy, record, and/or reproduce in any format academic materials of any kind (e.g., tests, lectures, assignments) without express permission of the person(s) who created them.	Copying, recording, and/or reproducing academic materials of any kind (e.g., tests, lectures, assignments) without express permission of

		the person(s) who created them.
Respectful behavior and communication	Actions and communications which are respectful, non-offensive, non-abusive, and non-denigrating of any persons in academic-related settings	Actions and communications which are disrespectful, offensive, abusive, and/or denigrating of any persons in academic-related settings
Safe clinical practice	Practicing invasive skills/procedures only on instructional devices and/or healthcare clients in clinical settings under the supervision of faculty members and/or the professional staff of a clinical partner	Practicing invasive skills/procedures on other students, friends, or family, and/or on healthcare clients while unsupervised by faculty and/or the professional staff of a clinical partner, unless expressly permitted by SON policy

## **XI. STUDENT DISCIPLINE POLICY**

### **Disciplinary process**

#### **A. Incident Occurrence Process**

A student who is alleged to have engaged in unacceptable behavior/action must meet with their faculty or designated administrator to complete an Incident Occurrence Report form regarding such behavior/action. The goal in completing this form is to have a resolution of the behavior/action. All Incident Occurrence Reports or Student Tracking forms may be taken into consideration when addressing any additional program violations.

The faculty member or administrator initiating the Incident Occurrence Report will contact the student involved as soon as reasonably practical so the student can provide input in the completion of the report. The student must cooperate in the completion of the report and may provide any additional information for consideration. Failure of the student to provide input to the Incident Occurrence Report will not prevent its completion. Failure of the student to participate may also result in further disciplinary action, up to and including dismissal from the nursing program. The faculty member will determine whether to refer the Incident Occurrence Report to the Student Affairs Committee (SAC).

#### **B. Disciplinary Process**

When a referral is submitted to the Student Affairs Committee (SAC) the goal is to review the issue and associated documentation in order to determine the appropriate action as quickly as possible. The referral is made by completing the incident occurrence form, which can be submitted to the Chair of the SAC by a faculty member, an appropriate administrator, or the student involved."

1. The SAC shall convene within 5 instructional days that falls on Monday through Friday when the classes are in session, following receipt of the Incident Occurrence Report form. The student will be invited to attend the SAC meeting to present their case and answer questions posed by the committee.
2. The Student Affairs Committee (SAC) shall consist of:
  - The Assistant Director (Chair) or Designee
  - The Semester Co-Ordinator for the semester in which the student involved is enrolled
  - Faculty Instructor
  - One other nursing faculty not related to the course (if the Semester faculty instructor is the same)
  - Two student peers
3. Procedures for Immediate Clinical Suspension:
  1. The SAC shall review the issue documented on the Incident Occurrence Report form (See Appendix K) to determine whether the student should be immediately removed from clinical experience pending the outcome of the disciplinary process.
    - a. A student who is removed from a clinical class may not be allowed to attend other clinical courses. Students are not allowed to attend concurrent theory classes when removed from a clinical course.
    - b. If a student is removed from a clinical course and later returned to the program, all missed clinical hours due to such removal must be completed by the end of the

semester in order to progress in the program.

c. The student will not return to clinical unless it is determined that the student's participation in clinical experience will not place the program, patients, patients' family, students, or facility relationship at risk.

d. If students are removed from clinical, upon return the student must fulfil the clinical hours required. There is no full guarantee that a student can make up clinical hours and students can only re-enter the nursing program on a space available basis.

2. The Chair of the SAC or designee shall notify the student of the clinical suspension via official university email or telephone.

3. A decision for immediate clinical removal is within the sole discretion of the Student Affairs Committee.

### **C. Disciplinary Actions:**

1. Actions that may be taken by SAC include but are not limited to:

a. Drop the issue without further action

b. Prescribe specific interventions to assist the student in achieving and sustaining expectations

c. Mandate a Learning or Educational Agreement

d. Program dismissal

2. The Chair of the Student Affairs Committee shall notify the student of the Committee's action(s) within 5 instructional days that fall on Monday through Friday via official university email or telephone.

3. Should the SAC mandate a Student Learning or Educational Agreement, this must be written by the student in consultation with the instructor, with specific timelines and follow-up, using the Academic Improvement form, the student will be required to sign the document. All elements of such agreements must be successfully completed and/or complied with by the student within the timeframe designated by the Committee. Failure to successfully complete and/or comply with the requirements may result in immediate dismissal from the Program without the possibility of return.

4. There are egregious behaviors to result in dismissal from the Nursing Program as referenced in the Professional Behavior outlined in the Student Handbook.

### **D. Student's Right to Appeal**

The only disciplinary action taken by the Student Affairs Committee that can be appealed by a student is the decision to dismiss the student from the Nursing Program.

A. The student who wishes to appeal the dismissal must submit a Nursing Disciplinary Appeal form (See Appendix K) to the Director of the Nursing program within 5 instructional days that falls on Monday through Friday following receipt of the disciplinary action notice.

B. Once an appeal form is submitted, the Student Affairs Committee and the Dean of Natural Science will be notified of the impending appeal.

C. Nursing Disciplinary Appeal forms can be found in the Student Handbook.

D. Failure to submit an appeal form within the designated timeframe and in the manner specified will be presumed to be the students' acceptance of the Student Affairs Nursing Committee's decision to dismiss the student from the program and will waive the right of the appeal.

### **E. Disciplinary Appeal Process**

The purpose of the Disciplinary Appeals Committee (DAC) is to review and act on a nursing student's appeal of a decision made to dismiss them from the nursing program.

A. The Disciplinary Appeals Committee shall consist of three (3) voting members:

- Nursing Department Chair or Designee
- One 5<sup>th</sup> semester nursing student. If the student seeking the appeal is a 5<sup>th</sup> semester student, the student on the committee will be a 4<sup>th</sup> semester student.
- Nursing faculty member (not on SAC).
- Staff member

B. The Chair of the Committee shall be the Director of the nursing program or designee.

C. The hearing will take place within 5 instructional days that falls on Monday through Friday following receipt of the students' filing of the Disciplinary Appeal form.

D. The hearing shall be limited to one meeting.

E. The Chair of the DAC will notify the student of the date, time, and location of the hearing via official university email or telephone. The student might be invited to attend the hearing to present their case and answer questions posed by the committee.

F. Unduly repetitious evidence may be excluded.

G. The Chair of the Student Affairs Committee or designee shall present the findings to the DAC and be available to answer questions.

H. The expectation is that students are truthful and honest during the hearing.

I. Students have the right to have an advisor and or support person present during the hearing. Attorneys are not allowed as the university does not recognize them as support persons. Students have to inform the Chair of the DAC Committee at least three days before the meeting that a support person and or advisor will attend and provide the name. Student can also contact Students Rights & Responsibility (SRR) office to obtain a process advisor if needed.

J. The final deliberations will be conducted with only the committee members present. The decision shall be made by majority vote done through anonymous voting. The student will be notified of the decision (written) via the university's official email within the next 2 instructional days following the hearing.

K. The student cannot attend clinical classes while an appeal is being conducted. There is also no guarantee that a student can make up clinical hours. Students can only re-enter the nursing program on a space available basis.

L. The decision of the DAC is sent to the Dean (or Designee) of the College. The Dean of the College makes a final decision within 5 instructional days following the receipt of the SDAC's

decision.

M. The student cannot return to clinical unless it is determined that the student's participation in clinical experience will not put the program, patients, patients' family, students, or facility relationship at risk. If a student is found not responsible, the nursing program will make reasonable accommodation for the student to continue in the program.

Process for choosing a student for the Nursing Discipline Committee

A "student representative on a discipline committee for peers" refers to a student nominated to sit on a committee that investigates and adjudicates disciplinary cases involving other students in the nursing program, essentially providing a student perspective during the process, while upholding strict confidentiality regarding the details of each case.

