REGISTERED NURSING PROGRAM
ASSOCIATE IN APPLIED SCIENCE

NURSING STUDENT HANDBOOK

Okmulgee: 918-293-5337

WEB: www.osuit.edu

By

Nursing Faculty

2018-2019
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The OSUIT Registered Nursing Program is **fully approved** by:
The Oklahoma Board of Nursing
Oklahoma Board of Nursing
2915 North Classen Suite 524
Oklahoma City, OK 73106
(405)962-1800
www.ok.gov/nursing

The OSUIT Registered Nursing Program is **fully accredited** by:
ACEN—Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Phone: (404)975-5000; Fax: (404)975-5020

OSUIT is fully accredited by:
The Higher Learning Commission and a member of the North Central Association
230 S. LaSalle St., Suite 7-500
Chicago, IL 60604-1411
(800)621-7440

OSU Institute of Technology’s programs of study are approved by the Board of Regents for Oklahoma State University and the A&M Colleges, the Oklahoma State Regents for Higher Education and the Oklahoma State Accrediting Agency.

**AGENCY MEMBER OF:**
National League for Nursing
Oklahoma League for Nursing
The National Organization for Associate Degree Nursing

**NOTICE:** Nursing Program policies and procedures described herein are subject to change.

**NON-DISCRIMINATION STATEMENT**
OSUIT is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age disability or status as a disabled veteran and shall take action necessary to ensure non-discrimination.
WELCOME TO THE EXCITING FIELD OF NURSING
AT
OSU INSTITUTE OF TECHNOLOGY

Believing that each student is unique, the nursing faculty strives to assist all students to achieve their individual potential. Office hours are posted at each faculty member’s office and appointments can be made by calling (918) 293-5337. An open door policy is maintained for immediate concerns.

The program is based on objectives that are carried throughout the program. These will assist you in understanding the requirements for successful completion of the program. Nursing is dynamic and based on biological, psychological, sociological, and spiritual concepts. This framework is supported by the application of scientific theory, the mastery of technical and behavioral skills, and a sensitive approach to care-giving which require a commitment to human welfare. You will use this knowledge to assist individuals in adapting to illness and understanding wellness. A caring and experienced faculty is available to assist you in gaining this knowledge. It is our hope that this handbook will facilitate a smooth transition through the nursing program.

The Nursing Faculty

Revised 06/19/2014
Revised 10/14/2015
Revised 07/11/2016
Revised 06/21/2017
Revised 05/30/2018
MISSION

The faculty of the Nursing Program functions as an integral part of OSU Institute of Technology (OSUIT) and supports the mission and purpose of OSUIT. The mission of the OSU Institute of Technology Nursing Program is to provide quality associate degree education that prepares a diverse student body for registered nurse licensure, life-long learning, and success in a global society.

STUDENT LEARNING OUTCOMES

The graduate of OSU Institute of Technology with an Associate in Applied Science Degree in Nursing should demonstrate the following competencies:

1. Providing patient-centered care—graduate recognizes the patient as the source of control and full partner in providing compassionate and coordinated care based on respect for the patients’ preferences, values and needs.

2. Teamwork and collaboration—graduate functions effectively within nursing and interprofessional teams, fostering open communication, mutual respect and shared decision-making to achieve quality patient care.

3. Evidence based practice—graduate integrates current evidence with clinical expertise and the preferences and values of the patient/family for delivery of optimal health care.

4. Quality improvement—graduate uses data to identify errors, potential hazards in care, and evaluate outcomes of care processes for continuous improvement in the quality and safety of health care systems.

5. Informatics – graduate uses information and technology to communicate, manage knowledge, mitigate error, and support decision making.
PROGRAM OUTCOMES

1. The graduation rate will be 70 percent or higher.
2. NCLEX-RN pass rate will be 80 percent or higher.
3. Eighty percent or greater of graduates will be employed as RNs in health care facilities within 12 months of graduation.
4. Eighty percent or greater of graduates responding to the graduate survey will agree they have achieved the program student learning outcomes as evidenced by aggregated score of $\geq 3$ on the graduate survey.
5. Eighty percent or greater of employers responding to the employer survey agree, as evidenced by aggregated scores of $\geq 3$ on the employer survey, related to the following competencies the nursing graduate:
   a. provides patient-centered care
   b. performs teamwork and collaboration
   c. performs evidence based practice
   d. utilizes quality improvement
   e. utilizes informatics

NURSING FACULTY ORGANIZATION (NFO)

The Nursing Faculty Organization (NFO), comprises all full-time nursing faculty and the Dean of the School of Nursing and Health Sciences. The NFO functions to plan, implement, and evaluate the Associate Degree Nursing Program. NFO functions in accordance with the philosophy, objectives, policies, and procedures of the parent institution, policies and procedures that are specific to the Nursing Program, and in accordance with the external controls that affect
this institution and the Associate Degree Nursing Program. All faculty participate and assume the following responsibilities: admissions, progression, graduation, curriculum, evaluation, and discipline. The NFO ensures implementation of policies, procedures and that standards are carried out in the nursing program. The NFO meets regularly, and as needed, to discuss items including but not limited to the following: examination reviews, curriculum, student readmission, admission, probation, discipline, and student dismissal from the program. The NFO performs ongoing evaluation to ensure academic rigor, quality, and that the standards of the external controls of the Oklahoma Board of Nursing and Accreditation Commission for Education are upheld.
## PROGRAM OF STUDY

**ASSOCIATE IN APPLIED SCIENCE IN NURSING**

### General Education Requirements

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Generic Students</th>
<th>LPN Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>6 hours</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1113 Freshman Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENGL 1213 Freshman Composition II*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>12 hours</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2104 Human Anatomy</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BIOL 2114 Human Physiology*</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BIOL 2124 General Microbiology*</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>3 hours</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1483 U.S. History to 1865 or HIST 1493 U.S. History Since 1865</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Political Science</td>
<td>3 hours</td>
<td>3</td>
</tr>
<tr>
<td>NURS 1113 U.S. Government</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Nutrition</td>
<td>3 hours</td>
<td>3</td>
</tr>
<tr>
<td>NSCI 1113 Nutrition</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>6 hours</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1113 Introductory Psych</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 2583 Developmental Psych</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Total General Education Hours:** 33

### Nursing Education Requirements

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Generic Students</th>
<th>LPN Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester Foundations</td>
<td>8 hours</td>
<td>8</td>
</tr>
<tr>
<td>Math</td>
<td>2 hours</td>
<td>Selected skills and theory content included in NURS 1133.</td>
</tr>
<tr>
<td>2nd Semester Maternal/Child Mental Health</td>
<td>9 hours</td>
<td>9</td>
</tr>
<tr>
<td>NURS 1128 Foundations of Nursing #</td>
<td>5 ½ theory credits = 5 ½ hours</td>
<td></td>
</tr>
<tr>
<td>NURS 1322 Nursing Dosage Calculation</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3rd Semester Medical/Surgical</td>
<td>9 hours</td>
<td>9</td>
</tr>
<tr>
<td>NURS 2129 Nursing Care of Adults I*</td>
<td>5 ½ theory credits = 5 ½ hours</td>
<td></td>
</tr>
<tr>
<td>4th Semester Medical/Surgical</td>
<td>9 hours</td>
<td>9</td>
</tr>
<tr>
<td>NURS 2229 Nursing Care of Adults II*</td>
<td>5 ½ theory credits = 5 ½ hours</td>
<td></td>
</tr>
<tr>
<td>Capstone/ Seminar</td>
<td>2 hours</td>
<td>2</td>
</tr>
<tr>
<td>NURS 2222 Nursing Capstone Seminar*</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>LPN to RN Transition #LPN'S only</td>
<td>3 hours</td>
<td>X</td>
</tr>
<tr>
<td>NURS 1133 LPN to RN Transition</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total Nursing Education Hours</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>Total Degree Required Hours</td>
<td>72</td>
<td></td>
</tr>
</tbody>
</table>

*Course has pre-requisite (see course description section of catalog) #Requires acceptance into the nursing program.
PHYSICAL AND MENTAL QUALIFICATIONS

The following minimal physical and mental qualifications are necessary for admission into and progression through the OSU Institute of Technology Nursing Program. Minimum requirements include, but are not limited to:

1. The ability to lift weights of up to 35 percent of recommended body weight independently.
2. The ability to move throughout obstacles typically found in patient rooms and in work areas.
3. Visual acuity sufficient to observe and assess patient behavior, prepare and administer medications, and accurately read monitors.
4. Auditory acuity sufficient to hear instructions, requests, and monitoring alarms, and to auscultate heart tones, breathe sounds, and bowel sounds.
5. The motor ability necessary to manipulate equipment and supplies and to utilize palpation and percussion in patient assessment.
6. The ability to speak, write, and comprehend the English language proficiently.
7. The ability to communicate in a professional manner, establish rapport with patients and colleagues, use problem solving skills, and function effectively under stress.

If at any time throughout the duration of the nursing program the student becomes permanently or temporarily unable to meet the physical and mental qualifications listed above, including but not limited to surgery, pregnancy, or injury; s/he is to report this to a nursing instructor immediately and provide documentation from a physician for release or accommodations. Students must be able to perform all nursing objectives in a manner which will not harm one’s self or patient safety.

Students with disabilities who require special accommodations must register with the Director of Accommodations, Learning and Student Success Opportunity Center (LASSO), 918-293-4622. Prior to each semester, students must provide sufficient notification of all anticipated
needs including documentation of medical, educational and/or psychological conditions. Please advise the instructor of such disability and the desired accommodations at some time before, during, or immediately after the first scheduled class period.

**SKILLS NEEDED FOR A NURSING STUDENT**

Nurses dedicate their lives to helping others and making sure that patients' needs are met. Being a successful and effective nurse is challenging and requires special skills. Nursing students who already have these skills will find themselves ahead of the game; those who do not can, with practice, develop the necessary skills.

- **Critical Thinking**

  The OSUIT Nursing Program defines critical thinking as follows: The disciplined, intellectual process of applying skillful reasoning as a guide to belief or action (Ennis & Norris). In nursing, critical thinking encompasses the ability to think in a systematic and logical manner with openness to question, and to reflect on the reasoning processes used to ensure safe nursing practice and quality care. Critical thinking encompasses the following: identifying a problem, determining the best solution, and choosing the most effective method of reaching that solution. After executing the plan, critical thinkers reflect on the intervention to determine if it was effective and if it could have been executed more successfully.

- **Dedication**

  Learning the skills necessary to be an effective nurse requires dedication to the task. Nursing students must possess this dedication to be successful. If a nursing student is not devoted to the task of becoming a nurse, s/he will likely not be successful in acquiring the extensive set of other specialized skills necessary for the occupation.

- **Organization**

  Nursing students, just like practicing nurses, must be adept organizers. Learning the information taught in the nursing program is difficult enough; disorganized students create additional challenges for themselves. Nursing students who have a history of struggling with organization should take steps to remedy the problem by researching and selecting an organizational system to better keep class material and work space in order.

