

# Bachelor of Science in Nursing Student Handbook 2023 – 2024



Irene Ransom Bradley  
School of Nursing  
Pittsburg State University



**Welcome to the Pittsburg State University  
Irene Ransom Bradley School of Nursing  
Bachelor of Science in Nursing Program  
BSN Student Handbook**

**A Message from the Director**

Dear BSN Nursing Students,

The faculty, staff and I would like to extend a warm welcome to you. We congratulate you on your decision to pursue a Bachelor of Science in Nursing degree from Pittsburg State University. Our Irene Ransom Bradley School of Nursing offers an excellent program of study that can help you attain your personal and professional goals.

This Handbook has been prepared to facilitate your success in and progress through the nursing program. The purpose is to inform you of the policies and procedures within the school and make you aware of your rights and responsibilities as a nursing student. You are charged with the responsibility to ready yourself, understand, and follow all policies and procedures. It is important that you keep your Handbook as a reference. If any changes or additions are made, the IRBSON will provide them to you. Please provide me with comments or suggestions for revisions that would be helpful to you. If you have questions, please ask.

We wish you the very best throughout your nursing education and career. I encourage you to communicate regularly with your faculty advisor and course instructors. I am available to you if I can help you in any way. Please stop by my office at your earliest convenience and say hello.

Go Gorillas!

Sincerely,



Cheryl Giefer, PhD, APRN

Director

Irene Ransom Bradley School of Nursing

**OAGAAG**

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## Notice of Nondiscrimination

Pittsburg State University prohibits discrimination based on race, color, religion, sex, national origin, sexual orientation, age, marital or parental status, ancestry, genetic information, gender identity, gender expression, military or veteran status, or disabilities. The following person has been designated to address inquiries regarding the nondiscrimination policies: Director of Institutional Equity/Title IX Coordinator, 218 Russ Hall, 1701 S. Broadway, Pittsburg, KS 66762- 7528, [equity@pittstate.edu](mailto:equity@pittstate.edu)

### NOTICE TO STUDENTS

Pittsburg State University is committed to a policy of educational equity. Accordingly, the University admits students, grants financial aid and scholarships, conducts all educational programs, activities, and employment practices without regard to race, color, religion, sex, national origin, sexual orientation, age, marital or parental status, ancestry, genetic information, gender identity, gender expression, military or veteran status, or disabilities. Students seeking assistance with academic programs because of disabilities are to contact Ms. B.B. Stotts, Director of Continuing Studies and Academic Support, Student Success Programs, 113 Axe Library, Pittsburg State University, Pittsburg, KS 66762, (620) 235-4181.

#### **65-1120. Grounds for disciplinary actions; proceedings; witnesses; costs; professional incompetency defined; criminal justice record information.**

(a) *Grounds for disciplinary actions.* The board may deny, revoke, limit or suspend any license or authorization to practice nursing as a registered professional nurse, as a licensed practical nurse, as an advanced practice registered nurse or as a registered nurse anesthetist that is issued by the board or applied for under this act, or may require the licensee to attend a specific number of hours of continuing education in addition to any hours the licensee may already be required to attend or may publicly or privately censure a licensee or holder of a temporary permit or authorization, if the applicant, licensee or holder of a temporary permit or authorization is found after hearing:

(1) To be guilty of fraud or deceit in practicing nursing or in procuring or attempting to procure a license to practice nursing.

(2) to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding K.S.A. [74-120](#), and amendments thereto, no license or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced practice registered nurse or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated, prior to their repeal, or article 54 of chapter 21 of the Kansas Statutes Annotated, or K.S.A. 2020 Supp. [21-6104](#), [21-6325](#), [21-6326](#) or [21-6418](#), and amendments thereto;

(3) has been convicted or found guilty or has entered an agreed disposition of a misdemeanor offense related to the practice of nursing as determined on a case-by-case basis.

(4) to have committed an act of professional incompetency as defined in subsection (e).

(5) to be unable to practice with skill and safety due to current abuse of drugs or alcohol.

(6) to be a person who has been adjudged in need of a guardian or conservator, or both, under the act for obtaining a guardian or conservator, or both, and who has not been restored to capacity under that act.

(7) to be guilty of unprofessional conduct as defined by rules and regulations of the board.

(8) to have willfully or repeatedly violated the provisions of the Kansas nurse practice act or any rules and regulations adopted pursuant to that act, including K.S.A. [65-1114](#) and [65-1122](#), and amendments thereto;

(9) to have a license to practice nursing as a registered nurse or as a practical nurse denied, revoked, limited or suspended, or to be publicly or privately censured, by a licensing authority of another state, agency of the United States government, territory of the United States or country or to have other disciplinary action taken

against the applicant or licensee by a licensing authority of another state, agency of the United States government, territory of the United States or country. A certified copy of the record or order of public or private censure, denial, suspension, limitation, revocation, or other disciplinary action of the licensing authority of another state, agency of the United States government, territory of the United States or country shall constitute prima facie evidence of such a fact for purposes of this paragraph (9); or

(10) to have assisted suicide in violation of K.S.A. [21-3406](#), prior to its repeal, or K.S.A. 2020 Supp. [21-5407](#), and amendments thereto, as established by any of the following:

(A) A copy of the record of criminal conviction or plea of guilty for a felony in violation of K.S.A. [21-3406](#), prior to its repeal, or K.S.A. 2020 Supp. [21-5407](#), and amendments thereto.

(B) A copy of the record of a judgment of contempt of court for violating an injunction issued under K.S.A. 2020 Supp. [60-4404](#), and amendments thereto.

(C) A copy of the record of a judgment assessing damages under K.S.A. 2020 Supp. [60-4405](#), and amendments thereto.

(b) *Proceedings.* Upon filing of a sworn complaint with the board charging a person with having been guilty of any of the unlawful practices specified in subsection (a), two or more members of the board shall investigate the charges, or the board may designate and authorize an employee or employees of the board to investigate. After investigation, the board may institute charges. If an investigation, in the opinion of the board, reveals reasonable grounds for believing the applicant or licensee is guilty of the charges, the board shall fix a time and place for proceedings, which shall be conducted in accordance with the provisions of the Kansas administrative procedure act.

(c) *Witnesses.* No person shall be excused from testifying in any proceedings before the board under this act or in any civil proceedings under this act before a court of competent jurisdiction on the ground that such testimony may incriminate the person testifying, but such testimony shall not be used against the person for the prosecution of any crime under the laws of this state except the crime of perjury as defined in K.S.A. 2020 Supp. [21-5903](#), and amendments thereto.

(d) *Costs.* If final agency action of the board in a proceeding under this section is adverse to the applicant or licensee, the costs of the board's proceedings shall be charged to the applicant or licensee as in ordinary civil actions in the district court, but if the board is the unsuccessful party, the costs shall be paid by the board. Witness fees and costs may be taxed by the board according to the statutes relating to procedure in the district court. All costs accrued by the board, when it is the successful party, and which the attorney general certifies cannot be collected from the applicant or licensee shall be paid from the board of nursing fee fund. All money collected following board proceedings shall be credited in full to the board of nursing fee fund.

(e) *Professional incompetency defined.* As used in this section, "professional incompetency" means:

(1) One or more instances involving failure to adhere to the applicable standard of care to a degree which constitutes gross negligence, as determined by the board.

(2) repeated instances involving failure to adhere to the applicable standard of care to a degree which constitutes ordinary negligence, as determined by the board; or

(3) a pattern of practice or other behavior which demonstrates a manifest incapacity or incompetence to practice nursing.

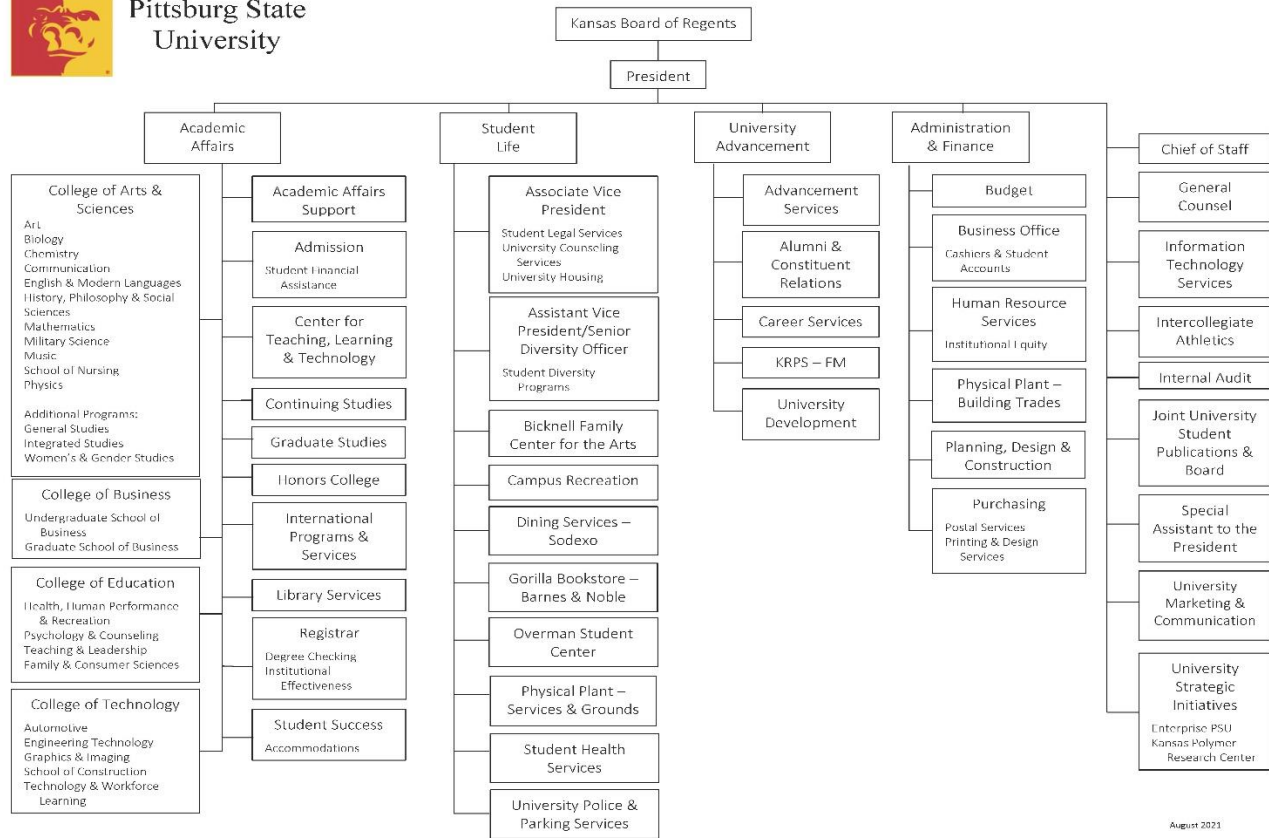
(f) *Criminal justice information.* The board upon request shall receive from the Kansas bureau of investigation such criminal history record information relating to arrests and criminal convictions as necessary for the purpose of determining initial and continuing qualifications of licensees of and applicants for licensure by the board.

**History:** L. 1949, ch. 331, § 9; L. 1963, ch. 314, § 6; L. 1972, ch. 231, § 10; L. 1975, ch. 316, § 7; L. 1978, ch. 240, § 6; L. 1981, ch. 245, § 1; L. 1983, ch. 206, § 10; L. 1985, ch. 88, § 6; L. 1986, ch. 233, § 4; L. 1990, ch. 221, § 5; L. 1993, ch. 194, § 1; L. 1995, ch. 97, § 2; L. 1997, ch. 158, § 4; L. 1998, ch. 142, § 8; L. 2011, ch. 30, § 236; L. 2011, ch. 114, § 42; L. 2018, ch. 42, § 5; July 1, 2019.

# Organizational Chart, Pittsburg State University

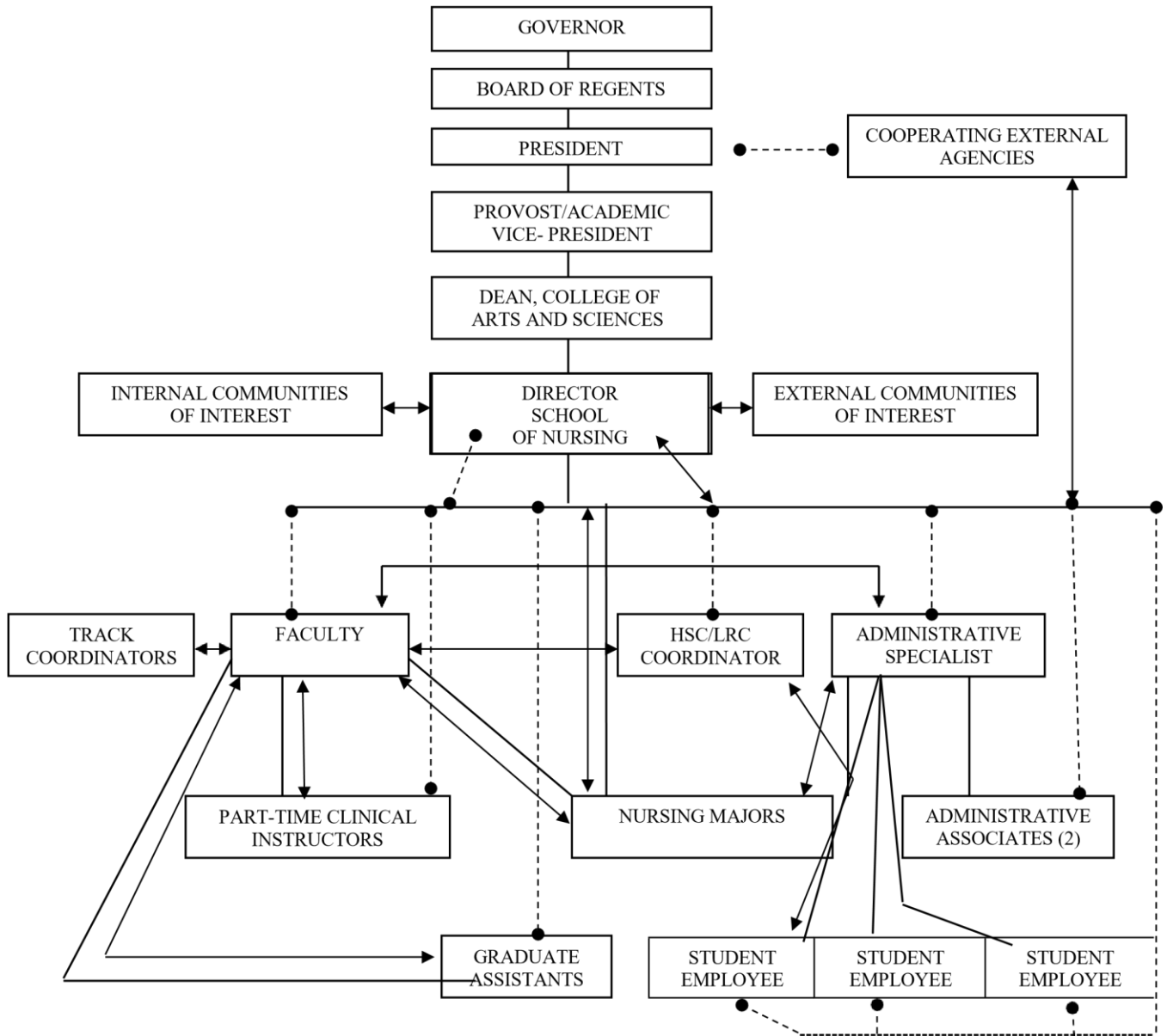


**Pittsburg State University**



August 2021

# Organizational Chart, School of Nursing



- - - - ● Contractual Agreement
- ↔ Cooperative Responsibilities
- Direct Responsibilities

## School of Nursing Faculty and Staff

Full Time Faculty	Email Address	
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## History

The Kansas State Legislature, following recommendation from the Kansas Board of Regents in 1969, established the Department of Nursing at Pittsburg State University in the fall of 1970. The nursing program received funding from the State Legislature in the spring of 1970, providing for a chairperson and two faculty for the planning year 1970-71.