1. Students are randomly chosen every semester.
2. Students must hold uphold confidentiality and only discuss the matter with committee members only.
3. Students who violate confidentiality will be referred to SRR office.
4. Background checks for good standing will be initiated through SRR.

## **XII. STUDENT RESPONSIBILITY IN EVALUATION**

The Board of Registered Nursing and our accrediting agency (Commission on Collegiate Nursing Education) require that nursing programs collect and report certain aggregate data. Students are asked to complete evaluations at the end of the semester and end of the nursing program. The evaluations provide valuable insight into program improvements for students. The Student Feedback on Teaching (SFOTs) are evaluations sent out by the university for theory and clinical courses used to evaluate teacher effectiveness to improve students' learning. Students assume the responsibility of providing evaluative data and professional and constructive feedback. At the end of the semester (after grades are posted) the data is shared with faculty.

### **A. GOVERNANCE & DECISION MAKING**

The SON includes student representation from the undergraduate program and graduate program. The class cohort elects undergraduate representatives. Students are elected to these roles and are expected to provide feedback from these meetings to their classmates. A schedule of all meetings will be sent to the students by the semester or program coordinator. Participation in faculty meetings, SON committees and other campus organizations is encouraged for its potential for improved students' success, expanding collegial relationships, and building leadership skills. Such participation can also be considered in the distribution of scholarships and special awards.

Committee structure and number of student representatives are as follows:

- General Faculty Meeting: At least one student representative from each semester.
- Semester Area Meetings: Up to four students currently enrolled in that specific semester, representing each clinical course section.
- Curriculum Committee: At least one student from each semester of nursing.
- Evaluation Committee: At least one student from each semester of nursing.
- Graduate Committee: At least one student from each cohort.

The Director of the School of Nursing reserves the right to appoint students on an interim basis as emergencies arise

### **B. LINES OF COMMUNICATION**

Students are encouraged to follow the proper chain of command to resolve conflicts of grade or other academic problems.

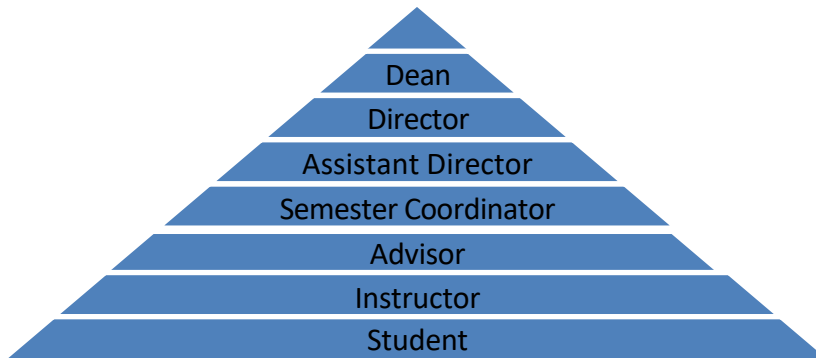
Grade disputes and other academic problems are initially discussed between student and instructor. In addition, students may choose to consult with their advisor who can help to clarify the issue and provide information on how to proceed in order to resolve the problem.

Most problems can be settled within the SON between student, instructor, and, when needed, semester coordinator, Assistant Director, and Director of the program. If the student is not satisfied with the results of such meetings, or perceives that academic unfairness or discrimination has occurred, the student is directed to the Dean of the College of Natural Science, who may send the issue back to the department chair for reconsideration or refer the student to the appropriate university Committee.

**Student Complaint policy:** <https://www.csuchico.edu/pres/em/2020/20-013.shtml>Grade

**Appeal policy:** <https://www.csuchico.edu/pres/em/2020/20-012.shtml>

Line of Communication Chart



### **XIII. SUPPORT SERVICES**

#### **A. School of Nursing Office**

The School of Nursing office is located in Trinity Hall, which is located in the center of campus. The Nursing Office is in Trinity Hall, Room 121. The Skills Lab (Holt 357) and the primary classroom (Holt 363) are on the third floor of Holt Hall. The Nursing Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m., during the school year. Summer hours vary. The phone number is (530) 898-5891. The Administrative Coordinator and the Administrative Support Assistant are available to assist students.

ASC I: Kong Moua

Email: [kmoua6@csuchico.edu](mailto:kmoua6@csuchico.edu)

PHONE: | 530-898-5183

ASA: Elizabeth Kimerer

Email: [ekimerer@csuchico.edu](mailto:ekimerer@csuchico.edu)

530-8988-5717

Pre-Nursing Advisor: Candice Sawyer

Email: [prenursadvisor@csuchico.edu](mailto:prenursadvisor@csuchico.edu) | [csawyer2@csuchico.edu](mailto:csawyer2@csuchico.edu)

Phone: (530)898-3054

#### **B. Faculty**

In the SON there are full time and part time faculty members. All full-time faculty member has at least a master's degree in nursing, and the majority have a doctoral degree or working towards one. Part time faculty are used when release time /reduced teaching load are sometimes awarded to full time faculty. More than one faculty member may teach a course and be responsible for course development, arrangement of clinical experiences, and supervision of students in the clinical. The Director of the SON is responsible for ensuring that the program goals are met.

Each full-time faculty member is required to have three hours per week reserved for office hours or meeting with students. Faculty's office hours are usually posted in the course syllabus, Canvas, or this is discussed in class. If there is a conflict with posted office hours, students can make individual arrangements with faculty.

Part time faculty has pro-rated faculty hours.

#### **C. Retention Coordinator**

This role includes researching, planning, and using effective strategies that will lead to enhanced retention, student success, and institutional effectiveness for high-risk students that would benefit from additional support as identified.

Examples of high-risk students include but are not limited to those in jeopardy of failing a class, academic integrity issues, social and behavioral problems, and basic need insecurity. They might include regular meetings and develop a plan of action (See Appendix J) for success with identified student/s.

## **XIV. SIMULATION**

### **A. Rural Simulation Center**

The Rural Simulation Center (RSC) is a fully accredited simulation center and is part of a partnership that allows students the opportunities to practice without risk or harm to themselves or patients. The simulation center increases the opportunity for interdisciplinary training for students and provides expanded opportunities for learning. Skills acquisition and task training alone, as in the traditional use of a skills lab, differ from the simulation experience but are also important.

Simulation is an integral part of the nursing curriculum, and all students are expected to participate in simulated clinical experiences at the RSC. Simulated experiences provide students with the opportunity to be involved in patient care activities they may otherwise not experience in actual clinical settings. These patient situations may be low frequency, high impact events students may otherwise be unable to experience.

Simulation offers an avenue to practice clinical judgment and critical thinking without jeopardizing patient safety. A simulated experience allows students to critically analyze their own actions (or failure to act), reflect on their own skill sets and clinical reasoning, and critique the clinical decisions of others.

Students can expect to experience high quality simulated experiences based on simulation science which includes standards of care supported by the International Nursing Association for Clinical Simulation and Learning as well as the International Society for Simulation in Healthcare. Students can expect to participate in simulations that involve low fidelity simulators, high fidelity simulators, live actors, or gaming technologies (such as the use of avatars). Videotaping and debriefing are used to maximize learning opportunities and are recognized as best practice in simulation education. Students are required to sign consents for code of conduct, videotaping and confidentiality. Just as students are required to participate in clinical agencies and work with all types of patients, clients, and experiences, they are also expected to participate in all aspects of the simulated clinical experience in order to meet educational objectives.