- **Flexibility**
Every day is different for a practicing nurse. Nursing students need to be flexible to ensure they are able to modify their plans and schedules based upon the needs of the patient and the hospital. Additionally, nurses often have notoriously odd schedules. Individuals who do not have schedule flexibility may struggle when entering this profession.

- **Memory**

Nurses must possess an extensive array of knowledge regarding medical treatments and procedures. Having a strong memory makes this task simpler for nursing students. Individuals who easily commit information to memory will have less difficulty learning the facts necessary to work as a nurse. Those who struggle with memory issues will likely need to devote more time and energy to learning the necessary information. There are systems and tricks available to increase memory skills.

- **Compassion**

Nursing is not just about science; the field is also about patient care. Nursing students who exhibit compassion will be more effective care experts and will likely respond to patients in a more appropriate manner. Compassion is not something that can be taught in a formal sense, but nursing students can work to improve their own compassion skills by putting themselves in their patients’ shoes before making a patient-care decision.

- **Positive Attitude**

Nursing students who have a positive outlook on life will be more easily handle the challenging aspects of nursing and continue to work productively as nurses in spite of the negative occurrences that they may encounter.
ACADEMIC ADVISEMENT

All students with a declared nursing major are assigned to the Nursing Program for advisement. Students may schedule an appointment to see an advisor through the departmental administrative assistant. Students should speak with their instructors regarding any extenuating circumstances they are encountering that may impede their academic success. **This should be done at the time the extenuating circumstances occur.** It is always best to schedule an appointment, since this will guarantee that an advisor is available. Faculty have assigned advisement hours posted outside their offices. If you need to schedule an appointment, please contact 918-293-5337 for an appointment with a nursing advisor.

GRADING & PROGRESSION

To progress and graduate from the program, a student must maintain a “C” or better in all required nursing courses, general education, and support courses. Students must also achieve satisfactory ratings on clinical objectives described in the clinical evaluation tools for clinical experience. Also, all post-tests and required skills in the laboratory setting must be satisfactorily mastered. Nursing students who are identified at risk (scoring below 75% on an exam) will be counseled and encouraged to develop a plan of improvement.

Nursing utilizes a different grading scale than other programs at OSUIT. The following grading scale will be utilized in all nursing courses:

A = 92-100%
B = 84-91%
C = 75-83%
D = 74-66%
F = 65% and below
Students are required to pass all of the core nursing courses (NURS 1128, NURS 1322, NURS 1229, NURS 1133, NURS 2129, NURS 2229, and NURS 2222) with a passing test average of 75 percent. In addition, all syllabus requirements must be fulfilled to pass each course. See course syllabus for specific requirements.

LPNs must maintain an unencumbered nursing license throughout the duration of the nursing program. If at any time during the nursing program an LPN receives a notice from the Oklahoma Board of Nursing that s/he is being investigated, this must be reported to an Instructor or the School Dean immediately. If at any time during the nursing program an LPN is arrested, s/he must report this to an Instructor or the School Dean immediately. An LPN student’s ability to continue in the nursing program will be considered by the NFO on an individual basis due to the seriousness of the infraction occurred. Nursing Faculty reserve the right to administratively withdraw LPN students from the Nursing Program while they are being investigated by the OBN and/or incur an encumbered nursing license while in the program.

CONCURRENT THEORY AND CLINICAL COURSES

One of the standards required by the Oklahoma Board of Nursing is that “Classroom content shall be taught currently with or prior to related clinical experiences.” The curriculum of OSUIT’s nursing program is designed to meet this requirement. Clinical objectives correlate with lecture objectives so that students can experience a practical application of didactic material. In order to meet these objectives, students must be involved in both classroom and clinical activities. It is not possible to satisfactorily meet the objectives of only one component. For this reason, if a student has to repeat a semester, s/he must enroll in both theory and clinical components, regardless of whether a passing grade has been earned in one component previously.
Because of the close correlation between clinical and theory objectives, the faculty are concerned about patient safety when a student is not demonstrating an understanding of theory. Therefore, if a student has an “F” for a theory grade average at mid-term, or thereafter, or if the clinical evaluation is unsatisfactory, it is unsafe to continue attending clinical and the student is expected to withdraw from the course. If at any point it is mathematically impossible for the student to pass the course, student will not be allowed to attend clinical regardless of enrollment status.

KAPLAN STANDARDIZED TESTING

The Kaplan Integrated Testing Program test results include a total percent correct and a percentile rank. The total percent correct is a raw score that provides limited information. To evaluate an individual student’s score, information about the number of students who had scores above and below the raw percent score is needed. The additional information determines the relative position of the individual’s raw score.

The percentile rank for a raw score is the percentage of individuals in the total norm group who achieve scores at or below the individual’s score. An individual’s percentile rank describes his/her exact position compared with the norm group. A score that is identified by its rank is called a percentile.

The higher the percentile rank, the better a student performed on the test. A student that performed on the 85th percentile performed better than 85% of the students in the norm group. A student that performed on the 49th percentile performed better than only 49% of the students in the norm group. This student is in the bottom half when compared with the norm group.
Percentile Rank is a more accurate indicator of performance than the raw percentage to determine student success on individual tests. It takes into account the difficulty level of an individual test.

In order to aid in the progression and success of our students, while lowering our program’s attrition rate and strengthening the NCLEX-RN pass rate, OSU Institute of Technology Nursing Program has implemented Kaplan Integrated Testing Program for nursing schools. Kaplan Integrated Testing Program comprises a series of secure online tests designed to evaluate the knowledge of students in a basic nursing curriculum leading to RN licensure. The results enable nursing faculty to identify students with knowledge deficits in specific content areas, so that early interventions can be implemented in order to positively influence student outcomes. Kaplan Nursing recommends students be required to review all the remediation explanations for a specific test if they fail to achieve a minimum score of the 55th percentile rank.

Kaplan Integrated Testing Program will be given as placement testing to LPN’s and in the appropriate semesters as scheduled below. Students should be aware that their ability to pass the NCLEX-RN is strengthened by their ability to pass each series of tests. Students should prepare for each Kaplan Integrated Test by reviewing related content outlined in The Basic Book (Kaplan Review Book). After review of content, the student should practice corresponding Focus Review Tests (focus review tests are not available with Fundamentals).

Scores will be reviewed on an individual basis and counseling will be provided as necessary. Scores <55th percentile rank may require written remediation as assigned. Students not completing the exams and/or any required remediation as assigned will receive an “I” for incomplete until the assignment has been submitted and approved.
The Kaplan NCLEX Review Course will be scheduled at the end of Nursing Care of Adults II. **Attendance at a live Kaplan mandatory NCLEX review course is required to pass fourth semester.** Students will not be allowed to graduate until an NCLEX Live Review course has been attended and proof provided to the Nursing Program.

Schedule of Kaplan Integrated Tests

I. 1st Semester: NURS 1128 Foundations of Nursing: Fundamentals of Nursing Test

II. 2nd Semester: NURS 1229 Nursing Care of Families: Families Content Test

III. 3rd Semester: NURS 2129 Nursing Care of Adults I: Pharmacological/Parenteral Therapy Test

IV. 4th Semester: NURS 2229 Nursing Care of Adults II and NURS 2222 Nursing Capstone
   A. Nursing Assessment Test
   B. Management and Professional Issues Test
   C. Medical Surgical Comprehensive
   D. Secure Predictor
   E. Diagnostic
   F. Trainers One - Five
   G. NCLEX Review Course live – **MANDATORY**

V. LPN to RN Transition NURS 1133 LPN to RN Transition
   A. Prior to admission to NURS 1133 LPN to RN Transition: Fundamentals
   B. During course: Families Content

**WITHDRAWAL**

Students who elect to withdraw from any course through the 11th week of the semester (see Academic Calendar for specific dates) will receive a “W” on the transcript for that course regardless of course grade earned to that point. From the 12th week forward, a “W” will be applied only for students who have a passing grade, C or higher, at the point of withdrawal; students who have a course grade of D or F at the time of withdrawal will receive an “F” on their transcript. Students may NOT withdraw the last week of the semester.
READMISSION

Readmission is not guaranteed to any student and faculty reserve the right to decide this based on students’ readmission request and program performance as described below.

Students who fail to complete NURS 1128 (Foundations of Nursing) must reapply to the nursing program as new applicants as well as submitting a readmission request following the procedure below. Students who fail NURS 1128 must sit out one semester before reapplying to the nursing program. Students who fail NURS 1322 Dosage Calculation cannot progress to NURS 1229 Nursing Care of Families until they pass NURS 1322 or an equivalent course as determined by the Dean with a “C” or better. Students will only be considered for readmission one time. This includes previously failing Foundations at OSUIT or any other nursing program.

Students who are not passing and elect to withdraw from a core nursing course at any point in the semester will have the withdrawal counted against their readmission opportunity. Students can request to come before NFO if they believe they had extenuating circumstances contributing to their unsuccessful academic completion leading to the withdrawal. The NFO makes the decision to readmit and will review each case individually.

Students who fail to complete NURS 1128, NURS 1133, NURS 1229, NURS 2129, NURS 2229, or NURS 2222 with a “C” or better or who withdraw from the Nursing Program must submit a letter within two weeks after their withdrawal or failure to the Dean of the School of Nursing and Health Sciences if they wish to be considered for readmission. The required letter should contain:

- Identification of the problem
- Goals
- Plan of action for success
After receipt of the letter, students will be contacted and required to come before the NFO. After satisfactorily meeting the stated requirements, the criteria considered by the NFO for readmission requests includes but is not limited to: compliance with nursing program policies and procedures, course performance and attendance including lab and clinical, evidence of efforts to improve performance, and reason for withdrawal/failure.

All of these factors will be considered when evaluating a student’s ability to be readmitted and academically successful. Special consideration may be given to extenuating circumstances, and the student may be requested to audit a course. For example, a call to active military duty is considered an extenuating circumstance. If a student is having a difficult time with stressors or extenuating circumstances of a personal nature (i.e. family illness, divorce) please see your instructor immediately when such circumstances occur. Please do not wait until the student has received a failing grade to discuss the extenuating circumstance. If faculty are not aware that an extenuating circumstance is occurring, they cannot advise students accordingly.

A student may not be considered for readmission if dismissal was for, but not limited to, any of the following reasons:

- failure to notify the School Dean of intent to withdraw within five (5) school days, including the first day of absence;
- unsafe clinical performance;
- unprofessional behavior in the class/clinical area (See Unprofessional Conduct);
- performing skills reserved for licensed professionals outside the clinical practicum.

**COMPLETION RATE**

Oklahoma Board of Nursing requires each nursing program to define completion rate. OSUIT Nursing Program defines completion rate as: “The nursing program must be completed within three (3) years for traditional students beginning with NURS 1128 Foundations. LPN to
RN Transition students must be able to complete the Nursing Program within two years of beginning NURS 1133 LPN to RN Transition.”

