Colorado State UniversityPueblo
School of Nursing

Undergraduate Nursing Student Handbook
Spring 2023

PREFACE

Welcome to Colorado State University-Pueblo School of Nursing. You are about to embark on a journey that will culminate in a career as a Baccalaureate-prepared professional nurse. This Undergraduate Nursing Student Handbook contains information that you will need while enrolled in the Nursing Program at Colorado State University-Pueblo. It will be your guide regarding academic policies and clinical requirements. Please read the handbook carefully. Changes may be made to the standards and policies in this handbook. Any change in the standards or policies will be documented and the information distributed to each student via University email. A yearly update to this handbook will be posted each January in the Orientation/Agency Information backboard.

TABLE OF CONTENTS

GENERAL INFORMATION

ACADEMIC INFORMATION

CLINICAL INFORMATION

SUCCESS AND DISCIPLINARY PROCESS

General Information

SCHOOL OF NURSING

Dear Students,

On behalf of the faculty and staff, I would like to welcome you! Congratulations on being accepted into the program! Each of you brings a uniqueness to the program and you should build on your strengths and talents in becoming a professional nurse.

The profession of nursing is amazing and there are so many paths that can be taken: we can be leaders in education, health reform, experts in research, quality improvement and be the professional that connects all allied health disciplines on a global level.

This is a program that will stretch your intellectual and interpersonal abilities. The school faculty members are experienced clinicians and knowledgeable teachers with the single goal of making each of you the best nurse conceivable. They will guide you in your efforts to become a professional nurse and share the tools that will help you reach your fullest potential with the highest standards.

Be mindful that learning is a collaborative effort between you and your professors in a profession that requires lifelong learning.

Our doors are always open to you. We are interested in your concerns, questions, and suggestions. Your success in this program is important to all of us.

Sincerely,

Joe Franta, RN, DNP, ACNP, FNP-BC
Dean
College of Health, Education and Nursing
Director
School of Nursing

THE PROFESSIONAL CONNECTION

As each of you begin your journey into the world of nursing, connecting with your professional nursing community should become one of your most important goals. To facilitate that connection the faculty encourages you to begin making those associations now. You have many opportunities to make these connections during your studies.

First, we want you to know about SCANS (Southern Colorado Association of Nursing Students), Colorado State University – Pueblo's chapter of the National Student Nurses' Association (NSNA). It is a pre-professional association for nursing students, which prepares students for involvement in professional associations and leadership positions in healthcare agencies after graduation. The nursing student benefits from participation in SCANS by improving their leadership abilities, networking with other students, and enhancing the nursing experience. The President of the University recognizes SCANS leaders each spring at the Student Recognition Luncheon for their contributions.

SCANS participates in community causes and seasonal activities. On the University campus SCANS provides blood pressure checks, participation in the nursing school's pinning ceremony, support for Convocation, and other nursing school activities.

SCANS meets monthly. The meeting times will be determined each semester based on nursing course schedules. Membership is open to all students at CSU-Pueblo. All officers must be CSU-Pueblo students.

Second, the school has many opportunities for professional participation by students. Students have representatives on the General Faculty and the Curriculum Committee of the nursing school. If you are interested in any of these, we would value your participation and input.

As a CSU-Pueblo nursing student, you are a potential candidate for membership in the Iota Pi chapter of Sigma Theta Tau, the International Nursing Honor Society. Based on grade point average and other criteria, you may be invited to join during your junior or senior year.

As you move from graduate to professional, the local chapter of the Colorado Nurses Association invites you to attend their meetings. Attending the meetings provide you an opportunity to connect with your professional nursing community. Notices of all events will be posted on the student bulletin board and announcements will be made in SCANS and classes. Look forward to not only progressing through your academic studies but becoming involved in your profession.

And last, several courses have annual events built into them through which you may become involved in professional and community activities such as the Community Baby Shower, Health Halloween, Respite Care, Bone Marrow Drive, Suicide Awareness Walk/run and the 9Health:365 Health Fair. These events offer a wonderful opportunity for Colorado State University Pueblo Nursing students and faculty to serve the community. All students have a program requirement to participate in select events such as the Health Fair.

COLORADO STATE UNIVERSITY PUEBLO
SCHOOL OF NURSING-UNDERGRADUATE PROGRAM
MISSION STATEMENT, PHILOSOPHY, ORGANIZING FRAMEWORK, AND
EXPECTED STUDENT OUTCOMES

Mission Statement
The mission of the School of Nursing is to prepare graduates for professional positions as safe, competent, and caring nurses to meet the healthcare needs of diverse populations.

Philosophy
The Colorado State University-Pueblo School of Nursing shares the mission and philosophy of the University, which focuses on education, scholarly activity, and service. The School's philosophy is dedicated to the pursuit of higher learning grounded in the arts, sciences, and humanities.

Caring is considered the central concept of the nursing curriculum. The nursing faculty of CSU-Pueblo is committed to modeling caring behavior to students on the belief that when students experience caring, they learn to care for others. Caring has been defined as the "essence of nursing" (Leininger, 1988), a process, and a behavior that can be taught and learned. Caring requires the "offering of self" (Scotto, 2003); intellectually, physically, psychologically and spiritually.

Nursing is the synthesis of science and art, which addresses health promotion and maintenance across the lifespan and fosters the development of the nurse's professional identity, integrity, and leadership. The practice of patient-centered care includes respect for individual dignity and consideration of cultural and ethical beliefs and values. The nurse advocates for patients and families in ways that promote mutual respect and self-management. Nursing care is provided in collaboration with the patient, the family, and members of the health care team. The nurse displays a spirit of inquiry by examining evidence to improve quality of care, promote safety, and improve patient outcomes. Nursing judgment is integral to making competent decisions related to the provision of safe and effective nursing care. Effective communication skills using both technological and human means is essential to nursing care.

Education is an interactive experiential process that occurs between teacher, learner and the environment with an emphasis on student centered learning. A variety of educational experiences is essential and allows the learner to integrate knowledge, skills, and attitudes. The faculty is responsible for facilitating, maintaining and evaluating the learning process. Learners are expected to be self-directed, active inquirers, responsible for their own learning and evaluation of educational experiences. Learners move from relative dependence to greater independence in preparation for assuming the professional role and promoting growth as a life-long learner.

Organizing Framework
The faculty ascribes to the core competencies for nursing and nursing education identified by the National Academy of Medicine (NAM) and the Quality and Safety Education for Nurses (QSEN) project. QSEN competencies provide the organizing framework for the expected student outcomes and the curriculum.

Undergraduate Student Learning Outcomes
The curriculum of the CSU–Pueblo Baccalaureate Degree in nursing program is designed to prepare a graduate who will:
1. Demonstrate caring through advocacy for patients by providing compassionate care based on respect for patient's preferences, values, and needs.

2. Collaborate effectively with the health care team to achieve safe, quality patient care in a variety of settings.

3. Use nursing judgment based on best current evidence to ensure optimal outcomes for patients and families.

4. Demonstrate professional identity, integrity, and leadership as the coordinator of patient care.

Program Outcomes:
1. 80% of graduates will:
   Express satisfaction with the program.
   Pass NCLEX-RN the first time.
   Be employed in role-related professional practice within 6 months-1-year post-graduation.
2. 60% of graduates will:
   Complete the program on time starting from enrollment day 1 of the first class of their nursing option.
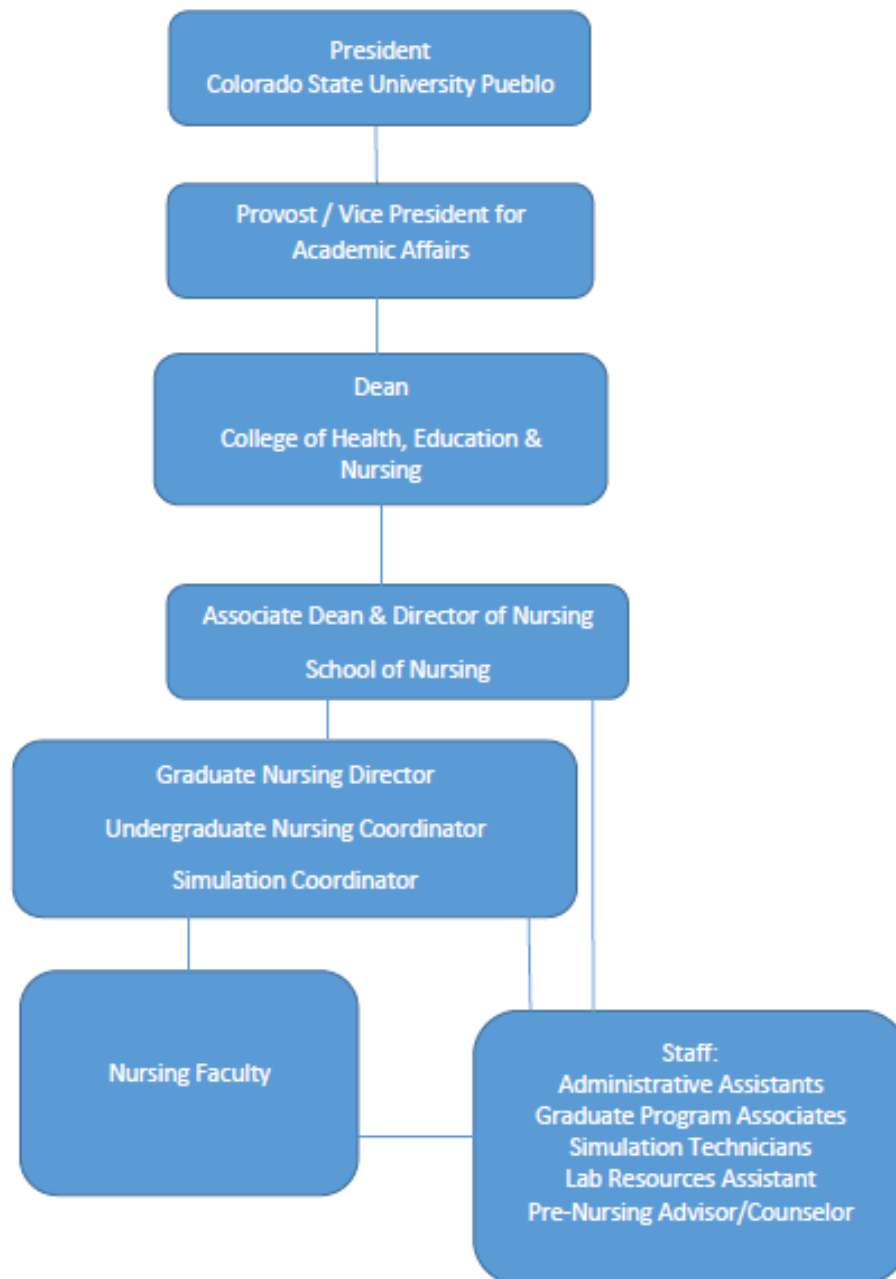
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Institute of Medicine (2003). *Health professions education: A bridge to quality*. Washington, DC: The National Academies Press.