### **B. Center Code of Conduct**

- The RSC is to be treated like a REAL clinical environment.
- Products in the lab may contain LATEX. Please notify your faculty member AND RSC staff if you have an allergy to latex.
- The RSC is a safe learning environment; all simulations are for learning purposes only. Student performance during a simulation is not to be discussed outside of the course.
- By participating in a simulation, students are acknowledging and agreeing to be recorded. Recorded video will be used for debriefing and educational purposes only.
- Students are required to complete an evaluation immediately following the simulation.
- All patient rooms are areas where food and drink are prohibited but food is allowed in the classroom.
- Ink pens may not be used in patient rooms, only pencils are allowed unless otherwise instructed.
- Students are always to dress appropriately to the clinical experience. In most cases this

involves wearing scrubs. Consult with your instructor about dress requirements for the clinical area being simulated. If students arrive at the simulation center with inappropriate shoes or clothing, they will not be allowed to participate.

- Students must always wear close-toed shoes for their safety.
- Students must wear their nametag.
- Guidelines for working with patient simulators:
  - Treat the simulator like a patient.
  - Introduce yourself to your patient and provide your credentials.
  - Use professional communication to manage the simulation; including using SBAR to give and receive report and update other members of the healthcare team.
  - Document any treatments, procedures, vital signs and the patient's response in the medical record and all medications given on the medication administration record (MAR).
  - When performing procedures perform as taught during skills instruction. Do not "pretend" to wash hands, use an alcohol swab etc.
  - Betadine and surgical lubricant are not to be used on any simulators unless instructed by RSC staff.
  - An orientation to simulation will be provided which will include your acknowledgement of video- audio taping, an understanding of confidentiality expectations and your codes of conduct while in simulation.

## **XV. RESOURCES**

### **A. Tutoring and Other Learning Assistance**

Please refer to the Student Learning Center services website at <http://www.csuchico.edu/slc/> for assistance.

### **B. Student Support Services**

For more information: <https://www.csuchico.edu/counseling/services/student-support-services.shtml>

### **C. Information Technology Support Services**

For more information: Link <https://www.csuchico.edu/about/office/information-technology/services/departments/it-support.shtml>

### **D. Library**

Meriam Library: <http://www.csuchico.edu/library> .

### **E. Well Cat Counseling Center**

The Counseling Service: <https://www.csuchico.edu/counseling/>

### **F. Textbooks**

Textbooks for all courses can be purchased on campus at the Associated Students' Bookstore: <https://www.bkstr.com/chicostatewildcatstore/home>

## **XVI. EMERGENCY NOTIFICATION SYSTEM**

All students and faculty should register with the Chico State Emergency Notification System (register at <http://www.csuchico.edu/alerts/>). The University uses this system to send notice of on-campus emergency situations to students, faculty, and staff. The information in this database is kept confidential. The system will contact you in three ways, based on the information you provide:

- Call home, office, or mobile phone number
- Text messages (SMS) to mobile device
- E-mails to an address you specify

## **XVII. GRADUATION and Pinning**

### **A. Commencement**

Nursing students should view their Degree Progress Report online via their student portal and contact Evaluations if there are any problems/questions.

**In addition, students need to apply for graduation one year in advance of the term they expect to complete all their degree requirements and coursework.** The graduation application is on the CSUC Evaluations site at [www.csuchico.edu/evaluations/forms/grad\\_app.shtml](http://www.csuchico.edu/evaluations/forms/grad_app.shtml). See the University Catalog for filing dates. There is a graduation application fee, and late fees apply.

BSN students with a previous bachelor's degree must submit a graduation clearance form one year prior to graduation.

Commencement exercises are held at the end of each spring semester on the weekend following final examination week. Students graduating with honors (cum laude, magna cum laude, and summa cum laude) are given special recognition. Students may also wear an honor cord if you are a member of Kappa Omicron. In accordance with the broad academic preparation of the nursing program, the concluding ceremony is the University Commencement.

For MSN students, visit the Office of Graduate Study for graduation information:  
<https://www.csuchico.edu/graduatestudies/index.shtml>

### **B. Pinning**

The pinning ceremony is when students reflect on the completion of the Nursing Program, the support received from family and friends, and their future professional nursing role. Faculty, students, and staff plan and conduct the ceremony, which is typically held on the Friday of finals week.

Once students complete the nursing program, they are entitled to purchase the CSUC nursing pin. Students will also be eligible to attend the nursing program's end of program ceremony (pinning). This ceremony is typically held on Friday of finals week.

For RN to BSN students, contact the program Coordinator of information on your Pinning ceremony.

**Faculty Speaker for Pinning:** The Pinning ceremony includes a faculty speaker. Faculty members will be nominated by the SON, and graduating students will have the opportunity to vote on their preferred faculty speaker. This process attempts to reflect a diverse range of speakers ensuring representation of various backgrounds, nursing specialty, and perspectives.

## **XVIII. NURSING LICENSURE**

Admission into the nursing program does not guarantee that students will obtain a nursing license or credential. Licensure and credentialing requirements are set by agencies that are not controlled by or affiliated with the CSU Chico and requirements can change at any time. Students are responsible for determining whether they can meet licensure or credentialing requirements. Licensure is controlled by the Board of Registered Nursing (BRN). This board evaluates applications for licensure and administers the licensing examination (NCLEX). Students will apply for licensure upon completing their final semester. Instructions and forms are available on the BRN website. The Director of the SON will meet with fifth semester students around midsemester in the final semester to review licensure application.

Licensure by Examination: <https://www.rn.ca.gov/applicants/lic-exam.shtml>

Note, CSU Chico will not refund tuition, fees, or any associated costs, to students who determine subsequent to admission that they cannot meet licensure or credentialing requirements.

### **A. Graduate versus Non-Graduate**

If the university has posted your degree prior to receiving your NCLEX results, you will be licensed as a "graduate." If you ask to receive your NCLEX results before your degree has posted, you will be classified as a "non-graduate." You can get an authorization to test for the NCLEX examination when there are: Course completion, grades are posted, the BRN has received the candidate roster from the SON, and you have submitted your Live scan result to the BRN. Typically, takes about two weeks after finals are completed but make take up to 4-8 weeks after graduation

Make sure to note that NCLEX results should not be provided until your degree has posted if you do not want to be licensed as a non-graduate. If you are licensed as a non-graduate, your license may be limited to reciprocity in some states. That is, some states would not consider you eligible for licensure without retaking the NCLEX examination in that state. If you have already received a bachelor's degree of any kind, you can still be considered a graduate for purposes of licensure.

The NCLEX is administered by Pearson VUE (a computer-based testing provider), throughout the year. The BRN schedules each applicant once they have verified course completion required for licensure. The BRN NCLEX application cost is \$300. The cost for the actual NCLEX exam through Pearson Vue is an additional \$200. (Note: Costs are subject to change.)

### **B. Interim Permit**

An applicant who has met the educational requirements for licensure in nursing is eligible for an Interim Permit (IP). (The cost to apply for an IP with the BRN is \$100). The IP is not renewable and is in effect to the expiration date (no more than six months) or until the results of the NCLEX examination are made available. Permit holders must function under the supervision of a Registered Nurse who must be present and available in the institution during the time the permit holder is rendering professional services (Business and Professions Code, Section 1414.0). Note that if your application for licensure is under review by the Enforcement Program for past disciplinary or legal infractions, you will not be allowed to receive an IP until

the review has been completed, and a final decision has been made about your application.

### **C. Prior Conviction or Discipline**

The reporting of all PRIOR CONVICTIONS OR DISCIPLINE AGAINST LICENSES is required by law except for minor traffic violations (less than \$1000 fine). Misdemeanor and felony convictions must be reported, including all charges of "driving under the influence" or "wet and reckless." Convictions must be reported even if they have been expunged under Penal Code Section 1203.4, or even if a court-ordered diversion program has been completed under the Penal or Vehicle Code. Again, all prior or current disciplinary action against a healthcare related license must be reported, whether it occurred in California or another state or territory. 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, the applicant is required to provide to the Director of the SON a full explanation of the underlying circumstances, date of incident, date of conviction/disciplinary action, specific violation (cite section of law if conviction), court location or jurisdiction, sanctions or penalties imposed and completion dates. Court documents or State Board determinations should also be included. To make a determination in the cases, the BRN considers the nature and severity of offense, additional subsequent acts, the recency of acts or crimes, compliance with sanctions and evidence of rehabilitation.