GRIEVANCE POLICY

The Nursing Program faculty and staff are available and interested in helping you navigate through the program and complete your degree. Feel free to address your concerns and questions to your instructors and/or Nursing Program Advisor. Your nursing advisor is the instructor of record for the core nursing course you are taking during the semester. For example, if you are enrolled in NURS 1128 Foundations of Nursing, your nursing advisors are your instructors of record for this course. If students are unclear who their advisors are, please ask an instructor or the School Dean.

While you are in the Nursing Program, you are expected to handle complaints or grievances in accordance to the policy of OSUIT. OSUIT policy states that students who have complaints or grievances related to nursing course grades, conduct, conduct of classes, or other course matters or concerns, first address those complaints with the party involved (instructor, staff, or School Dean). If the student is not satisfied with the resolution, the grievance can then be taken to the School Dean of Nursing and Health Sciences. If a resolution is not achieved, the student will then be asked to bring grievance before the NFO. If a resolution is still not achieved, the student may then go to the Vice President of Academic Affairs. Grievances related to non-nursing courses should be taken first to the course instructor, then to the School Dean, and finally to the Vice President of Academic Affairs. For more information on complaints and grievances, see Grievance Policy and Procedure:

https://go.osuit.edu/administration/policies_procedures/sites/go.osuit.edu.administration.policies_procedures/files/media/4-007%20Student%20Grievance%20Procedures.pdf
STUDENT CODE OF CONDUCT

In order to achieve the mission of the Nursing Program, it is important to define a standard or a code of conduct for behavior which will enable students to work together with the faculty, staff, and administration in a positive manner.

Enrollment at OSUIT is voluntary. The voluntary entrance of a student into OSUIT means that the student also voluntarily assumes obligations of performance and behavior reasonably imposed by OSUIT. The discipline of students at OSUIT is, except for the case of expulsion, a part of the educational process. Disciplining students is intended to be instructional and to help them ultimately discipline themselves.

If students are arrested while attending OSUIT Nursing Program, they are to inform their instructor and/or School Dean immediately. Failure to notify the instructor and/or Dean of an arrest raises many ethical concerns: the student’s ability to take accountability for actions, false representation of facts, truthfulness, and unprofessional conduct. Students may be administratively withdrawn from the nursing program by the School Dean if they fail to report arrest while in the program.

OSUIT is an institution of higher learning. The policies and procedures are designed to ensure optimal learning conditions for all students. The standard or code of conduct for students is seen as a foundation of behavior rather than an arbitrary limit on behavior. Students in the Nursing Program are subject to the academic and disciplinary rules and regulations of OSUIT. The nursing faculty of OSUIT has adopted a code of honor that describes the expectations for students entering the nursing program. The “Honor Code Pledge” is found in the appendix of this handbook. Each student will be asked to read and sign this pledge as a contract of professional behavior both in the classroom and clinical settings.
Inappropriate student behavior in the classroom or clinical may warrant a Student Counseling Record. If the behavior is egregiousness enough, the faculty may request the student to come before NFO. Students who come before NFO are allowed to present their side of the incident and are given due process. NFO will then ask the student to exit while faculty decides whether a verbal warning, probation, or dismissal is to occur. Once the NFO has made its decision, this decision is final. The student has the right to appeal this decision with the Vice President of Academic Affairs.

**UNPROFESSIONAL CONDUCT AND/OR UNSAFE PERFORMANCE**

The faculty members of OSUIT are concerned when nursing students engage in dishonest acts because of the presumed relationship between students’ academic integrity and their future practice. “Students who engage in academic dishonesty are more likely to engage in concurrent illegal or deviant behaviors and to become professionals who indulge in unethical behavior... [which] could negatively impact patient safety and patient care outcomes” (Woith, Jenkins, & Kerber, 2012). Dishonest behaviors include acts such as lying, cheating, and plagiarism, alteration of records, forgery, false representation, and knowingly assisting another person in dishonest acts. This includes more than student grades. It encompasses all student activities that are necessary for continuing intellectual and professional growth in an academic setting. Students exhibiting unprofessional behavior(s) will be placed on probation or may be dismissed from the program.

Unprofessional behaviors and/or unsafe performance include but are not limited to:

1. Any behaviors that violate the Honor Code Pledge;

2. Cheating. Cheating is an act of using unauthorized assistance in an academic activity, using prohibited aids when writing papers, or knowingly concealing someone cheating.
Cheating can take place in clinical settings; e.g., a student who asks a staff nurse for assistance in calculating a medication dose but tells the instructor that the calculation was his or her own work is cheating. Unethical behavior can negatively impact patient safety and patient care outcomes (Woith, et. al., 2012);

3. Unauthorized possession of an exam or failing to report that another student has an unauthorized examination;

4. Students utilizing social network media sites to place derogatory comments regarding faculty, peers, student grades or the clinical settings or any comments regarding activities or experiences in the clinical setting;

5. Plagiarism. Plagiarism is the use of published or unpublished work or specific ideas of another person without giving proper credit (Woith, et. al., 2012);

6. Inaccurate recording, falsifying or altering of patient, agency, and/or personal records;

7. Illegal possession, sale or distribution of drugs or other wrongful conduct relating to drugs;

8. Illegal possession of weapons;

9. Theft;

10. Charges and/or conviction of a felony;

11. Violation of attendance policy (theory, lab, and/or clinical);

12. Administering medication, treatment, and/or nursing skill without the supervision of the instructor or assigned RN;

13. Administering medication, treatment, and/or nursing skill in a negligent manner;
14. Administering medication, treatment, skill and/or procedure in a clinical setting without satisfactorily demonstrating safe performance, passing post-test of that skill, and/or having received pedagogy regarding specified content in the classroom or lab setting.

15. Violating the confidentiality of information or knowledge concerning the patient;

16. Use of profanity in clinical area;

17. Violation of any part of the dress code;

18. Any activity that would jeopardize the health, safety, and/or welfare of the patient, the hospital staff, instructor, other students, or self;

19. Being under the influence of mind-altering drugs, use of illegal drugs, and/or the use of alcohol while in class or in the clinical area;

20. Use of any/all tobacco products, including e-cigarettes and vape products, during scheduled clinical hours

21. Use of any/all tobacco products, including e-cigarettes and vape products, in unauthorized locations on campus

22. Misappropriating supplies, equipment and drugs;

23. Leaving a nursing assignment without properly advising appropriate personnel and instructor (patient abandonment);

24. Presence of visitors/family members during clinical hours without instructor’s permission

25. Violent or threatening behavior against any student, faculty, staff of OSUIT, or patients verbally, physically, in writing or electronic media;

26. Discriminating in the rendering of nursing services as it relates to human rights and dignity of the individual;

27. Posting exam questions on any social network site;
28. Committing an act that a reasonable and prudent student would not perform at his/her level in the program;

29. Omitting an act that a reasonable and prudent student would be expected to perform at his/her level in the program;

30. Failure to notify the clinical instructor per policy of a clinical absence (no call/no show);

31. Failure to disclose errors to hospital responsible party and clinical instructor;

32. Unprofessional conduct detrimental to public interest;

33. While caring for a patient, engaging in intimate conduct with a patient that is sexual or may reasonably be interpreted as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient, or engaging in sexual exploitation of a patient;

34. Photo copying, screen shots, or photographing clients and/or clinical records in the clinical area;

35. Purchasing or having any material intended for instructor use including but not limited to test banks;

36. Improperly accessing patient information for one’s own benefit or knowledge (e.g. snooping);

37. Improperly sharing patient information with an unauthorized person (e.g. gossip, storytelling, disclosures to media, unauthorized recipient etc.);

38. An arrest that warrants ineligibility to practice while in the nursing program.

39. Violation of a clinical agency’s approved clinical skills list and/or agency student policies

40. Violation of any part of the contractual agreement between OSUIT and the clinical agency
NOTE: Students in the Nursing Program are subject to the academic and disciplinary policies of the Nursing Program along with the rules and regulations of OSU Institute of Technology.

Reference:


ADDITIONAL OSUIT SPECIFIC POLICIES ARE FOUND IN THE SYLLABUS ATTACHMENT ON THE OSUIT WEBSITE OR LEARNING MANAGEMENT SYSTEM (LMS), INCLUDING, BUT NOT LIMITED TO:

- Americans with Disabilities Act (ADA)
- Library facilities
- Student development
- Drop/Add/Withdrawal from a course

DISCIPLINARY ACTIONS/STUDENT COUNSELING/PROBATION

Students who are unable to succeed academically, meet the clinical objectives, or violate school/department policy will enter the student-counseling pathway (Appendix C). If the violation affects patient safety or is a critical conduct that impairs the student’s ability to provide safe care while in the clinical setting, the student will be dismissed from the program.

DISMISSAL

Unprofessional conduct or repeated unsatisfactory academic and/or clinical performances may result in probation or dismissal from the program. A student may be placed on probation only once during a semester, not to exceed two (2) times while in the nursing program.
A student who is dismissed from the program may utilize the appeals process as outlined in the OSU Institute of Technology college catalog.

CLASSROOM POLICIES

CLASSROOM DRESS ATTIRE

On days not designated as clinical or lab days, students may wear appropriate street clothes. Dress attire may be designated for specific Nursing Program activities.

ATTENDANCE THEORY

Class attendance is necessary for successful completion of the program. Students are expected to be on time and prepared for each class, and are responsible for all material covered or assigned in each course. Roll will be taken for each class and reported with grades at midterm and at the end of the semester. The student is responsible for missed lectures and any materials distributed during the absence. Lectures will not be repeated; however, a student may get faculty approval to have a classmate tape the lecture. Excessive absenteeism may result in counseling and the student may be placed on probation by faculty. Excessive absenteeism is considered two missed theory classes. Students who have a pattern of tardiness (two tardies) may result in counseling.

Students are expected to assume responsibility for their own learning and are expected to cooperate in maintaining a classroom environment conducive to learning. It is disruptive to the climate, students, and faculty when students enter the classroom late, therefore all classroom doors will be shut at the assigned time the class period begins. Students who are tardy may not enter until the first break. Use of electronic devices without permission is considered unprofessional and will not be permitted during class. If improper use of an electronic device is noted by the instructor during class, the student will be asked to leave.
COURSE SYLLABI

A syllabus is prepared by the instructors for each nursing course. The course syllabus may be amended at the discretion of the course faculty. The syllabus includes:

1. A description and overview of the course, course objectives and requirements to meet these objectives, teaching methods, evaluation, grading procedure, and required texts;
2. Expected behaviors and specific protocols as well as guidelines for clinical experiences;
3. The requirements that must be fulfilled to pass the course.

THEREFORE, IT IS IMPERATIVE THAT THE STUDENT READ AND REFER TO THE SYLLABUS THROUGHOUT EACH COURSE.

AUTHORIZED TOOLS

Students may use any/all course materials, including books and notes, while completing activities as allowed by each course syllabus. This does not apply to major examinations given throughout the course. All quizzes and written assignments must be completed independently unless otherwise specified by the course syllabus; no collaboration with classmates is permitted unless specifically authorized by the course syllabus. Any instance of collaboration that has not been specified in the course syllabus will be considered academic dishonesty. Refer to the Testing section (below) for guidelines on major examination.