Many years of planning involving the University, Mt. Carmel Medical Center, and the community preceded the establishment of the baccalaureate nursing program at Pittsburg State University. Responding to trends in nursing education and changes in the health care delivery system, Mt. Carmel Medical Center agreed to discontinue its School of Nursing when the University was ready to have a baccalaureate program in nursing. Mt. Carmel began phasing out its diploma program in 1970 and its last class graduated in 1972.

The program at Pittsburg State University was approved by the Kansas State Board of Nursing in the spring of 1971 and 30 juniors were admitted to the upper division clinical nursing courses in the 1971 fall semester. The first class graduated in May 1973. At that time and until McPherson Nurse Education Building was completed, the Department was in a large, white, two-story house that was very homey, but somewhat crowded.

In 1974, under the direction of the first Chairman of the School of Nursing, Cecilia Waggoner, federal grant monies for constructing a new nursing education building were approved. Matching funds donated by the McPherson family estate in the amount of \$400,000 were earmarked by Pittsburg State University to be used for construction of the educational facility. Construction of McPherson Hall began in the first part of 1976 and was completed during the summer of 1977. Dedication of the new building was held in September 1977, with Governor John Bennett in attendance.

McPherson Hall was designed and constructed with the objectives of the nursing program and the needs of the student in mind. The offices of all full-time faculty members are private. The reception area provides an attractive efficient atmosphere and workspace. The classrooms provide for groups of different sizes and the use of technology and varied instructional methods. A wide range of audio-visuals can be utilized because of the modern media capabilities. A health simulation center and learning resources center with professional staff is available. The Center has a family of simulators for student learning, and a student lounge with kitchen overlooks the university lake.

The first cohort of students in the Bachelors of Science in Nursing (BSN) pre-licensure track were admitted in fall 1971 and graduated in May 1973. The first cohort of students in the RN to BSN completion track were admitted in 1973. The BSN program was initially accredited by the National League for Nursing Program Council of Baccalaureate and Higher Degree Programs in 1975 and reaccredited in 1981, 1989, and 2000. The BSN program was initially accredited by the Commission on Collegiate Nursing Education (CCNE) in 2005 and reaccredited in 2010. The next evaluation will occur in 2020. The most recent comprehensive review of the BSN curricula and program outcomes occurred in 2011 and 2012. The review utilized gap analysis to identify congruence of the curricula with *The Essentials of Baccalaureate Education for Professional Nursing Practice* [American Association of Colleges of Nursing (AACN), 2008], course content mapping, and input from consultants, faculty, students, and stakeholders. The revised curricula and program outcomes were approved in February 2013 and implemented in fall 2015. The pre-licensure program admits 90 students annually in the fall and there are 139 students currently enrolled in the RN to BSN completion track.

The RN to BSN track may be viewed as a flexible alternative program plan. Although adjustments are made in the course content of the registered nurse student, the curricular, graduation, and course objectives are the same as those for the prelicensure student. To accommodate the needs of the registered nurse student, courses have been offered with flexible scheduling including ample use of distance technologies and online classes. In 2018, the RN to BSN program became an online program.

Since the mid-1980s, Pittsburg State University's Department of Nursing had expressed an interest in developing a Master of Science Degree in nursing program. This interest had been spurred by registered nursing students, area health care providers and agencies who indicated a need for nurses prepared at the master's level in nursing.

In the winter of 1990, with the encouragement of the Pittsburg State University administration, the nursing faculty met to discuss the feasibility of a master's degree program. A Master's Task Force Committee was formed to study the possibility of a master's program. Community leaders, college administration, nursing service, library personnel, nursing faculty, and alumni comprised the Master's Task Force Committee. In May 1990, funds for a feasibility study were obtained from Pittsburg State University and Dr. Lois Frels of Frels and Shoemaker Associates was contacted to conduct the study. The outcome of the feasibility was favorable; therefore, work on a proposal for a new Master of Science Degree in Nursing began.

In March of 1993 the Kansas Board of Regents approved the establishment of a Master of Science in Nursing in Family Health at Pittsburg State University. The first class was admitted in the fall of 1993 and Clinical Nurse Specialist graduates were further prepared in the areas of education, administration, or gerontology.

In June of 1995 the Family Nurse Practitioner curriculum for the Master of Science in Nursing began at Pittsburg State University in collaboration with the University of Kansas, Wichita State University, and Fort Hays State University. The Master of Science in Nursing program has been continuously approved by the Kansas State Board of Nursing since its inception. In 2000, the graduate program earned national accreditation from the National League for Nursing Accrediting Commission (NLNAC). The current Master of Science in Nursing program is fully accredited by the Commission on Collegiate Nursing Education (CCNE). The Doctor of Nursing Practice program, in keeping with current protocol, is pursuing initial accreditation by CCNE. Applying for accreditation does not guarantee that accreditation will be granted.

As far back as 2009, PSU began planning for the Doctor of Nursing Practice (DNP) program. Starting in the fall of 2010, two different faculty were awarded sabbatical to begin the preliminary steps necessary to offer the first doctoral degree at Pittsburg State University. In 2011, a feasibility study was completed under the direction of Dr. Pomatto. A DNP task force was formed by nursing faculty in 2012. In 2014, the PSU Irene Ransom Bradley School of Nursing received approval from the Higher Learning Commission, the Kansas Board of Regents, and the Kansas State Board of Nursing to transition the existing Master of Science in Nursing Program preparing Family Nurse Practitioners to the Doctor of Nursing Practice degree. PSU began its MSN to DNP Track on June 1, 2015, and will commence its BSN to DNP Track June 1, 2016.

In July 2013 the Kansas Board of Regents along with Pittsburg State University officials elevated the Department of Nursing to the rank of School within the university, in recognition of the nursing program's growing size and complexity. In September 2013, Dr. Fay Bradley was recognized for a generous donation to the program. The School of Nursing (SON) acquired the name Irene Ransom Bradley School of Nursing in honor of Dr. Bradley's mother.



Pittsburg State University is accredited by The Higher Learning Commission: A Commission of The North Central Association of Colleges and Schools. The baccalaureate degree program in nursing, master's degree program in nursing, and Doctor of Nursing Practice program at Pittsburg State University are accredited by the Commission on Collegiate Nursing Education, 655 K. Street NW, Suite 750, Washington, DC 20001, 202-887-6791 or <http://www.ccnaccreditation.org>.

The baccalaureate degree program in nursing, master's degree program in nursing, and Doctor of Nursing Practice program at Pittsburg State University are approved by the Kansas State Board of Nursing, Landon State Office Building, 900 SW Jackson, Ste. 1051, Topeka, KS. 66612 785-296- 2967.

The current Director of the Irene Ransom Bradley School of Nursing is Cheryl Giefer. Mary Carol Pomatto served as Chair and later, Director from 2005-2016. Carolyn Keil served as Chair 1999- 2005. Barbara Jean McClaskey served as Interim Chair 1998-1999 and 1988-1989; Jo-Ann Marrs served as Chair from 1989-1998; Roberta Thiry served as Chair from 1979 - 1988; Cecilia Waggoner was chair from 1970 – 1979. <http://www.pittstate.edu/department/nursing/>

## Traditions

### PSU Commemoration Day (Apple Day)

Pittsburg State University is the youngest of the state institutions of higher education in Kansas. Founded in 1903, Pittsburg State opened as the Auxiliary Manual Training Normal School designed for the preparation of teachers of manual training and domestic science. Russell S. Russ, then superintendent of the Pittsburg Schools, was elected to be principal of the new normal school, which he had helped to found. The school opened in temporary quarters Tuesday, September 8, 1903, with 54 students and 5 faculty members. Mr. Russ spent considerable time in the state legislature of 1905 during the debate for appropriation for the first school building. As the issue was drawing to a close, the legislators lightheartedly reviewed the problem of non-members of the house appearing on the floor, and the motion was made that the next offender be fined a barrel of apples. Shortly after, Russ appeared to inquire about the progress of the bill and was duly fined a barrel of apples.

The incident was reported in Pittsburg, and Russ, discussing this with students, suggested that they fine the faculty a barrel of apples. The motion passed unanimously, and a bewildered faculty paid the fine. Since that first observance on March 8, 1905, Apple Day or Commemoration Day has become a festivity to be noted on the Pittsburg State University campus. Annually this tradition is assessed by the student body, and apples furnished by the faculty are passed out to all those present at the Apple Day Convocation.

### School of Nursing Spring Banquet

In the late spring, both undergraduate and graduate students are recognized at a banquet held in their honor. Students and faculty organize the event, which includes a dinner, and is an opportunity to invite families and significant others to share in the academic experience. The spring banquet allows for recognition of pre-licensure students. Students receive various School of Nursing awards and are recognized by their classmates for more light-hearted accomplishments. RN to BSN and Graduate students have an opportunity to participate in the program as well.

## Pinning Ceremony

The school pin is one of the traditions in nursing education. Each nursing program has its own distinct pin and each graduate wears the pin of his/her nursing program proudly. The pin for the Pittsburg State University graduate is of a special design approved in 1973. The design was sketched by the first graduating class and given to Dr. George Brooker, then a Professor of Automotive Technology at Pittsburg State University and husband of Carolyn Brooker, a faculty member in the School of Nursing. Dr. Brooker finalized the design, and the pin was ready for the first BSN graduates.

Approximately the size of a quarter, the pin is circular. The center of the pin is gold with the letters BSN, MSN or DNP in the center. Around this appears a red band on which is printed Pittsburg State University School of Nursing. The outer band is a gold edge of scallops. This same design has been adapted for use on school invitations, brochures, patches, etc. The tradition of pinning emphasizes the importance of the pin. At this event, held in conjunction with university commencement, each graduate is pinned by the person of his/her choice. The custom is to announce future plans of each graduate as the pinning occurs. Parents, spouses, children, relatives, and friends are invited to share in this formal ceremony.

## White Coat Ceremony

The Irene Ransom Bradley School of Nursing holds a White Coat Ceremony early in the fall semester for all students who are beginning the BSN program (both the pre-licensure track and the RN-BSN track), the MSN program, and the DNP program. A White Coat Ceremony indicates a significant point in the education of health care providers. It marks the transition from study in the classroom to hands-on caring for patients in the clinical setting. The Arnold P. Gold Foundation along with the American Association of Colleges of Nursing partnered with Pittsburg State University Irene Ransom Bradley School of Nursing in 2016 to conduct the first White Coat Ceremony at Pittsburg State. In addition to marking a student's transition to the study of clinical health sciences, the ceremony also promotes the importance of compassionate care. The White Coat Ceremony was established in 1993 by the Arnold P. Gold Foundation. The vision and priority of the Gold Foundation is that healthcare will be dramatically improved by placing human values and dignity at the core of our teaching and practice.

## Mission and Governance

### Mission Statement

The **mission** of the Irene Ransom Bradley School of Nursing is to support the University in providing transformational experiences for our students and the community.

The School of Nursing prepares graduates to demonstrate excellence in practice, to meet regulatory requirements for practice, to assume leadership roles and to engage in learning as a lifelong process.

The programs of the School of Nursing reflect the university mission of teaching, scholarship, and service, with teaching-learning as the primary focus. Recognizing the unique characteristics and needs of our diverse, primarily rural setting, the programs of the School of Nursing prepare graduates to provide nursing care to individuals, families, groups, communities, and populations in a variety of settings.

The baccalaureate nursing curriculum builds upon a foundation of the arts, sciences and humanities and provides a base for graduate study. The graduate curriculum builds upon the competencies of baccalaureate nursing and focuses on advanced nursing roles.

## Vision Statement

The **vision** of the Irene Ransom Bradley School of Nursing is to collaborate with health care systems, educational institutions, and communities-of-interest, while assuming the leadership role in pursuit of excellence in nursing through education of undergraduate and graduate students.

## Core Values

**Student Focused** – Make students and their success the driving force behind decisions at all levels.

**Excellence** – Demand quality in all aspects of the college's operation.

**By Doing Learn** – Provide academic programs and acceptance of a variety of ideas, beliefs, and cultures.

**Diversity** – Support an understanding and acceptance of a variety of ideas, beliefs, and cultures.

**Community** – Enhance the College's strong relationship with the Pittsburg area community, region and beyond.

**Innovation** – Support creative and critical thinking that promotes informed intellectual risk taking.

**Sustainability** – Establish best practices relevant to resource conservation.

## Mission Elements

### *Teaching*

Teaching is a partnership in which faculty facilitates student learning. The goal is to create an environment that encourages student participation in the process of inquiry and discovery. Strategies for success include but are not limited to recognition of individual learner styles, coaching-mentoring, use of technology, and interactive communication of information. The outcome of teaching is the procurement and synthesis of knowledge.

### *Learning*

Learning is a complex, mutual process of growth and development identified by changes in the behavior of the learner. It is the art or process of acquiring knowledge, skills, and values by means of study, instruction, observation, interaction, practice, and experience. As an active internal process, learning involves cognitive, psychomotor, and affective aspects of human behavior. Learning is a lifelong growth process that facilitates the development of human potential. Learners accept responsibility for learning and seek opportunities to increase knowledge, skills, and clinical competencies.

### *Teaching-Learning*

Teaching-learning in nursing education is the process by which faculty and students collaborate to achieve educational goals. Teaching-learning is a reciprocal process involving the exchange of information that occurs between students and faculty. The process fosters intellectual, social, and emotional growth in both teacher and student. When learning occurs, there is measurable evidence that the student has acquired knowledge and demonstrates appropriate clinical competencies and skills.

### *Scholarship*

Scholarship in nursing education encourages activities and inquiries that advance teaching, research, and practice of nursing. Faculty guides students and encourages application of evidence-based research in the provision of safe, high quality patient care. Faculty collaborates with students in research, publications, presentations, and other creative endeavors.

## Conceptual Framework

Faculty and staff, students, and communities-of-interest, through guided reflection, determined the conceptual framework in accord with the School of Nursing Mission and Vision. The School of Nursing has embraced the metaparadigm of nursing.

### *Person*

We believe that person is a concept that represents the recipient of nursing care. The person can be an individual, family, group, community, or population. We view each person as a holistic entity with unique cultural, emotional, spiritual, and bio-psycho-social characteristics. Each person possesses unique values and beliefs. The person can exist at any point across the lifespan. The role of the nurse is to provide care that will assist the person to achieve the highest level of functioning.