The burden of proof lies with the applicant to demonstrate sufficient competent evidence of rehabilitation. Examples of rehabilitation evidence would include, but not limited to:

- Recent, dated letter from applicant describing rehabilitation efforts.
  - Letters from professional counselors, instructors, employers, probation, or parole officers on official letterhead.
  - Letters from recognized recovery programs or counselors attesting to current sobriety and length of time of sobriety if there is a history of alcohol or drug abuse.
  - Proof of community work, schooling, or self-improvement efforts.
  - Court-issued certification of rehabilitation or evidence of expungement.
  - Current mental status examination by clinical psychologist or psychiatrist, if applicable.
- For more information: <https://www.rn.ca.gov/enforcement/convictions.shtml>

### **D. Providing Nursing Services for Pay**

Nursing services may be rendered by a student enrolled in a BRN-approved prelicensure program when these services are incidental to the course of study (Business and Professions Code, Section 2729). ***Nursing students working for pay are practicing illegally*** if they perform any nursing function that a nurse aide is not legally permitted to do. This warning has come from the BRN due to recent activities in some health-care agencies that propose to have nursing students working for pay to "do any nursing function that has been taught in their educational program." (Students who are enrolled in a work study course, and who have an identified faculty supervisor and a nursing preceptor in the agency, may perform approved nursing functions beyond the nurse aide level with specific approval of the faculty for skills already mastered in the program.)

## **XIX. ADDITIONAL EDUCATIONAL OPPORTUNITY**

For students in the generic BSN program, there are many required nursing and general studies courses, with few nursing electives are offered. There are two opportunities that will allow students to develop their special interests, with support and guidance from the nursing faculty.

### **A. Independent Study (N399)**

These are courses in nursing designed to meet individual student needs. There must be a supervising faculty member, and students choose their topic of study.

### **B. Honors Program (NURS 399H)**

We are doing a teaching out on our Honors Program. As of fall 2025, this program will no longer be offered.

### **C. Rural California Nursing Preceptorship Program**

The Rural California Nursing Preceptorship Program (RCNP) provides students placements in many different areas in Northern California. Students are placed in a setting of their choice, with a clinical RN preceptor. The RCNP staff will arrange housing if students want to be in a new geographic location. Pre- licensure students must be a senior to enroll in this experience. Placements are available during intersession or summer. Contact the Director of RCNP (530-898-5797) for more information.

### **D. Credit by Examination (Challenge)**

In accordance with Executive Order 1036 and the BRN's SB 466, students may challenge courses by taking examinations or demonstrating clinical expertise in a specific clinical area as developed at CSU, Chico SON. Credit shall be awarded to those who pass successfully.

There are some limits to the amount of credit that will be granted for results on external examinations. First, no more than 15 semester units of such credit may count toward degree requirements. Credit for Advanced Placement examinations is not included in this limit. Where credit has already been awarded at the equivalent or at a more advanced level, additional credit shall not be awarded. Where partial overlap exists, credit in the amounts indicated above will be reduced accordingly. Credit by examination is not considered residence credit for purposes of residency requirements for the bachelor's degree. To be eligible to challenge a course, a student must fulfill these criteria:

- Is a registered student in good standing.
- Currently enrolled in at least one course other than the course being challenged.
- Cannot be enrolled in the course being challenged.
- Cannot have completed or enrolled in a more advanced course.
- Have obtained approval of the challenge request from both the SON Director and the BRN Content Expert.
- Not have challenged more than 15 units; and

- Complete at least one course other than the course being challenged.

A course in which a student enrolls and receives a grade of "C-," "D," "F," "NC," or "I," may not be challenged at a later date, nor may a course be challenged again to improve the grade. Units received through the challenge process do not count toward the units in residence required for the degree or the full-time enrollment necessary for academic honors determination. Note, some private institutions will not accept course credit earned through the challenge process.

Appropriate challenge fees must be paid when the petition is submitted. For California residents, this is equivalent to the enrollment fee. Fees paid are non-refundable.

### **E. Public Health Nursing Certificate**

Upon successful completion of all BSN degree requirements and the NCLEX, graduates are eligible to apply for the State of California Public Health Nursing Certificate. This is done post licensure.

Applications are available at the BRN web site <http://www.rn.ca.gov>. For the section requesting verification of child abuse prevention training, you simply need to write, "*The content of the CSUC nursing curriculum includes the child abuse/neglect prevention training.*" You should not submit the application before you are a Registered Nurse. All courses required for the PHN certificate must be completed with grades of "C" or better.

- Step-by-step application information is provided on the School of Nursing website: <https://www.csuchico.edu/nurs/phn-certification.shtml>

## **XX. ORGANIZATIONS**

### **A. California Nursing Students Association**

The organization of student nurses on the Chico campus is part of the statewide California Nursing Students Association (CNSA). The purpose is to advance and maintain high educational and professional standards among student nurses. Social gatherings, as well as educational speakers and workshops, are arranged by students. All students are urged to be active members. Members receive an online student nurse newsletter as well as *Imprint*, the NSNA's official journal. Members are also eligible for reduced rates for liability insurance. All members are eligible for membership and participation in local, state, and national offices.

At the beginning of Semester I of Nursing, a CNSA representative will visit the class to explain the organization. Watch the CNSA bulletin board for announcements. Find out more about the organization on Facebook <https://www.facebook.com/csucnursing> where there are updates and announcements about upcoming events and activities.

### **B. Chico State Nursing Club**

Chico State Nursing club whose mission is "Building a social and professional network between Nursing and Pre-Nursing students" can be found at the following website: <https://sites.google.com/mail.csuchico.edu/chiconursingclub/home>

### **C. United in Nursing**

Mission and Values Summary: To enhance unity to all nursing students in which any individual, gender, ethnicity, always feels welcome, respected, valued, and is given the opportunity to participate alongside us as we navigate nursing academics and the career of nursing. The goal is to develop a strong sense of community on campus through creation of a social environment that promotes diversity, inclusion, and equity for all students.

### **D. Sigma Theta Tau International**

Kappa Omicron is the local chapter of the Sigma Theta Tau International (STTI), the international honor society of nursing. STTI was organized to encourage and recognize superior scholarship and leadership achievement at the undergraduate and graduate levels in nursing. Undergraduate students must have completed one-half of their nursing sequence (eligible for membership in Semester IV) with a cumulative nursing GPA in the top 35% of the class are generally eligible for membership. In addition, faculty, alumni, and community nurse leaders who meet specific criteria are eligible for membership. Sigma Chapters have at least three educational programs each year as well as a semi-formal induction ceremony in the spring. In addition, scholarships, recognition, and awards are available from both the local chapter and national parent organization. STTI encourages eligible students to join in recognizing professional and scholastic achievement and to participate actively in the nursing profession.

### **E. Associated Students**

Students also have opportunities to participate on committees in university-wide organizations. The university encourages participation in the formation of policies, rules and sanctions that pertain to students. Representation to university councils and committees is through the Associated Students (AS) organization. All students automatically become members of the AS upon payment of registration fees each semester.