TESTING/EXAMINATIONS

Major test/examinations (used interchangeably hereafter) are scheduled in the course syllabus and will be announced at least one week in advance. Examinations may be rescheduled in the case of an emergency absence, e.g. death in the immediate family or significant illness of the student with proof of emergency. Bring appropriate documentation (e.g., doctor’s statement,
obituary) to avoid losing points. In case of an emergency absence, the student must notify the instructor prior to the test time, and the instructor reserves the right to give an alternate examination. Failure to make arrangements within 24 hours for a make-up test will result in a grade of zero (0%) recorded for the examination missed. If an exam is rescheduled for a non-emergency absence, 5 points per calendar day will be deducted from the student’s test score.

**The exam must be taken within seven days of the original scheduled examination.**

a. Absolutely no cell phones, personal calculators, or other electronic/smart devices are allowed during testing. Before taking a major examination, the student’s area must be cleared of all material or items (e.g. purse, phone, misc. papers). All belongings will be left on the tables outside the computer lab; the nursing program is not responsible for any items stolen. Examinations will be administered via computer in the computer lab. Once the exam begins, students are to enter or exit only at the discretion of the faculty through the closest door.

b. To replicate NCSBN NCLEX testing guidelines, students are not allowed to have candy, gum, food, lip balm, drinks, watches (conventional and smart), scarves, hats, coats, and/or fitness devices. All hoodies/outerwear must be turned inside out.

b. Instructor will supply each student with a pencil, calculator, and scrap paper. Students will put their name on the top of each exam page and return issued items after completing the exam.

c. There is absolutely no communicating with classmates during the test. If students talk or pass notes while testing they will receive an automatic zero for the test and will be required to meet with the NFO to determine progression in the program or dismissal.
d. **Students should go to the bathroom prior to class starting for the exam.** If you have special accommodations that require you to go to the bathroom more frequently, you need to have documentation prior to or within the first week of class from the Accommodations Director. If a student is found to have gone to the bathroom with any materials related to the examination, s/he will be dismissed from the program immediately.

e. If a student witnesses another student cheating on an examination, s/he is to notify the instructor immediately during the occurrence. Do not wait until the examination is over to notify the instructor of suspected cheating.

f. All examinations will be timed. All students in NURS 1128 and NURS 1229 will be allowed 90 seconds per question, and students in NURS 1133, NURS 2129, and NURS 2229 will be given 75 seconds per question. If student experiences computer problems during testing, s/he should notify the test proctor immediately for accommodations.

g. After each exam, an examination item analysis will be completed in accordance with the Faculty Examination Development, Administration, and Review Policy.

h. Nursing students who make less than 75% on any major exam are expected to make an appointment with their instructors for counseling and remediation assignments. **It is the student’s responsibility to schedule this appointment within 5 working days after the test, and then be prepared when meeting with the instructor by bringing the completed Exam Remediation Form.** Copies of this form are available in the student handbook appendix.

i. Examination reviews are recommended for all students to attend. Test Reviews will be scheduled by the instructor after the test is completed by all students. The Test Review
will be administered in the Computer Lab only. Tests will only be accessed from computers in the Computer Lab during designated Test Review time. During Test Review, absolutely no books other than those supplied by your instructor are allowed. Students are not allowed to have any paper, phones, cameras or devices other than what the instructor has provided while reviewing the exam. No notes, screen shots, or recording of the examinations are allowed while reviewing an examination. If a student is reported to have accessed, viewed, copied, or provided a test to anyone, and proof is provided, the student will come before NFO for disciplinary action.

j. Student exam analysis: The student may obtain the Exam Analysis worksheet and Suggestions to Improve Exam Performance Checklist from the instructor during test review. The student will review each question missed on the exam and identify the main category and specific problem or contributing factor for why the student missed the question. The student records why each item was missed on the Exam Analysis worksheet. The student totals the number of items missed for each specific problem and each main category on the Exam Analysis worksheet. The student determines the priority category needs on the Suggestions to Improve Exam Performance Checklist. Suggested interventions are then identified and selected on the Suggestions to Improve Exam Performance Checklist. The student will turn in the Exam Analysis worksheet and Suggestions to Improve Exam Performance Checklist to the instructor prior to leaving test review. A copy of the Exam Analysis worksheet and Suggestions to Improve Exam Performance Checklist will be given to the student, and another will be retained in the student’s record. Follow-up appointments for help with exam skills, tutoring, counseling and evaluation of progress can be made with the instructor if needed. Students who are
required to complete exam remediation will review the Exam Analysis worksheet and Suggestions to Improve Exam Performance Checklist with the instructor during that time.

k. During Test Review, if a student takes exception to an answer identified as the correct one, the student may complete the “Test Item Comments” form provided. On this form, students should give question number and briefly describe the question, the correct answer as keyed, and which answer the student thinks is most correct accompanied by rationale and citation. Test item comment sheets will be reviewed and a decision made based on the Faculty Examination Development, Administration, and Review Policy. Instructors will not accept test item comments on notebook paper or incomplete test item comment sheets. Students may only complete a test item comment sheet on questions for which s/he did not receive credit. Test item comment sheets are only accepted during the scheduled exam review. After test review, if a student would like to review the test further, s/he will need to make an appointment with the instructor prior to the next exam. These are the only options to review an exam.

l. No grades will be rounded up.

m. Specific policies unique to each course are outlined in the course syllabi.

**DRUG DOSAGE CALCULATION COMPETENCY**

Due to the critical nature of accurate medication dosage calculations in health care, the OSUIT Nursing Program requires that all nursing students show evidence of math dosage calculation competency each semester.

A. Policy

Nursing students are required to demonstrate competence in calculating drug dosages by earning a passing course grade of 75% or higher prior to progression to NURS
1229. Students in the second (NURS 1229), third (NURS 2129), and fourth (NURS 2229) semesters will be required to pass an in-class dosage calculation exam prior to beginning clinical rotations.

B. Procedure

1. Students will be notified of the date of the competency exam and will have at least 24 hour notice from the time of announcement to the time of the exam.

2. All dosage calculation competency exams are given on the computer. Exams are 30 questions in length and cover oral and parenteral dosing, including reconstitution, and IV drug calculations including drop/minute, mL/minute and weight based calculations such as Heparin drips. Students will be provided with a calculator, pencil and scratch paper. No conversion sheets, “cheat sheets,” index cards or other study or testing aids will be allowed. Students will have one hour to complete the exam.

3. Successful completion of the competency exam is defined as achieving a score of 90% or higher.

4. If student does not achieve 90% or higher, s/he will be given the opportunity to retake a comparable exam to achieve competency. The second exam must be completed within one week of the initial exam, at a time scheduled by the instructor of record, and the student must achieve a score of 90% or higher on this second and final exam.

5. An inability to demonstrate dosage calculation competency as defined above will result in a student being unable to meet the clinical objectives for the course and therefore unable to pass the nursing course. Student will be administratively withdrawn from the program at the time of inability to meet dosage calculation proficiency.
GRADE APPEAL PROCEDURE

The student may appeal a grade or decision by discussing it with the instructors for that course. Once final grades for the course have been posted, students have one week to submit a grade appeal to the faculty of record. If no satisfaction is obtained at this meeting, the student will need to submit a letter in writing identifying the problem or decision to the NFO. The NFO will review the appeal, visit with the student and course instructors, and provide a response in writing. If the student is still not satisfied with the decision made by the NFO, a further appeal may be made through the established procedure found in the OSU Institute of Technology College catalog or website.

CLINICAL POLICIES

CLINICAL RECORDS

Clinical facilities require that the department maintain specified records on each student and clinical facility orientation competencies. Upon acceptance to the program, all students must have the following items on file in the Nursing Program:

1. Two MMR’s vaccinations or a positive titer showing immunity to all three (Measles, Mumps, Rubella)
2. Hepatitis B series or a positive titer showing immunity
3. Two Varicella vaccinations or a positive titer showing immunity
4. TDaP (Tetanus, Diphtheria, and Pertussis)
5. Tuberculosis screening test showing negative status yearly
6. Influenza vaccination yearly
7. Current American Heart Association BLS for healthcare provider CPR certification (every two years); course must include skills demonstration
8. Negative Federal Criminal Background check (including sex offender). Student may be required to obtain a second background check at the discretion of the Nursing Program.
9. Negative Drug Screen performed by a company chosen by OSUIT Nursing Program (information will be provided to the student). Student may be required to obtain additional drug screens for show cause if behavior warrants a screening.
10. Physical Assessment form (provided by OSUIT Nursing Program), completed by a provider as stated on form, showing that the student can meet all physical and mental requirements as listed on page 11.
If the certified background check reports a felony charge or registration on the sex offender registration list, or the student has a positive drug screen for a substance not supported with a prescription in student’s name from a physician, the student will be contacted by the Dean of the School of Nursing for dismissal from the Nursing Program.

**Students are required to provide evidence of current TB, CPR, and Flu vaccine throughout the program.** These requirements expire regularly so it is the student’s responsibility to maintain updated information on file. Students who do not have necessary data on file will not be allowed to practice in the clinical setting and will receive an unsatisfactory and unexcused absence. If the student cannot attend the clinical setting course clinical objectives cannot be met and student will fail the course.

Any students who has a break in program completion must obtain a new physical examination, drug screen, and background check upon returning to the program.

Clinical Facility Orientation Competencies:

1. Tuberculosis
2. Health Insurance Portability and Accountability (HIPAA)
3. Fire Safety
4. Blood Borne Pathogen Precautions
5. Hazcom

The five orientation competencies will be administered yearly through the online learning classroom in NURS 1229, NURS 2129, and NURS 2229 during the fall semester. NURS 1128 will offer each fall and spring semester. The five examinations must each be passed at 100% for students to be able to attend clinical. Students will have three attempts to take and pass the examinations at 100%. If after two examinations, student has not made the required 100% on each examination, student must contact instructor for an appointment to review content and then
take the final examination. If after the third unsuccessful attempt, student must meet with the Dean to be administratively withdrawn from the Nursing Program.

**CLINICAL DRESS CODE**

Students are expected to know and conform to the protocol of the clinical facility of assignment as a representatives of OSU Institute of Technology. The dress code for the clinical experience is as follows:

1. Black uniform top with college insignia patch on top left, black uniform bottom (appropriately hemmed), black lab coat with college insignia patch on top left. Students are recommended to obtain two sets of uniforms. No mid-calf length, long, or zippered lab coats/jackets are permitted.

2. If you wear an undershirt under the uniform it must be orange (OSU orange).

3. Appropriate undergarments must be worn at all times and should not be visible at any time. The trunk and torso must be covered at all times, including the three B’s--breasts, belly, and buttocks--regardless of gender.

4. College picture identification name tag which designates the student’s name, Nursing Student, and OSUIT;

5. Watch with second hand;

6. Tablet device with required e-text resources;

7. Stethoscope;

8. Clean solid black or solid white socks;

9. Shoes must meet clinical facility, safety, and infection control guidelines while reflecting a professional appearance. The color of the shoe must be all black or all white. Shoelaces must match the shoe color, black with black shoes and white with
white shoes only. Shoes must be all leather or a leather type material impermeable to liquid and sharps (mesh is not allowed). Shoes should be in good repair and clean. No open toe, heels, clogs, sandals, canvas, mesh, slides, or flip flops are allowed.