Leininger, M. (1988). Leininger's theory of nursing: Cultural care diversity and universality. *Nursing Science Quarterly, 1*(4), 152-160. doi: 10.1177/089431848800100408

National Academies of Sciences, Engineering, and Medicine.(2021). The Future of Nursing 2020-2030: Charting a Path to Achieve Health Equity. Washington, DC: The National Academies Press.https://doi.org/10.17226/25982.

National League of Nursing (2022). *NLN Core Competencies for Academic Nurse Educators*. Retrieved from https://www.nln.org/education/nursing-education-competencies/core-competencies-for-academic-nurse-educators

Quality and Safety Education for Nurses (2021). *QSEN competencies definitions.* Retrieved from http://www.qsen.org/.

Scotto, C.J. (2003). A new view of caring. *Journal of Nursing Education*, *42*, 289-291.

ACCREDITATION

The CSU-Pueblo School of Nursing baccalaureate educational program is fully accredited by:
- Colorado Board of Nursing, 1560 Broadway, Suite 1350, Denver, CO 80202.
- Accreditation Commission for Education in Nursing (ACEN)
  3390 Peachtree Road NE, Suite 1400
  Atlanta, GA 30326
  404-975-5000 (phone)
  404-975-5020 (fax)
  acenursing.org

CSU-Pueblo School of Nursing Organizational Chart Fall 2022

President
Colorado State University Pueblo

Provost / Vice President for Academic Affairs

Dean
College of Health, Education & Nursing

Associate Dean & Director of Nursing
School of Nursing

Graduate Nursing Director
Undergraduate Nursing Coordinator
Simulation Coordinator

Nursing Faculty

Staff:
Administrative Assistants
Graduate Program Associates
Simulation Technicians
Lab Resources Assistant
Pre-Nursing Advisor/Counselor

PROFESSIONAL STANDARDS: HONOR CODE OF NURSING

Faculty in the School of Nursing has a social and professional responsibility and concern for the progressive and consistent attainment of student behaviors that reflect professional nursing practice. The nursing student's behavior is expected to reflect ethical and legal accountability for actions taken in the course of nursing practice and to be congruent with the School of Nursing's philosophy and program objectives. The faculty accepts responsibility to evaluate, provide feedback, and initiate corrective action when necessary to assist students in demonstrating consistent, acceptable professional nursing behaviors. The ultimate attainment of professional behaviors is the responsibility of the student, but the faculty assume a mentoring role in the process. Professional nursing behaviors are viewed as necessary for the student to be prepared to obtain and fulfill employment as a professional nurse, to practice under the law governing nursing practices, and to contribute constructively to patient health care in accordance with the American Nurses' Association (ANA) Code of Ethics for Nurses, National Student Nurses' Association, Inc. Code of Ethics including Code of Academic and Clinical Conduct; Code of Professional Conduct (https://www.dropbox.com/s/a229ong58d5jx4p/Code%20of%20Ethics.pdf?dl=0), and the Colorado State Nurse Practice Act (https://drive.google.com/file/d/0B-K5DhxXxJZbOHRFaGVlV0xVSEk/view). Students must be familiar with the aforementioned documents and the legal ramifications of nursing practice in the state of Colorado.

Examples form the ANA Code of Ethics for Nurses

Provision 1
The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

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

Provision 3
The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4
The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5
The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6
The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7
The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8
The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9
The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association. (2015). *Code of Ethics for Nurses with Interpretive Statements.* Silver Springs, MD: ANA. Retrieved from http://www.nursingworld.org/DocumentVault/Ethics_1/Code-of-Ethics-for-Nurses.html

National Student Nurses' Association Code of Ethics: Code of Academic and Clinical Conduct and Code of Professionalism

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

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person. The Code of Professional Conduct provides guidance for Professionalism. Students must also adhere to all policies stated in the *Colorado State University-Pueblo Code of Student Conduct and Adjudication:*

https://www.csupueblo.edu/student-conduct/_doc/student-code-of-conduct.pdf

All codes of conduct apply to face to face and remote learning.

As students are involved in the clinical and academic environments ethical principles are a necessary guide to professional development. Therefore, within these environments we:
- Advocate for the rights of clients.
- Maintain client confidentiality.
- Take appropriate action to ensure the safety of clients, self, and others.
- Provide care for the client in a timely, compassionate and professional manner.
- Communicate client care in a truthful, timely and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in nursing by encouraging lifelong learning and professional development.
- Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
- Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
- Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
- Encourage faculty, clinical staff, and peers to mentor nursing students.
- Refrain from performing any technique or procedure for which the student has not been adequately trained.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates an unnecessary risk of injury to the client, self, or others.
- Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from clients regarding any form of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Support access to treatment and rehabilitation from students who are experiencing impairments related to substance abuse and mental or physical health issues.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.
- Adhere to all program and course requirements/assignments due dates.

NSNA Code of Ethics First adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001 with all future edits.
https://www.dropbox.com/s/a229ong58d5jx4p/Code%20of%20Ethics.pdf?dl=0

MANDATORY REQUIREMENTS FOR ENROLLMENT/CONTINUATION IN THE NURSING PROGRAM

CSU-Pueblo School of Nursing utilizes the services of CastleBranch. CastleBranch is a service that allows students to order their own background check and drug screen online. The Compliance Tracker of CastleBranch provides secure, online storage for all required documents such as immunizations, certifications, and other required documents. All documents submitted must be in PDF format. Information collected through CastleBranch is secure, tamper-proof, and confidential. Students are responsible for all costs related to CastleBranch.

The following requirements must be initially submitted to CastleBranch and updated as necessary. This includes an annual background check and drug screen. It is the student's responsibility to keep mandatory requirements current. It is also the student's responsibility to ensure that documents are uploaded to (and subsequently accepted by) the correct requirement in CastleBranch. Students who do not keep their requirements current and uploaded to CastleBranch before the first day of the semester will not be enrolled in the Nursing Program. Items required in Castle Branch for continuing students must be uploaded and current for the entire semester by the following dates: Fall Semester July 31st;   Spring Semester December 15th;   Summer Semester April 15th. Failure to comply with these dates will result in ineligibility for enrollment in any clinical course for that semester, resulting in probation and delayed graduation. These requirements must remain current in CastleBranch while the student is progressing in the nursing program, whether or not the student is in a clinical rotation.

1. **Current proof of immunizations including:**
   COVID-19
   -Must provide documentation of the following:
   - 2 or 1 immunization dates (depending on vaccine manufacturer) and 1 booster date

   Tdap
   -Must provide documentation of a Tdap booster within the past 10 years.

   Hepatitis B Vaccine (series of three)
   -Must provide documentation of one of the following:
   - 3 immunization dates
   - Positive titer results showing immunity with either the lab results or verification by a physician

   Measles, Mumps, Rubella (MMR)
   -Must provide documentation of one of the following:
   - 2 immunization dates
   - Positive titer results for all three components showing immunity with either the lab results or verification by a physician

   Varicella
   -Must provide documentation of one of the following:
   - 2 immunization dates
   - Positive titer results showing immunity with either the lab results or verification by a physician
   -History of the disease will *not* be accepted.

   Flu Vaccine
   -Must annually provide documentation of a flu vaccine by November 1 of the current flu season, regardless of when the previous vaccine was administered.