The Associated Students of CSU, Chico connects students with college experience through employment, empowerment, and engagement with programs, services, and facilities created for students by students. For more information, visit: <https://as.csuchico.edu/>

## **XXI. Appendices**

### **Appendix A - Student Nurse Background Check and Drug Testing Policy**

#### **Applicability and Purpose**

This policy applies to all students enrolled in the California State University Chico (CSUC) School of Nursing (SON) undergraduate and graduate programs and addresses required background checks and drug testing for students. The goal of these screening requirements is to assure compliance with clinical remediation and to promote safety of clients served in clinical agencies.

#### **Policy**

Students must submit to and satisfactorily complete a background check and urine drug screening as a condition for admission into all programs within the CSUC School of Nursing. An offer of admission will not be final until this background check and drug screening are completed and reviewed by the School of Nursing. Admission may be denied or rescinded based on these results. Additionally, students who are enrolled in the School of Nursing may be required to complete additional background checks and drug screenings during the course of their study (this may be required by a clinical agency or for reasons described in the CSUC School of Nursing Student Guidelines). Students who refuse to submit to the background check and drug screening will be dismissed from the program.

#### **Background Check and Drug Screening Reports**

- The CSUC School of Nursing will designate an approved company to conduct background checks and drug screening. Students and applicants are required to self-disclose any criminal conviction or any potentially positive drug screening information when they apply to the program, or when subsequent drug screening may be required. The designated company will issue reports directly to the SON. Results from a company other than the designated company will not be accepted.

Students and applicants will contact the designated company and arrange for the background check and drug screening, complying with the requirements for obtaining the checks and drug screening, and reporting of the results. This will include authorization for obtaining the background check and drug screening and release of information to the SON.

- Students and applicants are responsible for payment of any fees charged by the designated company.
- Background checks and drug screenings must be completed prior to the start of the first semester, or prior to beginning the clinical course when subsequent drug testing is required.
- When reviewing results, the Director of the SON or her/his designee may consider the nature and circumstances of criminal convictions, or positive drug screen. *Criminal convictions*

(such as the time frame, severity and circumstances surrounding the conviction) will be examined in terms of the student's ability to meet the requirements of the program as well as his/her eligibility to take the NCLEX exam. In reviewing background checks and drug screening, the Director or her/his designee may seek advice from University counsel, University police, or other appropriate advisors. Evaluation of a *positive drug screen* will consider disclosure of medications used and the student's ability to safely meet the requirements of the program and our clinical agencies.

- Results of the background check and drug screens will be made available to the student, the CSUC School of Nursing and any clinical facility that requires this information, before a student may begin clinical rotation. Should a clinical agency refuse to place a student based on the outcome of either the background check or drug screen, the SON is not required to arrange alternate clinical placements but will attempt to make such placements, if possible, on a case-by-case basis. If alternate placement is not possible, the student cannot continue in the nursing program. All background checks and drug screenings are considered confidential and are placed in a student's file.
- Derogatory information of the following nature, which is obtained as the result of the background investigation, may make clinical placement impossible and will likely result in dismissal from the nursing program.
  - Any felony convictions including plea agreements to felony convictions
  - Sexual assault, rape, indecent exposure, lewd and lascivious behavior, or any crime involving nonconsensual sexual conduct committed
  - Child abuse, sexual exploitation of children, child abduction, child neglect, contributing to the delinquency or neglect of a child, enticing a child for immoral purposes, exposing a minor to pornography or other harmful materials, incest, or any other crime involving children as victims or participants committed at any time.
  - Any charge related to illegal drugs, such as (but not limited to) possession of drugs or paraphernalia, or trafficking.
  - Abuse, exploitation or neglect of a vulnerable adult (disabled or elderly) committed at any time.
  - Offenses involving substantial misrepresentation of any material fact to the public or an employer, including embezzlement, bribery, fraud, racketeering or allowing an establishment to be used for illegal purposes.
  - First or second-degree arson
  - Kidnapping
  - Any offense in another state or country, the elements of which are substantially similar to the elements of the above offenses.

The procedures that are followed for students or applicants who are suspected of being under the influence of alcohol or drugs are contained in the student guidelines.

### **Students' Rights**

Students and applicants have the right to review the information reported by the designated company for accuracy and completeness and to request that the designated company verify that the information provided is correct. If any applicant or student believes the information is inaccurate, he/she has the right to appeal the decision and request a review with the SON. It is the student or applicant's burden to produce substantial evidence to prove the reports are incorrect.

### **Review Standards**

In reviewing the background checks and drug screening results, the Director of the SON or designee in consultation with the Executive Committee will consider the following factors in making his/her determination of the student's ability to enter or progress in the program: the nature and seriousness of the offense or event and the relevant circumstances surrounding the offense or event. This determination will prioritize the safety interests of the patient and the clinical agencies where students are placed.

### **Deferment**

A reviewing committee may extend an offer of admission for up to one year while the matter is being resolved.

### **Other Provisions**

A background check and drug screening will be honored for the duration of the enrollment if: the student is continuously enrolled unless required more frequently by a clinical agency in which the student is placed; or there is reasonable suspicion that the student has violated the student guidelines related to drug and/or alcohol use/dependency or is convicted of one of the crimes listed above during his/her time in the program. A student who has a break in enrollment is required to complete a new background check and drug screening prior to his/her return to the clinical setting.

Falsification of information on background checks and drug screening, including omission of relevant information, may result in denial of admission or dismissal from the nursing program.

### **Rationale**

Health care providers are entrusted with the health, safety and welfare of patients, have access to controlled substances, confidential information and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student or applicant's suitability to function in such a setting is imperative to promote the highest level of integrity in health care services.

Clinical facilities are increasingly required by accreditation agencies, such as the Joint Commission on Accreditation of Healthcare Organization (JCAHO), to conduct background checks and drug screening for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment.

The Joint Commission on Accreditation of Healthcare Organization (JCAHO) Comprehensive

Accreditation Manual for Hospitals 2004 added to their Human Resources Standards (HR.1.20) a section related to criminal background checks. The JCAHO standard requires agencies to include nursing students in criminal background checks when required by state law, regulation or hospital policy.

According to the California Board of Registered Nursing document on background checks for student nurse placement, clinical agencies have the right to establish criteria that would exclude a student from placement at their facility. Those clinical agencies that have a policy that include student nurses in their requirement for criminal background checks will need to comply with their own policy to be compliant with the JCAHO Standard. HR 1.20. On the other hand, agencies may use different criteria for students than are used for employees or exempt them entirely and still meet JCAHO Standards.

Clinical rotations are an essential element in nursing programs. Students who cannot participate in clinical rotations due to activities revealed in a background check or have illegal substances found in their drug screening are unable to fulfill the requirements of the program and may not be admitted to or may be removed from the program.

## Appendix B - Using SentryMd/Precheck

### Account Access

Please note your account will only be available after you have registered and sent Part I of this packet into Sentry MD. You should have received instructions sent along with your semester 1 packet. Your account allows you to see your status and download/print documents that have been processed by Sentry MD. Please make sure to submit document requirements to the Upload link: <https://mysentrymd.com/sentrymd.html#/upload/59> as you are not able to upload directly to your account, all documents are reviewed and processed prior to showing in your account (*processing can take 24 to 48 business hours*).

**Link to Sentry MD system:** <https://mysentrymd.com/sentrymd.html#/home>

- Enter your User ID: (email address in all lowercase)
- Click on Set Password
- Enter your email address (your User ID will be the email address you registered with in all lowercase)
- You will be sent a token to your email address
- Enter Token from email onto site
- Create a Password
- Click link to go to login screen

Once you are logged into your account, you will note on the landing page how easy it is to see if you are compliant or not with the requirements for your program. A blue checkmark next to each of the requirements means you are compliant. Requirements without the blue checkmark indicate you are missing documentation, and these items need your attention.

In addition to viewing your status at any time, you can download and print your landing page checklist and any or all the documents you have submitted by clicking the Documents Button. Only documents that have completed processing will appear in your account; please note processing can take 48 business hours. We hope these tools help you stay on top of your status and keep you compliant with your program requirements.