10. No article that would constitute a hazard to the patient's welfare is allowed. Examples of such items are, but are not limited to:

- large rings
- dangling jewelry
- long hair that is not pinned or clipped up
- excessively long fingernails
- chipped fingernail polish
- any perfumed products; e.g. detergents, lotions, fabric softeners
- more than one ring per hand
- bracelets

11. Hair must be neat, clean, and off the shoulders. No fluorescent hair colors or adornments other than a clip or band (solid in color- orange, black, or white) to keep hair pulled back are permitted.

12. Nails must be clean, well-manicured, without nail polish, and a length of ¼ inch or less. The wearing of artificial nails, overlays, extenders, etc. is prohibited.

13. Jewelry must be limited to simple, non-dangling jewelry; pierced jewelry may be visible only in the ears and is limited to a single item of pierced jewelry (one earring per ear). No tongue, lip, nose, or eyebrow piercings or other facial piercings allowed.

14. Tattoos must be covered whenever possible. The Nursing faculty or clinical agency management reserves the right to determine if tattoos require covering.

15. Clinical agency policy supersedes OSUIT Nursing Program policies.

16. Students are expected to comply with clinical agency policies.

17. Facial hair must be well-groomed.
18. Students are required to wear clinical attire while assigned to the skills/simulation with a group or class as assigned per course syllabi. If you are in the skills/simulation practicing on your own time (scheduled through the lab coordinator), this rule does not apply. No open toe, heels, clogs, sandals, canvas, mesh, slides, or flip flops are allowed in the lab at any time.

**CLINICAL ATTENDANCE**

Clinical attendance is mandatory for progression in the program and students are responsible for their own transportation. Punctuality and preparedness are expected at all times. The Nursing faculty will refuse a student admission to the clinical area whose preparation/performance is unsatisfactory, and this will constitute a clinical absence. Absences impede the clinical evaluation process, and may lead to disciplinary action and a non-passing clinical grade. It is at the discretion of the clinical instructor to provide alternative learning options if a student misses clinical. Students are adult learners and are expected to act as such. In case of an absence related to an emergency, the student is responsible to **personally notify the clinical instructor within 30 minutes prior to start of clinical.** Students should contact their clinical instructors via phone numbers provided to them in class. Do not call the school and leave a voice mail or message with administrative assistant to contact the clinical instructor. Emergency contact information for each clinical instructor will be provided in syllabus. **It is not acceptable for a student to relay notification of absence via email or peer.**

- Emergency/Excused Absences: clinical activities may be rescheduled in the case of an emergency absence, e.g. death in the immediate family or significant illness of the student with proof of emergency. Bring appropriate documentation (e.g., doctor’s statement, obituary) to avoid losing points. In case of an emergency absence, the
student must notify the instructor prior to the clinical times (as defined above), and the instructor reserves the right to give an alternate clinical experience. Students are required to present a physician’s release, without restriction, to return to clinical following surgery or a major illness

- Unexcused Absences: any absence which is not an emergency/excused as defined above will result in the student receiving a zero on both the clinical performance evaluation and any assigned clinical paperwork. Unexcused absences cannot be made up and may result in a student’s inability to successfully meet the requirements of the course.

- No Call/No Show: Students will receive a written counseling and possible disciplinary action, including dismissal from the program, if the instructor of absence is not notified in the appropriate manner as stated above.

CLINICAL TARDINESS

To promote professional accountability, students will arrive at the clinical facility on time. A counseling form will be completed when a student is tardy two times in a semester. Tardiness will be reflected in the clinical evaluation and will jeopardize the clinical grade. Students are expected to call the instructor if they are going to be late. If s/he is more than 15 minutes late, the student may be sent home at the faculty’s discretion with an unsatisfactory clinical day.

CLINICAL PREPARATION

Students must show evidence of clinical preparation, as per instructions in syllabus. See course syllabus for guidelines. Failure to demonstrate clinical preparation will result in dismissal from the clinical facility and the absence will be recorded as unexcused.
ADDITIONAL CLINICAL ATTENDANCE RESTRICTIONS:

Students may be restricted from a clinical area during a course for the following reasons:

1. In the professional judgment of the faculty, the student does not have sufficient theoretical background to function safely and competently in the clinical area.

2. Failure to demonstrate competence in the Nursing Lab.

3. The student’s performance directly or indirectly endangers a patient’s safety and welfare.

4. The student requires supervision in excess of that expected level of education.

5. The student has been banned or fired from a clinical facility for any reason. (If this occurs while you are attending clinical, you are required to notify the instructor and/or Dean immediately so other clinical agency placement can occur if necessary.)

6. That student has an illness that would be detrimental to patient safety.

CLINICAL GRADING

A “Satisfactory” or “Unsatisfactory” grade will be given for the clinical experience. Clinical grades are based on clinical performance and written/oral assignments. Failure to make a satisfactory grade in either clinical performance, defined as 1.5 or higher, or written/oral assignments, defined as an average of 75% or higher, will result in an unsatisfactory clinical grade.

Goals are specified for each course by means of the clinical objectives described in the clinical evaluation tool. A “Satisfactory” grade is required for successful course completion. See course syllabi for specific clinical grading.
**UNSATISFACTORY PERFORMANCE**

Students unable to achieve the objectives in a clinical experience will receive a written unsatisfactory evaluation, which will be signed by both the faculty member and the student. Any student with more than two unsatisfactory evaluations will be referred to the NFO for review and disciplinary action. An unsatisfactory evaluation may result from absences or tardiness, lack of preparation, inappropriate attire, unprofessional conduct, and other violations of clinical policies.

**UNSAFE PERFORMANCE**

A student will be referred to the NFO for an unsafe performance which, in the judgment of the clinical instructor, could endanger the patient's well-being, e.g., performing an invasive procedure without the instructor's approval, failure to report errors, administering medications without appropriate supervision, violating confidentiality policy, violating hospital policy, contract, and/or approved skills policy, performing any procedure without the knowledge level, etc. An unsafe performance or excessive unsatisfactory performances may result in failure of the course and/or dismissal from the program.

**SKILLS & SIMULATION LAB POLICIES**

During Skills & Simulation Lab (SSL), you will be both an active participant and observer in skills competency checks and simulation events. The objective of the SSL is to assist nursing students in developing skills competencies; improving assessment skills and performance in identified healthcare situations. The SSL is also designed to challenge a student’s professional response and judgement in the clinical environment.

A student is not permitted to perform procedures in a clinical setting until s/he has satisfactorily demonstrated safe performance and passed the competency check for that skill in the SSL. In order to perform skills successfully, students are required to complete the Ticket to
Ride (TTR) activity with a 75% or greater prior to the day assigned for the specified skill(s) by the designated deadline. Students will be provided practice time during the skills lab to demonstrate competency. However, additional skills practice may be required to demonstrate competency outside of scheduled theory/lab time. A complete list of skills laboratory policies will be provided in the first week of the semester.

Computers are available in the OSUIT Library and Nursing Program Computer Lab for student use during posted hours. Students are required to view skills videos and complete each TTR activity listed in the syllabus and LMS on their own time. Students should report nonfunctioning videos/events, non-working equipment, or any other problems related to the SSL to the Skills Lab Coordinator.

Food and drinks are prohibited in the SSL due to potential damage to equipment. Students must adhere to the clinical dress code for all SSL events. Failure to adhere to the dress code will result in the student’s dismissal from SSL. The SSL door will be closed at the time lab is scheduled to begin. No one will be admitted to SSL events after the scheduled lab start time, unless previous arrangements with the SSL faculty has been made. All SSL events must be completed to pass the nursing course. SSL makeup assignment(s) will be provided at the discretion of the faculty involved. It is the student’s responsibility to contact the appropriate SSL faculty for makeup assignments.

All SSL manikins are to be treated with respect just as you would treat a human patient. All students are expected to act as a professional in all SSL events. The manikins are easily stained, therefore no ink pens or betadine are allowed to be used near the manikins. Gloves are to be donned when touching the manikins. Students will be held responsible for damage to equipment as a result of not following the Skills & Simulation Laboratory Policies. The failure to
follow SSL policies and the resulting damage to equipment may result in dismissal of the student from the Skills and/or Simulation Lab.

Strict confidentiality is to be maintained, in accordance to the Health Insurance Portability and Accountability Act (HIPAA), regarding all participants’ performances, whether seen in real time, on video, or otherwise communicated to you. Failure to maintain respect and confidentiality may result in unwarranted and unfair defamation of character of the participants in potentially intimidating and/or stressful situations.

Discussion of simulation scenarios during pre and post debriefing activities will occur, but all are expected to adhere to the following statement: “Everything that happens in lab, stays in lab!” Due to security, copyright and/or ownership, all scenarios and discussions must remain confidential. A breach of confidentiality regarding SSL may result in disciplinary action or dismissal from the program.

A Skills Lab Toolkit must be purchased by every student in the OSUIT Nursing Program. The Toolkit is available for purchase in the OSUIT Bookstore. The items contained in the Toolkit are ONLY for practice purposes on inanimate objects. The items contained must be kept secure from others, especially small children, to prevent injuries from misuse of the products. The specific items needed for each SSL will be communicated to the students prior to SSL. Each student is responsible for bringing the appropriate items to SSL. Students are responsible for procuring new supplies if the supplies provided in the Toolkit are lost or destroyed.

**GENERAL INFORMATION**

**COMMUNICATION**

Student grades will be posted on online classroom and their course work graded through online classroom. Students should access “User Progress” on online classroom for their
accurate grade. **Students are required to use their OKSTATE Email address and will be contacted via OSUIT email.** Each faculty member has a physical mailbox for inter- and intra-departmental communications located in the nursing office foyer. Students may leave messages as necessary. Notices are placed on bulletin boards in the Nursing Program. Messages are also communicated via online classroom and email. Students should check course news in online classroom and emails frequently. Faculty will have their office hours posted on their office doors. Students are responsible for accurate and appropriate electronic communications, and they will be held accountable for any information disseminated in this format.

**STUDENT EMPLOYMENT**

Most students find it difficult to maintain employment while progressing through the program. **Employment responsibilities are not considered acceptable excuses for a student's inability to meet any program requirement.** OSUIT accepts no legal responsibility for a student's performance of nursing duties in a health care agency unless that student is under the supervision of a faculty member during a scheduled clinical experience.

**STUDENT COMMITTEE REPRESENTATION**

Nursing students are represented at the NFO meetings. The selection is made from interested students in each level. There may be two representatives from each class. The representative is responsible for presenting student viewpoints and suggestions to the Organization and for providing feedback to the student body. However, the NFO meetings are open to all nursing students that wish to attend.
STUDENT LIFE

Students in the Nursing Program have the opportunity for involvement in campus activities and organizations. For more information about student life activities contact Student Life at (918)293-5456 or access OSUIT website http://go.osuit.edu/student/life/.

