

RN COMPLETION NURSING STUDENT HANDBOOK

Clayton State University School of Nursing
2000 Clayton State Boulevard Morrow, GA 30260

2023-2024

To the NEW Nursing Student

The faculty and staff of the School of Nursing (SON) wish to welcome you to the Nursing Program at Clayton State University (CSU)! We hope that your educational experience here will be enjoyable, as well as academically challenging and growth promoting. We are committed to promoting excellence in this program and seek to provide our graduates with the knowledge and skills necessary to function effectively in the health care delivery settings of the future.

This handbook is designed to guide your progression through the nursing curriculum and should be maintained throughout the program as a reference. The policies, guidelines and resources contained in this handbook serve to guide the practice of the SON. They are consistent with, and expand upon, those of CSU. University policies, as well as a list of student rights and responsibilities, are outlined in the **CSU Student Handbook**. Specific course policies and standards will accompany each course syllabus. Students are required to submit the **Student Handbook Acknowledgment (Form A)** prior to program entry.

The CSU SON handbook is published at the beginning of each academic year. When policies are changed during the year, students will be notified via email. If you have questions or concerns regarding matters not addressed by the contents of this handbook, please contact:

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Program Information

Introduction

The baccalaureate and masters degree programs in nursing at Clayton State University are approved by the Georgia Board of Nursing and accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington DC, 20001, 202-887-6791.

CSU offers a program of study that leads to a BSN. The BSN program is fast-paced and very demanding. The challenges of this program can be met by setting priorities, managing your time, and maintaining a positive attitude.

- **Setting priorities** is one of the most important aspects of academic success. School, family, work, recreation, and social activities must be arranged to allow for studying.
- **Time management** will help you to maintain your priorities. Make a realistic, attainable schedule. Identify specific time for study and incorporate time for family and friends. Follow through with your plans. Avoid distractions! Alterations may be necessary. If so, reorganize your schedule and remember that cutting corners will catch up with you.
- **Think positively** and you will enjoy what you are doing. Accept each task as a challenge. The dynamic profession you have chosen is important to the community and respected by your peers.

Included in this handbook is a copy of the SON mission statement, philosophy, program outcomes and framework for the curriculum. These documents are provided here to assist your understanding of the values and beliefs held by the CSU nursing faculty. The faculty use these documents in developing and revising the program of study for you.

Mission

Consistent with the mission statement of CSU, the SON is committed to providing comprehensive nursing education to residents from a diverse range of ethnic, socioeconomic, experiential, and geographical backgrounds. The following essential considerations inform and guide the programs offered by the SON:

- providing experiences for the increasingly complex global context of contemporary life;
- promoting community-based, experiential learning;
- providing experiences for continuous education and growth;
- promoting health and human development of the global community in transition;
- providing high quality educational services for the development of competent, caring, and committed professional nurses;
- developing programs which incorporates innovative health care and educational technologies;
- maintaining standards of professional nursing practice that recognize and value the social, economic, ethnic and cultural diversity of individuals as central to the promotion of health and human development;
- promoting collaborative, interdisciplinary practices models.

It is the faculty's mission to use those resources which will promote lifelong learning and enhance the acquisition of skill in modern technology. Mastery of critical thinking skills, comprehensive care, theory-based practice, research, and communication is successfully accomplished by integrating theory, clinical practice, and advanced technologies. The curriculum facilitates the transition of students into professional nursing roles in a multifaceted and multicultural health care environment.

Philosophy

We believe that nursing is a dynamic, challenging profession that requires a synthesis of critical thinking skills and theory based practice to provide care for individuals, families, and communities experiencing a variety of developmental and health-illness transitions. Caring, which is at the heart of the nursing profession, involves the development of a committed, nurturing relationship, characterized by attentiveness to others and respect for their dignity, values, and culture. We believe that nursing practice must reflect an understanding of and respect for each individual and for human diversity.

Transitions involve a process of movement and change in fundamental life patterns, which are manifested in all individuals. Transitions cause changes in identities, roles, relationships, abilities, and patterns of behavior. Outcomes of transitional experiences are influenced by environmental factors interacting with the individual's perceptions, resources, and state of well-being. Negotiating successful transitions depends on the development of an effective relationship between the nurse and client. This relationship is a highly reciprocal process that affects both the client and nurse.

Developmental transitions represent maturational processes that progress from birth to death. Health-illness transitions are those biopsychosocial and spiritual changes that influence an individual's interaction with and ability to adapt to the environment. Nursing therapeutics are actions designed to facilitate healthy adaptation and to prevent unhealthy outcomes for clients experiencing these transitions. Professional nursing practice is based on critical thinking, mastery of knowledge and skill, integration of theories and research, and a commitment to lifelong learning. Ongoing professional development is necessary to maintain excellent nursing care, promote the nurse's growth, and continue the advancement of the nursing profession.

Nursing practice takes place within the context of an ever-changing environment, including organizations and communities undergoing transitions. Interdisciplinary collaboration is necessary to develop and implement comprehensive plans of care to improve outcomes among individuals, families, and communities. Nursing requires effective communication skills for interacting with diverse populations and with their colleagues in nursing and other disciplines. Nurses must continually expand their expertise in the use of technology to manage and process information to support their practice.

We believe baccalaureate education in nursing is the basis for professional practice as a nurse generalist, and it should be accessible to individuals with diverse sociocultural, experiential, and academic backgrounds. Baccalaureate nursing education involves the synthesis of knowledge from the discipline of nursing, the humanities, social, behavioral, and natural sciences. Nursing education is a collaborative process between the teacher and learner, with multiple and varied experiences appropriate to the learner's unique characteristics. The degree of active involvement in the learning process greatly influences the educational outcome. Assessment of learner progress toward the achievement of these outcomes is critically important to the teaching-learning process. The culmination of nursing education is the synthesis of critical thinking and communication skills to provide excellent nursing care and to foster ongoing professional development in order to facilitate healthy outcomes among individuals, families, and communities experiencing transitions.

We believe graduate education in nursing prepares a licensed nurse for advanced nursing practice and doctoral study. Advanced practice nurses embrace the roles of expert clinician, educator, administrator consultant, and researcher. Learning at the graduate level is facilitated by an open collegial relationship between faculty and students that results in the development of a competent advanced practice nurse. The culmination of graduate nursing education is the synthesis of advanced skills in order to provide excellent nursing care and to foster ongoing professional development in order to promote nursing research and ethical decision-making which reflects an appreciation of human diversity in health and illness among individuals, families, and communities experiencing life transitions.

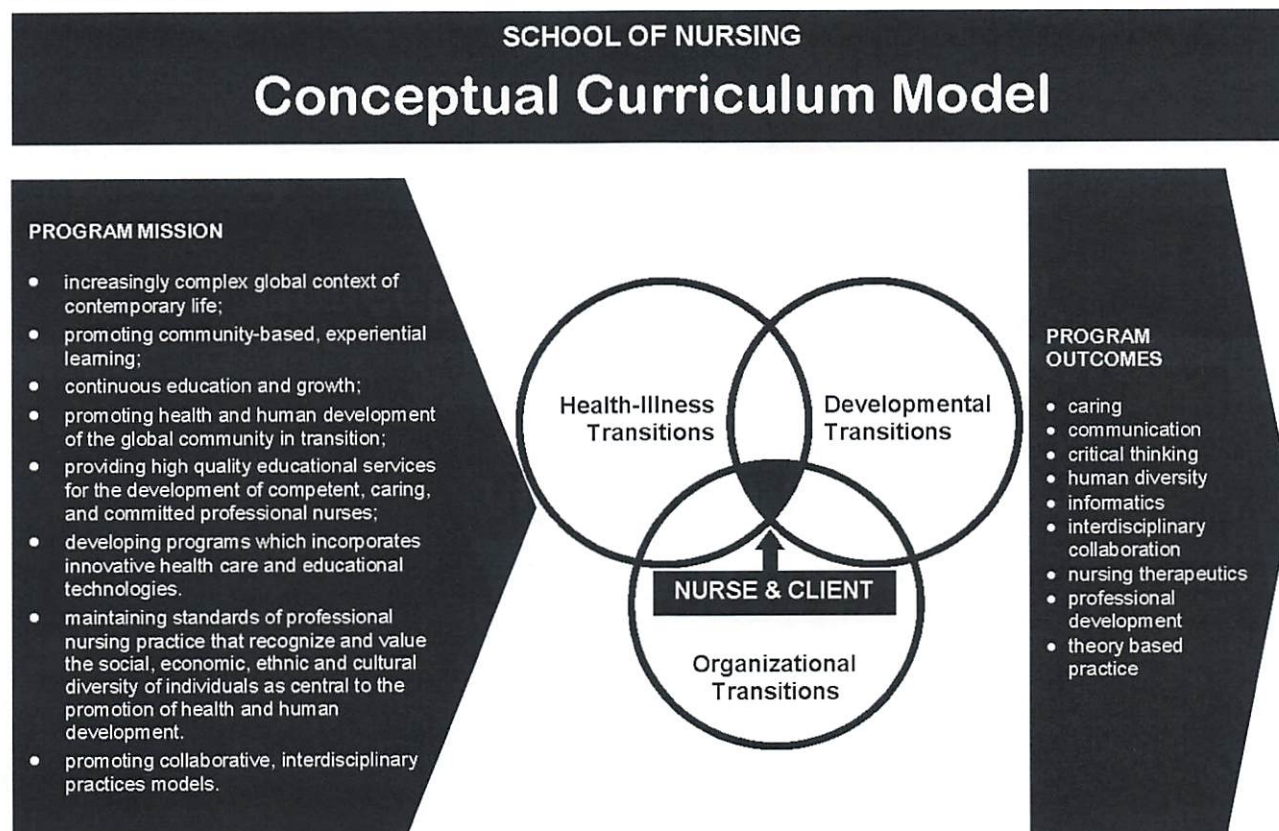
Reference: Schumacher, K.L., & Meleis, A.I. (1994). Transitions: A central concept in nursing. *IMAGE: Journal of Nursing Scholarship*, 26(2), 119-127.