2. **Annual TB Screening**.
   Proof of current (within the last 12 months) TB screening is required prior to attending any clinical experiences and annually thereafter. There must be documentation of one of the following:

- Two-step TB Skin Test (TST). Do this if it is your first TST or more than a year has elapsed since your last TST. The two-step process entails the administration of one TST and having it read 48-72 hours later, followed by a second TST administered at least one week but no more than three weeks (7-21 days) after the first TST and having it read 48-72 hours later.
- At least two consecutive negative annual TSTs, the last TST being within the previous year.
- QuantiFERON®-TB Gold test (lab report required).
- T-SPOT®.TB test (lab report required).
- If positive for TB, provide a clear chest x-ray (lab report required) from within the past three years and a TB Questionnaire available at https://www.csupueblo.edu/school-of-nursing/student-resources/index.html A new TB Questionnaire is required annually.

3. **Current Cardiopulmonary Resuscitation Certification (CPR).**
A Health Care Provider-C (or equivalent) certification is required. ***This card must be current at the beginning of the semester and must not expire during the semester***.

A copy of the front and back (signed) of the card must be uploaded to CastleBranch and must be from American Heart Association BLS for Healthcare Providers.

Certification from a program other than The American Heart Association will not be accepted. The course may be taken on-line but testing demonstration must be face to face.

4. **Physical examination within 12 months prior to enrollment in the Nursing Program.**
Submit the physical exam form provided by the CSU-Pueblo School of Nursing. The form is available at https://www.csupueblo.edu/school-of-nursing/student-resources/index.html The form must be signed by a health care provider and it must be dated within one year prior to the start of the Nursing Program.

5. **Urine drug screen completed prior to enrollment in the Nursing Program and annually thereafter**.
The test will be ordered when your CastleBranch account is created and paid for at that time. You will receive an e-Chain via email. This document must be taken to the LabCorp or Quest location nearest to you. This will be determined when your order is placed (based on your zip code). Results of the drug screen will be housed on CastleBranch (see Drug Screen Policy in the *Clinical Information* section of this handbook). Any student with a positive drug screen, which includes marijuana and alcohol, will be dismissed from the program immediately and will not be eligible for readmission to any program option.

6. **Criminal background check completed prior to the Nursing Program orientation and annually thereafter.**
The criminal background check will be ordered when your CastleBranch account is created and paid for at that time. No student with a felony conviction related to violent/aggressive behavior including child abuse or domestic violence, drug trafficking, or theft will be allowed in a clinical agency setting. Please make an appointment with the Associate Dean if you anticipate a problem in this area. Be advised that State Boards of Nursing determine eligibility for licensure after graduation. Contact your SBON if you have any questions. If you are convicted, plead no contest/nolo contendere, plead guilty to, or are granted a deferred judgment of sentence for a felony, misdemeanor, or petty offense (you may exclude minor traffic offenses that do not involve alcohol or drug) while enrolled in the nursing program, notify your advisor immediately.

The fact that a conviction has been pardoned, expunged, dismissed, deferred, or that civil rights have been restored does not mean it is no longer reportable. Failure to report is grounds for program dismissal. There may be convictions that disqualify a student from enrollment in the nursing program or placement in select clinical agencies. Ineligibility for agency placement may delay program progression or result in program dismissal.

7. **Professional liability insurance coverage**.

   Students must purchase liability insurance from National Student Organization annually and upload proof of coverage to Castlebranch.

8. **Computer requirements.**

   Every student is required to have a laptop or tablet which meets the university system requirements and Exam Soft as specified in the Nursing Student Handbook.

9. **Signed release forms as required by the Nursing School**.

   These forms are located in Blackboard and will be available for electronic signature once you are enrolled in the Blackboard Undergraduate Nursing Orientation course.

10. **Proof of current health insurance coverage.**

11. **Driver's license.**

    Students must maintain a copy of their current driver's license in Castlebranch.

Academic Information

ADVISING AND REGISTRATION

Students who have been accepted into the nursing major are assigned a faculty advisor based on the last two digits of their PID (students starting prior to Jan 2022) or Net ID (students starting Jan 2022 and after). Students must meet with this advisor each semester and register for theory classes the following semester. The School of nursing will assign sections for clinical rotations and the student will register themselves for those assigned sections. The student is ultimately responsible for checking that they are enrolled in the classes they are attending. The advisor will assist the student in following the curriculum sequence and in planning his/her academic schedule. If for any reason the student is not able to follow the planned sequence, they must meet with their advisor and the Undergraduate Nursing Program Coordinator to form a revised plan for program progression. Enrollment for courses in this revised plan will be based on space availability.

Advisors are available for advisement related to any barriers to the student's academic success. Students have the privilege of changing advisors by requesting in writing to the Undergraduate Nursing Program Coordinator to make the change.

COURSE WAIVER REQUEST

Students who wish to have a nursing or prerequisite course waived must submit a letter of request and a portfolio with appropriate supporting documents to the Undergraduate Nursing Program Coordinator. Supporting documents/portfolio may include the student transcript, course syllabus, catalog description from the course taken, sample of course work, and evidence to show course objectives have been met. The course waiver request must be submitted ***no later than week 10*** in the semester before the course being offered. A review committee will make the final decision on the course waiver.

STUDENT EMPLOYMENT

Due to the intensity of the Nursing curriculum, it is advised that the student not work and concentrate on attending to their studies full time. Students who are employed should not work on a shift before a scheduled clinical rotation or class. If students demonstrate they are not safe to provide patient care due to work, they will be sent home, resulting in an unexcused clinical absence.

COMMUNICATION

Communication between faculty, administration, and students is crucial for effective learning to take place. CSU- Pueblo School of Nursing utilizes several tools to facilitate the communication process. Information will be disseminated verbally, via the nursing office, and/or electronically using campus e-mail, Blackboard, or Starfish. Students must routinely check and empty their electronic mailboxes. Students should check their CSU-Pueblo emails daily. The CSU-Pueblo School of Nursing adheres to the letter and intent of the Family Education Rights and Privacy Act (FERPA). FERPA governs requests for access to and release of information from student records.

Students must maintain current contact information with CSU-Pueblo and the School of Nursing. If changes occur to personal contact information, students must notify the CSU-Pueblo Records School **and** the School of Nursing Administrative Assistant. The School of Nursing is not responsible for delay or failure in receiving information due to incorrect contact information.

COMPUTER REQUIREMENTS

Every student is required to have a laptop or tablet. Here are our minimum system requirements for both Windows and Mac:
https://examsoft.com/resources/examplify-minimum-system-requirements/

If your computer does not have the proper hardware, Blackboard Learn may run slowly or may not run at all. Before using Blackboard Learn on your computer, compare your current system configuration with the system requirements specified at https://www.csupueblo.edu/information-technology/help-desk/technology-requirements.html

Your browser must have JavaScript, cookies, and pop-up windows enabled. In addition, you will need Adobe Reader (available at http://get.adobe.com/reader/). See all CSU Pueblo technology requirements at https://www.csupueblo.edu/information-technology/help-desk/technology-requirements.html

FACULTY AVAILABILITY

Faculty is available for at least five office hours each week. Office hours are posted outside the faculty member's door or stated in blackboard. Students should contact faculty by office phone or campus email. Students can expect a response to emails within 3 business days. Students can expect a response during the summer only from faculty who are teaching during that session.

ACADEMIC STANDARDS

The Colorado Board of Governors charges Colorado State University-Pueblo Faculty with the responsibility for the quality of students' educational experiences. Inherent in this responsibility is the assessment of individual progression based on both academic and professional standards.

Nursing Majors must maintain the following academic standards:
1. Standards of Conduct and Academic Honesty: the CSU-Pueblo Nursing Faculty will adhere to the policies as outlined in the current CSU-Pueblo Catalog.
2. A grade of "B" or better is required in all nursing courses in order to progress. (see Grading Scale below).
   a. If at any time the student's grade average drops below the necessary 80 percent, has an unsatisfactory in a lab course, or has received an academic warning in starfish, the student is required to meet with the course instructor to determine what action(s) should be taken. The student should meet with the course instructor before the next exam. The course instructor will notify the Undergraduate Nursing Program Coordinator and/or Clinical Liaison of any academic warnings.
   b. A student who fails to meet academic requirements (a grade of less than "B") during a single semester, after being admitted into the nursing program, will be dismissed from the nursing program (see *Disciplinary Process* section of this handbook).
3. Once admitted to the nursing program, students must be continuously enrolled in nursing courses in the appropriate sequence.
   a. Failing to enroll in the subsequent semester will mean that the student will have to submit a written request to return to the nursing program. The student will be considered for readmission on a space-available basis.
   b. If a student withdraws from a nursing course, for any reason, he/she must formally request readmission and must participate in an exit interview with the Undergraduate Nursing Program Coordinator (see "Policy for Readmission to the Nursing Program" in the *Disciplinary Process* section of this handbook).
4. Any lapse and/or change in the sequence of nursing courses will require a successful demonstration of current nursing competencies prior to progressing in nursing courses. Enrollment in a specified lab course may be required. A lapse of greater than 18 months will require submission of a new application and the student must repeat previous nursing courses.
5. If the student fails a theory course that has a lab/simulation component and repeats the course the subsequent semester or session, he/she will not be required to repeat the lab/simulation component if it was previously completed successfully, unless deemed a condition of readmission. If, however, the course is not repeated the subsequent semester or session, the lab/simulation component must be repeated.
6. If the student fails a lab course that has a theory component and repeats and completes the lab course within six months of the start date for the relevant theory course, he/she will not be required to repeat the theory component if it was previously completed successfully. If, however, the lab course

is not repeated and completed within six months of the relevant theory course, the theory component must be repeated (pursuant to 3 Colo. Code Regs. 716-1, Ch. 2, §1).