OSUIT STUDENT NURSES’ ASSOCIATION

OSU Institute of Technology Student Nurses' Association (SNA) is the officially recognized organization for nursing students. Membership in the SNA provides the student with opportunities for professional development and allows for the chance to be involved with other nursing students across the nation. Activities related to leadership, education, and community service are emphasized. Involvement is encouraged, but not a requirement. For more information about the SNA, contact the nursing office at (918) 293-5337.

FEES AND EXPENSES

Information about college fees and expenses are found in OSUIT catalog and website.

Special expenses for nursing students include:

1. Uniform requirements (See Dress Code)
2. Specified nursing equipment
3. Pinning and graduation requirements
4. Transportation to and from the clinical facilities
5. All meals at the clinical facility
6. Document duplication/photocopy costs (handbooks, records, forms, etc.)
7. Facility requirements for CPR, immunizations, background check, drug screening, physical assessment
8. National licensure exam fees
9. Electronic tablet (i.e. iPad)

FINANCIAL AID

Information about financial aid may be found in OSUIT catalog and website.

Students seeking financial information about specific programs should consult the Financial Aid Office. Students may obtain financial aid packets, verify filing deadlines, and get assistance
filing forms from the Financial Aid office, (918) 293-5222. **Students are responsible for following financial aid guidelines. If there is a question, see a financial aid advisor.**

**DEPARTMENT INFORMATION**

Each student is expected to help maintain a clean, smoke- and tobacco-free environment. Tobacco, cigarettes, and electronic cigarettes are not permitted at OSUIT or clinical. Children are not permitted into the classroom or lab while class/lab is in session (unless allowed by instructor) and are not to be left unattended in the department for any reason. **All electronic devices must be set on “silent” mode or turned off during class and clinical.**

**ADDITIONAL INFORMATION**

Students with questions or concerns about their nursing education are encouraged to call:

- Oklahoma Board of Nursing  (405) 962-1800
- Accreditation Commission for Nursing in Education (ACEN) (404) 975-5000
- Jana Martin MS, RN, CNE  
  Dean, School of Nursing and Health Sciences  
  Phone: (918) 293-5339  
  Fax: (918) 293-4723  
  E-mail: jana.s.martin@okstate.edu

**POLICY FOR PINNING CEREMONY**

A pinning ceremony is held at the end of each semester for ADN students who have completed their academic work in nursing. All students currently enrolled in the nursing program are required to attend the pinning service. It is an expectation that currently enrolled students in the nursing program will follow all policies listed in the Nursing Student Handbook for the pinning ceremony and reception. Pre-nursing students are welcome to attend as well.

**PLANNING FOR CEREMONY:**

The Pinning Ceremony will always be the same day as OSUIT Graduation (time TBA), in Covelle Hall. Furthermore, there will be a mandatory practice scheduled before the ceremony.
(time of practice TBA). Only the graduating class is required to attend the pinning practice. The following information will help in the planning of the ceremony.

- **Invitations:** graduates may opt to design an invitation to be printed. If you design an invitation, the program Dean can assist in working with the campus print shop to obtain printing; however, the graduate is responsible for the costs.
- The nursing administrative assistant is responsible for getting invitations to invited guests (President, Executive Vice President, Vice Presidents, School Deans, Clinical Agencies, Nursing Advisory Committee Members, etc.).
- **Graduates are required to wear white nursing uniforms and clean white shoes.**
- **Graduates who are not dressed appropriately may not be allowed to participate in the pinning ceremony.**
- Graduates may elect to have family a member, friend, or nursing faculty perform the actual pinning. If you decide to have a faculty member do the pinning, the student should decide which faculty will do the honors.
- Graduates may choose to organize and develop a slide show featuring pictures of the group while in the program or other pictures of the student. The nursing faculty will not participate in the creation of this slide show; however, they will review the slides prior to the pinning ceremony and approve or edit as necessary to avoid inappropriate content.
- Graduates will be asked to write their “thank you,” which will be read while the student is being pinned. The note must be typed legibly for faculty to read and kept to a 200 word maximum.
- There will be a reception in the Nursing and Health Science building immediately following the pinning ceremony.
- Song to be played while students are walking in can be chosen by the graduates but must be pre-approved by the School Dean.
- The song that will be played while students are exiting is “Go Light Your Candle.” This accompanies the lighting of the lamp when the lights are dimmed.

Graduating students will appoint three representatives to serve on a committee for the pinning ceremony. Nursing Instructors will serve as the faculty liaison for this committee on a rotating basis. The committee will meet early in the semester then regularly to ensure all details are finalized and jobs are assigned.

If at any time, members of the graduating class have any suggestions, questions, comments, or concerns regarding the pinning ceremony, they should bring them before the NFO in a timely fashion before the pinning ceremony. Please do not wait until the week before the Pinning Ceremony to voice any concerns.
Students who are in NURS 1128, NURS 1229, and NURS 2129 are responsible for set-up and clean-up before and after the ceremony. They will receive assigned duties prior to pinning.

FUNDING FOR CEREMONY:

The School of Nursing and Health Sciences will provide the refreshments for the reception. If anything else is selected by the graduating committee, this must be purchased by graduates or SNA if approved by vote by majority of SNA Members.

**LICENSING PROCEDURES**

**TRANSCRIPTS RELEASED TO OKLAHOMA BOARD OF NURSING**

The Dean for the School of Nursing and Health Sciences will release all nursing graduates’ official college transcripts to the Oklahoma Board of Nursing the week following graduation. Students who owe a balance, have a hold, or receive an Incomplete will not have their transcript released to the OBN.

**NATIONAL LICENSURE EXAMINATION PROTOCOL**

Once you have completed your graduation requirements from OSUIT and have a confirmed Associate Degree in Applied Science, you are eligible to request for permission to take the National Council Licensure Examination for Registered Nurses (NCLEX).

The eight steps of the NCLEX are:

1. Apply for licensure with one board of nursing (BON).
2. Register and pay with Pearson VUE via the Internet, telephone or by U.S. mail.
3. Receive an Acknowledgement of Receipt of Registration from Pearson VUE.
4. The BON makes you eligible in the Pearson VUE system.
5. Receive an Authorization to Test (ATT) letter from Pearson VUE. Candidates must test within the valid dates. There are no extensions.
6. Schedule an exam appointment via the internet (by accessing your online account) or by telephone, see https://portal.ncsbn.org/


8. Receive license from the Board of Nursing approximately four weeks after the exam.

Excerpt from Oklahoma Nursing Practice Act https://nursing.ok.gov/act4.html

§567.5 Registered Nurses, licensing-Application-Examination-Licensure without examination-Use of titles and abbreviations-Violations.

A. All applicants for a license to practice as a Registered Nurse shall be subject to Section 567.8 of this title.

B. An applicant for a license to practice a Registered Nurse shall submit to the Oklahoma Board of Nursing certified written evidence that the applicant:
   1. Has completed the basic professional curricula of a school of nursing approved by state board of nursing, and holds or is entitled to hold a diploma or degree therefrom;
   2. Has never been convicted in this state, the United States or another state or territory
      a. of any felony, unless five (5) years have elapsed since the date of the criminal
      b. conviction or the termination of any probation or other requirements imposed on the
      c. applicant by the sentencing court, whichever shall also occur, or a presidential or
d. gubernatorial pardon for the criminal offense has been received, provided
   e. provision of this paragraph shall not be effective until November 1, 2003;
   4. Has submitted a criminal history records search that complies with Section 567.18 of this title;
   5. Is a minimum of eighteen (18) years of age; and
   6. Has met such other qualifications as the Board may prescribe in its rules.

C. An applicant for a license shall be required to pass a written examination in such subjects as the Board may determine. Upon an applicant successfully passing such as examination, the Board may issue to the applicant a license to practice as a Registered Nurse. An applicant who fails such examination shall be subject to reexamination according the rules of the Board. The passing criteria shall be established by the Board in its rules.

D. The Board may issue a license to practice nursing as a registered nurse without examination to an applicant who has been duly licensed as a Registered Nurse under the laws of another state, territory, the District of Columbia or a foreign country, if such applicant meets the qualifications required for licensing as a Registered Nurse in this state.
E. Any person who holds a license to practice as a registered nurse in this state shall have the right to use both the title “Registered Nurse” and the abbreviation “R.N.” No other person shall assume such title or use such abbreviation, or any other words, letters, signs or figures to indicate that he person using the same is a registered nurse. Any individual doing so shall be guilty of a misdemeanor, which shall be punishable, upon conviction, by imprisonment in the county jail for not more than one (1) year or by a fine of not less than One Hundred Dollars ($100.00) nor more than One Thousand Dollars ($1,000.00), or by both such imprisonment and fine for each offense.
APPENDIX A
HONOR CODE PLEDGE

The OSUIT Nursing program promises to create a professional environment that fosters excellence where the entire college community works together with integrity and care for others.

Excellence
- I will perform at the highest level that I can.
- I will be the best that I can be.

Integrity
- I will commit myself, even in the face of adversity to the five fundamental values of honesty, trust, fairness, respect, and responsibility.
- I commit myself to academic honesty and integrity in the classroom and clinical setting at all times.
- I will take responsibility for what I say and do.

Caring
- I will demonstrate a commitment to the attributes of compassion, empathy, altruism, responsibility and tolerance.
- I will demonstrate caring behaviors at all times.
- I will respect individual diversity through a non-judgmental attitude and approach.

Adaptability
- I will be flexible and adapt to change when needed.
- I will work to become a creative problem solver.

Respect
- I will not tolerate discrimination.
- I will contribute to creating a safe and supportive atmosphere for teaching learning.
- I will regard privacy and confidentiality as core obligations.
- I will communicate with peers, staff, and faculty in a professional and respectful manner.
- I will not utilize social network media sites to place derogatory comments regarding nursing faculty or peers.
- I will not utilize social network media sites for any comments related to Clinical settings or student grades related to the nursing program.

Today, I am beginning a career as a professional nurse, which means accepting the responsibilities and unique privileges of that profession. These include monitoring my interactions and behaviors and using self-reflection in order to challenge myself as I evolve into the role of a professional nurse. I understand that it is a great honor and privilege to study and work in the nursing profession. I promise to uphold the highest standards of ethical and compassionate behavior while learning, caring for others, and/or participating in educational activities. I will strive to uphold the spirit and letter of this code during my time at OSUIT Nursing Program and throughout my professional career as a registered nurse.

Print Name: ________________________      Signed Name: _________________________
Date:           ________________________       Witness Signature: _____________________
APPENDIX B

STUDENT/PROGRAM AGREEMENT

I have read and understand the OSU Institute of Technology Nursing Program Handbook and agree to follow all policies outlined in the handbook. I further agree to follow all addenda as distributed and discussed by nursing faculty and understand that these addenda are enforced on the date distributed.

I understand it is my responsibility to obtain and review any addendum with a faculty member if I am absent when the addendum is distributed. Failure to obtain an addendum will not excuse me for any infractions after the addendum's instituted date.