Outcomes

1. Demonstrate human caring as a key philosophical basis for the practice of nursing.
2. Utilize effective communication skills to promote therapeutic nurse-client interactions and good collegial relationships.
3. Engage in critical thinking by using creative problem solving and making appropriate inferences, based on evidence derived from clinical practice.
4. Demonstrate client care that reflects the consideration of socioeconomic, political, legal, ethical and human diversity variables in the changing health care environment.
5. Demonstrate competence in utilizing information technology resources to advance professional practice.
6. Collaborate with health care providers from other disciplines to improve client outcomes. Utilize nursing therapeutics based on a synthesis of critical thinking strategies and a theoretical knowledge base in nursing to provide competent professional care and maximize healthy outcomes.
7. Demonstrate commitment to ongoing professional development as a life-long learner.
8. Apply selected theoretical frameworks to nursing practice in diverse settings.

KEY CONCEPTS IDENTIFIED IN OUTCOME

1. Caring
2. Communication
3. Critical Thinking
4. Human Diversity
5. Informatics
6. Interdisciplinary Collaboration
7. Nursing Therapeutics
8. Professional Development
9. Theory-based and Evidence-based Practice

Framework

Adapted from: Schumacher, K.L. and Meleis, A.I. (1994). "Transitions: A central concept in nursing." IMAGE: Journal of Nursing Scholarship, 26 (2), 119-127.

Scholarships

Scholarship opportunities are funded by public and private sources and are communicated with current nursing students via email. Qualifications and awards vary and are subject to specific guidelines set forth by the sponsoring agency. The SON requires a scholarship eligibility form prior to program entry to help determine eligibility for available funds. Many require demonstration of financial need as well as academic potential. To be considered, the Free Application for Federal Student Aid (FAFSA) must be on file for the current academic year with the Financial Aid Office. Students who receive financial aid may be required to adjust loan amounts if selected as a scholarship recipient. These students should consider award amounts and coverage limitations before applying. Note that some private agencies also require scholarship recipients to sign a service agreement.

Programs of Study

Undergraduate Education

Basic Licensure

The Basic Licensure track is for students interested in obtaining initial licensure as a Registered Nurse. It is a full-time program of study that begins each fall and spring semester. The program requires students to be available days, evenings and weekends as they rotate through a variety of clinical experiences in hospitals and medical facilities throughout a 90-mile radius of campus. The program is designed to prepare graduates to practice professional nursing in diverse health/illness settings, including the hospital, public health, home, clinic, hospice, industry, and community.

RN-Completion Track

The Registered Nurse (RN) Completion track is available for registered nurses who are graduates of associate degree or diploma nursing programs. CSU participates in the Georgia Statewide Articulation Model. The program is 100% online except for the clinical practicum and progression is possible on a full-time or part-time basis. This open enrollment program includes full-time or part-time progression and can be completed in as little as one year. Coursework includes professional issues, health assessment, interactive communication, leadership and management, research, and electives of your choice. Students complete an individualized 90-hour clinical practicum that encompasses community, leadership and education experiences.

Graduate Education

MSN

The MSN program is 100% online and progression is possible on a full-time or part-time basis. Educational experiences are provided to facilitate the registered nurse in expanding the scope of his or her practice in a rapidly changing society and health care delivery system. The **Family Nurse Practitioner** track prepares professional registered nurses who already hold a Bachelor of Science in Nursing for Advanced Practice Registered Nurse roles as culturally competent primary providers of clients, families, and communities.

Clinical Guidelines

Registered nurses complete one course to satisfy clinical program requirements. Course detail is available online at:

- NURS4503-Practicum
<http://www.clayton.edu/health/nursing/rncompletion/rnbsn/practicum>

NURS4503-Practicum should be taken in the last semester or next to last semester of nursing program enrollment. Students must develop and accomplish individual learning objectives negotiated with their faculty facilitator and chosen preceptor(s) prior to the onset of the course. The practicum will enable RN students to expand clinical expertise, broaden exposure to specialty areas, explore unfamiliar arenas, and apply theory learned throughout the BSN curriculum to meet the needs of clients. The practicum will specifically enable the RN student to implement the professional roles of a BSN registered nurse in the areas of leadership/management, education, and community practice.

- Community (30-hour) - experience a community situation in which you perform in the role of the professional BSN, i.e. Health Department, Outpatient Clinic
- Education (30-hour) - research, plan, implement, and evaluate an educational offering for a target audience of your choice, i.e. Education Department, Clinical Rotations
- Leadership (30-hour) - apply principles of leadership/management to improve the delivery of nursing care by working directly with a nursing leader, i.e. CNO, Nurse Director/Manager

Some students elect to satisfy the practicum requirement through enrollment in a Summer Camp elective or Nursing Study Abroad opportunities. Prior approval and course substitution is necessary for credit to be recognized as practicum.

Licensure

Students are required to submit verification of **current, unrestricted licensure** as a Registered Nurse in the United States at time of program application. International graduates, Registered Nurses who have been professionally inactive for four or more years and graduates of non-accredited programs may be required to **validate nursing knowledge** prior to program acceptance. All international students are reviewed on an individual basis to determine program eligibility. If the license is limited or restricted,

the potential applicant must disclose the terms of the consent order and any restriction on practice as a condition of admission. Licensure must be active in state where practicum will be completed.

Background/Drug Screening

The SON requires criminal background checks and drug screenings in keeping with the requirements of host clinical agencies. Upon program acceptance students must utilize **AdvantageStudents** for this process. Verification must be completed prior to attending nursing program orientation. The SON administration and host clinical agencies will have access to results.

- Students are subject to screening by individual host clinical agencies who will determine eligibility for clinical placement at their site. Components of the background check may prohibit clinical placement for certain students.
- Students suspected of violating the [College of Health Drug/Alcohol Policy \(Form B\)](#) will be required to complete a drug and/or alcohol screening on demand. Students must also sign [College of Health Drug/Alcohol Violation form \(Form C\)](#) at that time.

Impaired Students

The SON adheres to policies and procedures established by the Georgia Board of Nursing related to the student in recovery with a history of alcohol, drug abuse, or other impairing illness. Failure to comply with those established policies and procedures could result in (a) lack of access to the clinical setting resulting in inability to enroll in clinical courses and (b) render the student/graduate ineligible to write the NCLEX examination required for professional Nursing Licensure or in case of Registered Nurses, may represent a violation of a consent agreement with the Georgia Board of Nursing.

- Students who have been **treated for alcohol or substance abuse** should consult with the Associate Dean and Chief Nurse Administrator at the time of initial acceptance into the nursing program. Specific guidelines to assure compliance with established policies and procedures will be reviewed at that time.
- The **Georgia Board of Nursing makes the final decision regarding licensure** as a registered nurse (RN). Students who have been arrested or convicted of a misdemeanor or felony will be required to disclose and present a copy of their dispensation prior to examination and licensure.