7. If the student drops or withdraws or is dismissed from a theory course during the semester, he/she must drop/withdraw from the co-requisite lab course.
8. Nursing students who receive an incomplete in a course (theory or lab) must complete the work for that course and receive a passing grade before progressing in nursing courses. Arrangements for removing an incomplete grade must be made by the student with the instructor before progressing.
9. Students must acquire all required course/program materials and equipment.
10. All evaluation measures must be completed and turned into the instructor to receive a final course grade. This applies to both didactic and clinical courses.

GRADING SCALE

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	≤ 59

ATTENDANCE

In order to be successful in the nursing program, students are expected to attend all scheduled classes and complete class assignments. Students are expected to participate in the learning process which includes attendance, preparation for class, and class participation. Faculty understands that occasional emergencies and unexpected problems occur, but it is the student's responsibility to let faculty know the reason for missing a class. Individual faculty grading policy regarding attendance may be found in course syllabi.

WRITTEN PAPERS

All written work will conform to the standards and format according to the American Psychological Publication Manual (APA), 7th Ed. Please check with course faculty for any exceptions. Students must maintain disk and hard copies of all required written work throughout enrollment in the Nursing Program. Written papers are to be submitted to the faculty on the assigned due date and time. See course syllabi for penalties for late papers. If a planned late paper is anticipated, special arrangements may be made at faculty discretion and a deadline for turning in the paper will be set.

Any handwritten paperwork must be completed in black ink.

EXAMINATIONS

ExamSoft supports academic success with a unique tool that provides the exam security the student needs, the efficiency the student wants, and the data necessary to improve student learning. ExamSoft instantly grades exams and provides the instructor and student with real-time student performance data. ExamSoft delivers assessments to virtually any classroom via tablet or laptop and administers exams offline for a secure testing environment. The School of Nursing will purchase ExamSoft for use by all nursing students.

Students must take all exams, submit all required written assignments, and be present for assigned class presentations on the scheduled date unless *prior* arrangements have been made and approved by the faculty teaching the course. If no approved arrangements are made before the scheduled activity, a grade of zero (0) will be assigned for the day's event, test, or presentation. During examinations, no personal items are permitted in the testing area. Students are allowed to wear ear plugs to decrease noise

distraction; however, earphones connected to any audio source are strictly prohibited. Students are not allowed to leave the classroom until the examination is complete (unless accommodations are in place). If this occurs, the exam must be uloaded and is considered complete. Instructors or proctors are not available to assist or answer questions during an exam.

All students must achieve a minimum average grade of **80%** on **unit tests and final exam** to pass the course. This applies to every course that has a lab component. Written and oral assignments will contribute to the final grade but will not raise your test grade average. Please note that only the unit tests and final exams are included in the 80% pass rate. Quizzes and papers cannot contribute to the 80% average for unit tests and final exams, but they can raise or lower the final grade.

Focused competency exams, such as Dosage Calculation, IV Competency and EKG competency exams, are administered throughout the program and must be passed to progress. Individual course syllabi will provide specific information/criteria related to these examinations.

Students will be administered and must pass a calculation test during their first semester in the program. If a student scores below 90%, they will have one more opportunity to take the calculation test as scheduled. Failure to achieve a 90% on the second attempt will result in dismissal from the nursing program with no possibility to petition for re-admission.

Students are required to take final examinations Monday thru Friday and must plan to remain on campus during finals week.

EXPERIENTIAL LEARNING OPPORTUNITIES

The Colorado State University-Pueblo emphasizes experiential learning and strives to incorporate this concept throughout the entire university curriculum. The Nursing Faculty integrates experiential learning through active learning strategies in the nursing curriculum based on Kolb's Learning Styles and Experiential Learning Model. This includes case studies, classroom discussion, Socratic Questioning, concept mapping, and other strategies. Research findings support active learning techniques that improve student learning outcomes, increase critical thinking, and clinical judgment skills.

PROGRAM EVALUATION

It is the student's responsibility to contribute to the improvement of instruction in the School of Nursing through completion of course and program evaluations. It is the expectation of the School of Nursing that students will thoughtfully and honestly complete evaluations. Administration of course evaluations will follow College of Health, Education, and Nursing (CHEN) policy. Program evaluation will follow the School of Nursing Systematic Plan for Evaluation.

Evaluation of Learning and Student Outcomes

The School of Nursing has established a formalized evaluation system that promotes assessment of academic strengths and deficits and facilitates remediation with subsequent feedback and advising. The goal of the evaluation of learning is to demonstrate mastery of nursing knowledge and academic skills. The desired educational outcome is demonstrated by successful completion of the NCLEX (National Council Licensure Examination) examination after graduation.

The purpose of the school of nursing evaluation of learning is to:
- provide students and faculty information on strengths and deficits in academic performance,
- assist students with deficits in strengthening their knowledge and academic skills through formal written plans of remedial study,

- provide all students an opportunity to attend a formal review for the NCLEX, and assist the faculty in curriculum evaluation.

Attendance is required at the Kaplan Review Course scheduled by the School of Nursing as the culmination for NSG 452.

Clinical Information

UNDERGRADUATE CLINICAL COURSE GUIDELINES

Opportunities for student clinical experiences are extended by health care agencies as a courtesy to the Nursing School with the expectation that nursing faculty will work in concert with agency personnel and supervise student performance. The primary responsibility of these agencies is to the patients in their care. Students are expected to comply with all policies and guidelines set forth by Colorado State University-Pueblo School of Nursing, the clinical site, OSHA, CDC, and other oversight agencies.

If a student is deemed ineligible for a semester placement at an agency to which they are assigned, they will be withdrawn from that course if there is no other alternative agency/facility in which to place the student. Program progression/graduation may be delayed

The term clinical applies to all experiences in healthcare agencies, community settings, on-campus labs, and simulation, and any time the student is representing themselves as part of the CSU-Pueblo School of Nursing. The clinical experience is an educational opportunity. Students are expected to use their time and clinical resources professionally and responsibly.

Students are expected to demonstrate growth in clinical practice through the application of knowledge and skills from previous and concurrent courses. They should demonstrate growth in clinical practice as they progress through courses and must meet clinical expectations as outlined in the clinical course objectives and evaluation tool.

On the final clinical day, students are responsible for returning to their clinical instructors their agency badges, if applicable, or pay a replacement fee. Failure to comply with this agency policy will result in an incomplete grade for the course. Students are not allowed to progress to the next semester until incomplete grades are resolved.

CRITICAL BEHAVIORS

CSU-Pueblo nursing students are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These values must be demonstrated through the following ***critical behaviors***:
1. Consistently demonstrate respect and courtesy for all faculty, staff, peers, clinical agency personnel, and patients. Address all faculty (academic and clinical) as "Professor" or "Doctor."
2. Acknowledge and accept responsibility for one's actions. This may include honestly and accurately reporting errors of omission or commission to appropriate persons.
3. Seek appropriate supervision and/or consultation in the provision of care.
4. Be academically and technically prepared to provide safe, competent care during all clinical experiences. Expectations for clinical preparation will be determined by course objectives and clinical instructor. Preparation may include, but is not limited to:
    a) a review of the medical record at the clinical site,
    b) a nursing concept map
    c) familiarity with all medications, tests, procedures, and/or treatments ordered for assigned patients.
5. Dress according to the CSU-Pueblo nursing student dress code at any time when in a clinical setting including on-campus clinical and lab/simulation. (see the class syllabus and "Undergraduate Dress Code Policy" in this section of the handbook). When representing the CSU-Pueblo Nursing Program in any setting, professional dress and behavior is an expectation.
6. Carry out clinical practice in a safe manner per the student's level of preparation, legal limitations, and agency policy. The student is legally liable to ensure he/she is well prepared for any patient care assignment and must seek supervision or additional instruction when unsure of the care to be provided. Unsafe practice includes, but is not limited to, behaviors that place patients or other personnel in the clinical area in either physical or emotional jeopardy including lack of preparation.