### Submitting Documents

All documents must be submitted in PDF format. Documents should be submitted as a PDF attachment via email to [CSUCHICO@SentryMD.com](mailto:CSUCHICO@SentryMD.com) or uploaded to the Secure Student Uploader at <https://mysentrymd.com/sentrymd.html#/upload/59> .

If you have any questions regarding this packet, please email us at [CSUCHICO@SentryMD.com](mailto:CSUCHICO@SentryMD.com).

## **Appendix C- Social Media Policy**

(Adopted by SON 2014)

Students must be aware that inappropriate use of social media may result in inadvertently disclosing confidential or private information about patients.

The following guidelines are intended to minimize the risks of using social media:

- First and foremost, students must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Students are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, students are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy or otherwise degrade or embarrass the patient.
- Students shall not share, post, or otherwise disseminate any information with anyone unless there is a patient care-related need to disclose the information, or other legal obligation to do so. This includes images, information about a patient, or information gained in the student nurse-patient relationship.
- Students should not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Just as in face-to-face interactions, students shall not refer to patients in a disparaging manner, even if the patient is not identified.
- Students should not take photos or videos of patients on personal devices, including cell phones.
- Students shall maintain professional boundaries in the use of electronic media. Just as in face-to-face relationships, the student nurse has the obligation to establish, communicate, and enforce professional boundaries with patients in the online environment.
- Students must promptly report any identified breach of confidentiality or privacy.

In addition, students should not make disparaging remarks about agency employees, patients, peers or faculty. Students shall not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.

*Reference: Guidelines derived from NCSBN (Aug. 2011) "White Paper: A Nurse's Guide to the Use of Social Media Retrieved from [https://www.ncsbn.org/Social\\_Media.pdf](https://www.ncsbn.org/Social_Media.pdf)*

**Appendix D: Mobile Device Policy**  
(Adopted by SON 2019)

- In the interest of promoting an effective learning environment as well as professional work behavior in the nursing program, cell phones must be turned off or set to “vibrate” during class. In order to avoid disturbing others, students must leave the classroom to accept a call when necessary. Students may not answer a call or text in the classroom. Exceptions to this rule, including the use of other mobile devices, are at the discretion of the instructor. Engaging with or posting to social media during class is prohibited under all circumstances.
- In the clinical setting, students shall generally conform to the mobile device policies of the organization where the clinical course takes place. Under no circumstances are students to use their cell phones in patient care areas in acute care settings. Students may use their cell phones to text their instructor for assistance or for educational purposes, such as medication references, pathophysiology questions, etc. Such use of cell phones or other mobile devices must be conducted in non-patient care areas: break rooms, utility rooms, and, with the permission of the clinical instructor, in the nurses’ station.
- The course syllabus for each course should refer to this policy, including any exceptions the instructor specifies to the general policy. Violations of the mobile device policy may result in disciplinary action which may include the student being removed from class or the clinical facility, and referral to the School of Nursing executive committee or the University Office of Student Conduct, Rights and Responsibilities.

**Appendix E: Medication Administration Policy**  
**Medication Administration Policy**  
**School of Nursing, CSU Chico**

Students in the nursing program who administer medications will follow the policies and procedures of the clinical facility. However, the School of Nursing policy is as follows.

1. Students will, at all times, observe the standards of safe medication administration, including the 6 rights of medication administration, appropriate aseptic technique, and any other applicable precautions. Failure to follow these safety precautions may warrant removal from the clinical facility, referral to the safety committee, and may result in dismissal from the nursing program.
2. Students may not administer any medications before they have demonstrated competence in the route of administration: oral, feeding tube, IM, IV, SQ, rectal, etc.
3. The clinical instructor will supervise the first medication administration of any clinical rotation by each student, except in precepted clinicals. Provided the student meets the appropriate competency, either the clinical instructor or the staff nurse with whom the student is working may supervise later medication administration, per facility policy. Students in precepted clinical rotations, such as N424 or the RCNP may administer medications with the supervision of their preceptors. *All* medication administration in first semester clinical courses will be performed under the supervision of the clinical instructor.
4. All intravenous medications, whether IV push, ongoing infusion, or secondary medication infusions will be supervised by the clinical instructor, except in preceptorships as noted in paragraph 3 and when facility policy allows. Prior to administering intravenous medications with staff nurses if permitted by facility policy, students must demonstrate competence in administering IV push medications, ongoing infusions, and secondary medication infusions with their clinical instructor.
5. Students may, with the consent of the clinical instructor, administer saline flushes before and after IV medications, and as routine flushes to saline locks.
6. Students who have passed the IV start competency may attempt/start IVs with the supervision of the staff nurse they are working with. The clinical instructor may also, at his/her discretion, supervise IV attempts/starts.
7. All medication errors and near misses will be reported to the School of Nursing safety committee as well as to the appropriate personnel at the clinical facility. Refer to the School of Nursing's Adverse Event Policy.

Revised and Approved 05/2025

## **Appendix F Non-Acceptance of COVID 19 Vaccine Exemptions**

This protocol addresses CSU Chico students placed at clinical facilities that do not accept the COVID-19 vaccine exemptions. CSU Chico SON has no authority over facility requirements. Students are not considered employees of the facility and the facility guidelines for employees may not be the same as facility guidelines for students. We are guests at these facilities, and the individual facilities set the requirements for students. Furthermore, the SON cannot guarantee that facilities will not make abrupt changes of the requirements.

### Step 1

If a switch is being requested for an exemption, a notification will be sent to the cohort placed at facilities that do accept exemptions inquiring if another student would like to switch. If a student is willing, the switch will be made. Students can volunteer to switch but will not be made to switch, as reasonable accommodations do not include impositions on other students. If more students want to switch than spots available, placements will be granted using an online randomizer. Students may not ask other students to switch with them. This will be conducted through the School of Nursing office.

### Step 2

- Semesters 1-4: If another placement cannot be secured for students enrolled in semesters 1-4, the student seeking an exemption will not be able to attend their required clinical course. In this case, the student requesting an exemption will need to take a leave of absence.
  - For students in semester 1, a placement will be held in the incoming semester 1 cohort to accommodate students who needed to take a Planned Educational Leave (PEL), provided that the PEL begins prior to the incoming cohort being established. The re-entry student will be granted clinical registration priority for a clinical site that accepts an exemption for that semester. Moving forward through the program, the student cannot be guaranteed registration priority and will once again follow the priority system of their current semester.
  - For students in semesters 2-4, Students may re-enroll the following semester if the preceding cohort has space available. The re-entry student will be granted clinical registration priority for a clinical site that accepts an exemption for that semester. Moving forward through the program, the student cannot be guaranteed registration priority and will once again follow the priority system of their current semester.
- Semester 5: If another placement cannot be secured for students enrolled in semesters 5 via student switching, the School of Nursing will inquire with clinical facilities accepting exemptions if they have the capacity to accommodate additional student(s). If the clinical facilities decline, the student seeking an exemption must take a leave of absence. Students may re-enroll the following semester if the cohort has space available and will be granted clinical registration priority.

CALIFORNIA STATE  
UNIVERSITY, CHICO  
SCHOOL OF NURSING

**STUDENT TRACKING FORM**

This form tracks absences, missed class or clinical assignments, and/or unprofessional or unsafe behavior. It will be kept in the student's file. It will be used by all faculty and a template attached to each Blackboard course. In clinical courses, it will be used to track missed clinical time (late arrival or absence, early departure) and/or missed assignments. In theory courses, it will be used to track missed exams and/or assignments.