### *Environment*

We believe that the environment includes all conditions, circumstances and influences that are part of the person's being. The environment includes natural, biological, psychological, social, spiritual, and cultural factors. The internal and external environments of a person are complex, diverse, and ever-changing, influencing the person, and sometimes resulting in alterations in health. The nurse coexists as part of the person's environment and works with the person to maximize health.

### *Health*

We believe that health is a dynamic state and reflects the ability of the person to adapt to the environment. Health is unique to each person and is viewed as a function of perception and observation. Health incorporates illness and wellness and is viewed as actualization of human potential for development.

### *Nursing and Nursing Practice*

Nursing is a professional discipline with both components of art and science. Nursing as an art involves the implementation of caring strategies to promote well-being. Those strategies may include but are not limited to intuition, creativity and compassion, nursing therapeutics, communication skills, patient advocacy, and empowerment. Caring encompasses the nurse's authentic presence reflected through empathy for and connection with the person through all aspects of being. The caring nurse identifies questions to be investigated and builds a sound evidence base for nursing practice. The caring nurse provides care, both direct and indirect, assisting people to achieve the highest level of functioning. Accountability for design, coordination and management of safe, high-quality care delivered by self or others is assumed by the caring nurse as is responsibility for assuming a professional identity that values continued growth in judgment, knowledge, and skills through adoption of lifelong learning.

## Curriculum

The Bachelor of Science in Nursing curriculum is consistent with the School of Nursing mission and philosophy. The metaparadigm of nursing including person, environment, health, nursing, and nursing practice provides the curricular frame. The nursing curriculum is offered as an upper division clinical nursing major with two tracks, the Pre-RN Licensure Track, and the RN to BSN Track. The clinical nursing major builds upon the learning from the lower division nursing prerequisites and general education courses in the natural sciences, social sciences, arts and humanities. Students are introduced to the curricular frame with expected outcomes upon entry into the BSN program.

## Program Outcomes

A graduate of the BSN program will:

1. Integrate theories and content from the sciences, arts, humanities, nursing, and other disciplines to enhance the practice of nursing.
2. Demonstrate individual, organizational and system leadership in the provision of safe, high quality patient care.
3. Evaluate research to improve evidence-based nursing practice.
4. Demonstrate the application of a variety of information systems and patient care technologies.
5. Discuss healthcare policy, finance, and regulatory processes as they impact individuals, families, groups, communities, and populations.
6. Determine interprofessional and interprofessional communication and collaboration for improving health outcomes.
7. Develop safety, health promotion, education, and disease prevention strategies to optimize health across the lifespan in a variety of environments.
8. Model behaviors of personal integrity and professional values.
9. Illustrate competent baccalaureate generalist nursing practice.

# Bachelor of Science in Nursing Program Outcomes

## Assessment of Attainment

Irene Ransom Bradley School of Nursing, Pittsburg State University

Program Goals (Purposes) are met by each objective.

The goals of the School of Nursing Baccalaureate Program 1. To prepare graduates as beginning professional nurses who can practice in a variety of settings. 2. To prepare graduates to assume leadership roles in nursing. 3. To prepare graduates who have the foundation for graduate study.	Pre/Post Test	Capstone Course	NCLEX	Graduation Rate	Alumni Satisfaction	Student Exit	Employer Survey	Advisory Board	Portfolio
BSN Program Outcomes									
Objective 1. Integrate theories and content from the sciences, arts, humanities, nursing, and other disciplines to enhance the practice of nursing.	X	X	X	X	X	X	X	*	X
Objective 2. Demonstrate individual, organizational and system leadership in the provision of safe and high-quality patient care.	X	X	X	X	X	X	X	*	X
Objective 3. Evaluate research to improve evidence-based nursing practice.	X	X	X	X	X	X	X	*	X
Objective 4. Demonstrate the application of a variety of information systems and patient care technologies.	X	X	X	X	X	X	X	*	X
Objective 5. Discuss healthcare policy, finance, and regulatory processes as they impact individuals, families, groups, communities and populations.	X	X	X	X	X	X	X	*	X
Objective 6. Determine intra-professional and inter-professional communication and collaboration for improving health outcomes.	X	X	X	X	X	X	X	*	X
Objective 7. Develop safety, health promotion, education, and disease prevention strategies to optimize health across the lifespan in a variety of environments.	X	X	X	X	X	X	X	*	X
Objective 8. Model behaviors of personal integrity and professional values.	X	X	X	X	X	X	X	*	X
Objective 9. Illustrate competent baccalaureate generalist nursing practice.	X	X	X	X	X	X	X	*	X

- = Indirect Association

## Explication of Program Outcome Concepts

### **Nursing Process**

The nursing process is the framework for approaching nursing care and incorporates a wide variety of skills and activities. Communication, therapeutic nursing interventions, problem-solving, decision-making, critical thinking, and independent judgment are basic to the dynamic process. The application of the process varies with the client's individualized needs, the expertise and role of the nurse, and the setting. The nursing process requires a mutual process between the nurse and client that is directed toward goal attainment.

The nursing process consists of five steps -- assessing, diagnosing, planning, implementing, and evaluating. Assessment involves the collection, verification, and communication of data unique to a person. Assessment requires skills in communication, interviewing, history taking, physical examination, and other data collection procedures. Diagnosing is step two of the nursing process. In this step, data are analyzed, and health needs/problems identified. An appropriate plan of care is then developed with goals and priorities being established. Carrying out the established plan of care is implementation. Intellectual, interpersonal, and psychomotor skills are required to take nursing action. Comparison of goal achievement with projected outcomes contributes to evaluation of client/nurse success in step five of the nursing process. Need for revision of the care plan and new health needs may be identified.

### **Nursing Theories**

Stress-adaptation interaction, based on Roy's Conceptual Model of Adaptation (1999), flows from the metaparadigm concepts of person, environment, health, and nursing. Systems theory is also useful in understanding relationships between person, environment, health, and nursing. A person can be viewed as an open, bio-psycho-social system in constant interaction with the collective environment. A person is a system that exists throughout the life cycle and has individual needs that vary dependent upon level of wellness. As a person strives for homeostasis in their personal system, interaction with other systems may take place, i.e., the health care system. The health care system affects a person as a consumer and in turn is affected by a person. Nurses play a key role in helping persons recognize and express needs, understanding the health care system, and advocating for a person's rights.

### **Theories Related to Nursing Practice**

Communication theory provides the foundation for the establishment of a therapeutic nurse-client relationship. Effective communication enhances utilization of the nursing process as well as collaboration among health care team members.

Growth and development take place throughout the life cycle in predictable stages. Peoples' ability to grow and develop influences their level of wellness. Unique healthcare needs, regardless of age, result from the physical, emotional, intellectual, social, spiritual, and cultural aspects of peoples' developmental level. With this theoretical knowledge, the nurse can utilize the nursing process to help a person meet individual needs. In addition, understanding of family theory, ethics theories and principles, theories of aging, crisis theory, and management theories assist the professional and advanced practice nurse to support the client in attaining and maintaining maximum wellness.

### **Influences on Nursing Practice**

People have a basic need to communicate with their environment. A person's communication is influenced by many factors including values, perceptions, feelings, sociocultural and religious background, knowledge level,

roles, relationships, setting, and health. The nurse's role is to provide competent care in the context of these influences.

### **Teaching-Learning Principles**

Teaching-learning is a reciprocal process which fosters intellectual, social, emotional, and physical growth of both teacher and learner. Learning is manifested as a persistent change in the affective, cognitive, or psychomotor behavior of an individual. Both ANA's Standards of Nursing Practice and The Patient's Bill of Rights address nursing's responsibility for teaching. Teaching enhances a person's ability and is dependent on the application of the principles of teaching-learning. The student- teacher relationship in this program is dependent upon rights and responsibilities of each in the teaching-learning process. Students and teachers establish personal goals and objectives consistent with the objectives of the course, curriculum, and professional development. The learner is given selected opportunities to negotiate individualized experiences. Self-evaluation of learning is part of the process.

### **Meeting Health Care Needs of Society**

Participation in professional activities is dictated by personal interests, talents, commitments, values, and attitudes. Faculty members, students, and graduates have numerous opportunities to provide service and leadership within the community through volunteer nursing services, participation in health-related organizations, health planning, and health education. Faculty members model the three foci of the University's mission; teaching, scholarship, and service to the University, the profession, and the community, and model the profession's expectation of expertise in clinical practice. The health care system is viewed as a composite of clients, health care professionals, and health care institutions/agencies interacting with one another. Collaboration between clients and health care professionals is essential for the provision of optimum health care. Optimum health care is care that is directed toward achieving the greatest degree of health and adaptation possible with a person. Each person has the right to quality health care throughout the life cycle regardless of position on the wellness-illness continuum. The health care system is a dynamic system affected by societal and consumer influences, rapidly advancing knowledge and technology and political influences. The rapidly changing health care system is challenging nurses and nursing to confront ethical, moral, and legal dilemmas and to define itself, its services, and appropriate roles, including advocacy for the needs of clients.

### **Individual Responsibility and Accountability**

Acceptance of responsibility/accountability for one's own actions as well as maintenance of continued competency characterizes the professional nurse. Professional accountability helps to ensure the maintenance of health care standards and the continuance of personal and professional growth. Accountability provides a foundation for ethical decision-making. Every profession expects its members to practice within the discipline, appreciate its heritage, contribute to the advancement of knowledge, and serve both the profession and society. A professional nurse practices within the state's nurse practice act and according to the standards delineated by the profession.

### **Leadership in Managing Client Care**

Graduates are educated to apply principles of leadership and supervise the care given by other nursing and auxiliary personnel in a wide variety of settings. As the health care system becomes more specialized and complex, the need for nurses with leadership and management skills is growing. Professional nurses must be prepared with skills of communication, organization, and self-examination upon graduation. The beginning professional nurse must be able to lead oneself as well as exert leadership in the nurse-client relationship and with members of the nursing and health care staff. Nursing managers are those with authority and responsibility within an organization. Nurses in management positions must acquire and develop their leadership abilities. Therefore, opportunities for both leading and managing are experienced in the curriculum.



**Change**

Change is a constant in the internal of a person as well as the external environment. Change not only occurs in individuals but also occurs in the family or group, community, and society. Nurses play a key role in helping the system or a person adapt to or influence change in the collective environment. This is accomplished through the nurse's role as change agent, leader, health educator, motivator, role model, and source of referral. Knowledge of change theory is important for effective utilization of the nursing process. Knowledge of the environmental impacts affecting change in the health care system and of nursing roles and functions is critical to professional nursing practice.

**Research and Information Systems to Improve Nursing Practice**

The roles and functions of the professional nurse are influenced by and derived from the research process. Graduates of this program are prepared to utilize and question research findings in giving direct care to clients/groups. Advanced practice nurses add to the body of knowledge through research, writing, presentation of professional papers and educational programs, and other creative/scholarship endeavors.

Professional nursing practice is based upon research and theory. The nurse selects from a wide variety of theories to explain phenomena, support decisions, and predict outcomes. Nursing theories provide a perspective for current practice and generate testable hypotheses that influence the future of nursing. The findings of research are utilized by professional nurses to improve the quality and effectiveness of nursing interventions. Research serves as the foundation for every course in the nursing curriculum. The dissemination of research through publications and technology requires members of the department to develop skills in the use of information technology.

**Continued Personal and Professional Growth**

The nurse must continue to grow and develop. Life-long learning involves the constant process of identification of strengths and weaknesses as well as motivation to enhance one's practice through continued education and self-study.

With additional education and experience, baccalaureate graduates may specialize in either a practice area or functional role. Functional roles such as administration, consultation, research, and teaching are designed to facilitate and support practice.

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- Wright, L. M., Leahey, M., Shajani, Z., and Snell, D. (2019). *Nurses and families: A Guide to Family Assessment and Intervention*, 7<sup>th</sup> Edition. F.A. Davis Co.: Philadelphia, PA.

## Standards of BSN

### PSU Nursing Code of Conduct

An important part of the nursing program is the development and maintenance of professional ethics and behavior. A professional manner is expected in all settings and includes one's approach to the setting. Ideally, a professional manner should be adopted when you are representing the PSU School of Nursing as your behavior reflects on you, the nursing program, the nursing profession, and Pittsburg State University. We encourage you to help maintain standards of the profession by reporting violations of the code of conduct. It is recommended that the student make this report to the clinical instructor, course instructor, or chairperson.

*The member displays respect for human dignity and the uniqueness of an individual.*

- ❑ Member will follow confidentiality guidelines.
- ❑ Member will act in a professional manner when dealing with individuals.
- ❑ The member interactions should reflect the intrinsic value of each person, regardless of nationality, race, color, age, gender, religion, ancestry, or disability.
- ❑ Member will be respectful of others and have the right to be treated with respect in return.

*The member assumes responsibility and accountability for professional development.*

- ❑ Member will demonstrate self-awareness by identifying own feelings, thoughts, and behaviors, and will interpret the basis for those feelings, thoughts, and behaviors.
- ❑ Member will come with a willingness to actively participate in the teaching/learning process.
- ❑ Member will be willing to examine biases and prejudices and be open to new ways of thinking.
- ❑ Members will be conscious of their comments and behaviors to avoid offending others.

*The members will maintain the integrity of the profession and protect the public image of the profession.*

- ❑ Member will follow established traditions of the School of Nursing.
- ❑ Member will have positive regard for the PSU Nursing Uniform and the values and traditions it represents.
- ❑ In clinical settings, members will adopt and maintain a professional appearance. They will present with a clear mind and be neatly groomed in attire appropriate to the setting.

*The member will communicate with others in a direct and cordial manner.*

- ❑ Member will present concerns/questions to the person or persons involved to obtain information and to resolve problems in a timely manner.
- ❑ Member will utilize the established Academic Due Process for grievances. Member will follow the ANA Code for Nurses

### American Nurses' Association Code of Ethics for Nurses

The American Nurses Association (ANA) *Code of Ethics for Nurses with Interpretive Statements* (2015) explicates the goals, values and ethical precepts that direct the profession of nursing. The ANA believes the *Code of Ethics for Nurses* is nonnegotiable and that each nurse has an obligation to uphold and adhere to the code of ethics. The Code of Ethics is the definitive framework for ethical analysis and decision-making for RNs across all practice levels, roles, and settings.

Health care ethics is concerned with the rights, responsibilities, and obligations of health care professionals, institutions of care, and clients. Upon entering the profession of nursing, nurses accept the responsibilities and

trust that have accrued to nursing over the years and the obligation to adhere to the profession's Code of Ethics. The *Code of Ethics* for Nurses was published by the American Nurses Association, is the standard by which ethical conduct is guided and evaluated by the profession. It provides a framework within which nurses can make ethical decisions and discharge their professional responsibilities to the public, to other members of the health team, and to the profession. (ANA, 2015).

### **Provisions of the Code of Ethics for Nurses with Interpretive Statements**

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and acts consistent with the obligation to promote health and to provide optimal care.
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.
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.
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.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
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. *Code of Ethics for Nurses*, (1995, 2001).

American Nurses Association. *Guide to the Code of Ethics for Nurses, Interpretation and Application* (2015).