____________________________________ _____________________
Student Signature     Date

____________________________________
Student Name (Please Print)
APPENDIX C

CONFIDENTIALITY AGREEMENT

As a nursing student and a representative of the OSU Institute of Technology Nursing Program, I realize that I will have access to privileged and confidential information about patients in the clinical agencies to which I will be assigned. In order to protect the patients’ rights to privacy, I agree to abide by the following rules:

2. Patient information will be disclosed only to those persons directly involved in caring for the patient.
3. Patient information will not be discussed in public areas, such as hallways, cafeteria, elevators, etc.
4. Patient information discussed in clinical conferences and classes will be limited to questions and experiences that will enhance the professional education of nursing students, and will not be conveyed outside the classroom. Tape recorders will be turned off before discussing information related to actual patients.
5. Do NOT include patients’ names, names of family members, or any other identifiable information on assignments.
6. Do NOT enter patients’ names or other identifiable patient information on computers outside of the clinical agencies.
7. Abide by clinical agency policies regarding patient confidentiality.
8. Do NOT make photocopies, computer printouts, screen shots of patients’ medical records, or photographs in the clinical area.
9. Do NOT discuss clinical sites, patients or situations on social network media sites.

I realize that I am subject to disciplinary action, which may include dismissal from the program, if I violate patient confidentiality.

________________________________  _____________________________
Student Signature     Date

________________________________  _____________________________
Witness Signature     Date
APPENDIX D

AUTHORIZATION FOR RELEASE OF INFORMATION

I, the undersigned, authorize OSU Institute of Technology, its instructors and supervisors, to release my information in the following circumstances:

- The release of my required clinical records (see list in handbook) to contracted clinical agencies as requested
- To provide education and employment references for me; I understand that my strengths and weaknesses will be discussed.

Please print your complete name:

____________________________________________________________________
First      Middle      Last

Signature: _________________________________ Date: __________________________
APPENDIX E

SKILLS & SIMULATION LAB CONSENT FORM

By initialing and signing this consent form, you agree to follow the Skills & Simulation Laboratory Policies discussed in the Skills & Simulation Laboratory Policies section of the Nursing Student Handbook and agree to photo/video recording as discussed below.

Please initial in the space provided for each statement and sign/print your name at the end of the document.

[ ] I agree to maintain strict confidentiality, according to the Health Insurance Portability and Accountability Act (HIPAA), regarding details and participants of all Skills & Simulation Lab events.

[ ] I agree to follow the Skills and Simulation Lab policies as listed in the Nursing Student Handbook.

[ ] I authorize OSUIT faculty to photograph and/or video record my performance during skills and/or simulation lab.

[ ] I authorize OSUIT faculty to use video recording(s) for purposes including, but not limited to: debriefing, faculty review, student competency documentation, educational and evaluative activities.

[ ] I understand if photographs and/or video recording are to be used externally, reasonable effort will be made to notify participants involved prior to use with the understanding my involvement will not result in compensation.

[ ] I agree not to place any documents, photographs or video recordings of Skills and/or Simulation Lab on social media without prior written approval of faculty and participants involved.

Student’s signature: __________________________________________________________

Printed Name: __________________________________________________________

Date: __________________________________________________________
The OKlahoma State University Institute of Technology-Okmulgee is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status (G.E.D.) [59 O.S. §567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status;
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the right to deny a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 &567.6].”
Scope of Practice for the RN

The practice of nursing is defined in the ONPA as “the performance of services provided for purposes of nursing diagnosis and treatment of human responses to actual or potential health problems consistent with education preparation. Knowledge and skill are the basis for assessment, analysis, planning, intervention, and evaluation used in the promotion and maintenance of health and nursing management of illness, injury, infirmity, restoration or optimal function, or death with dignity. Practice is based on understanding the human condition across the human lifespan and understanding the relationship of the individual within the environment. This practice includes execution of the medical regime including the administration of medications and treatments prescribed by any person authorized by state law to so prescribe.”

Registered nurses are prepared in nursing education programs offered in colleges and universities. Registered nurses have completed general education courses in social and behavioral sciences, biological and physical sciences, and the humanities. In addition, registered nurses have successfully completed nursing courses that prepare them for the full scope of nursing practice, including the following roles:

- Assessing the health status of individuals, families and groups
- Analyzing assessment data to determine nursing care needs
- Establishing goals to meet identified health care needs
- Planning a strategy of care
- Establishing priorities of nursing intervention to implement the strategy of care
- Implementing the strategy of care
- Delegating tasks that may safely be performed by others, consistent with educational preparation and that do not conflict with the provisions of the Oklahoma Nursing Practice Act
- Providing safe and effective nursing care rendered directly or indirectly
- Evaluating responses to interventions
- Teaching the principles and practice of nursing
- Managing and supervising the practice of nursing
- Collaborating with other health professionals in the management of health care
- Performing additional nursing functions in accordance with knowledge and skill acquired beyond basic nursing preparation
- Delegating tasks that can be performed by the advanced unlicensed assistive person

All licensed nurses are responsible for ensuring that they work within their scope of practice, and that they are adequately prepared to carry out the functions of their positions. Maintaining the competency necessary for the position is a professional responsibility of the licensed nurse.
APPENDIX G

STUDENT COUNSELING PATHWAY

When a student fails to meet the requirements of the Nursing Program, the Student Counseling Pathway will be initiated. The flow chart demonstrates the procedure which will be used to assist and guide students who are not making progress. Serious violations involving patient safety and/or unprofessional conduct will result in immediate probation or dismissal from the program. Repeated minor infractions will be considered a serious violation.

OPTION I
UNSATISFACTORY PERFORMANCE

**PROCEDURE:**
- a. Discuss recommendations verbal or written
- b. Document meeting
- c. All participants sign form, as appropriate
- d. Follow-up conference date set, as necessary

**PERSONS PRESENT:**
- a. Student
- b. Faculty member(s) involved

**NFO**

**STUDENT IMPROVES**
1. Process terminated with condition:
   Performance must be maintained at Acceptable level.

**STUDENT DOES NOT IMPROVE**

**TERMS OF CONTRACT NOT MET**

**PROCEDURE**
- a. Schedule meeting
- b. present: Student, Faculty, Dean
  1. Decide:
     i. Probation Extension or
     ii. Dismissal from nursing program
  2. Faculty can determine the decision without convening NFO
- c. Document meeting
- d. All participants sign form

**STUDENT IMPROVES**

**TERMS OF CONTRACT NOT MET**

**PROCEDURE**
- a. Prepare contract with recommendations
- b. All participants sign contract
- c. Set follow-up conference date
- d. Suspension lifted

**STUDENT DOES NOT IMPROVE**

**TERMS OF CONTRACT NOT MET**

**PROCEDURE**
- a. Document meeting
- b. All participants sign form
- c. Schedule NFO meeting to decide:
  1. Probation or
  2. Dismissal from nursing program

**DISMISSAL**

**PROCEDURE**
- a. Document meeting
- b. All participants sign form
- c. Give student written notice of administrative withdraw and rationale
- e. Submit AW paperwork to Admissions

**STUDENT IMPROVES**

**TERMS OF CONTRACT NOT MET**

**PROCEDURE**
- a. Prepare contract with recommendations
- b. All participants sign contract
- c. Set follow-up conference date
- d. Suspension lifted

Student may appeal (see College Catalog)
# OSUIT NURSING PROGRAM
## RECORD OF STUDENT COUNSELING

**Student Name _____________________________**  **Date _______________________**

<table>
<thead>
<tr>
<th>Reason for Counseling</th>
<th>Method</th>
<th>Previous Counseling</th>
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<tbody>
<tr>
<td>Attendance</td>
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<tr>
<td>Academic Performance</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
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<tr>
<td>Clinical Preparation</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
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<tr>
<td>Professional Behavior</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
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<tr>
<td>Clinical Performance</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

**Description of Incident:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Faculty Signature:**  ____________________________________ **Date:**  __________________

**Student Statement:**  (Check One)

_____ I agree with the statement written above.

_____ I do not agree with the statement written above.

**Student Comments:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Student Signature:**  _____________________________________ **Date:**  ___________
Action to be taken:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Student Placed on Probation:   Yes   No   Length of Probation: ______________

Consequence Should Counseling Be Necessary Again:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

I have read this record and understand it.  _____________________________         ________
Student Signature                          Date

Nursing Faculty Signature:  _____________________________________        ________
Date

Director of Nursing:  ___________________________________________        ________
Date
APPENDIX I
STUDENT EXAM ANALYSIS

Directions: To complete the Exam Analysis worksheet, list the number of each test question that you missed in the first column. Then mark an X under the description that best explains why you missed the question. Sometimes you will mark more than one reason for a question. If you missed a question for a reason other than those listed, clearly specify the reason in the “Other” column on the right side of the chart. Next, add the number of X’s under each reason. These numbers indicate the areas of study on test-taking strategies that need more attention.

<table>
<thead>
<tr>
<th>Test item missed</th>
<th>LACK OF KNOWLEDGE</th>
<th>ENGLISH SKILLS</th>
<th>EXAM ANXIETY</th>
<th>EXAM SKILLS</th>
<th>Other</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Reading/textbook</td>
<td>Inadequate notes</td>
<td>Application of knowledge</td>
<td>Poor retention</td>
<td>Reading comprehension</td>
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Suggestions to Improve Exam Performance Checklist

Name: __________________ Date: ____________ Class: _____________ Exam: ____________

Priority # _______________ Lack of Knowledge of Subject Matter
☐ Use objectives to identify important content while reading textbook.
☐ Write out key points from #1 and use for later review.
☐ Take careful notes during class.
☐ As soon as possible after class and at the end of each week review #2 and #3 from above.
☐ Participate in study group each week.
☐ Use additional resources to review important content and to practice application on review questions.
☐ Predict exam questions. Use these for group review.
☐ Schedule time to review each lecture carefully before each exam.
☐ Note weak areas such as pathophysiology, medication side effects, lab values, etc.
☐ Other: _____________________________

Priority # _______________ Exam-taking skills
☐ Read each question carefully and highlight or write down key words on scratch paper.
☐ Give your own answer (write down a few words on scratch paper BEFORE looking at choices given on exam).
☐ Mark each answer choice as T, F,?.
☐ Choose the best answer based on what you learned in this class.
☐ Don’t change an answer unless you know why the first answer is wrong. (Never change an answer just because you feel uncertain).
☐ Practice application of knowledge using case studies and NCLEX-RN review questions.
☐ Other: _____________________________

Priority # _______________ English Language/Vocabulary
☐ Look up vocabulary terms/new words identified in reading assignment, lecture, and study groups, etc.
☐ Write out the meanings of these words, note pronunciation and use them in a sentence, make flash cards or write them in a notebook.
☐ Drill on these words several times each week.
☐ If you don’t understand an exam question or answer choice ask the instructor for clarification.
☐ Other: _____________________________

Priority # _______________ Exam Anxiety
☐ Over-prepare for exams so that you feel confident about your knowledge.
☐ Use recommended exam skills on every question. This helps you think logically.
☐ Use positive self-talk- i.e. “I know these concepts”, “I am going to do well on this exam”.
☐ Don’t spend too long on a difficult question. This lowers your confidence and increases anxiety. Read it carefully twice, guess and move on.
☐ Use methods that help you feel calm, remember what you have learned and apply knowledge and exam skills.
☐ Practice relaxation techniques (deep breathing, etc.) so you can use them as needed.
☐ Other: _____________________________

Priority # _______________ Other (Please Specify Below):
APPENDIX J

EXAM REMEDIATION FORM

Student Name: __________________________   Course: _______________________
Date of exam: _________ Exam score: _______ Date of next exam: ____________

Your last exam score was below 75%. You are advised to contact your course faculty to schedule
an appointment and discuss the following form. Complete the student portion of this form prior
to meeting with your faculty.