Name \_\_\_\_\_ Faculty

Course \_\_\_\_\_ Today's Date \_\_\_\_\_

Course requirement: Test Assignment Missed Clinical Late to Clinical Other

ATI Level 1 or below level 1 and Assessment name:

Reason for completing form/other:

Date/Time

requirement should have been completed : \_\_\_\_\_ Reason

not completed (for faculty or student to complete): \_\_\_\_\_ :

Was faculty notified

in advance: Yes\_\_ No\_\_ If not, why (for faculty or student to complete):

Outcome:

Faculty approval to complete/make-up missing requirement: Yes No

Reason for denial (if appropriate):

Date make-up to be completed:

Student Counseled: Unprofessional Behavior  
Comments: (for faculty or student to complete)

Unsafe Behavior

Lead faculty / Semester Coordinator notified?

Yes No Comments:

Faculty Signature

Date

Student Signature

Date  
(Electronic

signatures will be accepted.)

rev. 06-2021 MW/PW

## Appendix H- ATI Assessment & Remediation Policy

This policy is addressing required elements in the ATI package that will be used for evaluation and points. Faculty in each semester may determine additional assignments and use of ATI material for evaluation and points. The required assessments are listed below.

### Content Mastery Assessments (Proctored Exams)

Students will be required to complete proctored assessment(s) in each semester to advance in the program. The content mastery assessments will be part of theory courses. The date of the assessments varies each semester but will be administered approximately week 11. Each proctored assessment will be administered only once regardless of a student's proficiency performance on the individual assessment. Remediation will be required for all levels. Level 2 is the expected achievement.

Practice exams will be locked 48 hours before proctored exam. Practice exams will have a 24-hour lockout period between retakes.

### Grading

**ATI test scores and remediation are worth 10% of the total points in the theory or clinical course** in which they are associated. Points will be awarded by the following methods: evidence of preparation for proctored assessment, level of achievement on proctored assessment, evidence of remediation on missed topics from proctored assessment. In addition, there is an expected amount of time that a student must spend in the focused review of missed topics on the proctored exams. The details of the points and review time will be outlined in the course supplement.

**Remediation:** Students who do not achieve the appropriate score or level on the first assessment must follow a prescribed remediation plan. Proficiency levels on the proctored assessment will determine the required remediation. All students regardless of proficiency level must review missed questions/content. Students that perform less than level 2 on any proctored assessment must complete remediation before end of week 15 to progress to the next semester. See rubric below for distribution of ATI points. Individual course supplement will outline required "evidence of remediation" and due dates.

These standards apply to all proctored **Content Mastery** exams *except* the Comprehensive Predictor, outlined below.

### Content Mastery Series

Points Awarded for Evidence of Preparation for	Proficiency Level on ATI Proctored Assess	Points Awarded for Achievement on ATI Proctored	Focus Review Time Required for Evidence of Remediation on Missed Topic from ATI Proctored	Points Awarded for Evidence of Remediation on Missed Topics from ATI Proctored	Total Points Awarded (10% of Total Course Points)
--	---	---	---	--	---

ATI Proctored Assessment	ment	Exams (Proficiency Level)	Assessment	Assessment	
20% Total Points	Proficiency Level 3	60% Total Points	1 hour	20% Total Points	100 %
20% Total Points	Proficiency Level 2	50% Total Points	2 hours	20% Total Points	90%
20% Total Points	Proficiency Level 1	40% Total Points	3 hours	20% Total Points	80%
20% Total Points	Proficiency Below Level 1	30% Total Points	4 hours	20% Total Points	70%

The School of Nursing Executive Committee will review students who perform Below Level 1 in any given semester. Students who show a pattern of not preparing for the proctored assessments and/or not reaching level 2 will be in danger of not progressing in the nursing program. These students will be referred to the Executive Committee and the Retention Coordinator for a progression plan.

### **Dosage and Calculation Assessments**

As part of clinical courses students are required to pass a Dosage and Calculation Assessment in semesters 1-4. The ability of students to pass the dosage and calculation test at 90% is an overriding safety issue. Points may be assigned by individual semesters. Students who are unable to pass the Dosage and Calculation Assessment by the time 25% of the clinical is completed are in danger of failing the clinical course.

- If the test is not passed the first time, the student is required to meet with their clinical faculty to discuss a remediation plan prior to repeating assessment.
- Each assessment is offered through ATI 3 times without additional cost.

- A faculty-generated assessment can be used for the 3<sup>rd</sup> attempt.
- If the dosage and calculation assessment is not passed after the 3<sup>rd</sup> attempt, the student will be referred to the Executive Committee for a decision regarding action to take. The student is at risk of not being able to continue in the program.

### Critical Thinking

A Critical Thinking Entrance Assessment will be administered in semester 1 in the Evidence-Based Practice course (N255) and again in semester 5 during the N422 Leadership course. There is no remediation connected with these assessments. Points awarded are at the discretion of the faculty.

The following are the assessment(s) given in each semester:

Semester 1	N284 N284 N284 N255	Dosage & Solution HIPAA Fund. Practice Test A (proctored) Critical Thinking (entrance)
Semester 2	N304 N304	Dosage & Solution Fundamentals Exam
Semester 3	N314 N344 N314 N314 N314	Dosage & Solution – in OB & Peds Medical-Surgical Maternal-Child Pediatrics HIPAA
Semester 4	N413 N404	Mental Health Dosage & Solution

Semester 5	N424 N424 N424 N422 N475 N475	Comprehensive Predictor Leadership practice Pharmacology Critical Thinking (exit) Commu nity Exam HIPAA
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### **RN Comprehensive Predictor**

Students will complete this proctored assessment in the 5<sup>th</sup> semester as part of N424 *Practicum in Patient Care Management* clinical course. The date of the assessment varies each semester but will be administered approximately week 14. Students are expected to achieve a score of 70% (or *percentile*) or higher. The points given for various percentages are listed below.

Points are awarded accordingly, based on *percentile or percent* score, whichever is higher. There are **180** questions, 150 of which count. 3 hours are allotted.

90-100%      25 points

80-89.9%      20 points

70-79.9%      15 points

60-69.9%      10 points

< 60            5 points

Students will also take the **practice exam** (most recent version) **no later than 48 hours** before taking the comp. predictor. They must achieve 90% to get the points. If 90% is not achieved on exam A, exam B is to be taken; if 90% is achieved on exam B, students get **10 points**. If they do not achieve 90% on exam B, they will get 5 points for taking both exams A & B.

**Remediation** is to be completed within one week of the exam if scoring less than 90%. Students will receive 10 points as follows: 80-89.9%      1 hour

70-79.9%      2 hours

60-69.9%      3 hours

< 60                      4 hours

The proctored **pharmacology** exam is also administered in N424 and requires remediation. The comp. predictor and pharmacology proctored exams together will not be worth more than 10% of the total grade.

## Appendix I BSN Student Affirmation Form

(Signed by students with every Student Handbook update)

- As a student of CSU Chico, I am a member of the CSU Chico Community and a member of a profession. I understand as a member it is my responsibility to uphold core values of nursing as well of the nursing profession Code of Ethics
- I agree and will conduct myself in a manner that exhibits professional values and in accordance with the National Student Nurses Association (NSNA) NSNA Code of Academic and Clinical Conduct.
- I have/will read the current CSU Chico, School of Nursing Handbook and will abide by the policies and procedures outlined within it. I understand that I am responsible for all information contained in the Student Handbook for BSN students.
- I acknowledge that as a nursing student, I have a responsibility to act in a manner consistent with the essential attributes of the profession.
- I have/will read CSU Chico Social Media Policy. I agree to protect the privacy of faculty, peers, patients, and family members of patients by appropriately disclosing confidential information about faculty, peers, patients, or their family members that is disclosed to me in my capacity as a CSU Chico undergraduate nursing student. In addition, I agree not to inappropriately disclose confidential information about any agency or institution that is disclosed to me in my capacity as a CSU Chico University undergraduate nursing student and will adhere to HIPAA guidelines
- I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the Social Policy Statement, the State Nurse Practice Act and CSU Chico University.
- I will maintain and uphold the Academic Integrity Statement and Policy (set forth in the Student Handbook and will not condone or participate in any activities of academic dishonesty.
- I will not obtain/recreate or copy any items or portions of any exam for my own use or for use by others during my enrollment in the School of Nursing.
- I will sign and/or submit only my own papers/documents for required course work, and I will not sign any other student's name to anything, including class rolls.
- I recognize that I am responsible to maintain health insurance coverage for myself. Further, I recognize that the CSU Chico University School of Nursing or other agencies in which I may have clinical practicum are not responsible for my health care needs that result from clinical participation.
- I understand that if I do not complete Sentry MD requirements by enrollment, my offer of acceptance can be rescinded, and I will need to reapply for the next semester or professional development points can be subtracted in clinical courses.