7. Refrain from engaging in client care when the physical or emotional condition is a threat to patients and/or others. Student health must be such that no real or potential harm can come to a patient from his or her association with a student.
8. Maintain appropriate professional lines of communication with faculty, peers, and healthcare team members.
9. Maintain confidentiality of patient information, following HIPAA (Health Insurance Portability and Accountability Act of 1996) guidelines. Breach of confidentiality guidelines is a serious offense.
10. Students are expected to utilize technology appropriately when in any clinical setting, always keeping in mind HIPAA guidelines. No personal laptop computers or portable hard drives are allowed. Mobile devices or mini-i-pads should be used for software resources only; no camera or cell phone capabilities are to be utilized. Students should inform the agency staff of mobile device usage.
11. Facebook and other social networks are public domains. Use of this and other electronic media are not to be used to share photographs or to discuss patient or clinical information. The student will adhere to the Social Media Guidelines as outlined by NCSBN and ANA (available for viewing at https://www.ncsbn.org/347.htm).
12. Do not share or provide any personal information with any patient who may be able to locate you outside of clinical time.
13. Attend every clinical activity. If unable to attend (or will be late) due to unavoidable circumstances, prior notification to the clinical instructor is mandatory.
14. Adhere to an agency's policies and procedures as mandated in the agency's orientation manual.
15. As students, agency charting is considered an academic assignment. Please be aware that with electronic charting, using recall values or clicking and dragging another nurse's charting and using it as your work is considered academic dishonesty, and is prohibited for all CSU-Pueblo nursing students. This is a serious matter and will result in program dismissal.

Failure to achieve any one or more of the above critical behaviors will result in disciplinary action which could include but is not limited to probation or program dismissal.

EQUIPMENT

Students are required to purchase an equipment duffle bag from the CSU-Pueblo bookstore, and a Blood Pressure Cuff (sphygmomanometer) from the MDF website (information can be found in the student acceptance letter.) Also, students must provide a stethoscope with a bell and diaphragm and a pediatric adaptor, which provides quality sounds. Suggestions for a stethoscope can be found on the MDF website. https://www.mdfinstruments.com/

ATTENDANCE/PUNCTUALITY

Punctuality and attendance for all clinical activities are an important part of professional accountability. Students are expected to attend every scheduled clinical day. Faculty understand that on occasion an absence may be unavoidable. The following reasons (but not limited to) may lead to an *excused* absence being granted:
- family emergency,
- sudden student illness (may require verification by a health care provider),
- significant dependent illness/injury verified by a health care provider,
- death/funeral of an immediate family member,
- mandated court appearances,
- university closures,
- other circumstances pre-approved by the course coordinator.

Absences that do not meet the above criteria will be *unexcused.*

Any unexcused absence will result in placement on probation for the remainder of enrollment in the nursing program. Two unexcused absences in the same course or two separate courses the same semester will result in failure of the clinical courses and lead to program dismissal (see the *Disciplinary Process* section of this handbook).

Students are required to notify the clinical liaison of physical illness, physical condition, or behavioral health, mental disability health, or substance use disorder that affects the person's ability to practice nursing with reasonable skill and safety to the patients and or that may endanger the health or safety of persons individuals under the person's care. A note from a licensed healthcare provider will be required to return to any clinical setting. If a student reveals any of the above conditions to faculty, that faculty will notify the clinical liaison.

Students should have contingency plans for unexpected non-emergent situations such as car trouble and minor family illness. Dependents may not be brought to a clinical site under any circumstances.

In case of an unavoidable absence, the student must notify the clinical instructor **before** the time scheduled for the clinical experience. ***Failure to notify the instructor will result in an unexcused absence. Unexcused absences are not allowed to be made up. Two unexcused absences in a clinical course will result in failure of the clinical course.***

If you get a ***jury duty summons***, please read the document and follow the directions for how to request a postponement. *Notify your advisor immediately* for further instructions or questions and concerns about the summons.

Opportunities for making up clinical days when the student has an excused absence are at the discretion of the Clinical Instructor and Clinical Liaison and must be made up before the last scheduled day of the semester, and is dependent on the availability of the Clinical Instructor and the clinical site. If a student has an *excused* absence from a clinical day and is eligible to make up the experience, the student must make an appointment with the Clinical Liaison to arrange a date and time for the make-up. Please note that make-up times for clinical experiences are not always possible. Grades for the missed clinical day are at the discretion of the Course Director. Students may not have more than 1 excused absence for a clinical day within the same course. Additional policies for lab absence may be stated in course syllabi.

In the event of inclement weather conditions, media broadcasts of CSU-Pueblo closures will be announced. Also, please register for the CSU-Pueblo Emergency Alert System. Closures may also be posted on Blackboard. Because these announcements do not always reach nursing students before a clinical shift, each clinical faculty member will establish a telephone tree with the names and phone numbers of the students in that clinical rotation. If CSU Pueblo University closure occurs due to inclement weather conditions, campus classes will be canceled but clinical may continue as scheduled. It is at the clinical liaison and Undergraduate Coordinator discretion for cancellation of clinical. Clinical faculty will determine if prevailing weather conditions interfere with safe travel to the clinical site. If weather prohibits travel to the clinical site, the clinical faculty will activate the telephone tree as soon as possible before the assigned clinical time. Since students live at varying distances from their assigned clinical site, each student is responsible for determining if the travel route is accessible. Clinical experiences missed because of inclement weather will be considered the one course excused absence and made up at the discretion of the faculty. It is the responsibility of the student to communicate with the clinical instructor **before** the assigned clinical time if he/she will not be able to get to the clinical and/or if he/she will not be available at the telephone number given for the telephone tree.

Students are also expected to be punctual. Students must report to the clinical site on or before the time designated for the clinical experience. In the case of unavoidable tardiness, students must notify the Clinical Instructor as early as possible **before** the time scheduled for the clinical experience. Unexcused tardiness may result in being dismissed from the clinical experience, Clinical Performance Improvement Plan, Clinical Probation, or other disciplinary action.

CLINICAL SCHEDULES

Students may have clinical experiences during the day, evening, or night time hours and on weekends. CSU Pueblo partners with the best healthcare agencies available to enhance student learning. These experiences may be in Pueblo, Colorado Springs, or other southeastern Colorado communities. Students are responsible for their own transportation to and from all clinical experiences. Carpools may be possible in some situations; however, personal preferences for clinical locations related to carpooling, childcare, convenience, and/or work schedules will not be allowed. The CSU Pueblo School of Nursing will do the clinical section assignments. Any deviation from the published clinical schedule dates and times must be approved by the Clinical Liaison, Undergraduate Nursing Program Coordinator or Simulation Coordinator. Students may not request to trade assigned clinical sections.

Every effort will be made to provide scheduling accommodation for university, military and religious obligations. The student is responsible for providing the Undergraduate Nursing Program Assistant with a written request for accommodation by the date specified each semester in the registration memo from the Undergraduate Nursing Coordinator.

If there are courses with clinical locations outside of Pueblo, students may request placement by the specified deadline in the registration memo from the Undergraduate Nursing Coordinator. There is no placement guarantee.

During the first three weeks of each semester, students must be available Monday through Sunday for clinical labs and clinical agency orientations. Agency orientations are scheduled at the discretion of the agency, and student attendance is mandatory.

Students are required to attend annual community events in conjunction with their course or program expectation. Examples may include, but are not limited to, 9 Health:365 Fair, Vaccine Clinics, Nursing Convocation, and the CSU-Pueblo Student Symposium.

CLINICAL DRESS CODE

This dress code applies to on-campus clinical/lab rotations/simulation/orientations/nursing program sponsored events, as well as agency clinical orientations and rotations. A CSU-Pueblo nursing student uniform must be worn for all clinical, lab, and simulation rotations unless specified otherwise in the course syllabus. The uniform requirement will be specified for each clinical course.

The following items are required to be purchased from the CSU-P Bookstore:
- CSU-Pueblo Nursing red uniform scrub top, with embroidered logo.
- CSU-Pueblo Nursing navy blue uniform scrub pants.
- CSU-Pueblo Nursing red polo shirt.
- (Optional) CSU-Pueblo Nursing navy blue scrub jacket with embroidered logo

DRESS CODE
- Black pants (tailored dress pants or scrub pants. No leggings, yoga pants, or spandex).
- Black, navy, white or gray leather oxford-type shoes to wear with CSU-Pueblo scrub uniform (open-toed or open-heeled shoes/clogs are not acceptable). Athletic shoes are acceptable if they have only small colored logos or canvas parts.
- Solid black shoes to wear with black pants and the red polo shirt. (clogs, open-toed, or open-heeled shoes are not acceptable).
- Headbands or religious head coverings – Must be a solid color with no pictures or ornamentation.
- (Optional) Outer Garment – Navy-blue uniform scrub jacket with CSU-Pueblo logo is the only acceptable outer garment to be worn over the scrub or polo uniform when in a clinical setting. These may be purchased at the CSU-Pueblo bookstore.

- (Optional) Solid white Crew Neck T-shirt may be worn under CSU-Pueblo scrub top. – any sleeve length is acceptable. V-necks are not acceptable.
- A black shirt any sleeve length is the only acceptable color to be worn under the red polo.
- CSU-Pueblo nametag. To be worn on the front right of the scrub top. Nametags will have the student's first name and last initial on the first line and "CSU-Pueblo Student Nurse " on the second line. The School of Nursing will order the initial name tag which will be billed to the student account.
- CSU-Pueblo picture identification card.
- A black ink pen, bandage scissors, stethoscope, and a watch with second hand capability.
- Hair should be arranged neatly and securely so that it will stay under control and away from the face to protect student and patient safety. Natural hair color is required when wearing the CSU Pueblo nursing uniforms or any representation of the CSU Pueblo School of Nursing.
- Beards and mustaches are to be neatly trimmed and no longer than one inch in length.
- Natural fingernails should be kept clean and less than ¼ inch from the tip of the finger. No colored, chipped, cracked, or peeling nail polish is allowed. No Artificial nails are allowed.
- Jewelry should be limited to simple items that do not pose a risk to patients or the student, such as one plain wedding ring and one stud (not a ring) earring per ear or nostril. Any other visible piercings must be removed. Ear discs must be removed before clinical and holes must be covered with a dressing or inserted skin tone gauges. Necklaces, visible facial piercing, any visible tattoos, and dangling jewelry are prohibited.
- Whenever the student represents him or herself, as a nursing student from CSU-Pueblo, he or she should be appropriately attired. Blue jeans, shorts, sandals, and sleeveless t-shirts are unacceptable in any clinical site unless otherwise specified.
- Any approved deviation in the above dress code will be specified in the course syllabus.