### **National Student Nurses' Association, Inc. Code of Professional Conduct**

The 1999 NSNA House of Delegates adopted the Code of Professional Conduct. The Code was amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017, in Dallas, TX. The Code of Professional Conduct provides a high standard of behavior, guided by ideals and values that is expected of students who participate in NSNA activities. The document introduces students to the principles of professional and personal conduct and prepares them to become involved in professional societies and associations. The Code of Ethics, taken in concert with the NSNA Student Bill of Rights and Responsibilities for Students of Nursing, provides comprehensive guidelines that set the tone for professional development.

NSNA state and school chapters are urged to present the Code to members for adoption, to share it with the dean or director of the nursing program, and to distribute it widely to students and faculty.

### **As a member of the National Student Nurses' Association, I pledge myself to:**

- Maintain the highest standard of personal and professional conduct.
- Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association.

- ❑ Uphold and respect all Bylaws, policies, and responsibilities relating to, the student nurses' association at all levels of membership, reserving the right to propose changes and to critique rules and laws.
- ❑ Strive for excellence in all aspects of collaboration, decision-making, leadership, and management at all levels of the student nurses' association.
- ❑ Use only legal, ethical, and human rights standards in all association decisions and activities in accordance with NSNA's Core Values.
- ❑ Ensure the proper use of all association funds and resources in accordance with the fiduciary responsibilities set forth in NSNA Bylaws, policies, and state/federal law.
- ❑ Ensure impartially and prevent conflicts of interest, neither provide nor accept personal compensation to or from another individual while serving as members of student nurses' associations.
- ❑ Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or official position in the student nurse association.
- ❑ Affirm and support diversity and inclusion by refusing to engage in or condone unjust discrimination based on race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes.
- ❑ Uphold integrity in personal, professional, and academic life by refraining from and reporting any form of dishonesty, using properly established channels of communication, and reporting as set by the policies of the organization in question.
- ❑ Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is accuracy in the data and information used by the student nurses' association.
- ❑ Cooperate in every reasonable and proper way with association volunteers and staff by working with them to advocate for student rights and responsibilities and the advancement of the profession of nursing.
- ❑ Use every opportunity to improve faculty understanding of the role of the student nurses' association.
- ❑ Use every opportunity to raise awareness of the student nurses' association's mission, values, purpose, and goals at the school, state, and national chapter level as defined in bylaws and policies.

### Dishonesty in Academic Work

See University Catalog online:

<https://www.pittstate.edu/registrar/catalog/>

### Honesty Pledge

Each student will be asked to sign an "Honesty Pledge" at the beginning of the fall semester that states:

*I pledge that all work that I submit online, in theory courses and/or clinical practicum will be mine and mine only unless designated in the course syllabi as a team effort.*

**Noncompliance with this policy may result in disciplinary actions according to the School of Nursing and/or Pittsburg State University Standards, including failure of course or dismissal from the program.**

# Curriculum, Academic Requirements and Progression

## Pre-RN Clinical Track

### Upper Division Nursing Theory and Clinical Courses

#### First Semester: Fall

NURS 265 Health Promotion and Disease Prevention	2
NURS 318 Nursing Fundamentals	5
NURS 320 Health Assessment	3
NURS 322 Professional Nursing	3
NURS 390 Pathophysiologic Bases of Nursing	3
Total Credit Hours	16

#### Second Semester: Spring

NURS 405 Gerontological Nursing	3
NURS 442 Pharmacology in Nursing	3
NURS 452 Nursing the Childbearing Family*	4
NURS 462 Nursing the Child and Family*	4
Upper Division Nursing Elective	1-10
Total Credit Hours	15-24

#### Third Semester: Fall

NURS 410 Nursing the Adult Medical-Surgical Client*	7
NURS 470 Nursing the Psychiatric/Mental Health Client*	4
NURS 482 Evidence-Based Practice and Research	2
NURS 499 Concepts of Leadership in an Evolving Healthcare	4
Total Credit Hours	17

#### Fourth Semester: Spring

NURS 502 Community Nursing	5
NURS 525 Advanced Care of the Medical Surgical Client	6
NURS 600 Transitions in Nursing Practice	2
NURS 601 Internship in Nursing Practice	1
Total Credit Hours	14

#### Nursing Electives

NURS 303 Introduction to Public Health	3
NURS 314 Healthcare Terminology and Drug Calculations	3
NURS 370 Women's Health Issues	2
NURS 445 Transcultural Health Care	1-3
NURS 570 Special Topics in Nursing	1-6
NURS 580 Readings in Nursing	1-6
NURS 605 Independent Study	1-6

\*Students will take these courses either Spring or Fall Semester

**Total Credit Hours for Upper Division Major 62-71**  
**Total Credit Hours required for graduation 120-138**

## Degree Plans and Enrollment Out of Sequence

All students are to develop an initial degree plan with their assigned advisor. Degree plans that vary from the normal course sequence are to be submitted by the student in writing, with rationale for the variance, to the Director of the School of Nursing, who forwards it to the program committee. The faculty must approve the altered degree plan.

## Transfer Policy, Pre-RN Clinical Track

Applications from individuals wishing to transfer to PSU from other nationally accredited nursing programs may be accepted by the school. The following criteria will be considered for each transfer applicant:

1. Transfer students must meet all admission requirements as stated in the school booklet and University Catalog.
2. Nursing prerequisite courses must be completed.
3. The School of Nursing must receive a satisfactory reference from the nursing dean/director/chair of the program from which the student is transferring.
4. Unsatisfactory grades (D or F undergraduate) (C or below graduate) from previous schools are transferred and counted as unsatisfactory grades at PSU. The existing progression policy of the School of Nursing will be implemented with any unsatisfactory grades from the prior nursing program.
5. Each applicant will be evaluated on an individual basis for acceptance to determine placement within the nursing program. ATI pre-test results may be considered. Availability of clinical space may also impact entry.
6. Students accepted must have current School of Nursing health form with required immunizations documented through My Record Tracker®, liability insurance, uniforms, current CPR, and any other documented requirements. Health insurance coverage is highly recommended.
7. Students accepted will attend an orientation with discussion of philosophy, mission, purpose, and objectives of the program. An educational program on Universal Precautions must be completed with a proficiency exam before entry into clinical. A student handbook will be provided by the school.
8. Graduation requirements as stated in the university catalog must be met before graduation.
9. Students transferring clinical courses will be required to verify satisfactory completion of clinical skills based on the PSU course equivalent.

## Guidelines for Readings and Independent Studies Courses

1. The student must obtain permission of the instructor prior to enrollment.
2. Students should give an overall description of what they want to study, give rationale, objectives, and how they intend to be evaluated. The number of credits will be negotiated according to the amount of work involved. (i.e., for 3 hours credit, a paper would almost certainly be expected.)
3. There must be some product or project that will be graded.

## Readings Course

The main objective is to increase knowledge in a particular area. The student selects a focus for the reading. Some options for evaluation include:

1. Oral quizzing over content, as from Bib cards.
2. Critiques of literature.
3. Annotated Bibliography.
4. Paper that synthesizes findings from the reading sources; should include conclusions drawn.

## Independent Study

In preference to reading and/or writing a paper, the student may wish to carry out a problem solving or research-oriented project. This would be a project that can't be done in a regular class. It is not intended as a clinical experience or observation unless the faculty member can supervise any intervention.

Some possibilities include:

1. Development of an assessment tool.
2. Preparation of a display or a publication.
3. Preparation of and carrying out a teaching project.

Independent projects differ from projects designed for taking a course for honors, in that honors content is more related to the course in which the student is enrolled.

## Incomplete Grades

See University Catalog online at

<https://www.pittstate.edu/registrar/catalog/>

## Student Success

The University Student Success Programs help students establish and achieve their educational goals. Student Success programs assist in reaching desired levels of academic achievement, career development, planning, decision-making, and leadership development. They try to remove the roadblocks that historically may have prevented students from making the most out of their educational experiences.

<http://www.pittstate.edu/office/enrollment-management-student-success/>

## Code of Students Rights and Responsibilities

The Pittsburg State University Code of Student Rights and Responsibilities and other student information is available online at

<https://studentlife.pittstate.edu/code-of-student-rights-and-responsibilities.html>

## Steps for Resolving Academic Conflicts

If you have a conflict regarding a no harassment-based circumstance in the academic setting, it is recommended you take the following steps to resolve it.

1. See the instructor. First and foremost, see if the problem can be resolved with the instructor involved. If satisfaction is not received, or if you do not feel you can pursue the matter with your instructor, proceed to step 2.
2. Discuss the problem with the Director of the School that offers the class. If the problem is not resolved, proceed to step 3.
3. Discuss the conflict with the Dean of the College in which the school is located. If a resolution is not reached, proceed to step 4.
4. See the Provost/Vice President for Academic Affairs. This is the last realistic place to expect a resolution to the conflict. Although it is unusual, students also have an option of pursuing the matter further with the President of the University and finally the Kansas Board of Regents.



## Academic Due Process for Grievance

### Purpose

The Academic Due Process Procedure is established to provide a mechanism for students to resolve their grievances.

### Process

Students who have complaints should submit their first written statement within the semester or the following semester of the stated complaint. After the written statement is submitted, each step of the process should be completed within a specified time period. Barring illness, vacations, off-contract periods, and attendance at events such as conferences, the time period would be 10 class days. The complainant should retain copies of each written statement.

### Step I

The complainant will submit in writing to the instructor a dated statement. The statement will give the nature and the reason for the due process procedure. This statement will be submitted prior to making an appointment to discuss the course of action.

### Step II

The complainant will set up an appointment for informal conference with the instructor.

### Step III

If steps one and two are unsuccessful in resolving the concern, the complainant will prepare and present a written statement dealing with the problem to the School of Nursing Director. A copy of this statement will be forwarded to the faculty members involved. The Director will attempt to resolve the complaint by giving the interested parties ample opportunity to present their views.

### Step IV

If step three is unsuccessful, a written request will then be submitted and reviewed by the School Due Process Committee. This committee will hear and examine all appropriate evidence and render an advisory opinion, which shall be available to both parties.

### Step V

If step four does not provide a basis for satisfactory resolution of the complaint, the complainant may appeal to the Dean of the College who will seek to resolve the complaint as is deemed appropriate.

### Step VI

If step five is unsuccessful, the complainant may appeal the matter to the Provost and Vice President for Academic Affairs.

**Note:** Using the grievance process to challenge a course grade may only be done if the student believes that the grade was determined unfairly, or discrimination was involved.

## Preparation for BSN Graduation and Licensure

### Degree Checking Process

When a student's current enrollment totals 85 hours (counting passed hours prior to the current enrollment), they should apply for an official degree check in the Degree Checking Office. The student's permanent record and current enrollment will be examined in detail to assess progress toward the degree objective. A letter is written to the student following the record analysis outlining specific requirements, which must be met before a degree may be granted. A copy of this letter is sent to the student's advisor for verification.

## National Council Licensing Examination

An informational packet is distributed to students explaining the procedures for completing the state board application of their choice and registering for the NCLEX testing. The School of Nursing administrative specialist is a notary and will notarize your application for you at no charge.

## Eligibility to take NCLEX-RN Exam – Criminal History or Disciplinary Action

Individuals with a misdemeanor or felony history should be aware that Kansas, or other states, may deny them permission to take the NCLEX-RN exam. Those with felonies against persons will be denied permission to take the NCLEX-RN examination in Kansas. Those with misdemeanor or felony histories should contact the Kansas State Board of Nursing legal department at 785-296-4325 for information regarding Kansas State Board of Nursing application requirements. The Kansas State Board of Nursing may also be contacted at the following address: Kansas State Board of Nursing, Landon State Office Building, 900 SW Jackson, Suite 1051, Topeka, Kansas 66612-1256. Please contact other state boards for their requirements if testing outside of Kansas.

**DISCIPLINARY ACTION:** If you have been disciplined by any Board (e.g. professional licensure) or governmental agency (e.g. Department of Health and Environment regarding CNA or HHA certification, Department of Revenue regarding a driver's license suspension, cancellation and/or revocation for any reason), you are **REQUIRED** to provide a certified/dated copy of that Board order or disciplinary/administrative action. You may obtain a copy of your current Driver's record by going to any driver's license exam station with a current photo ID and requesting the document. A small fee is usually charged for a copy of your driving record.

**EXPLANATORY LETTER:** You are **REQUIRED** to submit an explanatory letter regarding EACH conviction and/or disciplinary/administrative action. The letter should include the following information:

- Date of the criminal offense or disciplinary/administrative action
- Circumstances leading up to the arrest or disciplinary/administrative action
- Actual conviction or disciplinary/administrative action
- Actual sentence or board/regulatory agency order
- Current status of sentence or order
- Rehabilitation (if any)

Every completed application will have to be reviewed and considered. Some will be referred to the Kansas State Board of Nursing's Investigative Committee for final review before a license is granted. The Investigative Committee meets in conjunction with the Board meetings so approval may take some time. If you take a test before your application is approved, you may not receive the pass results or your license until the application has been approved.

If you have questions about the conviction or disciplinary action requirements, please click on this link to view the reference packet Legal Issues for Nursing Students and Applicants for Initial Kansas LPN/RN Licensure <https://ksbn.kansas.gov/wp-content/uploads/2017/03/Disciplinary.pdf> or contact the Kansas State Board of Nursing legal department at (785) 296-4325.

## Progression Requirements – Pre-RN Clinical Track

Students seeking a Bachelor of Science in Nursing must meet the general education course and grade requirements for all baccalaureate degrees conferred by Pittsburg State University. In addition, the students must complete the specific requirements for the Bachelor of Science in Nursing.

A grade below “C” represents work of poor quality, not adequate to pursue subsequent courses. For this reason, a student making a “D” or “F” grade in a required nursing course will not be permitted to continue in the nursing major or to graduate. (No credit is given for Ds or Fs in nursing courses). If it can be demonstrated that the “D” or “F” is the result of a temporary problem which has been corrected, the student may be readmitted with the approval and recommendations of the faculty. The student is responsible for submitting in writing an explanation of the temporary problem resulting in unsatisfactory work. The student together with their advisor will submit an altered degree plan to the Director of the School of Nursing. Re-admission is dependent on resolution of the temporary problem, available course and clinical space, and faculty approval of the admission. The student, course faculty, student advisor and the Director of the School of Nursing may review the student’s progress and decide upon course withdrawal as the best option for the student’s academic success. Students who receive a second “D” or “F” will not be allowed to continue in the nursing major.

**Pre-RN clinical majors-Fourth Semester:** The student, faculty and director may determine that an incomplete will be given, in the fourth semester, to allow additional opportunity for documentation of required competencies prior to completion of course, graduation and/or endorsement for NCLEX RN. Removing the incomplete in fourth semester courses **will require** the student to work with the Faculty and Director while completing Virtual ATI.

Statements of the course requirements and grading policy are a part of the course syllabus. The policy for each clinical nursing course states that the clinical portion of the course is graded on a pass/fail basis and the evaluation tools are identified. A student must receive a "pass" in the clinical component to progress in the program. If the clinical grade is unsatisfactory, an "F" will be the letter grade recorded for the course. Unprofessional and/or unethical behavior is considered grounds for immediate dismissal from the nursing program.