Student will complete the following (please check all that apply).

1. How many classes did you attend since the last exam?
   □ I attended all classes
   □ I missed ____ classes

2. In the week there is not an exam
   I spend ______ hours studying for this course
   I read the text and assigned readings _____% of
   the readings completed

3. When I do the readings I:
   □ Take notes □ Outline
   Other: ________________________
   □ I study alone □ I study with a group

4. When I attend class I
   □ Take notes □ Participate
   □ Ask questions

5. In the week there is an exam
   I spend ____ hours preparing for the exam
   □ I review Power Points and faculty notes
   □ I review previously read assignments
   □ I review my notes
   □ I study alone □ I study with a group

6. These are part of my routine study habits
   □ I review my notes from the readings and class
   □ I use an outline of the key points from the
     reading
   □ I study the key points from the end of the
     chapters
   □ I have a study schedule and plan
   My best time to study is
     ________________________________
   The time I usually study is
     ________________________________

7. My test taking strategy consists of
   □ Reading the question more than once
   □ Rephrasing the question in my own words
   □ Watching for negative words (i.e. except)
   □ Identifying all the wrong answers before
     selecting the correct answer
   □ Rarely changing answers

8. What best describes your exam experience
   □ I have test anxiety
   □ When others finish the exam, I feel pressured
     to hurry and finish the exam
   □ I am one of the first ones done with an exam
   □ I am one of the last ones done with an exam
   □ When I change my answers on an exam, I
     change to the wrong answer
9. What do you feel is the most difficult challenge in this course?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

9. What do you plan to do differently to prepare for the next exam?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Course Faculty Comments and Recommendations

Faculty name: ___________________________   Date: ___________________

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
APPENDIX K

TEST ITEM COMMENT SHEET
one question per sheet

NAME: ___________________

EXAM: ________________  DATE: ________________

QUESTION NUMBER: ________________________________

CORRECT ANSWER: ________________________________

STUDENT ANSWER: ________________________________

STUDENT RATIONALE:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

REFERENCE: ________________________________________________________________

NFO RESPONSE:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

☐ no change (invalid student rationale/reference see above)

☐ given as bonus  ☐ throw out  ☐ accept alternate answer
APPENDIX L

SUBSTANCE ABUSE POLICY

Suspected Substance Abuse by Students

Principles

The general principles used by the NFO in developing this policy are:

1. Substance abuse compromises both the educational process and patient care.
2. The Nursing Program is committed to the welfare of both the students and the patients.
3. Addicted persons need help to recognize the consequences of their substance use.
4. Addiction is a treatable illness, and rehabilitative and therapeutic approaches are effective in facilitating recovery.

OSUIT Drug Free Campus Policy:

OSUIT has a Drug-Free Campus Policy in effect. As set forth in local, state, and federal laws, and the rules and regulations of the University, Oklahoma State University of Technology prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in building, facilities, grounds, or other property owned and/or controlled by the University or as part of University activities. The policy set forth in the Nursing Student Handbook is not meant to supersede the Drug-Free Campus Policy, but rather, to supplement it in terms of the special nature of clinical rotations. The student is held responsible for knowing and following the OSUIT Drug-Free Campus Policy.

Procedure when the student appears to be under the influence of a chemical or alcoholic substance in the clinical or classroom setting, reported under the influence, and/or arrested for impairment of substance abuse:

1. The nursing instructor will confront the student with the suspicion that she/he is under the influence of a chemical/or alcoholic substance, which may include prescription drugs that are impairing the student’s ability to perform. The specific observations that led to the suspicion will be shared with the student by the instructor.
2. If the student admits that she/he is under the influence of a chemical substance, she/he will be required to leave the clinical or class setting immediately and will not be allowed to return to the setting until assessed and a treatment plan, if recommended, has been initiated.
3. The assessment and treatment plan will include the following elements:
   a. A psychological evaluation at the student’s expense, prepared by a licensed mental health professional addressing assessment for chemical dependency, severity of addiction, motivation for treatment, and recommendation for treatment.
   b. The student must comply with treatment recommendations resulting from the evaluation, at the student’s expense, with documentation of compliance provided by the substance abuse treatment provider at least monthly until, in the judgment of the provider, treatment is no longer necessary.
   c. During the time of treatment, the student must agree to undergo immediate drug and/or alcohol screening, via an approved laboratory at the student’s expense, when requested to do so in the clinical and/or class setting. If the screen is positive, the student will be immediately terminated from the Nursing Program.
d. Ability to remain in the Nursing Program during the time of treatment will be reviewed by the Nursing Faculty on an individual basis, based on the recommendation of the treatment provider.
e. The student’s refusal to agree to a plan including the elements described above will result in the student being dismissed from the Nursing program.
f. Readmission shall be on a space-available basis and shall be contingent upon agreement to cooperate with treatment that includes the elements described above.

4. If the student denies being under the influence of a chemical substance when confronted, she/he will be requested to immediately have a urine drug screen and blood, breath, or saliva alcohol screen at an approved laboratory at the student’s expense. A refusal to undergo this screen will result in the student being requested to leave the clinical or class setting immediately. The student will only be allowed to return to the setting after undergoing an assessment as described in 3.a. If treatment is recommended by the evaluation, the elements described in 3.b – 3.e. will go into effect. Refusal to agree to the assessment will result in the student being dismissed from the Nursing Program.

5. In all cases involving admitted or suspected substance abuse in the clinical setting, a counseling summary will be written, and will be signed by the faculty member, the student, and the Nursing Dean. The counseling summary will include the following:
a. A description of the behavior that resulted in the need for a conference.
b. A description of the conference and its outcomes.
APPENDIX M

EXPOSURE CONTROL PLAN

1. METHODS OF COMPLIANCE
   a. Campus lab: Students must sign a “Lab Supply Packet Release Form” agreeing to use lab supplies only on inanimate objects. It is not necessary to practice invasive skills on each other in the lab, as mannequins are available for practice and demonstration. Students desiring to practice invasive skills on each other must sign a “Release of Responsibility” (see appendix H), adhere to Standard Precautions, and practice only under the direct supervision of their instructor.
   b. Clinical lab: Students will be instructed in infection control policies/procedures of the assigned institution during orientation, and will be expected to adhere to institutional policies and procedures.

2. POST EXPOSURE EVALUATION AND PROTOCOL
   a. Immediate Treatment
      i. Wound Care/First Aid
      ii. Clean wound with soap and water.
      iii. Flush mucous membranes with water or normal saline solution
      iv. Other wound care as indicated
      v. Go to the nearest hospital emergency room for evaluation and treatment. If indicated, treatment should begin as soon as possible, preferably within one hour, or at the most, within two hours of the exposure.
   b. Notification of Responsible Parties
      i. Faculty: Notify lead instructor or director of nursing.
      ii. Students: Notify lab/clinical instructor.
      iii. Complete a Post Exposure Evaluation and Follow-up form (see appendix H) within 48 hours or as soon as possible. The form will be kept with the program director, with a copy going into the faculty member’s/student’s personnel file in the Nursing Program.
   c. Financial Responsibility
      i. Faculty: The cost incurred with a faculty member exposure will be the responsibility of OSU Institute of Technology unless covered by the clinical facility.
      ii. Students: The cost incurred with a student exposure will be the responsibility of the student, unless covered by the clinical facility.
APPENDIX N

RELEASE OF RESPONSIBILITY FOR EXPOSURE TO BLOOD, BODY FLUIDS AND/OR AIRBORNE PATHOGENS

I understand that, as a nursing student, I will be potentially exposed to blood, body fluids, and/or airborne pathogens. I have received training in Standard Precautions, and understand the necessity of following Standard Precautions, both in the campus laboratory and in the clinical agencies.

I understand that I am not required to practice invasive techniques on classmates, or to allow classmates to practice invasive techniques on me, as mannequins are provided for this purpose. However, if I choose to participate in practicing on classmates, I realize that it is strictly voluntary and at my own risk. If I allow another person to practice an invasive technique on me, and that person becomes exposed to my blood or body fluids, I agree to be tested according to the recommendations of the attending physician and pay costs of testing. If I should sustain an injury during practice on an invasive technique, I understand that I must adhere to the following protocol:

1. Immediate Treatment
   a. Wound Care/First Aid
   b. Clean wound with soap and water.
   c. Flush mucous membranes with water or normal saline solution
   d. Other wound care as indicated

2. Go to the nearest hospital emergency room for evaluation and treatment. If indicated, treatment should begin as soon as possible, preferably within one hour, or at the most, within two hours of the pathogen exposure.

3. Notification of Responsible Parties
   a. Faculty: Notify lead instructor or director of nursing.
   b. Students: Notify lab/clinical instructor.

4. Complete a Post Exposure Evaluation and Follow-up form (see appendix H) within 48 hours or as soon as possible. The form will be kept with the program director, with a copy going into the faculty member’s/student’s personnel file in the Nursing Program.

5. Financial Responsibility
   a. Faculty: The cost incurred with a faculty member exposure will be the responsibility of OSU Institute of Technology unless covered by the clinical facility.
   b. Students: The cost incurred with a student exposure will be the responsibility of the student, unless covered by the clinical facility.

________________________________________  _______________________________  ____________
Student Signature                   Name (Please Print)                                Date

Note: Maintain this record for duration of degree plus 30 years
APPENDIX O

STUDENT INFORMED REFUSAL OF POST-EXPOSURE MEDICAL EVALUATION

I, ________________________________, am a nursing student at OSU Institute of Technology Nursing Program. The Nursing Program has provided training to me regarding infection control and the risk of disease transmission.

On ___________________________, 20______, I was involved in an exposure incident when I
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
(Describe details of needle stick, etc.). The Nursing Program has offered to maintain medical follow-up records for me in order to ensure that I have full knowledge of whether I have been exposed to or contracted an infectious disease from this incident. However, I, of my own free will and volition, and despite the Nursing Program's offer, have elected not to have a medical evaluation. I have personal reasons for making this decision.

Witness __________________________________________________________________________

Student Signature __________________________________________________________________

Student Name (Print) __________________________________________________________________

Street Address _________________________________________________________________________

City State Zip Code _____________________________________________________________________

Date _______________________________________________________________________________

Note: Maintain this record for duration of degree plus 30 years.