Special Medications

Students who must **take medication** for health reasons **which may adversely affect their level of clinical performance** should inform the clinical instructor prior to the clinical lab assignment. Depending on the severity of the problem, the student may be asked not to come to clinical and to complete makeup work at a later time. Students will be asked to submit documents from their health care provider describing any medical conditions or circumstances which will necessitate activity limitations or modifications. Students must still adhere to the clinical absence policy.

Conduct

Students are expected to conduct themselves in a professional manner related to clinical experiences. Students will function in the practice setting within the limits of the policies of CSU and the assigned clinical facility. Assignments will be reflective of the knowledge and skill level of the student. Students are required to read and sign a [Student Applied Learning Experience Agreement \(Form D\)](#) which further explains the student's responsibility while participating in clinical learning. Students are also required to sign an [Authorization for Release of Records and Information. \(Form E\)](#).

CPR Certification

Students must be certified in Cardiopulmonary Resuscitation (CPR) prior to enrollment in NURS4503- Practicum. Once obtained, CPR Certification must remain current throughout the student's tenure in the BSN program.

- Students must obtain certification through the **American Heart Association** by completing the **BLS Healthcare Provider Course**. This course is designed to teach the skills of CPR for victims of all ages, use of an automated external defibrillator and relief of foreign-body airway obstruction. It is intended for participants who provide health care to patients in a wide variety of settings.
- **Current CPR certification** is required based on the policies of related practicum sites.
- **Verification of CPR certification** is required and proof may be requested on demand. It is the student's responsibility to carry their CPR certification card to all practicum experiences and to provide the SON with a copy of their CPR certification on an annual basis.

Exposure

Students are subject to health related considerations and regulations applicable to any professional in a health related field. The SON will provide students with updates on health related issues as new information becomes available.

Health Information Disclosure

In order to assure that students are able to meet the [Performance Standards of the Baccalaureate Degree Nursing Program \(Form F\)](#) and to assure patient and student safety in the clinical area, certain health requirements are essential. Students must have proof of a current "health history" and "health assessment" prior to enrollment in clinical courses and must be updated **annually** throughout the student's tenure in the BSN program. Documentation of health information is required based on the policies of related clinical practice sites which now require documentation prior to student clinical experience. Students will not be allowed to attend any clinical until these are up-to-date.

- Upon acceptance into the BSN program, it is the student's responsibility to obtain an initial set of "health history" and "health assessment" forms and to submit completed forms and supporting documentation to the University Health Services prior to their first day of enrollment in the BSN program.
- The "health history" is a self-reporting form designed for the student to disclose any known medical conditions.
- The "health assessment" is equivalent to an annual physical examination which must be completed by a physician or nurse practitioner.

- All information requested on the "health history" and "health assessment" is designed to elicit information about any real or potential health problems. Confidentiality of health information will be maintained.
- If the student feels that certain information is an invasion of privacy, such as exam of genitalia, this information may be deferred with approval from the Associate Dean and Chief Nurse Administrator. However, the SON reserves the right to request additional health information if it appears that there is a problem which will interfere with the student meeting the Performance Standards of the Baccalaureate Degree Nursing Program. Students must read, sign and return the **Affirmation of Ability to Complete Core Performance Standards (Form G)** to document understanding of these technical standards and/or request reasonable accommodations if applicable.

Potential Health Risks

Certain health risks are inherent to the nursing profession as the clinical experience presents occupational hazard with the potential for blood borne pathogen exposure. The SON has developed guidelines designed to minimize health risks and ensure that exposure events are handled appropriately. All students in the BSN program must read, sign and return the **Blood Borne Pathogen Exposure (Form H)** form to document understanding of these exposure guidelines.

Immunization

The SON requires laboratory testing and immunization in keeping with University System of Georgia policies and the requirements of host clinical agencies. The immunization may be attained at University Health Services or through a local health department or personal physician.

In order to be admitted to CSU, students must have evidence of **measles, mumps and rubella** immunity. In addition, students in the BSN program are required to have evidence of chicken pox immunity, **Hepatitis-B immunity** or waiver and **PPD or chest x-ray** at the time the first clinical experience in the program commences.

Tuberculin Skin Testing

Tuberculin skin testing is mandatory for all students enrolled in the BSN program on an annual basis during active clinical participation. The SON assumes no responsibility for students who convert to positive PPD results after exposure in the clinical agency.

- Students with **negative** PPD results will be required to repeat the test **annually** during active clinical participation.
- Students with **negative** PPD results and assigned clinical experience at **certain host clinical agencies** may be required to repeat the test **more frequently** than the minimum bi-annual requirement.
- Students with **positive** PPD results will be required to submit a baseline **chest x-ray** report indicating the absence of active disease or a negative QuantiFERON TB test on an annual basis.

Hepatitis-B Vaccination

Hepatitis-B is a viral disease that causes systemic infection with primary liver involvement. There is no specific treatment available and the outcome from infection is variable. Five to ten percent

of those infected with Hepatitis-B become carriers. Vaccination is recommended for health care workers whose jobs involve a potential for membrane or skin contact with blood or body fluids or tissue or a potential for spills or splashes on them.

All students in the BSN program are required to have proof of Hepatitis-B vaccination (for the first semester students at least the first injection of the three-injection series) or laboratory titer positive for the presence of HAB prior to participation in any clinical activity. This vaccination consists of three injections:

- First injection must be administered prior to enrollment in clinical course.
- Second injection must be administered thirty days after the first injection.
- Third (and final) injection must be administered six months after first injection (five months after second injection).
- Post-vaccine titer must be obtained to confirm immune status.

Influenza (Flu) Vaccination

- Proof of annual vaccine is required for clinical agencies.

Pertussis Vaccination

- Proof of vaccine as required for clinical agencies.

Deferral of Immunizations

Religious exemptions may not be exercised for nursing students, however, students may request deferral of these immunizations for health related or pregnancy related reasons. If any of the following medical conditions are present, students should consult with a physician before beginning Hepatitis-B vaccination:

- Serious active infection or illness.
- Serious heart or lung disease.
- Pregnant women or nursing mothers.
- Immunocompromised or receiving immunosuppressive therapy.
- Allergy to yeast (for any of the recombinant vaccines).

Incident

Incident Reporting Procedures

Students are required to report all accidents that occur to them while participating in an activity of the BSN Program. Incidents occurring in the clinical laboratory setting (i.e. needle sticks) must be reported immediately to the clinical instructor. An incident report will be completed by the faculty member, the student will be offered appropriate treatment, requested to follow the procedure specified by the host clinical agency, and to sign and retain a copy of the incident report. Refer to the **Exposure** section of this handbook for details on potential health risks.

Waiver of Liability

Students are required to sign a **Consent, Release Waiver of Liability, and Covenant Not to Sue (Form I)** form upon program admission, releasing CSU, the Board of Regents of the University

System of Georgia and the officers, agents and employees of each, should the student suffer any illness or injury incurred in the usual course of educational activities in the BSN program.

Insurance

Students must have proof of current personal health insurance and malpractice insurance coverage prior to enrollment in clinical courses and this coverage must be retained throughout the student's tenure in the BSN program. Personal health insurance coverage is required based on the policies of related clinical practice sites.

Health Insurance

CSU SON adheres to the **University System of Georgia Student Health Insurance Policy (USG-SHIP)** which requires student participation in a discounted group health insurance plan or proof of private health insurance coverage prior to and throughout enrollment in clinical courses. All students in the BSN program are required to carry proof of health insurance coverage and be able to produce it on demand both on-campus and at off-campus clinical sites. All students in the BSN program must read, sign and return the **Health Insurance Policy (Form J)** prior to program admission. Students with private health insurance can submit a waiver each fall and spring/summer.

General Policies

Academic Honesty and Integrity

The SON seeks to educate professional nurses who abide by the ethical standards of CSU, the SON, and the Code of Ethics promulgated by the American Nurses Association.

The SON expects the highest standards of academic integrity of its nursing students. To that end, all students admitted to the School will be expected to abide by the University standards of conduct as well as the standards for the SON. These standards are incorporated into this policy document and may also be found in the **University Student Handbook**.

It is the responsibility of all members of the SON—faculty, staff, and students—to maintain an academic environment that promotes ethical behaviors, including academic honesty and integrity.