PSU nursing students must participate in the School of Nursing’s testing package, for which students incur the cost. The package includes entrance and exit exams that are administered after admission but prior to beginning nursing courses and prior to graduation.

Students are required to participate in the School of Nursing’s Intensive Assessment, Advisement and Enrichment (IAAE) program. The testing package includes specialty exams that demonstrate knowledge of the course content. Results are compared to national standards. Students receive feedback regarding areas for further study. For every course that administers a specific exam, the test is a course requirement and students are required to meet the established benchmark. If more than two proctored exams are required to demonstrate competency in any course, a remediation exam will be administered. The student must achieve a 90% or higher on the remediation test before the student’s grade for the course will be released.

Pre-RN students **will not be** admitted to fourth semester courses unless all general education courses have been completed with acceptable grades. If a pre-licensure student is found to be enrolled in a fourth semester course without completing all the required general education courses and nursing prerequisites, the student may be dropped from the course (Approved NDO 05/14/04).

### Withdrawal from Classes

It may be necessary for a student to withdraw from course work due to unforeseeable circumstances. It is the responsibility of the student to inform the Registrar's Office of the withdrawal in writing or the grade may be recorded as an F. The student is responsible for seeking counsel from the academic advisor or Director of the

School of Nursing. The student may request re-admission to nursing courses within a year of voluntary withdrawal. Admission may be dependent upon clinical space available and requires faculty approval.

See University Catalog for the Withdrawal Policy at:

<https://www.pittstate.edu/financial-aid/the-students-right-to-know.html>

### Academic Honors Projects

See the Honors Program webpage at this link for information about the Honors Program and application forms

<https://www.pittstate.edu/registrar/academic-honors.html>

### Additional School of Nursing Requirements

Honors course work in the School of Nursing may take the form of one or more of the following. In all cases, requirements to take a nursing course for academic honors are to be above and beyond the normal course expectations and assignments.

- Write a paper based on research using peer-reviewed journals and professional resources. A bibliography is required. The topic is to be related to course content and should be discussed with the faculty members. The student should pursue an area of his or her interest. Since there is the potential that a student could take a course for honors that may vary from 2-7 hours of credit, the body of the paper should vary in length based on the course credit hours. Likewise, the number of peer-reviewed journals and professional resources may vary depending on the hours of course credit and the topic. Five or more peer-reviewed journals or professional resources are required at the discretion of the faculty.
  - If the course is for 2 credit hours, the expectation is a paper of 6 pages of content.
  - If the course is for 3 credit hours, the expectation is a paper of 9 pages of content.
  - If the course is for 4 credit hours, the expectation is a paper of 12 pages of content.
  - If the course is for 5 credit hours, the expectation is a paper of 15 pages of content.
  - If the course is for 6 credit hours, the expectation is a paper of 18 pages of content. If the course is for 7 credit hours, the expectation is a paper of 21 pages of content.
- Make a class or public presentation on a topic which involves considerable research and preparation. A printout of the PowerPoint slides and a paper summarizing the presentation is required.
  - If the course is for 2 credit hours, the expectation is a presentation of at least 15 minutes, 15 slides and 2 pages of content.
  - If the course is for 3 credit hours, the expectation is a presentation of at least 20-21 minutes, 20-21 slides and 3 pages of content.
  - If the course is for 4 credit hours, the expectation is a presentation of at least 27-28 minutes, 27-28 slides and 4 pages of content.
  - If the course is for 5 credit hours, the expectation is a presentation of at least 34-35 minutes, 34-35 slides and 5 pages of content.
  - If the course is for 6 credit hours, the expectation is a presentation of at least 41-42 minutes, 41-42 slides and 6 pages of content.
  - If the course is for 7 credit hours, the expectation is a presentation of at least 48-49 minutes, 48-49 slides and 7 pages of content.
- Engage in a research project on a topic related to course content in cooperation with the faculty. The scope of the project should be adjusted according to the number of course credit hours. Details of student responsibilities in the research process must be provided in the Departmental Academic Honors Application. Written documentation of the research project is an expectation at the conclusion of the semester.

Written documentation of research and all written reports are to be reviewed by the Writing Center or submitted to Turnitin© based on faculty preference.

The application for Academic Honors needs to be complete with specific information on the topic, the number of pages or slides or other details, the number and type of references, as well as the explanation as to why this project is more than the regular course requirements. Additional information regarding the criteria and the application form may be found at <https://www.pittstate.edu/registrar/academic-honors.html>  
Revised by School of Nursing Academic Honors Committee 02/09/2017.

## School of Nursing Awards

### Spirit of Nursing Award (Senior)

The school Spirit of Nursing Award will be based on the criteria established by the Army Nurse Corp and the National Student Nurses' Association. Those criteria include community involvement, professional involvement; leadership experience; academic achievements and cumulative grade point average.

### Outstanding Senior Award (Senior)

This award is given to the senior student who has earned a high GPA and been involved in activities. The student is selected by the school faculty.

### Outstanding Junior Award (Junior)

This award is given to the junior student who has earned a high GPA and been involved in activities. The student is selected by the school faculty.

### Highest GPA Award (Senior)

This award is given to the senior student who has earned the highest GPA.

### Excellence in Leadership and Service (Junior)

This award is given to junior students in recognition of outstanding leadership & professional contribution and exhibited volunteerism in health service activities and/or PSU School of Nursing committee work.

### Professionalism and Leadership Award (Senior)

This award is given to a student who has made outstanding leadership and professional contributions with no academic requirement attached. A senior student will be selected who has:

1. Assumed a leadership role in professional organizations (i.e., KANS, NCF) or in the nursing class.
2. Exhibited volunteerism in health service activities and/or PSU School of Nursing committee work.
3. Demonstrated an altruistic attitude in working for the greater good.

### Outstanding Clinical Performance (Junior)

This award is given in recognition of outstanding clinical performance by a junior nursing student.

### Clinical Excellence (Senior)

This award is given to students who demonstrate outstanding clinical accomplishments. These students are selected by the school faculty.

### Shining Star Award (Senior)

This award is given to students in recognition of growth in confidence, in professional skills, and abilities. Students are selected for this award by school faculty.

### Outstanding Kansas Association of Nursing Students Award

This award is given to the member who demonstrates exemplary service in the Kansas Association of Nursing Students Organization. KSNA District #20 participates in the selection of the recipient.

### Integrity Award (Junior or Senior)

This award is given to recognize a student for consistency in demonstration of values, principles, and strong character: (For doing the right thing without expectation of reward).

### Sigma Theta Tau International Honor Society of Nursing

Invitation to membership in Sigma Theta Tau International, the honor society of nursing, is extended to eligible PSU nursing students in the spring semester. Sigma Theta Tau International has a membership of over 120,000 in 90 countries with chapters in 523 colleges and universities including PSU's own Gamma Upsilon Chapter. Membership criteria for Undergraduate Nurse Students includes ranking in the upper 35th percentile of the graduating class, having at least a GPA of 3.0, having completed at least half of the nursing curriculum, and having met the expectation of academic integrity. Registered Nurse Students completing a baccalaureate degree are eligible for invitation to Sigma Theta Tau if they meet the following criteria: rank in the upper 35th percentile of the graduating class, have at least a 3.0 GPA, have completed 12 credit hours at the current school, have completed half of the nursing curriculum, and meet the expectation of academic integrity. Graduate Nurse Students are eligible for invitation to Sigma Theta Tau if they: have at least a GPA of 3.5 with completion of at least one fourth of the nursing curriculum and meet the expectation of academic integrity. RN's holding a current license and a baccalaureate degree in nursing or other field who have demonstrated achievement in nursing may also be eligible candidates under the category of Nurse Leaders.

The organization's faculty counselors forward names of students who meet membership criteria to the Eligibility Committee and the Chapter Board of Directors. Students desiring to be considered for membership and meeting eligibility requirements are to complete the Authorization to Review Student's Records Form and bring the signed form to the nursing department office. Members of the chapter then recommend candidates for membership. Each candidate assumes responsibility for completing the required online application forms and fees. Induction of new members is held in the spring semester. Further information about the organization and its benefits is available from PSU School of Nursing faculty and at [www.nursingsociety.org](http://www.nursingsociety.org).

## Student Organizations

### Kansas Association of Nursing Students (KANS)

The National Student Nurses Association (NSNA) is patterned after the American Nurses Association, the professional organization for nurses. The PSU chapter of KANS is a member of the state association (KANS) and

the national association (NSNA). Students are encouraged not only to belong to their organization through payment of dues, but to take an active part in local, state, and national activities.

The Pittsburg State University Chapter of KANS holds monthly meetings. At the state level an annual convention is held for all members of the state organization. The National Student Nurses Association holds an annual convention. PSU's students have been recognized with state and national awards/honors. Dues are paid annually and entitle the student to participate in all three levels of activities. KANS provides many opportunities for its members to effect change in professional nursing at the local, state, and national levels.

The PSU chapter was awarded Outstanding Chapter in Kansas in 1983, 1992, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, and 2008. In 2009 the state KANS organization chose to discontinue the Outstanding Chapter Award and instead gives awards for specific activities or events. PSU has received a state or national award for service activities or events almost every year. The PSU chapter was recognized as a National Student Nurse Association Stellar School chapter in 2011 by demonstrating ongoing involvement in NSNA and a strong commitment to shared governance and professional development of their students and faculty.

### Nurses Christian Fellowship (NCF)

A part of intervarsity Christian Fellowship, Nurses Christian Fellowship is a non-denominational organization that encourages nurses and nursing students to consider the total patient/client in their nursing practice. The national director and Kansas staff director work with local chapter facilitators to plan activities. At Pittsburg State University, the chapter currently meets twice a month. Meeting dates are confirmed at the organizational meeting held at the beginning of each semester and are coordinated so they do not conflict with KANS meetings or other scheduled activities.

Chapter meetings are planned to include Bible studies, discussions, or guest speakers who focus on assessing and diagnosing patient's/client's spiritual needs, planning, and implementing care that meets those needs, and evaluating the outcomes. Members share experiences and fellowship over lunch during meetings. There are also statewide and national conferences offered annually. NCF also participates in service activities. There are no local dues. Members may subscribe to the Journal of Christian Nursing.

Student organizations are eligible for partial funding to support activities through PSU student fees, which are awarded by Student Government on a competitive basis. Examples of activities that received partial funding for baccalaureate and graduate students are transcultural nursing experiences in out-of-state locations during semester break; and Spring Research Day (graduate).

## Financial Assistance and Scholarships

### School of Nursing Scholarships

Criteria for scholarships may include academic achievement, proven leadership ability, and participation in the nursing profession. A completed FAFSA form must be on file at the Office of Student Financial Assistance to be eligible for nursing scholarships. Please consult [www.pittstate.edu/scholarships](http://www.pittstate.edu/scholarships) for more information. Most general, university and School of Nursing Scholarships can be applied for online. The deadline date for application is **February 1<sup>st</sup>**.

## Additional Sources for Financial Aid

U.S. Army ROTC for Nursing - pays tuition, fees, books, uniforms, and a monthly stipend during the academic year. See Military Science Chair.

Other opportunities for scholarships and grants come periodically from various clinical professional organizations and other sources. Announcements of opportunities for funding are periodically emailed to students through their Canvas communities.

Financial aid information may be obtained through the PSU Office of Student Financial Assistance.

<https://www.pittstate.edu/financial-aid/index.html>

## Learning Resources

### Learning Resources in McPherson Hall

The learning environment afforded students in McPherson is most conducive to enhancing knowledge and utilizing educational tools for success. The Health Simulation Center and Learning Resource Center (HSC/LRC) together with the video-capable health assessment rooms are key resources. Classrooms are equipped with smart technologies. Computer-assisted instruction, up-to-date media and learning packages, high fidelity simulators, and other learning technologies are regularly used in the program and available for student use. Ample equipment and supplies for practice of psychomotor skills, individual use laptop computers, books, DVDs, and other resources are available. Hours are posted at the Center entrance. The HSC/LRC has comfortable seating, texts, and other resources. Students have desktop computers, scanners, printers, paper, and office supplies available to them. Unscheduled classrooms can be utilized by students for quiet study.

### Learning Resources on Campus

PSU has a full complement of learning resources available to its students. Academic advisors and course faculty can help students access resources in accord with their unique needs.

## Intensive Assessment, Advisement and Enrichment (IAAE), A Partnership for Success

The **goal** of the PSU School of Nursing's Intensive Assessment, Advisement and Enrichment (IAAE) Program is **promotion of student success** among pre-RN BSN clinical majors. The **objectives** of the program include promote student learning in preparation for safe professional nursing practice, increase program retention, enhance student/faculty program satisfaction, and prepare graduates for successful passage of NCLEX-RN on first attempt. The IAAE program is constructed in concert with the mission, vision, goals, and outcomes of the baccalaureate nursing program.

The IAAE program is **for all** pre-RN baccalaureate degree nursing students. It is student-centered. Underlying **assumptions** of IAAE are that students are capable of academic success in the baccalaureate nursing program, highly motivated to learn, understand the link between academic success in both theory and clinical components of the nursing program and safe nursing practice, and have placed their academic success among their very highest life priorities. IAAE assumes that the individual student will be a partner in pursuit of success



with course faculty, their academic advisor, and the School of Nursing Director, when appropriate. The **student accepts responsibility** for their learning and makes the necessary accommodations in work and other commitments for excellence. The student understands the intensive nature of demands of a professional nursing program and enthusiastically accepts responsibility for engagement in all recommended and required activities for their individual academic success. **Faculty are facilitators** of student learning. Faculty academic credentials coupled with their individual experiences as clinicians, nursing faculty, and professional nursing leaders give them unique expertise in design of a high-quality, undergraduate nursing academic learning experience.

The undergraduate nursing program and its curriculum at PSU is **guided** by the requirements and standards of the:

1. The Higher Learning Commission of the North Central Association – the national accrediting body of the university.
2. The Kansas Board of Regents – the governing body of the university.
3. The American Association of Colleges of Nursing and its independent accreditors – the Commission on Collegiate Nursing Education – the national accrediting body of the School of Nursing.
4. The Kansas State Board of Nursing and the Kansas Nurse Practice Act – the School of Nursing state approval body.
5. The College of Arts & Sciences and PSU – the School of Nursing is one of 12 academic units in the College of Arts & Sciences of the university.
6. The AACN Essentials of Baccalaureate Education for Professional Nursing Practice 7) The ANA Nursing Scope and Standards of Practice; and 8) The Code of Ethics for Nurses.