STUDENT INJURY AT A CLINICAL SITE

If a student is injured while at a clinical site he/she must:
1. Report the injury to his/her clinical instructor.
2. Comply with clinical agency reporting procedures.
3. Comply with CSU-Pueblo Human Resources Worker's Compensation policies https://www.csupueblo.edu/human-resources/all-employees/workers-comp.html

DRUG SCREEN POLICY

Because of the profound effect that the use of certain drugs (including marijuana) have on the performance of individuals, the School of Nursing is legally and ethically obligated to protect patients and others in the health care setting from students who are under the influence of drugs/alcohol that affect coordination, behavior, judgment and decision-making ability. Health care facilities where students attend clinical rotations may require a negative drug screen before students are allowed to provide care for patients.

Policy: Preclinical Substance Abuse Testing
1. Students scheduled to attend a clinical rotation in a facility that requires a drug screen will comply with the facility's requirements for drug screens, which may include the cost of the procedure.
2. If the drug screen is negative, the student may attend the assigned clinical rotation.
3. If the drug screen is positive for a substance not covered by a legitimate prescription, the student will not be allowed to continue in the clinical course and is considered ineligible for *any* clinical experiences during that semester. The student must withdraw from the clinical course or a grade of "F" will be assigned. Also, the student will be dismissed from the nursing program with no opportunity for readmission.

When there is reasonable cause to believe that a nursing student is under the influence of drugs or alcohol during a clinical experience, off-campus and on-campus classes and labs including simulation, CSU

Pueblo Nursing Faculty may require him/her to submit to a body fluid test, blood alcohol test or other accepted substance abuse screen by a contracted agency. Reasonable cause can be defined as a personal observation of behavioral conduct, inappropriate speech, body odors, or impaired task functioning.

Policy: Reasonable Suspicion for Impairment
1. The student will be removed from direct patient care and will be escorted to a contracted testing site for immediate testing at the student's expense.
2. If the result of the drug/alcohol test is negative, the student will be allowed to continue in the clinical course.
3. If the result of the drug/alcohol test is positive for a substance not covered by a legitimate prescription, the student will receive a failing grade in any nursing clinical courses they are enrolled in that semester and will be dismissed from the nursing program with no opportunity for readmission.

If a student refuses to submit to a drug screen, the result will be assumed positive and the student will be dismissed from the nursing program with no opportunity for readmission.

If a drug screen is reported as "dilute," the student must repeat the drug screen within 24 hours. If a second "dilute" is reported, the drug screen will be considered positive and the student will be dismissed from the nursing program with no opportunity for readmission.

If a test result shows evidence of a *legal*, mood-altering drug, students will be required to offer proof that the drug has been prescribed by a health care provider specifically for their use. A positive test for a substance with an accompanying prescription will be viewed as a negative screen. However, if the student is not able to perform safely in the clinical arena due to medication effects, he/she must meet with the Undergraduate Nursing Program Coordinator for further discussion of possible options to successfully meet clinical course requirements. The student may not be allowed to continue in the clinical course while under the effects of this medication which could result in delayed graduation.

Students are encouraged to inform the clinical instructor if taking medications that could affect performance, keeping in mind that patient safety is at the forefront of our priority.

NURSING SIMULATION CENTER

The Nursing Simulation Center and Labs at the Colorado State University-Pueblo School of Nursing provide nursing students with an additional learning resource to meet their educational goals. Available for use are instructional videos, printed materials, medical supplies and equipment, and practice manikins. The labs provide students with a realistic, simulated clinical environment to practice and demonstrate competency of nursing skills. Open times for the skills labs are posted at the beginning of each semester.

Guidelines for Use of the Simulation Center:
- Discard items in the proper receptacle: trash in the trash container (not the sharps container) and sharps in the sharps container (not the trash container); fluids down the drain.
- Report accidental breakage of supplies or equipment to the Lab Assistant or the instructor.
- Be sure electrical cords are properly plugged in and keep them clear of bed wheels and liquids. If electrical cords become damaged, notify the Lab Assistant or instructor. Do not use any equipment with damaged cords.
- Masks and goggles are available for situations deemed necessary for use or practice.
- If you are accidentally stuck with a non-sterile needle or your skin comes in contact with contaminated material, please report to the Instructor or Lab Assistant.
- When finished with practice leave the beds clean, neatly made, and in locked, low, horizontal position and leave the lab clean and neat.
- Reusable equipment should be cleaned as necessary.
- Do not dispose of any durable equipment.

- Some equipment may be checked out if available. Students who do not return equipment will be financially responsible for the replacement of the equipment.
- Keep children, food, and drink out of the lab area.
- Do not use ink pens or betadine in the vicinity of the manikins—it permanently stains them.
- Handle the manikins with care—they are expensive.
- If there is a careless or deliberate activity that results in damage to any laboratory equipment, the offending student(s) will be held responsible both academically (regarding ethical practice) and financially.
- Follow special lab guidelines such as the use of required PPE

In addition to these guidelines, Nursing Laboratory Rules are posted in both skills labs.

Nursing Simulation
The simulation experience offers the opportunity for students to practice communication, nursing skills, nursing assessment, prioritizing, and problem-solving in a safe environment. Simulation experiences are designed to challenge students' clinical decision-making skills during realistic patient care scenarios.

Digital photographs and videos may be taken during simulation experiences to be utilized for training, research, evaluation, and public relations purposes.

On-Campus Lab/Simulation Experiences
During on-campus lab/simulation experiences, students will be expected to practice physical assessment techniques with other students, role-playing as nurse and patients. An appropriate dress that allows contact with the skin will be required for the assessment of some body systems. Students will be notified in advance of the required dress. Examples include sports bras, shorts, and tank-top shirts. Any student who has concerns about acting in the nursing or patient role in this manner must email the lead clinical instructor before the scheduled lab date. Arrangements for practice and demonstration of competency will be made by the instructor.

Student Success and Disciplinary Process

ACADEMC ACTIONS
Academic Disciplinary Actions
Nursing faculty will execute professional judgment in the implementation of disciplinary actions related to academic and professional standards. Disciplinary action related to academic concerns may consist of:
- Critical Behavior Report
- Academic warning
- Dismissal from the academic setting
- Dismissal from the nursing program

Grounds for academic disciplinary action include, but are not limited to, the following:
- Receiving a grade of less than "B" in any nursing course(s) in a single semester,
- Failure to maintain professional standards, such as behavior contrary to generally accepted ethical and professional nursing standards,
- Violation of Colorado State University-Pueblo Student Conduct Code and Academic Dishonesty Policies. See CSU-Pueblo Catalog.

Academic Warning
A student in the nursing program who is not satisfactorily meeting the objectives of a nursing didactic course will receive an academic warning, which consists of:
1. A notice via Starfish documenting the unsatisfactory grade or performance. A copy of the notice will be sent to the student, academic adviser, and Undergraduate Coordinator. Students are responsible for making appointments with the course instructor upon receipt of the notification. The student must meet with the course instructor before the next exam.

2. Any student who receives an academic warning in more than one course in a semester is required to meet with the Undergraduate Nursing Program Coordinator to discuss the situations and what may be done to improve performance for academic success. It is also recommended the student meet with their advisor.

STANDARDS OF PROFESSIONAL CONDUCT

Colorado State University- Pueblo School of Nursing faculty believes standards of professional conduct are an inherent part of professional socialization and expect students enrolled in the undergraduate nursing program to adhere to these standards. Students practice within the boundaries of the Colorado State Board of Nursing policies, the ANA Code of Ethics for Nurses, the student handbook of the CSU-Pueblo nursing program and the policies and regulations of the healthcare agencies where they are assigned for clinical learning.

Standards of Professional Conduct are those behaviors, along with nursing discipline specific skills or knowledge that is vital for successful completion of the undergraduate nursing program. The expectation is that students will adhere to the Standards of Professional Conduct in all settings – the classroom, skills lab, simulation center, clinical facilities, the University, and the community when representing CSU-Pueblo. Standards of Professional Conduct include:

Accountability: Accepts responsibility and answers for one's actions and resulting outcomes: seeks out constructive feedback to improve skills and interpersonal interactions.
Active Learner: Seeks and utilizes sources of learning to improve and grow knowledge, skills and understanding
Civility: Practices professional, courteous and empathetic behaviors when interacting with peers, faculty and staff, clinical agency personnel, patients, and their families.