Definitions

Academic honesty and integrity is a highly valued standard of ethical conduct for the University and SON and refers to:

The performance of all academic work should represent one's own ideas and/or interpretations of the opinions of others. Acknowledgement of the work and efforts of others is at the core of academic integrity.

Violations

Violation of this standard constitutes **academic dishonesty**. To support a learning environment that ensures academic honesty and integrity, the following guidelines and definitions are presented:

1. **Independent Work.** All work submitted in any course of the nursing program must be the student's independent work unless the faculty member has indicated that group work is acceptable. Unauthorized collaboration with another student creates an unfair advantage and will be considered cheating. Students may be asked to supply documentation supporting the independence of work. Documentation may be in the form of rough drafts, note cards, copies of reference material or any other material deemed appropriate by the faculty.
2. **Plagiarism.** Plagiarism is submitting material that either in part or whole is not entirely one's own work without attributing those same portions to their correct source. Plagiarism of another individual or group's work will be viewed as cheating. Faculty may use plagiarism detection programs to determine if plagiarism has occurred.
3. **Cheating.** Using unauthorized notes such as those taken during a post-test review or, from a systematic attempt to reconstruct a test that had been given, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and

submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

4. Fabrication. The acts of falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data; and, failing to include an accurate account of the method by which the data were gathered or collected.
5. Unfair Advantage. The acts of (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaboration on an academic assignment; (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work, or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
6. Aiding and Abetting Academic Dishonesty. The acts of (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or, (b) providing false information in connection with any inquiry regarding academic integrity.
7. Falsification of Records and Official Documents. The acts of altering documents affecting academic records; forging signatures of authorization; or, falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
8. Unauthorized Access to Computerized Academic and/or Administrative Records. The acts of viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Student Responsibilities

Students have a primary responsibility in supporting and promoting a learning environment where academic honesty and integrity is valued and an integral aspect of the academic process. Specifically, student responsibilities include:

1. Declaring intent to support the guidelines of the Academic Honesty and Integrity Policy. As part of the nursing program admission process, newly accepted students must sign the [SON Honor Code \(Form K\)](#).
2. Demonstrating intent to uphold guidelines of academic honesty and integrity during the examination process. For each examination, students must sign the **Academic Honesty and Integrity Statement**. Refusal to sign will result in a zero (0) for that examination. Students found to have cheated in any manner on any exam or assignment will receive a zero for that examination or assignment and/or possible

exclusion from the course, nursing program, and/or University. A copy of the statement is presented below:

I pledge that the answers I choose are based on my own knowledge and understanding of the content and do not represent an attempt to use other resources that could be perceived as “cheating.”

3. Reporting any perceived violations of the Academic Honesty and Integrity Policy.

Accommodations

Letters of Recommendation

Students may request letters of reference and/or recommendation for employment, scholarships, graduate school, etc. from the SON. All requests must be submitted in writing and contain appropriate name and address of where reference should be mailed.

- Allow at least **seven working days** for the forwarding of the recommendation.
- It is the student's responsibility to see that a signed "Information Release Form" is on file with the SON. Requests for verbal or telephone references cannot be honored. This policy is in compliance with the Family Educational Rights and Privacy Act of 1974.

Distance Learning

Students are expected to understand the nature of online education and be self-directed throughout program enrollment. To that end the following reference materials will be provided and periodically updated by the SON.

- [Characteristics of Successful Online Students \(Form L\)](#)
- [Desire2Learn Online Classroom Instructions \(Form M\)](#)
- [Important Phone Numbers and Resources \(Form N\)](#)

Evaluations

Course and Faculty

- Students are expected to participate in the evaluation of courses and faculty for the purposes of improving performance. Each semester students are provided with the opportunity to submit **anonymous electronic evaluations**.

Program

- Students participate in overall program evaluation through **committee participation and systematic program evaluation process**. At the completion of the program, students will complete comprehensive program evaluations.

Student

- The process of evaluation in all courses is provided through the **grading process and course specific performance criteria** designated on the syllabus.
- While satisfying practicum requirements, students will discuss their experience in a clinical log to clarify that objectives are being met or are revised accordingly. At the end of the practicum, you will do a summary of the entire clinical practicum, evaluating the outcome of each of the predetermined objectives. As opposed to a letter grade, the RN student will receive either satisfactory (S) or unsatisfactory (U). A satisfactory grade is required in order to progress in the nursing program and graduate.
- It is the student's responsibility to **participate in advisement and /or counseling** as needed.
- It is the student's responsibility to present each instructor with documentation of **special learning needs** and/or personal problems that will need to be accommodated by the instructor prior to course enrollment. Students should contact the **Disability Resource Center** and/or University Counseling Center.

Examinations

Students are expected to take examinations and quizzes on the dates and times scheduled. In case of an emergency, students should notify the course instructor as soon as possible.

- A student who is absent from a test for any reason may receive a grade of zero "0" for that test. Permission to take a make-up test is ordinarily granted if the student missed the test due to circumstances beyond their control. The instructor retains the right to refuse the student's request for a make-up test.
- In compliance with provisions of the Family Privacy Act, test grades are not posted outside of a secure environment nor are test grades given out over the telephone or email.
- The manner of review and discussion of tests is at the discretion of the course instructor.

Graduation

Students are responsible for submitting an **application for graduation** by Registrar's Office deadlines. A graduation application fee is required whether or not you plan to participate in the graduation ceremony. This fee pays for a review of your transcript to determine that you have taken all necessary courses and have met the requirements for graduation. This deadline is always posted on the CSU academic calendar posted on the CSU website, and is a hard deadline. Failure to submit the completed application by the due date will result in your graduation date being delayed until the following semester, regardless of the fact that you have completed all courses required in your program of studies. Nursing graduation application is available online at <https://www.clayton.edu/registrar/graduation>.

Organizations

Committee Representation

Students are encouraged to participate in the planning and evaluation of the BSN program. To that end, student representation is solicited every year in the standing committees of CSU and the SON. Faculty encourages students to serve on these standing committees as well as other bodies, such as advisory boards, which are periodically formed as needed.

- **SON Curriculum Committee** - standing committee of the SON; reviews program curriculum and policies; responsible for program recruitment, progression and retention.
- **Student and Community Relations** - standing committee of the SON; serves as liaison between students and community; plans annual student Recognition Ceremony; advises faculty regarding recruitment and retention strategies for the BSN program.
- **Systematic Evaluation** - standing committee of CSU; review faculty qualification records; evaluates academic policies at the University and program level.

Professional Organizations

- Students are strongly encouraged to become involved in professional health care organizations such as the **Georgia Nurses' Association (GNA)** or professional nursing specialty organizations.

CSU's Chapter of **Sigma Theta Tau International Honor Society in Nursing (Xi Rho)** was chartered in April, 1996. Membership in the chapter is by invitation. Individuals are selected based on scholarship and leadership potential. Candidates must have a minimum 3.0 GPA and be in the upper one third of the class upon completion of 50% or more of nursing coursework. Invitations are extended in Fall and Spring of each year. It is both an honor and a privilege to be invited to join Sigma Theta Tau. The Chapter

Eligibility Committee considers not only grades and class rank but also personal integrity and professional conduct. Students not offered membership as undergraduates may be eligible in graduate school or as community leaders (at least 5 years of professional practice post-graduation) and a major contribution to the nursing profession.

Progression Policies

Grading

The SON adheres to all academic policies and procedures established by CSU including those related to grading. The process of student evaluation is provided through the grading process of required curriculum as posted on course syllabi.

Grading Scale and Program Standing

All grades to students are reported as letter grades which are usually computed from a point system. The following grading scale was developed by the SON and is used in all program required curriculum. A grade of 'C' (minimum 75.00) or better is required for satisfactory progress in the nursing program.

Percentage	Grade	Quality Points
89.50 - 100.00	A	4.0
79.50 - 89.49	B	3.0
75.00 - 79.49	C	2.0
64.50 - 74.99	D	1.0
Below 64.49	F	0

- **Program Probation** - Students who earn a grade lower than 'C' in any one nursing course will be placed on program probation.
- **Program Suspension** - Students who earn a grade lower than 'C' in any two nursing course will be dismissed from the BSN program.

Grade and Academic Appeal Policy

All students are responsible for maintaining the standards of academic performance established by the University and by the faculty for each course in which they are enrolled. SON faculty are responsible for posting course expectations and grading criteria in course syllabi.