### IAAE Program Components

- I. Intensive Assessment – Assessment begins with student declaration of the nursing major. Admittance to the nursing program begins the intensive assessment process. All students participate in assessment of attainment of the BSN program goals, purposes, and outcomes. This is achieved in numerous ways including using pre and post testing with the Assessment Technologies Institute (ATI) standardized assessment package, capstone course, NCLEX-RN, graduation rate, student exit survey, employment rate and other assessments. Students upon entry into the nursing program as upper division clinical majors purchase the ATI assessment/learning package for use throughout the nursing program. If students must engage in additional required testing for documentation of competency attainments at any time throughout the program, it is at additional student cost. Orientation to ATI and its education-centered, results-focused quality is provided by company representatives and faculty/staff. ATI assessment results, maintenance of a minimum average on test grades in required nursing courses, and/or determination of individual factors enhancing or impeding individual student success provide a foundation for determining individual student needs for intensive advisement and enrichment plan development.
- II. Advisement - Full-time faculty serves as the primary academic advisors of all declared nursing majors at PSU. Students are encouraged to form a professional relationship with their academic advisor. Faculty advisors are rich sources of information and academic support. Students need to meet with their advisors on a regular basis. It is worth the time to meet with the academic advisor often enough so that the advisor can develop a clear understanding of the student's unique academic needs. Course faculty guide student advisement and set requirements for success in the courses taught. All full-time faculty in the school post and maintain a minimum of five office hours per week for student assistance. Faculty are available per appointment for student mentoring at additional times. The school director is available to students for advisement in collaboration with course faculty and academic advisors.

- III. Enrichment – Course faculty, the Health Simulation Center/Learning Resources Center (HSC/LRC) Coordinator, and faculty-directed senior student study leaders and graduate teaching assistants provide mentoring for academic success in accord with students' individual learning needs. Students are required to engage in learning activities in the HSC/LRC as a condition for continuation in particular courses and/or the nursing program. Full and enthusiastic participation in all aspects of the IAAE program contributes to student success and is a requirement for progression in individual required courses and/or the program. Individual students may have additional IAAE requirements that are conditions for progressing satisfactorily in individual required courses and/or the nursing program.

### IAAE Program Steps

1. **All Pre-RN Licensure BSN Applicants** are administered the ATI TEAS (Test of Essential Academic Skills) as part of the admission process. After full and unconditional admission to the clinical nursing courses, a Critical Thinking Test and Self-Assessment Inventory are taken. All **Program Transfer Student Applicants** are administered the ATI TEAS, Critical Thinking and Self- Assessment Inventory as part of the application process. ATI results will factor into admission and progression decisions.
2. Students will obtain all ATI materials during the first week of the Fall Semester of the junior year.
3. In accord with the timeline and procedures established by the school faculty, all **Pre-RN Licensure and transfer** clinical students will receive individual pretest results with counseling sessions provided by their academic advisor regarding enhancement of success in the nursing program.
4. **Individual enrichment/remediation plans will be developed in concert with course faculty and academic advisors for the purpose of mentoring for success in accord with individual student needs. While enrichment is required for some students, enrichment opportunities will be available to all students. In fact, participation is encouraged by all students.**
5. As students progress through the program, students whose test grade average falls below 75% or if recommended by a course faculty member will be required to spend their 3 hours of Enrichment with the IAAE coordinator. **Test averages below 75% will NOT be rounded.** All other student commitments will need to be adjusted accordingly to be present during this Enrichment time. If the School of Nursing Clinicals or other class obligations conflict with Enrichment time, additional structured Enrichment time in the McPherson office must be approved by IAAE coordinator in advance. Enrichment must be continued for the remainder of the semester or until such time grades have surpassed the minimum threshold for all courses. Fulfillment of the 3 hours of Enrichment will be a condition for passing the course(s) and progressing in the nursing program. Additional Enrichment Day/hours will be available for students with test averages between 75-80%, notes will be posted around McPherson each semester.
6. As students' progress through the program, ATI tests, procedures and requirements for individual courses are delineated in the course syllabi. Full student participation will be required for the award of a passing grade in required nursing courses. A passing grade cannot be given until the required national benchmark on standardized test(s) is met. Costs for retests will be the sole expense of the student.
7. In most courses, students are required to first take one or more ATI practice exams (without rationale). Students print their individual results for submission to the designated faculty member and/or HSC/LRC Coordinator. Test rationale, if available, will be available for student use in study after all students have taken each practice exam. Students will re-take the first practice exam or take a second practice exam if available and again submit individual results. The second ATI practice test (without rationale) will be taken with individual results printed and submitted to the faculty or HSC/LRC Coordinator as designated. Rationale will be made available for study prior to retake after all students have taken the practice exam. Students will retake and submit results. Students are expected to utilize their course materials and individualized ATI study guides for preparation in meeting national competency standards.

8. As part of the commitment to helping our students achieve success on the NCLEX, the faculty have adopted the resources developed by Assessment Technologies Institute (ATI). The ATI NCLEX Preparation includes the **Comprehensive Assessment and Review Program (CARP), a live NCLEX review, and Virtual ATI NCLEX review.**

The **Comprehensive Assessment and Review Program (CARP)** includes standardized practice and proctored exams in most of the nursing courses as well as the ATI RN Comprehensive Predictor. The first course-specific ATI proctored exam will be given at or toward the end of the semester according to the schedule provided by the course faculty. Retakes will be scheduled (different test versions when available).

**All students who score below Level II and/or the established benchmark for competency on required ATI standardized tests must meet competency standards by retesting. If more than two proctored exams are required to demonstrate competency in any course, there will be an additional cost that is the responsibility of the student. The additional cost is determined by ATI. Students retesting will access and print their individualized ATI study guides for assistance in preparing for retest. Students will be scheduled for first retest in concert with the course faculty and HSC/LRC Test Schedule. If competency is not met on retest, the student will meet prior to the close of the semester with the faculty member and director of the school of nursing to obtain an individualized remediation plan. Competency must be met to pass the course. The University policy regarding incompletes and removal of incompletes will be utilized. Students will not be able to progress to next semester without passing all courses and meeting all competencies.**

<https://www.pittstate.edu/registrar/catalog/>

9. "The **Comprehensive Live NCLEX Review** is an all-inclusive, live study session covering essential nursing content that aligns with the NCLEX test plan. Led by a master's-degreed nurse educator, the engaging, interactive format reviews all content areas and includes test-taking strategies, critical-thinking exercises, and Q&A practice" (ATI website). The Live NCLEX Review will be scheduled early in the last semester.
10. Exit testing in the fourth semester of the program will be comprised of, at a minimum, the RN Comprehensive Predictor and Exit Critical Thinking Tests. Test dates and procedures for testing will be communicated in the NURS 600 Transitions in Nursing Practice course syllabus. Course points in NURS 600 will be linked to performance on the ATI RN Comprehensive Predictor and on completion of Virtual ATI.
11. "The **Virtual-ATI (VATI) NCLEX Review** is an innovative, online partnership that provides a 12-week access to interactive online review resources to prepare nursing graduates for NCLEX success. The review is guided by a Master's-prepared nurse educator and is individualized to each graduate. The program directly aligns with the current NCLEX<sup>®</sup> test plan and takes place in an online classroom that provides access to a variety of on-demand resources including online learning activities, NCLEX test-taking strategies, content-based case studies, concept maps, NCLEX subscale-specific quiz questions, and alternate item format quiz questions that are all accessible by computer, tablet, and mobile devices." (ATI website).
  - a. Students will begin the VATI at least 4 weeks prior to graduation.
  - b. Full participation in and successful completion of VATI will be required for completion of NURS 600 Transitions in Nursing Practice.
  - c. Ongoing engagement is expected until the "Green Light" is achieved.
  - d. At the end of 12 weeks, if a student needs or wants more time, they can repurchase 12 additional weeks for a \$75 reactivation fee.
  - e. Students are advised to take the NCLEX within 3 weeks of receiving the "Green Light".

**Please be clear** that students will not be approved to test for NCLEX-RN or to graduate until having completed Virtual ATI. Proof of completion of Virtual ATI is documented by e-mail receipt of a “green light” from ATI. **There will be no exceptions in NURS 600 Transitions in Nursing Practice schedules for competency preparation and testing or competency completion requirements for course passage and graduation** due to jobs, moving, weddings or other commitments. Students are cautioned to not schedule these life events until they are certain that they will meet the exit testing competency levels. Required enrollment in Virtual ATI and/or additional competency testing required of individual students is the student’s individual expense. **All clinical course and competency requirements must be met by the end of the summer session after enrolling in NURS 600 Transitions in Nursing Practice. If not completed by the end of summer session, the grade for NURS 600 Transitions in Nursing Practice will be recorded as an F. IAAE and its requirements are designed for student success in professional practice, the safety of patients that graduates will care for, and successful passage on NCLEX-RN as a pre-requirement for practice as a registered nurse.**

Fourth Semester students may attend pinning and walk in commencement regardless of ATI and required course competency status. If there are questions that Dr. Cheryl Giefer can help you with, please schedule an appointment with her.

**Please Note: Students will be required to complete additional study time in McPherson Hall until Virtual ATI competencies and the course NURS 600 Transitions in Nursing Practice is completed. Failure to comply will result in a failing grade.**

See the Virtual ATI-RN Course Policy and Student Agreement on page 45

Please Note: The School of Nursing reserves the right to modify IAAE requirements, ATI Testing Plan Grid and Simulation Usage **without prior notice** per necessity as per change in ATI services or other causes deemed in the student or program’s best interests.

# Virtual ATI-RN Course Policy and Student Agreement

Graduating Class of May 2024

## Pittsburg State University Irene Ransom Bradley School of Nursing NURS 600-01 Transitions in Nursing Practice Virtual ATI-RN Course Policy and Student Agreement

Please initial each statement indicating that you understand the following guidelines and requirements for NURS600- 01 Transitions in Nursing Practice course and sign at the bottom of this form. You will be given a copy to review with your parents/guardian/spouse/significant other/relatives, etc.

\_\_\_\_\_ I am aware that I will be required to take the 12-week Virtual ATI-RN Course, Spring 2024.

\_\_\_\_\_ I am aware of the requirement to attend the mandatory Live ATI-RN Review Course. This prescriptive live review course is funded by the Kansas Board of Regents and PSU. The date of this review course will be announced to your class prior to the end of the Fall 2023 semester. **Tentatively, this course will be on the Wednesday, Thursday, Friday PRIOR to the start of the Spring Semester. January 10, 11, 12 2024, 8am-4pm.**

\_\_\_\_\_ I have been informed that I will not be given a grade for NURS 600-01, Transitions of Nursing Practice and my transcript will not indicate a May 2024 PSU graduation with a Bachelor of Science in Nursing until I have completed the Virtual ATI-RN Course with the following requirements:

\_\_\_\_\_ Completing the mandatory study time of 10-hours-per-week, which will occur on Mondays and Tuesdays from 7:30am – 4:30pm in McPherson Hall beginning the Monday after Commencement and continuing until the VATI “Green Light” status is achieved.

\_\_\_\_\_ Completing the Virtual ATI-RN Course and receiving the ATI “Green Light”.

\_\_\_\_\_ I understand it is recommended that I NOT move away from the Pittsburg area until I have completed the Virtual ATI-RN (approximately June 30th) because I am required to complete 10-hours-per-week of study time on the PSU campus in McPherson Hall.

\_\_\_\_\_ I understand it is recommended that I not schedule my New Graduate Orientation on Mondays or Tuesdays until I have completed Virtual ATI-RN and have received the “Green Light” status.

\_\_\_\_\_ I understand it is highly recommended that I do not schedule my “start date” at my new place of employment until after the third-fourth week of June to complete all the above requirements for this course.

\_\_\_\_\_ I agree to inform my parents and significant others NOW of the Virtual ATI-RN Course Policy, which is a requirement of the Irene Ransom Bradley School of Nursing.

\_\_\_\_\_ I am aware that the Director of the School of Nursing or its faculty members cannot speak with any parent/guardian/spouse/significant other/relatives about my educational progression in this program or the Virtual ATI-RN Course without my written consent.

I understand and agree to the above requirements and recommendations specified for the course, NURS 600-01 Transitions in Nursing Practice.

Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**Pittsburg State University Irene Ransom Bradley School of Nursing  
NURS 600-01 Transitions in Nursing Practice  
Virtual ATI-RN Course Policy and Student Agreement**

**Please initial each statement indicating that you understand the following guidelines and requirements for NURS 600- 01 Transitions in Nursing Practice course and sign at the bottom of this form. You will be given a copy to review with your parents/guardian/spouse/significant other/relatives, etc.**

\_\_\_\_\_ I am aware that I will be required to take the 12-week Virtual ATI-RN Course, Spring 2025.

\_\_\_\_\_ I am aware of the requirement to attend the mandatory Live ATI-RN Review Course. This prescriptive live review course is funded by the Kansas Board of Regents and PSU. The date of this review course will be announced to your class prior to the end of the fall 2024 semester. **Tentatively, this course will be on Wednesday, Thursday, and Friday PRIOR to the start of the Spring Semester. January 15, 16, 17, 2025, 8am-4pm.**

\_\_\_\_\_ I have been informed that I will not be given a grade for NURS 600-01, Transitions of Nursing Practice and my transcript will not indicate a May 2025 PSU graduation with a Bachelor of Science in Nursing until I have completed the Virtual ATI-RN Course with the following requirements:

\_\_\_\_\_ Completing the mandatory study time of 10-hours-per-week, which will occur on Mondays and Tuesdays from 7:30am – 4:30pm in McPherson Hall beginning the Monday after Commencement and continuing until the VATI “Green Light” status is achieved.

\_\_\_\_\_ Completing the Virtual ATI-RN Course and receiving the ATI “Green Light”.

\_\_\_\_\_ I understand it is recommended that I NOT move away from the Pittsburg area until I have completed the Virtual ATI-RN (approximately June 30th) because I am required to complete 10-hours-per-week of study time on the PSU campus in McPherson Hall.

\_\_\_\_\_ I understand it is recommended that I not schedule my New Graduate Orientation on Mondays or Tuesdays until I have completed Virtual ATI-RN and have received the “Green Light” status.

\_\_\_\_\_ I understand it is highly recommended that I do not schedule my “start date” at my new place of employment until after the third-fourth week of June to complete all the above requirements for this course.

\_\_\_\_\_ I agree to inform my parents and significant others NOW of the Virtual ATI-RN Course Policy, which is a requirement of the Irene Ransom Bradley School of Nursing.

\_\_\_\_\_ I am aware that the Director of the School of Nursing or its faculty members cannot speak with any parent/guardian/spouse/significant other/relatives about my educational progression in this program or the Virtual ATI-RN Course without my written consent.

I understand and agree to the above requirements and recommendations specified for the course, NURS 600-01 Transitions in Nursing Practice.

Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

# Student Acknowledgement Form - Consent and Release of COVID-19 Information

**Pittsburg State University  
Irene Ransom Bradley School of Nursing**

I hereby voluntarily consent to allow the Irene Ransom Bradley School of Nursing to share with all faculty and staff of the Irene Ransom Bradley School of Nursing information related to a COVID-19 tracking including, but not limited to, date of exposure, symptoms, isolation/quarantine status, testing site and results, and name of the contact tracing agency, as it pertains to myself.

I understand that the Irene Ransom Bradley School of Nursing faculty and staff will keep all information confidential, and it will be utilized to plan clinical practicum attendance.