Communication: Utilizes various methods of communication effectively to interact professionally with constituents.
Confidentiality: Respects the privacy of patients and respects privileged information.
Critical Thinking and Problem Solving: Recognizes and defines problems in a logical and thoughtful manner; develops evidence-based solutions and effectively evaluates outcomes.
Dependability: Displays reliability and is trustworthy.
Ethical and Legal Behavior: Adheres to the ANA Code of Ethics and operates within the standards of care established for the role of the student nurse.
Integrity: Behaves ethically and does the right thing, even behind closed doors.
Professional Appearance: Adheres to established dress code in all clinical and professional settings. Refer to student handbook.
Punctuality and Promptness: Presents oneself on time and ready to begin at prescribed times for classroom, skills lab, simulation center, and clinical rotations. Assignments and required documentation must be submitted on time.
Respectfulness: Treats others with consideration and courtesy; reads and adheres to policies and procedures set by the University and clinical agencies.
Responsibility: Fulfills commitments and executes duties associated with **the student nurse role.**
Safety: Prevents or minimizes risks for physical, psychological, or emotional harm, injury or damage.
Veracity: Exhibits truthfulness; adheres to precision and honesty.

CRITICAL BEHAVIOR POLICY

Students are expected to always practice safely and professionally. Any variation from safe and professional nursing practice is called a Critical Behavior. Faculty will review all critical behaviors. A student may be subject to dismissal from the nursing program if receiving three (3) critical behaviors over the course of the degree program. Critical Behaviors are defined as follows:

Unsafe Practice: Behavior that places the patient, faculty, another student, self, or staff in either physical or emotional jeopardy. Physical jeopardy is the risk of causing harm. Emotional jeopardy means that the student creates an environment of anxiety or distress. Unsafe clinical practice is an occurrence or pattern of behavior involving unacceptable risk.
Examples of Unsafe Practice may include but are not limited to:
· Any violation of current State Nurse Practice Act or Standards of Professional Conduct ·
  Any violation of Joint Commission National Patient Safety Goals
· Attempting/performing activities or procedures without adequate supervision
· Improper transfer/mobility procedures resulting in patient harm
· Does not follow the "rights" during medication administration
· Does not follow infection control policies and procedures
· Does not practice concepts or maintain a sterile field when indicated
· Neglects to dispose of contaminated articles in designated containers
· Fails to protect patient(s) from temperature extremes
· Fails to keep environment free of potentially harmful elements (spills, electrical hazards, unsecured medication, chemicals)
· Fails to maintain side rails per agency policy, as indicated by patient condition or circumstances
· Fails to report patient status changes to instructor and staff
· Fails to use appropriate fall risk precautions
· Fails to adhere to University or agency policies and procedures in the role of a student
· Fails to report any activity or occurrence that may lead to harm
· Fails to follow generally accepted standards of professional nursing practice
Unprofessional Behavior
Demonstrating such behaviors that can be considered disrespectful, unethical, illegal, or in violation of the Nurse Practice Act and the ANA Code of Ethics for Nurses.

Examples of Unprofessional Behavior may include but are not limited to:
· Any violation of ANA Code of Ethics for Nurses
· Breach of confidentiality or violation of patient privacy
· Acts of incivility/bullying to staff, faculty, students, agency personnel
· Falsifying or omitting documentation, including failure to read and adhere to agency and University policies
· Unauthorized use of cell phones in the class, skills lab, simulation center, or clinical site
· Inappropriate/Illegal professional boundaries in the patient/nurse relationship
· Inappropriate/Illegal professional boundaries in the student/faculty/agency personnel relationship
· Violations of dress code
· Any pattern of unprofessional behavior violations
· Abandonment/neglect
· Falsifying or omitting essential communication with patient, staff, faculty
· Engaging in behavior that is disrespectful
· Failure to take personal accountability for unacceptable performance or behavior
· Unprepared for clinical or simulation experiences
· Tardiness as defined in the nursing student handbook
· Absences will be addressed per the course syllabus or the nursing student handbook

Progressive steps of the Critical Behavior Policy are as follows:

1. First Incident: Write a Critical Behavior Report. Counsel with faculty.
2. Second Incident: Write a Critical Behavior Report. Initiate a Student Success Plan. See below for direction regarding who initiates the Student Success Plan.
a. Class – course instructor
b. Clinical/Lab – clinical instructors in collaboration with clinical liaison
c. Simulation – simulation instructor in collaboration with simulation coordinator
d. After reviewing with the student, the student signs and agrees to plan and is then placed on probation. The undergraduate nursing coordinator and student's advisor are notified of the initiation of the Student Success Plan by the course instructor, clinical liaison, or simulation coordinator, depending on who initiated the plan.
3. Third Incident: A third Critical Behavior Report is written and sent to student's advisor. The advisor compiles all reports and initiates a committee meeting. The Student Review
Committee (described below) will meet, and the decision is then sent to undergraduate coordinator. The undergraduate coordinator will meet with the student to deliver the Student Review Committee's decision.
Three critical incidents may result in course failure and/or dismissal from the nursing program. Terms of disciplinary measures/remediation are at committee discretion

*Egregious behaviors or actions may result in course failure and/or dismissal from the nursing program upon committee review *All incidents will be documented in the student record.

The Student Review Committee is comprised of 3 licensed RNs including:
First committee member - Advisor - coordinates information and committee review
Second committee member – graduate faculty member (if student is an undergraduate) or undergraduate faculty member (if student is a graduate)
Third committee member – current CSU-P School of Nursing faculty member (full-time faculty or adjunct faculty)
Every effort will be made to make the Student Review Committee as diverse as possible. Ideally, the committee will be comprised of a diverse group of individuals who are representative of our campus. Consideration for this committee will not be limited based on the age, race, gender, religion, sexual orientation, or any other protected class status recognized by the university and the state of Colorado. Committee members will receive training via required virtual University Cultural Bias Training modules
Student Review Committee availability requirements:

Committee needs to meet within no more than 1 week and return decision to undergraduate coordinator within 24 hours. Undergraduate coordinator to meet with student within 3 business days. In certain circumstances the student may need to be restricted from clinical or simulation until a decision is rendered.

NURSING STUDENT SUCCESS PLAN POLICY

The School of Nursing believes in incorporating remediation/retention strategies to support student success, Remediation is the process of re-teaching content or skills using evidence-based strategies to assist the student to meet academic goals. The goal and philosophy of the nursing program is to assist the student to be successful as they progress through the program.

A Student Success Plan will be initiated if a student is demonstrating suboptimal clinical performance, unsafe practice, unprofessional conduct in a School of Nursing class, clinical, lab, simulation course and/ or suboptimal clinical skill performance during their final semester.

Process for initiating a Student Success Plan (following second critical behavior incident):

1. A Student Success Plan can be initiated by the course instructor, clinical/ lab faculty clinical instructor, clinical liaison, graduate-lead instructor (clinical preceptor, site visitor), Simulation instructor or coordinator.
2. The Undergraduate Program Coordinator or the Graduate Nursing Program Director, and the student's advisor.are notified of the initiation of the success plan by the instructor.
3. The initiating instructor will complete all elements of the Success Plan
4. The instructor will review the Student Success Plan with the student, discuss identified performance or behavior concerns, and develop a collaborative plan, to include expected behavior, timeframe for re-evaluation, and desired outcomes.
5. After discussion, both the instructor and student sign the plan. The student's signature documents that the student has had a chance to read, review, and ask questions regarding the plan. The student signature indicates acknowledgment of collaborative plan.
6. The Student Success Plan is active for the duration of the student's program. This date will be acknowledged on the individualized Student Success Plan.
7. The student will be responsible for scheduling monthly meetings with the instructor to review/monitor progress. The instructor updates the advisor on progress and desired goal outcome.
8. All meetings, interventions and identified outcomes will be documented on the original Student Success Plan.
9. Success Plans will be maintained in the student's academic file

OTHER DISCIPLINARY ACTIONS

Removal from the Clinical Setting
The nursing clinical instructor may execute professional judgment and remove a student from the clinical setting. Grounds for removal from the clinical setting include, but are not limited to, the following:
- Failure to adequately prepare for the clinical experience.
- Failure to dress appropriately for the clinical experience.
- Reason to question a student's ability to provide appropriate care for the patient, such as undue stress, illness, fatigue, or suspected impairment.
- Agency personnel request for a student to be removed from the site.
- Unsafe practice.
- Unprofessional behavior (see "Professional Standards: Honor Code of Nursing" in the *General Information* section of this handbook).

Removal from the clinical setting will result in an unexcused absence for that clinical day (see "Attendance/Punctuality" in the *Clinical Information* section of this Handbook) and will follow the Critical Behavior Policy steps.

.**Dismissal from the Nursing Program**
Students will be dismissed from the Nursing Program for the following (but not limited to) reasons:
- Withdrawing or dropping from any nursing course for an unexcused reason (this includes withdraw because student is failing a course).
- Earned grade of unsatisfactory or C, D, or F in any nursing course in a single semester. Cumulative failing of two courses at any point in the program results in permanent dismissal from the program, and the student is not eligible for readmission to that program option
- Decision from Student review committee (see Critical Behavior policy)
- Behavior not congruent with the CSU-Pueblo Student Conduct Code or Academic Policies, as delineated in the CSU-Pueblo Catalog, or unprofessional classroom behavior. This is per the process delineated in the Critical Behavior Policy. Any student dismissed from the program for this cause is not eligible for readmission to any nursing program option.