- Any student dissatisfied with a grade or academic action should begin the appeal process by consulting with the faculty member who assigned the grade/action to determine if the matter can be resolved through mutual understanding. Faculty are required to advise students of all academic actions and to make themselves available for conferences with individual students who seek counsel and advice regarding their progress.
- **Any student wishing to file a formal appeal** of a grade or other academic action is required to follow established University procedures. Full details of the appeal process are contained in the CSU **Academic Catalog** and **Student Handbook**. All academic appeals must be initiated and pursued in a timely manner no later than 90 days.

Incomplete Grade Policy

Incomplete grades are awarded only in situations when a student has successfully completed the major portion of coursework and extenuating circumstances prevent completion of course requirements during the term of enrollment.

- It is the **student's responsibility to formally request in writing a grade of 'Incomplete'** with the instructor or course coordinator.
- A grade of **'incomplete' will be awarded** only to students who otherwise currently have a **grade average of 75.00% or higher** and/or a **satisfactory clinical rating** in the course (if applicable).
- Any course for which a grade of 'Incomplete' is assigned **requires completion within the next semester in which the student is enrolled**. Students must successfully complete the course requirements to remove the 'incomplete' prior to enrollment in subsequent nursing courses. Students will not be allowed to enroll in NURS4503-Practicum until all course requirements to remove "Incomplete" grades are successfully achieved. If, for any reason, the course requirements are **not satisfactorily completed** during the next semester of attendance, the course grade will be converted to a grade of 'F'

University and Program Probation

Students in the BSN program will be placed on program probation in the following cases:

- **University academic probation** will result if a student's institutional grade point average falls below 2.00.
- **Program probation** will result if a student's program grade point average falls below 2.00. The student's progression in the BSN program will be halted and the student will not be permitted to enroll in other nursing coursework until the student has successfully completed the course(s) that had previous unacceptable grades.
- **Program probation** will result if the student receives a letter grade lower than 'C' (i.e. 'D', 'F', 'WF') in any nursing course in any given semester (or half semester). If a student withdraws from a nursing course with a grade of 'D', 'F', or 'U', the attempt will count as a failure for purpose of program progression.
- **Program probation** will result if a student fails to demonstrate clinical competency, safety, ethical behavior, and accountability in nursing practice and compliance with performance standards. This probation recommendation is made by the faculty member and approved by the Dean. This probation extends until graduation, and a student will be suspended if he or she again fails to meet the criteria listed above while on probation.

Students, who receive a grade lower than 'C' or unsatisfactory in any nursing course must notify in writing the Admission and Progression Committee to seek reinstatement to the BSN program. The Admission and Progression Committee will review the student's academic performance and determine if the student will be allowed to continue in the BSN program. If approved for re-instatement, the student will enter the course the next time that it is offered depending on the availability of space (Students with good academic standing in the BSN program have priority on space availability.)

Program Dismissal

Students in the BSN program will be dismissed from the program in the following cases:

- **Students who earn a grade lower than "C" or unsatisfactory in any two nursing courses will be dismissed from the BSN program**, as policy states that a nursing course cannot be taken more than twice.
- In addition to course failures, **grounds for dismissal may include:**
 - **Plagiarism or cheating.**
 - **Unsafe clinical performance** when the student's conduct or health presents a direct threat to self, patients, peers, health care personnel, faculty or other individuals.
 - Falsification of records, written assignments or **misrepresentation of presence** at assigned clinical or community activities.
 - Unethical or illegal conduct. All students are expected to adhere to the legal, moral, and legislative standards which determine acceptable and unacceptable behavior for nurses. The American Nurses' Association Code for Professional Nurses and Code for Professional Nurses and Georgia Law Regulating Practice of Registered nursing are used as standards.
 - Student dismissal from the BSN program will be facilitated by the Associate Dean and
 - Chief Nurse Administrator and communicated to the student in writing. The Dean reserves the right to deny admission or readmission to any student deemed unsatisfactory for nursing based on the recommendation of the Associate Dean and

Readmission

The following process applies to students in the BSN program and must be taken by students seeking readmission to the nursing program:

- Any **appeal** of program probation or dismissal **must be presented in writing** to the Director Undergraduate Nursing Programs. Students will be notified of the decision in writing and may further appeal according to the University's 'Academic Appeal' policy (refer to the **CSU Student Handbook**).
- Students who have been placed on program probation **may petition for readmission** following a minimum of one semester out of the program. Readmission is not automatic. The RN Completion Committee will review all students seeking readmission. The readmission decision will be based on the judgment of the program faculty concerning the student's likelihood of academic success and **willingness and ability to meet reasonable conditions**. Students will be notified in writing.
 - Students may be readmitted to the program following dismissal, if there is clear and convincing **evidence that the circumstances** that led to the dismissal **have substantially changed**. Readmission following program dismissal may be granted upon recommendation of the faculty and approval by the Chair of the School of Nursing.
 - A student may be **readmitted** following program probation or dismissal **only once**. This policy includes probation or dismissal from another institution. Students must submit in writing a request to the RN Completion Committee for readmission.
 - Returning students may be **required to validate clinical skills** by demonstrating competency in written and performance check offs. Failure to perform satisfactorily will be grounds to disqualify readmission.
 - Returning students who have been out of the program for more than one year must reapply to the University then submit a written request to return to the RN Completion Program. The RN Completion Committee will review all students applying for readmission. The student **may be required to audit or repeat** course(s) to ensure competency.

Time Limitation Policy

Students are expected to progress in the nursing major in a timely fashion. All students are required to finish **all coursework** for the BSN degree **within five years of matriculation**. Extensions are rarely granted and require a written request from the student which may only be approved by the Dean of the College of Health.

- All required **upper division nursing courses must be completed within five years of matriculation** into nursing coursework. To determine the status of academic credit taken greater than five years ago, the Admission and Progression Committee must evaluate the course for credit.
- **Students re-entering** the BSN program must be able to **demonstrate competency in the nursing courses previously completed** in the event that the course has been changed as to content and/or the course was taken over five years earlier. This competency may be demonstrated by successful completion of the final exam (theory and applicable lab) and/or demonstrating appropriate skills and/or provision of care (practicum).

Forms

- A. Student Handbook Acknowledgement
- B. College of Health Drug/Alcohol Policy
- C. College of Health Drug/Alcohol Violation
- D. Student Applied Learning Experience Agreement
- E. Authorization for Release of Records and Information
- F. Performance Standards for Baccalaureate Nursing
- G. Affirmation of Ability to Complete Core Performance Standards
- H. Blood Borne Pathogen Exposure
- I. Consent, Release Waiver of Liability, and Covenant Not to Sue
- J. Health Insurance Policy
- K. School of Nursing Honor Code
- L. Characteristics of Successful Online Students
- M. WebEx Online Classroom Instructions
- N. Important Phone Numbers and Resources



STUDENT HANDBOOK ACKNOWLEDGEMENT

I, the undersigned, understand that that there are policies specific to the BSN program. I understand that I am responsible for those policies and have been told how to access a copy of the program handbook. I further agree that the School of Nursing has the right to make necessary/needed changes in the policies and procedure here within.

I, the undersigned, have read the policy on academic honesty. I understand that I am expected submit work that is totally my own. If a faculty member authorizes a group activity, I may work with other students.

I, the undersigned, will appropriately reference all written work that is taken from the works of others.

I, the undersigned, also understand that this policy is binding on all of my work for the program including, but not limited to exams, projects, papers and presentations.

I, the undersigned, understand that violation of this policy may lead to course failure, and/or probation, suspension or permanent dismissal from the program.

To Be Completed by Student

I have read and understand the Clayton State University School of Nursing Student Handbook. I will uphold the policies as outlined therein. My signature is proof of my commitment to abide by the policies of the Clayton State University School of Nursing.

Last Name First Name Middle Name

Laker ID

Signature

Date



College of Health Drug/Alcohol Policy

All dental and nursing students are expected to be free from any influence of drugs and/or alcohol while in class and during all clinical/lab experiences. All dental and nursing students must undergo drug screening prior to matriculation into the clinical portion of their majors.

Additionally, the College of Health reserves the right to require any and all students accepted into its clinical programs to submit to random drug screening upon request and at any time a student is suspected of being under the influence. Failure to comply will result in immediate dismissal from the program.

If a student is suspected of being under the influence, they will be removed from class and/or lab/clinical experiences and asked to submit to drug testing within 24 hours using the procedure described below. Admission of drug/alcohol use will result in immediate dismissal from the program and referral to University Student Affairs for possible additional disciplinary action.