By my signature below, I acknowledge that I have read and understand the above statement. A copy of this form will remain on file with the Irene Ransom Bradley School of Nursing, Pittsburg State University, Pittsburg, Kansas.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Printed Name of Witness

I hereby do NOT consent to allow the Irene Ransom Bradley School of Nursing to share with all faculty and staff of the Irene Ransom Bradley School of Nursing information related to a COVID-19 tracking including, but not limited to, date of exposure, symptoms, isolation/quarantine status, testing site and results, and name of the contact tracing agency, as it pertains to myself.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Printed Name of Witness

## Requirements for Clinical Practicums Where Patients are Being Treated for COVID-19

**Pittsburg State University  
Irene Ransom Bradley School of Nursing**

The Irene Ransom Bradley School of Nursing at Pittsburg State University wants to advise its students that when you participate in clinical learning activities, there is the potential that patients in the clinical site where you will be located could have the COVID-19 virus, which may increase a student's risk of exposure. Prior to the broad availability of COVID-19 vaccines, the Irene Ransom Bradley School of Nursing therefore requires its students who participate in clinical learning activities to take the following actions:

- Students must perform daily temperature checks prior to arriving at the clinical site. If a student has a temperature of 100 degrees F or greater, the student may not attend the clinical experience. Fevers must be reported to the supervising facility.
- If the student has any symptoms of COVID-19, a positive or pending COVID-19 test within the prior 2 weeks, or an exposure to a person with COVID-19 (outside of caring for a patient in a clinical rotation), the student must notify the supervising facility and not attend the clinical rotation.
- Students must wear PPE as directed by the clinical site.
- Students must abide by all requirements of the clinical site as well as the Irene Ransom Bradley School of Nursing.
- Only those students who have completed the COVID-19 Vaccine series or are within a 90-day window of a positive COVID-19 test may be assigned to care for COVID-19 patients.

Thank you for following these requirements as they are part of our efforts to help protect the safety of our students, as well as patients, staff, and faculty.

In the event the Irene Ransom Bradley School of Nursing is informed that a clinical site has patients who are being treated for the COVID-19 virus, we will make you aware. The student will then have the option to request the school to arrange for an alternative clinical rotation. This request would not have any negative effect on the student's progress towards her/his degree. For those students who are willing to continue with the clinical rotation, we ask that you sign the acknowledgement below.

I, \_\_\_\_\_, a student in the Irene Ransom Bradley School of Nursing, Pittsburg State University, acknowledge the potential risk of exposure to COVID-19 while participating in a clinical practicum experience at a clinical site where patients are being treated for COVID-19. I understand that I may request an alternative site be arranged by the Irene Ransom Bradley School of Nursing and that such a request will not have any negative effect on my progress toward my degree. However, I freely choose to continue to participate in the care of patients being treated for COVID-19.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



## Student Confidentiality Agreement

**THIS AGREEMENT**, is entered into as of the 18<sup>th</sup> day of August, 2023 by \_\_\_\_\_ and between Pittsburg State University (“Covered Entity”) and \_\_\_\_\_ (“Student”) from Pittsburg State University School of Nursing.

**WHEREAS**, the Covered Entity is a Covered Entity and is bound by the provisions of HIPAA and the Privacy Rules; and

**WHEREAS**, the Covered Entity engages in a provision of facilities for education in various areas of Healthcare that allows the above-named student access to patients of the Covered Entity while under the direct supervision of health care providers of the Covered Entity; and

**WHEREAS**, the students in the workforce of the Covered Entity will receive or create Protected Health Information from, for or on behalf of the Covered Entity while performing their duties for the Covered Entity; and

**WHEREAS**, the Covered Entity wishes to ensure that students treat all Protected Health Information he/she receives or creates from, for, or on behalf of the Covered Entity in accordance with all applicable state and federal laws, including without limitation, HIPAA, the Privacy Rules, and the Policies and Procedures.

**NOW, THEREFORE**, the parties hereto hereby agree as follows:

1. *Compliance with HIPAA.* Student hereby acknowledges and agrees that all Protected Health Information he/she receives or creates from, for, or on behalf of the Covered Entity is protected by the HIPAA Privacy Rules. Student further acknowledges and agrees that any use or disclosure of all Protected Health Information that he/she makes shall, at all times, be made in compliance with the Policies and Procedures and all applicable state and federal laws, including without limitation, HIPAA and the Privacy Rules.
2. *Training.* Student hereby acknowledges that the Covered Entity provided him/her with sufficient training on the Policies and Procedures to allow him/her to perform his/her duties for and on behalf of the Covered Entity in accordance with the Policies and Procedures.
3. *Violation of HIPAA, the Privacy Rules, or the Policies and Procedures.* In the event that the student uses or discloses or becomes aware of any use or disclosure of Protected Health Information which is in violation of the HIPAA Privacy Rules or the Policies or Procedures, the student will immediately notify Covered Entity’s Privacy Officer (“the Privacy Officer”) of the violation of use or disclosure. The Privacy Officer will take all necessary and appropriate actions as required by the HIPAA Privacy Rules and the Policies and Procedures.
4. *Term and Termination.* This Agreement shall be effective as of the date first set forth above and shall terminate at such time as the student ceases to be a workforce member in any capacity by the Covered Entity. Upon termination of this Agreement, the student shall immediately return to the Covered Entity all Protected Health Information he/she has in his/her possession. Student shall not retain any copies of the Protected Health Information for his/her records.
5. *Miscellaneous.*
  - a. *Regulatory References.* Any reference made herein to any provision of law or regulation shall be a reference to such section as in effect and as same may be amended from time to time.
  - b. *Amendment.* This Agreement may not be amended except in a writing signed by both parties hereto. Both parties hereto agree that this agreement shall be amended to comply with any and all state or federal laws, rules, or regulations, including without limitation any future laws, rules, or regulations.
  - c. *Interpretation.* Any ambiguity in this Agreement shall be resolved to permit the parties hereto to comply with the Privacy Rules.

- d. *Successors and Assigns.* This Agreement and all rights and obligations hereunder shall be binding upon and shall insure to the benefit of the respective successors and assigns of both parties hereto.
- e. *Survival.* The obligations of the student set forth in Section 1 hereof shall survive any termination of this Agreement.
- f. *Severability.* In the event that any provision of this Agreement is adjudged by any court of competent jurisdiction to be void or unenforceable, all remaining provisions hereof shall continue to be binding on the parties hereto with the same force and effect as though such void or unenforceable provision had been deleted.
- g. *Waiver.* No failure or delay in exercising any right, power, or remedy hereunder shall operate as a waiver thereof; nor shall any single or partial exercise of any right, power, or remedy hereunder preclude any other further exercise thereof or the exercise of any other right, power, or remedy. The rights provided hereunder are cumulative and not exclusive of any rights provided by law.
- h. *Entire Agreement.* This Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof and supersedes any prior or contemporaneous verbal or written agreements, communication, and representations relating to the subject matter hereof.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be signed as of the date first set forth above.

Printed name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Printed Name: Ashleigh Heter, DNP, APRN, FNP-C

Title: Associate Professor

## ATI Testing Plan Grid

### Comprehensive Assessment and Review Program (CARP)

#### Entrance and Orientation Products

REVIEW MODULES	DVD'S	TESTS GIVEN	RESPONSIBLE COURSE
		Test of Essential Academic Skills (TEAS)	Pre-entrance testing
Quest for Academic Success Review Guide		Self-Assessment Inventory – Non-Proctored Critical Thinking Entry	NURS318 Nursing Fundamentals OR NURS322 Professional Nursing

#### Content Mastery and Review

REVIEW MODULES	DVD'S	TESTS GIVEN	RESPONSIBLE COURSE
Fundamentals of Nursing	Basic Nursing Skills	Fundamentals proctored Fundamentals Online Practice 1 & 2	NURS318 Nursing Fundamentals OR NURS322 Professional Nursing
Adult Med Surg	Adult Med Surg	Focused Med Surg – Gastrointestinal Focused Med Surg – Lymph, Immune and Infectious Focused Med Surg – Neurosensory and Musculoskeletal Focused Med Surg - Perioperative	NURS410 – as Practice Tests ↓ ↓ ↓
Adult Med Surg	Adult Med Surg	Custom Medical Surgical Proctored Exams	NURS410 – as Proctored
Advanced Med Surg	Advanced Med Surg	Med Surg Proctored  Med Surg Online Practice 1 & 2 Focused Med Surg – Cardiovascular Focused Med Surg – Endocrine Focused Med Surg – Fluids, Electrolytes & Acid-Base	NURS525 – as Proctored Tests  NURS525 – as Practice Tests ↓ ↓

		Focused Med Surg – Renal & Urinary Focused Med Surg - Respiratory	
Nursing Care of Children	Nursing Care of Children	Nursing Care of Children Proctored Nursing Care of Children Online Practice 1 & 2	NURS462 Nursing the Child and Family
Maternal – Newborn	Maternal - Newborn	Maternal – Newborn Proctored Maternal – Newborn Online Practice 1 & 2	NURS452 Nursing the Childbearing Family
Mental Health	Mental Health	Mental Health Proctored Mental Health Online Practice 1 & 2	NURS470 Nursing the Psychiatric/Mental Health Client
Pharmacology		Pharmacology Online Practice 1 Pharmacology Online Practice 2 Pharmacology Proctored 1	NURS442 Pharmacology in Nursing
Community Health	Community Health/Leadership	Community Health Proctored Community Health Online Practice 1 & 2	NURS502 Community Health Nursing
Nursing Leadership	Leadership/Community Health	Nursing Leadership Proctored Nursing Leadership Online Practice 1 & 2	NURS499 Concepts of Leadership in an Evolving Healthcare System
Nutrition for Nursing	Nutrition	Assessment – Proctored Assessment – Online Practice A & B	NURS600 Transitions in Nursing Practice

**NCLEX Preparation / Exit**

Ready Set RN Review Guide		NCLEX Comprehensive Predictor Proctored NCLEX Comprehensive Predictor Practice Critical Thinking Exit Exam	NURS600 Transitions in Nursing Practice
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## Simulation Usage Plan

USER	SCENARIO
NURS322 Professional Nursing	Pain Management Day
	Blood Administration GI Bleed
NURS318 Nursing Fundamentals	BLS Validation
	Access Port/Care of patient receiving chemo
	Pneumonia Scenario
NURS320 Health Assessment	Health Assessment Adult and Peds (Small Adult)
NURS405 Gerontological Nursing	End of Life
NURS410 Adult Med/Surg	Adult Assessment
	Post-Op Hemorrhage
	Post-Op Ileus
NURS452 Maternal Child	Neonatal Resuscitation
NURS462 Child and Family	Pediatric Asthma & Acetaminophen Poisoning
NURS470 Psych Mental Hlth	Overdose
N502 Community	Disaster Scenario
	Home Site Visit
NURS600 Transitions in Nursing Practice	Demonstrations – High School Career Day
NURS525 Advanced Med/Surg	Mock Code Blue-V-Fib Adult, Pediatric Bradycardia Drowning, Crying Baby Otitis Media
	Post-Op Ileus
NURS601 Internship	Basic Assess of Teenage with Fluid & Electrolyte Imbalance
	Chest Pain Management of Telemetry Patient
	DKA in Adult
	MVC with Abdominal Injury, Internal Bleeding, and Hypo Shock

Please Note: This is a sample of planned simulation usage – simulations may be added/changed to courses as the semester progresses.

## Educational Data

Data from student performance is used for courses, curriculum, and program evaluation. Students are asked to sign, after explanation, a form giving the school permission to use their information for school evaluation purposes.

### Attendance at Orientation Sessions

Attendance is expected at all required program orientation sessions for BSN students.

### Access to School of Nursing Student Records

All information collected, assembled, or maintained in an official school file by the Pittsburg State University School of Nursing concerning an individual student is available to that student under the supervision of faculty or school administrative assistant. Students may request copies of materials contained in that file. Please ask the

school administrative assistant for the rate assessed for making copies. Request for access must be in writing addressed to the Director.

### Privacy Issues

It is your responsibility to report in writing to the Director of the School of Nursing and to individual course faculty any privacy issues that you have designated with the University immediately so that necessary accommodations can be made.

### Rounding of Grades

For determination of final course grades, rounding to the nearest percentage point is not an expectation. For example, a 74.9% **does not automatically** become a 75% resulting in a passing course grade.

### Standards for Written Work

Standards for written work will be covered in the syllabus for each class. Each instructor will specify his/her expectations and requirements. If there is a question, the student is responsible for clarifying the instructor's expectation with that instructor.

### Class Attendance/Class Absence

Absences due to serious health issues of students will be considered on an individual basis. Absence without notification from clinical experience is an unsatisfactory behavior that may result in dismissal from the course. For university and course policy see the University Catalog and Course Syllabus

<https://www.pittstate.edu/registrar/catalog/>

### Absence from Examination:

Students are expected to take examinations on the scheduled date and time listed in the course syllabus.

1. The IRBSON has a universal policy for tests taken at a different time than listed on the course syllabus.
2. **There will be a mandatory 5% deduction on each exam taken at a different time unless** the student is attending a university-sponsored-or-sanctioned-activities (USSA). Examples of USSA include athletic teams, music competitions, ENACTUS, SGA, Nursing Clubs or Organization Events.
3. Students are required to submit a written explanation at the beginning of the semester if they have a USSA during scheduled class time. This should be delivered in writing with a sponsor's signature, title and contact information. Students should provide specific details of their intended absence, including length of time absent and plans for course makeup.
4. A makeup exam is to be taken on the first day a student returns to ANY classes unless other arrangements have been made with the course instructor.
5. Failure to take more than one exam at the scheduled time may result in the student being withdrawn from the course.
6. Absences due to serious health issues of students will be considered on an individual basis. Absence without notification from clinical experience is an unsatisfactory behavior that may result in dismissal from the course.

For university and course policy see the University Catalog and Course Syllabus

<https://www.pittstate.edu/registrar/catalog/>

Please see the syllabus supplement that further defines expectations of the students and faculty for USSA: <https://www.pittstate.edu/registrar/files/documents/syllabus-supplement-spring-2023.pdf>.

### Testing Room Policies:

1. No food or drinks are allowed in the testing room.

Students are expected to arrive 5-10 minutes before the scheduled exam time:

Students must put all of their belongings, including cell phones and smartwatches, in the designated location in their testing room.

Unless noted by the faculty member, students will not be allowed to use books, calculators, notes, or other aids during tests. All scratch paper and writing utensils will be provided by the course instructor. No other paper may be used, and all scratch paper will be collected at the end of the exam.

2. At the discretion of the course faculty, students arriving late may or may *not* be admitted entrance to the exam. No additional time will be provided for the exam related to the student's late arrival.

### Materials/Simulation Costs

Students are required to pay a per semester materials cost to help defray the costs of student learning supplies available to all clinical nursing majors in the HSC/LRC.

### Documentation of Meeting Program Objectives

One outcome of professional programs in the health professions is documentation by the individual student on how they met the program objectives throughout the program. Students are encouraged to keep in Canvas e-portfolio or in hardcopy a compilation of selected materials that document competencies met throughout the program. The materials in the portfolio illustrate the background, skills, and expertise of the student. The portfolio provides a way of documenting professional development and meeting personal and professional goals. A well developed and personalized portfolio can be helpful in gaining initial desired employment and help to build a beginning showcase for future progress in career ladders. The portfolio does not replace the resume or curriculum vitae but provides information that elaborates upon those documents. Suggestions for individual portfolio development follow. The individual student can personalize and add teaching- learning and service activities beyond the suggested base materials. Students are encouraged to develop portfolios that showcase their uniqueness in meeting the nursing program objectives. Professional based pictures can be added. It is up to the student to maintain a portfolio throughout their program. The portfolio will be utilized in the capstone course, NURS 600 Transitions in Nursing Practice, to provide details necessary for the development of ten, one-page papers documenting how each nursing Program objective was met. This will be a pass-fail paper required for satisfactory completion of NURS 600 Transitions in Nursing Practice.