Students who are dismissed from the CSU-Pueblo Nursing Program will receive notification from the Undergraduate Nursing Coordinator or designee. If the student is readmitted, notification of dismissal and readmit status may be contained in the same e-mail. Students who are dismissed for professionalism will not be eligible for readmission to any undergraduate nursing program option or RN to MS track.

GRADE APPEAL PROCESS (see CSU-Pueblo Catalog)

For grade appeals, refer to Grade Changes/Academic Appeals as discussed in the CSU-Pueblo catalog. If a student has other concerns or needs clarification about a course, he/she should first make an appointment to see the Course Instructor. If dissatisfied with the results of the meeting, the next step for clinical courses is to make an appointment with the Clinical Liaison. If dissatisfied with the results, or further clarification is needed, the student would then meet with the Undergraduate Nursing Program Coordinator. If a resolution is still not reached, the student may make an appointment with the Associate Dean of Nursing. Academic advisors may also assist in clarifying issues or utilizing the system.

POLICY FOR READMISSION TO THE NURSING PROGRAM

Undergraduate nursing students are allowed to repeat only one (1) semester of nursing course(s) during their time in the CSU-Pueblo nursing program. This policy includes students who have earned a grade of C, D, F or "U" in any nursing course or who have withdrawn for any reason during any semester. After the second grade of C, D, F or "U" in a nursing course or a second withdrawal from a nursing course for any reason, students are not eligible for re-admission to their program option.

Students are required to participate in an exit interview with the Undergraduate Nursing Program Coordinator when withdrawing from a semester or when leaving the program for any reason. Failure to do so may jeopardize any future readmission to the nursing program.

Criteria for Readmission
Requests for readmission to the nursing program are carefully considered. Readmission is *not* guaranteed.
1. Student must meet with the Undergraduate Coordinator to discuss the readmission process.
2. Petitions for readmission must be submitted via e-mail to the Undergraduate Nursing Coordinator by 2 pm the Friday of finals week unless otherwise indicated.
3. The Readmission Committee will respond to the student's request within 20 working days of receipt of the request.
4. Students are readmitted only if there is evidence that the problems which caused withdrawal, failure, or dismissal have been resolved.
5. The student will submit the petition for readmission in letter format to the Undergraduate Nursing Program Coordinator. **The petition should include the student's Net ID, phone number, address, and name of their nursing advisor.** In the petition, the student should describe his/her career and academic goals, state why he/she should be readmitted to the program, and describe what will be done to increase the chances of success. It should answer at least the following questions, and the answers must be specific:
   a. Why should the student be readmitted?
   b. What specific problem(s) or situation prevented the student from succeeding at CSU-Pueblo?
   c. How has the student solved or does the student propose to solve the problems that interfered with these academic goals?
   d. How does the student plan to increase his/her chances of academic success?

The Readmission Committee will consider the student for provisional re-admission based on:
- the letter of petition requesting re-admission,
- student records (grades, withdrawals, professional behavior, performance in prerequisite courses),
- recommendation of the faculty,
- space availability,
- completion of terms outlined in the readmission contract.

Readmission Contract
A contract will be developed with the student as part of the readmission process. The terms of the contract will be determined by the re-admission committee including future course progression, and will be monitored by the student's advisor. This contract may include having the student repeat courses. Students must agree in writing to the requirements of the contract before being officially readmitted.

Disability Statement

Technical Standards of General Abilities: Students must be able to independently, with or without reasonable accommodation, meet the following technical standards of general abilities and those specifically of (1) observation; (2) communication; (3) motor, (4) intellectual, conceptual, and quantitative abilities; (5) essential behavioral and social attributes; and (6) ability to manage stressful situations. Students unable to meet these technical standards, with or without reasonable accommodation, will not be able to complete the program and are counseled to pursue alternate careers. All students must comply with the clinical agency's performance policies, standards, and requirements.
Technical standards include, but are not limited to the following:

Observation/Sensory-motor: Students must have sufficient sensory abilities of sight, hearing, smell, and touch to be able to observe demonstrations and learn from experiences in the basic sciences, including but not limited to, physiology and pharmacology, microbiology, and pathophysiology laboratory/simulation situations. Students must be able to observe and learn from experiences in the clinical nursing laboratory such as the following examples: accurately determine gradients/calibrations on a syringe; measure medications accurately; accurately recognize color changes on chemical reactions strips; accurately assess heart, breath, abdominal sounds; and accurately assess normal and abnormal color changes in the skin, pupil size, and digital or waveform readings.

Communication: Communication includes speech, reading, writing, and computer usage, including handheld digital devices. Students should be able to effectively communicate, orally, and/or in writing, with and elicit information from patients, describe changes in mood, activity, and posture, and perceive nonverbal communication. Students must be able to communicate effectively and sensitively with patients and their families. Students also must be able to communicate effectively and efficiently and work cooperatively, with all members of the health care team for patient care. Students must also be able to gather information appropriately, explain information in a patient-centered manner, listen effectively, recognize, acknowledge and respond to emotions, and exhibit sensitivity to social and cultural differences.

Psychomotor: Students must have sufficient physical dexterity to master technical and procedural aspects of patient care. They must have sufficient strength to perform essential tasks, and adequate physical stamina and energy to carry out taxing duties over long hours. Students should be able to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. Students should be able to collect specimens and perform basic tests (such as glucose finger stick, urine dipstick). Students should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of nurses are cardiopulmonary resuscitation, administration of intravenous medication, and application of pressure to stop bleeding. Such actions require coordination of both gross and fine muscular movements, equilibrium, and using tactile and other senses.

Intellectual-Conceptual, Integrative, and Qualitative: Students must be able to read and understand documents written in English. They must be able to comprehend and learn factual knowledge from readings and didactic presentations, gather information independently, analyze and synthesize learned material, and apply that information to clinical situations. Students should have cognitive abilities including measurements, calculation, reasoning, analysis, and synthesis. Critical thinking is the ability to synthesize knowledge and integrate the relevant aspects of a patient's history, physical exam findings, and diagnostic studies. Problem-solving, the critical skill demanded of nurses, requires all of these intellectual abilities. In addition, the student should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures to understand normal and abnormal anatomy and physiology

Behavioral and Social Attribute: Students must possess the emotional maturity and stability required to utilize their intellectual abilities fully, exercise good judgment, complete all responsibilities attendant to the nursing diagnosis and care of patients promptly, and the development of mature, sensitive, and effective relationships with patients and their families. Students must be able to tolerate strenuous workloads and to function effectively under stress. They must learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, empathy, integrity, concern for others, altruism, responsibility, effective interpersonal communication, skills, interest, tolerance, and motivation are all personal qualities that should be assessed during the education process. As a component of nursing education, a student must demonstrate ethical behavior including adherence to the professional nursing and student honor codes.

CSU-Pueblo ADA Statement: The Mission of the Disability Resource Office at Colorado State University-Pueblo is to ensure the provision of reasonable academic accommodations and support, designed to enhance academic effectiveness and promote independence in students with documented disabilities.

Nursing Program Enrollment Agreement

Nursing Program
Enrollment Agreement

The following statement confirms that you, the student, have read and agree to the requirements and policies of the Nursing Program as written in this handbook:

I have read Colorado State University - Pueblo School of Nursing Undergraduate Nursing Student Handbook and agree to comply with the printed policies and Standards. I understand that I am agreeing to be held to both the specific content and the intent as put forth by this handbook. Furthermore, I have been informed that changes in policies or standards may occur as determined by developments in clinical and/or academic settings, or CSU Pueblo School of Nursing discretion. When notified verbally and in writing of these changes I will comply with them. I understand that a minimum grade of "B" or "S" must be attained to pass each undergraduate nursing course.

I accept the responsibility for personal transportation, for procurement of a mobile device (for use with nursing resources), for purchase of software, books, supplies and uniforms as required, and for the replacement cost of any equipment that may be damaged or lost while in my possession.

I will adhere to the social media guidelines and principles as outlined by NCSBN and ANA.

I consent to having my picture/video tapings produced and utilized by Colorado State University-Pueblo School of Nursing for training, evaluation, research, and public relations purposes.

I will abide by the most current CSU-Pueblo Catalog.

I am aware that failure to adhere to the Nursing Program policies and standards as outlined in this handbook and my university catalog, or the class objectives identified in course syllabi for nursing courses may result in my dismissal from the Nursing Program.

I have read this handbook. I agree to abide by these policies, standards, and requirements during my enrollment in the Nursing Program. My signature indicates my acceptance of this agreement.

I will upload this signed Enrollment Agreement to my CastleBranch account once I am enrolled in the Blackboard Undergraduate Nursing Orientation course.

I understand that during on-campus lab/simulation experiences, I will be expected to practice assessment techniques and skills with other students, role-playing as nurse and patient. I agree to dress appropriately for these experiences to allow contact with skin. If I have concerns regarding this expectation, I will email the lead clinical instructor in advance to make other arrangements for practice and demonstration of competency.

_____
Student's Signature and Date

_____
Student's Printed Name