If the student denies any drug or alcohol use, they must undergo drug screening, at their expense using the following protocol. If the drug screen comes back negative, the student is allowed to return to class and/or clinical experiences. If the drug screen comes back positive, the results will be reviewed by the appropriate university administrator and may result in dismissal from the program.

Students have the right to appeal any disciplinary action resulting from the drug/alcohol screen.

To Be Completed by Student

I have read and understand the above policy.

Last Name First Name Middle Name

Laker ID

Signature

Date



College of Health Drug/Alcohol Violation

I understand that I have been suspected of violating the College of Health Drug/Alcohol Policy and must complete drug and/or alcohol screening within 24 hours.

I understand that I am to follow the instructions listed here:

1. Go online to www.advantagestudents.com.
2. Login in to your student account.
3. Order an 11 panel drug screen. The cost is approximately \$50.00 and students are responsible for any and all costs.
4. Choose a laboratory site that is convenient to you from the list provided by Advantage.
5. Proceed to the lab for testing.
6. Notify your program director/chair and instructor when the process is complete.
7. Wait for further instructions from program director/chair.
8. Please note: Analysis may take up to 48 hours to complete.
9. You may not return to clinic/clinical until cleared by the program director/chair.
10. In the event your analysis is positive for drug and/or alcohol use, the program director/chair will review the results and render a decision about disposition. If no drug or alcohol use is discovered, the program director/chair will release you to return to class and/or clinical experiences.

To Be Completed by Instructor

Instructor	Date of Violation	Time of Violation
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To Be Completed by Student

Last Name	First Name	Middle Name	Laker ID
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Signature	Date
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University System of Georgia

Creating A More Educated Georgia

Student Applied Learning Experience Agreement

In consideration for participating in an applied learning experience (hereinafter referred to as the "A.L.E.") at any Facility where I may participate in such an A.L.E. (hereinafter referred to as the "Facility"), I hereby agree to the following:

1. To follow the administrative policies, standards and practices of the Facility when in the Facility.
2. To report to the Facility on time and to follow all established regulations of the Facility.
3. To keep in confidence all medical, health, financial and social information (including mental health) pertaining to particular clients or patients.
4. To not publish any material related to my A.L.E. that identifies or uses the name of the Institution, the Board of Regents of the University System of Georgia, the Facility or its members, clients, students, faculty or staff, directly or indirectly, unless I have received written permission from the Institution, the Board of Regents of the University System of Georgia, and the Facility. However, the Facility hereby grants to the Institution the right to publish Institution administrative materials such as catalogs, course syllabi, A.L.E. reports, etc. that identify or uses the name of the Facility or its members, staff, directly or indirectly.
5. To comply with all federal, state and local laws regarding the use, possession, manufacture or distribution of alcohol and controlled substances.
6. To follow Centers for Disease Control and Prevention (C.D.C.) Universal Precautions for Bloodborne Pathogens, C.D.C. Guidelines for Tuberculosis Infection Control, and Occupational Safety and Health Administration (O.S.H.A.) Respiratory Protection Standard.
7. To arrange for and be solely responsible for my living accommodations while at the Facility.
8. To provide the necessary and appropriate uniforms and supplies required where not provided by the Facility.
9. To wear a name tag that clearly identifies me as a student. Further, I understand and agree, unless otherwise agreed to in writing, that I will not receive any monetary compensation from the Board of Regents of the University System of Georgia, the Institution or the Facility for any services I provide to the Facility or its clients, students, faculty or staff as a part of my A.L.E.

Unless otherwise agreed upon in writing, I also understand and agree that I shall not be deemed to be employed by or an agent or a servant of the Institution, the Regents or the Facility; that the Institution, Regents and Facility assumes no responsibilities as to me as may be imposed upon an employer under any law, regulation or ordinance; that I am not entitled to any benefits available to employees; and, therefore, I agree not to in any way to hold myself out as an employee of the Institution, the Regents or the Facility.

I understand and agree that I may be immediately withdrawn from the A.L.E. based upon a lack of competency on my part, my failure to comply with the rules and policies of the Institution or Facility, if I pose a direct threat to the health or safety of others or, for any other reason the Institution or the Facility reasonably believes that it is not in the best interest of the Institution, the Facility or the Facility's patients or clients for me to continue. Such party shall provide the other party and the student with immediate notice of the withdrawal and written reasons for the withdrawal.

I understand and agree to show proof of professional liability insurance in amounts satisfactory to the Facility and the Institution, and covering my activities at the Facility, and to provide evidence of such insurance upon request of the Facility.

I further understand that all medical or health care (emergency or otherwise) that I receive at the Facility will be my sole responsibility and expense.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this Applied Learning Agreement; and that I, or my parent and/or guardian, have read carefully and understand the above Applied Learning Experience Agreement; and that I have freely and voluntarily signed this "Applied Learning Experience Agreement".

This the _____ day of _____.

Participant Signature

Witness Signature

Name: _____
(Please print)

Name: _____
(Please print)

Parent/Guardian Signature
(if applicable)

Witness Signature

Name: _____
(Please print)

Name: _____
(Please print)



University System of Georgia

Creating A More Educated Georgia

Authorization for Release of Records and Information

TO: The Board of Regents of the University System of Georgia or any of its member Institutions (hereinafter referred to as the "Institution"), and any Facility where I participate in or request to participate in an applied learning experience (hereinafter referred to as the "Facility").

RE: _____
(Print Name of Student)

As a condition of my participation in an applied learning experience and with respect thereto, I grant my permission and authorize The Board of Regents of the University System of Georgia or any of its member institutions to release my educational records and information in its possession, as deemed appropriate and necessary by the Institution, including but not limited to academic record and health information to any Facility where I participate in or request to participate in an applied learning experience, including but not limited to the Facility (hereinafter referred to as the "Facility"). I further authorize the release of any information relative to my health to the Facility for purposes of verifying the information provided by me and determining my ability to perform my assignments in the applied learning experience. I also grant my permission to and authorize the Facility to release the above information to the Institution. The purpose of this release and disclosure is to allow the Facility and the Institution to exchange information about my medical history and about my performance in an applied learning experience.

I further understand that I may revoke this authorization at any time by providing written notice to the above stated person(s)/entities, except to the extent of any action(s) that has already been taken in accordance with this "Authorization for Release of Confidential Records and Information".

I further agree that this authorization will be valid throughout my participation in the applied learning experience. I further request that you do not disclose any information to any other person or entity without prior written authority from me to do so, unless disclosure is authorized or required by law. I understand that this authorization shall continue in force until revoked by me by providing written notice to the Institution and the Facility, except to the extent of any action(s) that has already been taken in accordance with this "Authorization for Release of Records and Information".

In order to protect my privacy rights and interests, other than those specifically released above, I may elect to not have a witness to my signature below. However, if there is no witness to my signature below, I hereby waive and forfeit any right I might have to contest this release on the basis that there is no witness to my signature below. Further, a copy or facsimile of this "Authorization for Release of Records and Information" may be accepted in lieu of the original.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this "Authorization for Release of Records and Information"; and that I, or my parent and/or guardian, have read carefully and understand the above "Authorization for Release of Records and Information"; and that I have freely and voluntarily signed this "Authorization for Release of Records and Information".

This the _____ day of _____.