Student Name (print)

Student Signature

Date

Appendix J Academic Improvement Plan (AIP)

Name of Student:

Date:

<p><b>Reflection:</b> Take some time to reflect upon the factors from the past semester Explain the factors (e.g., personal or family stressors, financial problems, time management difficulties, etc.) that have contributed to academic difficulties. Please be thoughtful and cite specific examples when composing your reflection.</p>	<p><b>Action Plan for Success</b>          Articulate your plan for success. What are some strategies and resources you believe will help you to be academically successful in your next semester? Address the potential obstacles you may face and your strategies for addressing each of them.</p>

Please identify which of the following resources you could benefit from and will pursue: Academic advising/Career advising Academic tutoring  
 Mental health counseling Physical health support  
 Accommodations for disabilities Financial assistance  
 Support network on campus  
 Support network at home Other (state)

Student's Signature:

Retention Coordinator:

Date:

Next follow up appointment with the Retention Coordinator:

Note: The student signing the form indicates having received the information. Cc: Student cc: Semester Coordinator cc: Advisor

Appendix K Incident Occurrence Form

CSU, Chico School of Nursing  
Incident Occurrence Report Form

Date and time of incident: \_\_\_\_\_

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

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

Student's Address \_\_\_\_\_

Street, City, Zip

Student's Phone: \_\_\_\_\_ Email \_\_\_\_\_

Faculty's Name: \_\_\_\_\_ Email \_\_\_\_\_

Location of Event (i.e., Clinical Facility, Unit, Room, Community location):  
\_\_\_\_\_

Full Description of Occurrence and Faculty Assessment of status of individual/s, situation  
(include vital signs, mentation if necessary):

Was there injury or harm as a result of the occurrence? \_\_\_ Yes \_\_\_ No

## Appendix L Disciplinary Appeals Form

### CSU Chico School of Nursing Disciplinary Appeal Form

The School of Nursing discipline procedure allow students to initiate an appeal of a Student Affairs Committee recommendation by filling out, signing, and filing this form.

The student must complete this form and return it to the School of Nursing office, no later than five instructional days (Monday through Friday) after receiving notification of the Student Affairs Committee's recommendation and/or decision.

The student's failure to file this request for an appeal within the designated timeframe and in the manner specified shall constitute a waiver of your right to a hearing for appeal. If you do not fill out this form completely, you will waive your right to an appeal.

If you have any questions about this form or your right to appeal, contact Director of the School of Nursing via email or phone at (530) 898-3481.

#### **REQUEST FOR APPEAL**

I, \_\_\_\_\_ (please print) hereby request an appeal of the Student Affairs Committee recommendation dated \_\_.

I received the Recommendation Notice on \_\_\_\_\_.

Address

Telephone: Day

Evening

Email address

Cell Phone

Student ID#

## **Appendix M Criteria for Program Continuance and Repeating a Nursing Course (BSN Program)**

According to BRN regulations students must be enrolled in theory and associated clinical courses concurrently.

The criteria for program continuance are as follows:

1. Students in the nursing program must attain grades of C or better and/or Pass in all required nursing courses.
2. Students in the nursing program must maintain good academic standing.
3. Students who withdraw from a nursing course must follow the university's withdrawal policy and procedure.
4. Nursing courses in which a student earns less than a grade of C or a fail may be repeated once on a space available basis, if approved. To repeat a nursing course, a student is required to:
  - Consult with the course faculty to determine what academic/personal factors lead to a satisfactory grade.
  - Schedule a meeting with the Retention Coordinator and other appropriate resources after meeting with the course faculty.
5. A student in a clinical course with a grade less than pass or with demonstrated unsafe patient care behaviors as outlined in the Clinical Evaluation Tool can be failed and removed from the clinical setting at any time during the semester
6. Failure of one or both concurrent courses (e.g., theory and/or clinical) will be considered failure of one course.
7. A student who passes a course but fails the concurrent course should seek a withdrawal from the course that was passed, contact the Registrar's office for more information:  
<https://www.csuchico.edu/registrar/contact.shtml>
8. Students may repeat both concurrent courses in which they have earned less than a C or a fail or been academically withdrawn on a space available basis.
9. Failure is defined as a grade of less than C or a fail in two nursing courses or in two attempts in one nursing course/concurrent courses.
10. Students who fail two required nursing courses or two attempts in one nursing course/concurrent course will be dismissed from the nursing program.
11. A student who is dismissed from the program is advised to meet with the Director of the nursing program.

### **B. Incomplete Grades**

Incomplete grades are entered in the student's record when required course work has not been completed and evaluated by the end of the course. It is the responsibility of the student to notify the instructor of any unforeseen circumstances that prevent required work from being completed by the end of the semester. An Incomplete (I) grade in any nursing course must be removed and changed to a letter or Pass/Fail grade before a student can progress to the next semester of the nursing program. Required assignment(s) must be submitted to the appropriate faculty for grading prior to admission to next semester. Incomplete grades are not permitted for inferior work or performance. According to University policy, an Incomplete grade will be changed to an F one year from the date of original entry unless the faculty receives the completed work and changes the grade with the Office of the Registrar .

### **C. Jeopardy**

A student who is not progressing in a nursing course according to the expectations established in the course syllabus and/or is not meeting student learning outcomes may receive a letter of jeopardy if deemed necessary by the instructor(s). A student who receives a letter of jeopardy is responsible for communicating with the instructor about mitigation of the unsatisfactory performance.

(See template for Letter of Jeopardy)

### **D. Re-entering the Nursing Program**

1. A written request (letter) for readmission to nursing program must be submitted by email or on paper to the Director of the School of Nursing. The request should include student's full name, ID number, and contact information (email and phone number), last term attended and reason for previous withdrawal and leave of absence. A clear request must be made to return to the program, the desired term for re-entry, and explanation of readiness to return, including any steps taken to address previous issues. If applicable, a medical clearance from a licensed health care provider must be provided. Student must date and sign the request. Written requests for re-entry should be completed made by week 12 of the previous semester. check the University calendar as dates may vary.

E. . If a student withdraws from the nursing program due to medical reasons, they must provide written medical clearance from a licensed health care provider before returning to the program. This documentation should confirm that the student is fit to safely participated in all academic and clinical activities.

F. Repeating a clinical nursing course is not guaranteed. First priority for granting a request to repeat is given to students who withdrew or dropped the course previously while in good academic standing and without patient safety concerns. Second priority for granting a request to repeat is given to students who failed the course previously. A student must meet any and all new course requirements upon return to clinical nursing courses.

G. A student who allows two years to elapse between enrollments in clinical nursing courses will be subject to currency considerations. If a student is permitted to reenter the nursing program, they may be required to repeat or audit selected nursing courses at the discretion of the Executive Committee. A student must meet all new requirements in effect upon return to clinical nursing courses.