Participant Signature

Witness Signature

Name: _____
(Please print)

Name: _____
(Please print)

Parent/Guardian Signature
(if applicable)

Witness Signature

Name: _____
(Please print)

Name: _____
(Please print)

ISSUE	STANDARD	AS EVIDENCED BY (including but not limited to)
Critical Thinking Ability	Critical thinking ability sufficient for clinical judgment.	<ul style="list-style-type: none"> • Identify cause/effect relationships in clinical situations. • Develop nursing care plans, evaluate the plan of care and revise as appropriate. • Analyze and use assessment findings to plan and implement care for clients and families. • Use relevant data to support the decision making process. • Identify priorities of care based analysis of data. • Manage and respond to multiple priorities in stressful situations. • Respond instantly to emergency situations. • Exhibit arithmetic competence that would allow the student to read, understand and perform calculations for computing dosages • Solve problems and make valid rational decisions using logic, creativity, and reasoning.
Interpersonal Skills	Interpersonal skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	<ul style="list-style-type: none"> • Establish rapport (relationship) with clients/colleagues. • Maintain therapeutic relationships with clients and colleagues. • Respect cultural diversity and the rights of others. • Work effectively in small groups as a team member and as a team leader • Practice verbal and non-verbal therapeutic communication • Recognize adverse events and attempt to resolve for both client and colleague.
Communication Ability	Communication abilities sufficient for interaction in verbal, written, electronic format.	<ul style="list-style-type: none"> • Write and speak English effectively so as to be understood by general public. • Communicate therapeutically with clients, families, and groups in a variety of settings. • Document client data and nursing care completely and accurately use correct medical terminology. • Obtain health history information from client/family. • Interpret nonverbal cues and behaviors. • Provide health teaching information for clients, families, and/or groups based on assessed needs, available resources, age, lifestyle and cultural considerations. • Remember multiple messages and information • Communicate to all interdisciplinary team members and family/client.
Physical Ability	Physical abilities sufficient to move from room to room and maneuver in small spaces. Maintain physical tolerance for repetitive movements and demands of the work assignment.	<ul style="list-style-type: none"> • Lift a minimum of 25 lbs. of weight. • Lift, move, position, and transport clients without causing harm, undue pain, or discomfort to the client or one's self. • Transport mobile equipment in a timely and safe manner. • Exhibit physical mobility and strength sufficient to propel wheelchairs, stretchers, equipment, etc. through doorways and close fitting areas alone. • Move around in client's room, work spaces and treatment areas, in all clinical settings Stand, walk for the duration of a work assignment (may be 12 hr shift). • Stoop, bend, squat, reach overhead as required to safely reach equipment, and provide nursing care in emergent and non-emergent care. • Safely assist with ambulation of a client. • Navigate stairs. • Maintain client's dignity and personal space at all times.
Gross and Fine Motor Skills	Gross and fine motor skills sufficient to provide safe and effective nursing care.	<ul style="list-style-type: none"> • Perform physical activities necessary to do basic fundamental nursing skills, including but not limited to: putting on sterile gloves, donning mask and gown, operating a manual and electronic blood pressure cuff, sterile technique and other essential fundamental nursing skills. • Perform correct hand washing technique and behaviors. • Provide or assist with activities of daily living such as bed bath, hygiene, toileting, positioning clients, making an occupied and unoccupied bed.

ISSUE	STANDARD	AS EVIDENCED BY (including but not limited to)
		<ul style="list-style-type: none"> • Manipulate instruments, supplies, and equipment with speed, dexterity, precision, strength, coordination and adequate eye-hand coordination. • Correctly administer oral, and parenteral medications to maintain client safety. • Perform electronic keyboarding/documentation and/or extensive writing with a pen and/or pencil. • Maintain and safely operate orthopedic device such as traction equipment, casts, and assistive devices. • Perform cardiopulmonary resuscitation procedures. • Calibrate and use equipment (i.e. syringes, vials, ampoules and medication packages, manual blood pressure cuff, don sterile gloves, etc.). Grasp small objects with hands (e.g. IV tubing, pencil). Pinch/pick or otherwise work with fingers (e.g. manipulate a syringe, eye dropper, etc.). Twist (turn objects/knobs using hands).
Auditory Ability	Auditory ability sufficient to monitor and assess health needs.	<ul style="list-style-type: none"> • Hear monitor alarm, emergency signals, ringing phones, telephone interactions and cries for help. • Distinguish sounds with background noise ranging from conversational levels to high pitch sounding alarms. • Perceive and receive verbal communication from clients and members of the health team. • Tolerate occasional exposure to loud and unpleasant noises. • Hear and understand communication without visualization of the communicator's mouth/lips within 20 feet. • Hear and distinguish changes in tone and pitch when listening to a client's respiratory, cardiac, and abdomen auditory characteristics when using a stethoscope.
Visual Ability	Visual ability sufficient for observation and assessment necessary for safe client care.	<ul style="list-style-type: none"> • Perform basic nursing skills such as insertion of a catheter, insertion of an IV, counting respirations, preparing and administering medications. • Observe client responses (level of consciousness, respirations patterns) and recognize subtle physical changes. • Read small print, gauges, thermometers, measuring cups, syringes, and other equipment. • Discriminate colors, changes in color, size, and continuity of body part. • Accurately identify, prepare, and administer medications. • Identify hazards in the environment (safety rails, restraints, water spills and harmful situations). • Correctly visualize written words and information on paper and on a computer screen.
Tactile Ability	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> • Correctly perform palpation, functions of physical examination and/or those related to therapeutic intervention. • Don and wear gloves and other protective devices while accurately performing physical assessment. • Correctly perform skills that require tactile sensation. • Accurately palpate for pulses, temperature, texture, hardness or softness, and landmarks.
Olfactory Ability	Olfactory ability sufficient for observation and assessment necessary for safe client care.	<ul style="list-style-type: none"> • Recognize environmental odors.
Emotional Stability	Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress.	<ul style="list-style-type: none"> • Establish therapeutic interpersonal boundaries. • Provide clients with emotional support. • Adapt to changing environment and stress while maintaining professional conduct and standards without displaying hostility, agitation, rudeness or belligerence. • Poses no threat to self or others. <p>34 Perform potentially stressful tasks concurrently.</p>



Affirmation of Ability to Complete Core Performance Standards

The list of Core Performance Standards is documented to provide students with information related to skills required in the performance of duties of the professional nurse as well as to assess your ability to complete such duties. These standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at this University. Persons interested in applying for admission to the nursing program should review the core performance standards to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program.

These core performances are based on guidelines proposed by the Southern Regional Education Board (SREB) and National Council of State Boards of Nursing. The University complies with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Therefore, the University will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

To Be Completed by Student

I would require the following accommodation(s):

I have read and understand the technical standards of the Baccalaureate Nursing Program and possess the ability to successfully complete the program.

Last Name	First Name	Middle Name	Laker ID
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Signature	Date
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BLOOD BORNE PATHOGEN EXPOSURE

REVIEW OF GENERAL PROCEDURE

In the event of exposure to any type of *Blood Borne Pathogen*, these guidelines are recommended:

1. Immediately remove the substances from the area of contact with soap and water. If mucous membranes are exposed, flush the area thoroughly with water and an antiseptic agent.
2. If exposure occurs on-campus, first-aid treatment may be rendered by available and qualified health care providers in the CSU University Health Services during clinic hours. (*After hours: Please seek consultation with appropriate Faculty member to go over the Blood Borne Pathogen procedures*) If exposure occurs at an off-campus facility, follow the protocols of the host clinical agency, then immediately notify on-site CSU faculty member and upon return to campus proceed as follows.
3. Following first-aid treatment, report to the Office of Public Safety to complete an accident/ injury report which will be forwarded to the University Health Services for processing.
4. Review treatment options with a health care provider in the Clayton State University Health Services who will track incident and provide follow-up counseling.

TREATMENT OPTIONS AND RECOMMENDATIONS

If you are exposed to any type of *Blood Borne Pathogen*, you have several treatment options available. Your Primary health care provider will help you decide the course of treatment right for you. If the student does not have a primary health care provider they can visit a Concentra Urgent Care facility at either the Morrow location, 1368 Southlake Plaza Drive, Morrow, GA; or the Airport North location, 3580 Atlanta Avenue, Hapeville, GA. The Clayton State University Health Services recommends you contact your primary health care provider or the public health department for all medical treatments and follow-up care. The following treatment regiment is recommended by the Center for Disease Control and Prevention (CDC):

1. HIV Post-Exposure Prophylaxis (PEP): Antiviral Medications such as ZDV (Zidovudine) and Lamivudine (3TC) or Stavudine (D4T) and Didanosine (DDI) may be used. For details call Clinicians' Hotline at (888) 448-4911 or visit the CDC: <http://www.cdc.gov/ncidod/dhqp/bp.html>
2. HIV Basic Treatment Regimen: Medications such as ZDV and 3TC (available as Combivir) or 3TC and D4T may be used.
3. HIV Testing: (within hours) or STAT, 6 weeks, 12 weeks, and 6 months.
4. Hepatitis A, B, C Panel; HBIG, if indicated, and HBV series if non-immune.
5. The source of exposure should be tested for HIV and Hepatitis A, B, C panel.

To Be Completed by Student

I have read and understand the above treatment recommendations related to *Blood Borne Pathogen Exposure*.

_____			_____
Last Name	First Name	Middle Name	Laker ID
_____			_____
Signature			Date



CONSENT, RELEASE WAIVER OF LIABILITY, AND COVENANT NOT TO SUE

(READ CAREFULLY BEFORE SIGNING)

The undersigned hereby intends to voluntarily participate in a program of study through the School of Nursing at Clayton State University (herein after referred to as the Program) and acknowledges that participation in said Program, and travel to and from this Program may involve inherent risks of physical injury, including but not limited to death or loss of personal property and hereby assumes an such.

NOW, THEREFORE, the undersigned (for myself, my heirs, executors, administrators, and assigns) hereby agrees, for the sole consideration of the enrichment I expect to derive from the Program and for consideration of Clayton State University allowing my participation in the Program and/or arranging travel to and from the Program, to waive, release, hold harmless, covenant not to sue, and forever discharge Clayton State University and the Board of Regents of the University System of Georgia, and their members individually, and their officers, agents and employees from any and all claims, demands, rights causes of action actions, judgments, costs and expenses, or other liability of whatsoever kind or nature resulting from my participation in or growing out of or in any way connected with this Program either arising before, during and/or subsequent to the Program, including but not limited to any and all, known and unknown, foreseen and unforeseen, bodily and personal injuries, including death; damage to property; and the consequences thereof.

I understand that the acceptance of this Consent, Release, Waiver of Liability, and Covenant not to Sue by the Board of Regents of the University System of Georgia shall not constitute a waiver, in whole or in part, of sovereign immunity by said Board, its members, officers, agents, and employees.

I further understand that if I elect to drive any vehicle during the Program and/or travel to and from the Program, I will be personally responsible and liable for all damages and injuries arising therefrom, to the extent that said liability, damage and/or injury is not covered by the Georgia State Tort Claims Act.

I hereby certify that I am 18 years of age or older, or my parent or guardian has signed below-, that I am suffering under no legal disabilities, and that I, or my parent and/or guardian, have read and understand the above Consent, Release Waiver of Liability, and Covenant Not to Sue carefully before signing and agree to be bound by its terms.

To Be Completed by Student

IN WITNESS WHEREOF, I have hereunto set my hand and seal this document:

_____	_____	_____	_____
Last Name	First Name	Middle Name	Laker ID
_____			_____
Signature			Date



College of Health Health Insurance Policy

The Clayton State University College of Health adheres to the University System of Georgia Student Health Insurance Policy (USG-SHIP). This policy requires students in health related programs to carry proof of health insurance coverage.

I understand that it is my responsibility to:

- have proof of health insurance coverage prior to enrollment in clinical courses
- be able to produce proof of coverage on demand, both on-campus and at off-campus clinical sites
- continue health insurance coverage throughout my tenure in the BSDH/BSN program

I understand that per University System of Georgia guidelines, I will be automatically enrolled each semester in a discounted group health insurance plan:

- fees will be added to my student account each fall and spring/summer
- students with private health insurance can submit waiver; upon approval fees will be dropped from student account

To Be Completed by Student

_____	_____	_____	_____
Last Name	First Name	Middle Name	Laker ID
_____			_____
Signature			Date



School of Nursing Honor Code

I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others.

I have received a copy of the policy on academic honesty, have read it and understand the implications and penalties for violations of said policies. The definitions of academic dishonesty have been reviewed with me and I have had the opportunity to discuss any concerns or questions with a representative of the School and gain clarification.

I understand that violation of this policy may lead to course failure, and/or probation, suspension or permanent dismissal from the program.

As a student of Clayton State University School of Nursing, "I commit to uphold the ethical principles of the American Nurses' Association Code of Ethics for Nurses in the classroom, clinical area and during any activity or event associated with the School of Nursing. I commit to conduct myself in a manner that will uphold the essential nursing values and principles of altruism, equality, aesthetics, freedom, human dignity, justice, truth, and caring. I pledge to assume responsibility and accountability for all written assignments and verbal and written communications. I agree that I am responsible for the academic integrity of my work and will not misrepresent any work or receive unauthorized assistance. The work that I complete will be my own and any cited work by another author will be given proper credit. I know cheating and plagiarism are not tolerated and I support consequences for participating in such activities. I pledge to uphold the Academic Honesty and Integrity Policy. I will report students who choose not to preserve the Honor Code of the School of Nursing. Failure to report a violation, in itself, is a violation of the Honor Code. Any student who reports an act of misconduct will be protected from repercussions and his/her confidentiality will be maintained within the guidelines of the Academic Honesty and Integrity Policy.

I have read and understand the Honor Code of Clayton State University School of Nursing. I will uphold the Honor Code and Academic Honesty Policy. My signature is proof of my commitment to abide by this Honor Code and the Academic Honesty Policy of the Clayton State University School of Nursing.¹

To Be Completed by Student

Last Name

First Name

Middle Name

Laker ID

Signature

Date

¹ Adapted from Blessing-Rieman College of Nursing

A successful online student:

1. Has ready access to a laptop computer that meets approved hardware and software requirements according to CSU's official notebook policy at <http://www.clayton.edu/hub/itpchoice/notebookcomputerpolicy>.
2. Understands the need for a backup plan in the event that your laptop experiences problems - i.e. a friend or family member, whose computer can be used.
3. Has access to reliable and functioning internet provider service, and a backup plan, such as knowledge of nearby free Wi Fi hot spots, for any time that your primary internet provider service experiences problems.
4. Understands that D2L recommends using Mozilla Firefox 7 or Google Chrome as your internet browser. Internet Explorer may work best with WebEx classrooms.
5. Uses a headset with a microphone, as well as a webcam during all online class meetings. Understands that by not using these required devices, the student is causing others to experience feedback interference in the classroom that can make their participation in class difficult to impossible. Understands that the instructor may ask the student to exit the classroom because of the effect on other students.
6. Is proactive with activating the backup plan when you experience problems with your laptop and internet service provider. Do not wait until the last minute or right before an assignment is due to attempt to fix an issue that has existed for several days.
7. Is familiar with the learning platform, Desire to Learn (D2L), where course materials are kept. Contacts appropriate resources (CSU HUB or CID) for assistance with D2L in a timely manner.
8. Reads the course syllabus carefully to understand course expectations and course rules.
9. Reads the calendar carefully and is aware of all due dates for all course assignments.
10. Reads the instructions carefully for all course assignments. Proofs all assignments before turning them in for a grade to be certain that all required areas are covered as specified.
11. Asks questions of the instructor when needed, and seeks clarification on issues that are not clear, in a timely manner. Does not wait until an assignment is due to contact the instructor with questions.
12. Allows sufficient time for communication and feedback from instructor and understands that immediate feedback is often not possible in an online learning environment.
13. Understands the amount of time and effort that needs to be put into an online course and plans life, work and family activities accordingly.
14. Understands the nature of online education and the need to be self-directed, motivated and work independently.
15. Understands the need to check CSU student email and D2L email and D2L course discussion boards frequently for important program course announcements, as this is the only method we have to share information with students.



School of Nursing Important Phone Numbers and Resources

Resource:	Contact Information:	Further Information:
Nursing Department	678 466-4900	
Christy Hicks, Program Manager	678 466-4901; CE215 christyhicks@clayton.edu	Advisor for pre-RN-BSN students; can assist with class registration issues
Christy Hicks, Program Manager	678 466-4901; CE215 christyhicks@clayton.edu	Advisor for students admitted to the RN-BSN program
CID	678 466-4190	Center for Instructional Development
The HUB	678 466-4357 https://thehub@clayton.edu	To assist with questions/problems regarding software, D2L and WebEx online classroom; can remote connect over the phone by calling in, or can have your question answered via email, mention that you are enrolled in a 100% online program
The Writer's Studio	678 466-4747	Assist with proofing and editing papers, can do this remotely via email by request, mention that you are enrolled in a 100% online program
Desire To Learn (D2L) Login	https://clayton.view.usg.edu/	Works best with Google Chrome or Firefox browsers. Internet Explorer is not a good browser to use with D2L
D2L Student Information and Tutorials	http://www.clayton.edu/hub/d2l	Scroll down to "Student Training" section
Dr. Jennie Bergen, Faculty Coordinator	678 466-4981; CE303 jenniebergen@clayton.edu	Faculty contact for students admitted to the RN-BSN program
TEAMS Online Classroom		An invitation will be sent to you or posted on your course webpage to give you the link for your classroom. These links change with each meeting, so be sure to have the link for your specific date and time of every class meeting.