This form is required to be submitted by students requesting reference letters from nursing faculty.





## Communication Policy

The School of Nursing and faculty communicate with students utilizing any of the following: standard mail, telephone, text messaging, GUS associated e-mail, and PSU student \*Canvas Community Groups. Each student is required to maintain a current address with the School of Nursing. Students are responsible for updating their e-mail address on GUS, to receive messages from the school. Confidential materials for individual students will be held at the administrative specialist desk in McPherson Hall or will be sent to the student's permanent address with signature required upon receipt.

\*Canvas is a web-based course management and collaboration portal that enables educators to manage course materials and to communicate quickly, easily, and effectively with their students. Canvas can be used to complement a traditional course or for distance learning.

## Gorilla Geeks

The Gorilla Geeks Help Desk assists students, faculty, and staff with various technological needs essential for successful university studies in today's world, while also providing a single point of contact for services offered through the Information Technology Services.

Some of the services available to all include:

- help with GUS
- help with PSU Unified Password
- assistance with PSU email accounts
- assistance with other campus system problems
- support of the campus wireless network

In addition, the help desk is in place to help students with technology needs that are essential for successful university studies in today's world. Student services include:

- assistance with educational software packages used on campus including Microsoft OS, Office applications, basic Canvas support and other campus applications.
- basic help with computer hardware or software problems (a modest charge may be incurred) gorilla geeks price sheet.
- wireless connectivity issues
- E-Waste: Most technology items can be e-wasted. Contact Gorilla Geeks for more details. This is a **STUDENT** service only.

Gorilla Geeks hours are:

Fall and Spring Semesters – Monday through Thursday 7:45 am to 4:30 pm.

Chat Hours – Monday through Thursday 8:00 am to 10:00 pm, Friday 8:00 am to 4:30 pm, Sunday 5:00 pm to 10:00 pm

Summer Semester (including Chat) – Monday through Thursday 8:00 am to 4:30 pm, Friday 8:00 am to 12:00 pm

## Ethics for Computer Use

- I. Statement of User Responsibility:
  - a. An authorized user must be currently enrolled in or employed by Pittsburg State University. • PSU Computing Resources may be used in manners consistent with the appropriate usage definition given in Section II. An authorized user may utilize computer accounts created for general academic use or accounts which have been created specifically for him/her and to which he/she has been assigned ownership rights by the PSU Office of Information Services.
  - b. System users are responsible for maintaining the secrecy of their account passwords. Suspected compromise of account passwords or unauthorized usage of user accounts should be reported to the supervisor of the appropriate laboratory or the director of the Office of Information Services.
- II. Valid Uses of Computer Resources and Examples of Misuse:
  - a. Valid uses of computer resources include instructional or course activities and requirements, faculty research and professional services, and administrative support.
  - b. Unauthorized copying, sending, or receiving of copyrighted files is strictly prohibited.
  - c. It is a violation of Pittsburg State University policy to use the computer for promoting outside business interests. Computing resources shall not be used for private consulting or personal gain.
  - d. It is in violation of Pittsburg State University policy to send unsolicited, annoying, or obscene messages or mail.
  - e. It is inappropriate to examine, or attempt to examine, another computer user's files or mail without permission.
  - f. Game playing on Pittsburg State University owned equipment is on a resource available basis. If another user needs resources for a valid use (see II A above) then the user playing a game must end the game and surrender said resources. This includes MUD's, MUCK's, Personal Computer games, etc.
  - g. Fraudulent use of computer accounts, networks, mail services, or other resources is a serious violation. Kansas State Law (Section 21-3755) makes unauthorized access and interference with computer systems, computer data, and other computer users illegal.
- III. Possible Sanctions for Misuse:
  - a. The Office of Information Services monitors the use of the computer system and will contact anyone discovered to be hindering normal operations. It is not appropriate to use any computer resources in ways that are detrimental to the normal operation of any computer system or its users.
  - b. Upon detection of an alleged violation, the Office of Information Services will disable the account and turn all pertinent information over to the appropriate university, local, state, or federal authorities.

## Student Participation in Faculty and Committee Meetings

Each class elects, in accordance with SON bylaws, representatives to the School of Nursing Organization meetings. The elected students are expected to attend every meeting and have one vote. Students do not vote on matters concerning student issues. Students are to act as a liaison but are also expected to maintain confidentiality of discussion if requested to do so by the Director of the School of Nursing. Student representatives will be excluded from discussions concerning individual students. Students are asked to volunteer to serve on School of Nursing Committees with exception of the

Appointment, Promotion and Tenure Committee. Pre-RN Licensure clinical nursing major students, Registered Nurse students, and graduate students are appointed by the Director to serve on committees.

## Acceptance of Gifts

According to the Pittsburg State University Handbook, "University policy prohibits the acceptance of gifts by faculty members and employees from enrolled students." School of Nursing faculty appreciate the thoughtfulness of students and the feelings of gratitude which inspire the desire to give gifts to teachers. Verbal or written expressions of gratitude from students are appropriate instead of giving gifts. Additionally, acceptance of gifts by students from clients and/or their families is prohibited.

## Student Employment Policy, Undergraduates

If students are carrying a full academic load (12 credit hours or above) they should be employed no more than two eight-hour shifts per week. If a student is carrying a part-time academic load (less than 12 credit hours) the work schedule should be prorated accordingly.

Information regarding opportunities for local/campus employment is available at Career Services.

<https://careers.pittstate.edu/>

## Crisis Response/Critical Incident Operations Plan, Procedures and Policies

[Definition of a Crisis](#)

[Authority to Declare a University Crisis](#)

[Crisis Response Coordinating Team](#)

[Emergency Operations Center/Communications](#)

[Discovery and First Response](#)

[Documentation, Evaluation and Follow-Up](#)

[Prevention](#)

[University Emergency Phone Locations Map](#)

Full copy of response procedure can be located at:

<https://www.pittstate.edu/president/policies/student-crisis-response-procedure.html>

General Emergency Procedures are on the Pittsburg State website and should be reviewed by all students:

<https://www.pittstate.edu/president/policies/index.html>

## Severe Weather Emergency Plan

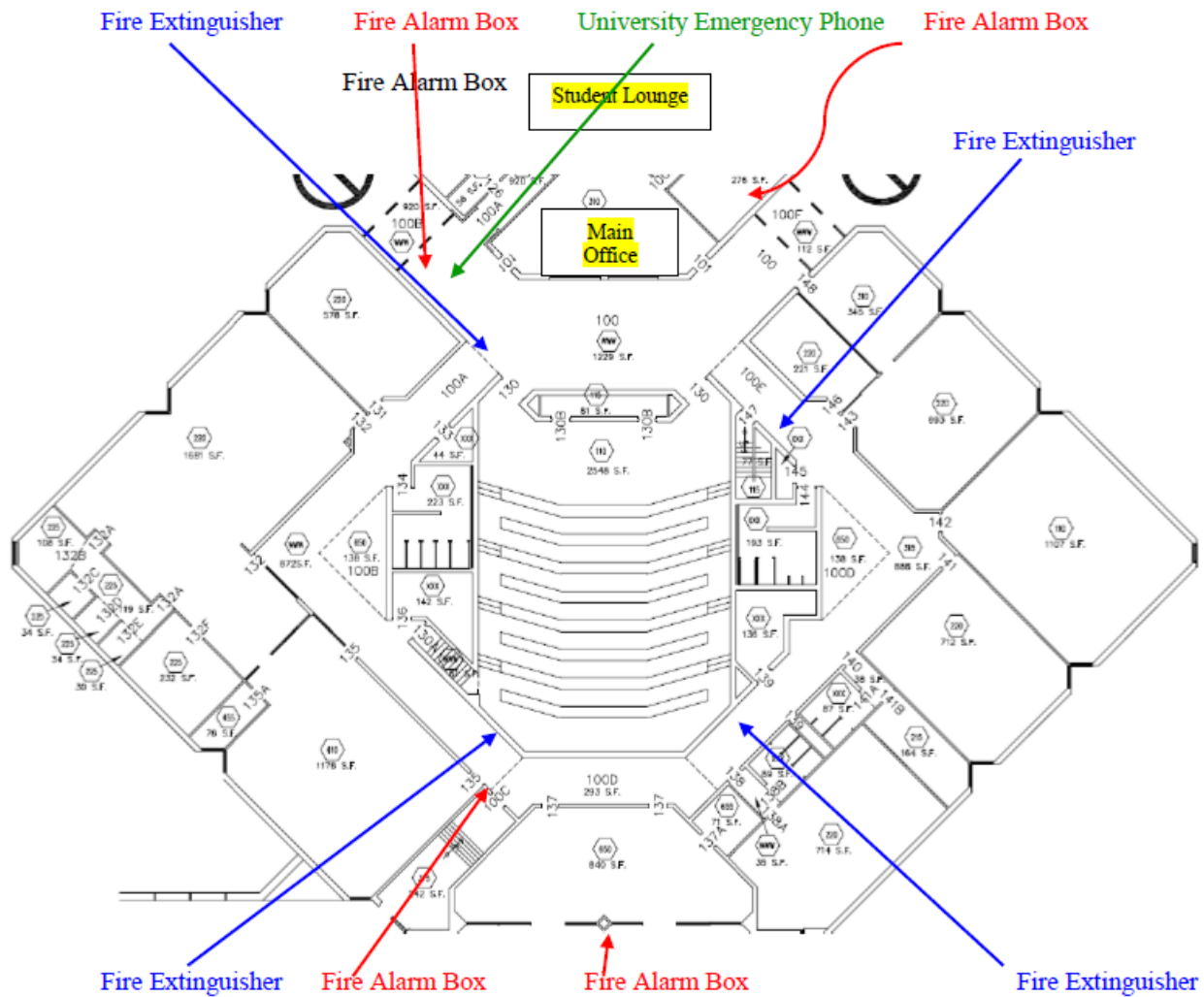
In an effort to better protect students, faculty, staff and visitors in the event of severe weather, the university has updated its Severe Weather Emergency Plan and identified storm refuge areas across campus. The update to the plan includes a requirement that ALL activities cease when a tornado warning is declared stating, "All activities occurring within buildings or university grounds will cease immediately and remain suspended until such time as the tornado warning has ended."

Signage designating STORM REFUGE AREAS (black background with white lettering) are installed in all campus buildings. The updated severe weather emergency plan, with additional information and detailed instructions, may be found at

<https://www.pittstate.edu/president/policies/severe-weather-emergency-plan.html>

The map of McPherson Hall identifies the location of Fire Extinguishers, Fire Alarm Boxes, Storm Refuge Areas, and the University Emergency Phone.

## Map of McPherson Hall – Emergency Telephone, Fire Alarm Boxes, Fire Extinguishers



## McPherson Hall - Active Shooter Response Plan

Pittsburg State University has implemented “Guidelines for Response to Hostile Situations: Hostile Intruders”.

## Emergency Action Plan

Over the past several years, there has been a dramatic increase in not only the number of violent acts committed against members of school campuses across the country, but also in the severity of these acts. While Pittsburg State University has been fortunate not to have experienced such an occurrence, it is prudent and responsible to set forth guidelines to address the response and management of a hostile intruder incident. Although the probability of such an incident occurring on campus is minimal, preparedness is important for survival in a hostile intruder encounter.

In the event that a person(s) threatens the personal safety of members of the University community, the Pittsburg State University Police Department suggests the following guidelines for hostile intruder situations.

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building, we recommend the following protocol related to concepts of ALICE. The ALICE concept empowers individuals to be proactive and prepared to encounter hostile person(s). While no set of procedures will ensure 100% survival, the university believes initiating the ALICE concept will greatly increase the chance of survival.

(This guide refers primarily to academic buildings; however these procedures are equally relevant to administrative buildings, other common buildings and various other locations on campus)

What should I do if I see someone with a gun or hear gunfire? Quickly determine the most reasonable way to protect your own life. Any of the following measures can be utilized, in the event, it is the discretion of the people involved to decide which is the best option.

### **ALERT – Can be anything**

- Gunfire
- Witness
- Phone Alert
- Alert Beacon

### **LOCKDOWN – This is a semi-secure starting point from which you will make survival decisions. If you decide not to evacuate, secure the room.**

- Lock and barricade doors with anything and/or tie down the door using any type of strap.
- Turn off lights, close blinds, silence cell phones, computers, etc.
- Look for alternate escape routes (windows, other doors).
- Move out of the doorway in case gunfire comes through.
- Keep yourself out of sight and take adequate cover, spread out, don't huddle in groups.
- Try not to trap or restrict your option for movement.
- Once secured do not open the door for anyone. Police will enter the room when the situation is over.
- Call 911 when safe to do so.

### **INFORM – Using any means necessary to pass on real information.**

- Given in plain language
- Who, what, where, when and how information.
- Location of killer, number of killers if more than one.

- Physical description of killer/s.
- Number and type of weapons held by the killer/s.
- Number of victims.
- Can be used by people in the area or who may come into it to make common sense decisions.
- Can be given in "Text Alerts"

**COUNTER – This is the use of simple, proactive techniques should you be confronted by the Active Killer. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active killer by:**

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Anything can be a weapon.
- Create as much noise as possible.
- Attack as a group (swarm).
- Grab the killer's limbs and head and take them to the ground and hold them there.
- Fight dirty-bite, kick, scratch, gouge eyes, etc.
- Run around the room and create chaos.
- Commit to your actions.
- If you have control of the killer call 911 and tell the police where you are and listen to their commands when officers arrive on scene.

**EVACUATE – Remove yourself from the danger zone as quickly as possible.**

- Decide if you can safely evacuate.
- Run in a zigzag pattern as fast as you can.
- Do not stop running until you are far away from the area.
- Bring something to throw with you in case you would encounter the Active Killer.
- Consider if the fall from a window will kill you.
- Break out windows and attempt to quickly clear glass from the frame.
- Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall.
- Hang by your hands from the window ledge to shorten your drop.
- Attempt to drop into shrubs, mulch or grass to lessen the chance of injury.

Last Revised: February 2016

Page revision date: 04/20/2018

The ideas, tips, and hints in the Active Shooter Response plan for McPherson Hall is based on A.L.I.C.E. training implemented in spring 2016. A.L.I.C.E. Training for Faculty, Staff and Students in McPherson Hall will continue as part of the goal to enhance the safety of all occupants of the building.

### Active Shooter Defined

- A suspect or assailant whose activity is immediately causing death and serious injury
- Threat is not contained and there is immediate risk of death and injury
- There is no TYPICAL PROFILE for an active shooter

### Active Shooters Intent is to Kill and Injure

- This necessitated a change in tactics by law enforcement

- Losses can be mitigated with community preparedness training and response during actual event
- If a person, or situation, is an immediate threat to themselves, someone else, or they are incapable of caring for themselves, CALL University Police, 620-235-4624, or DIAL 911.
- Please review information on the Student Crisis Response Prevention Page <https://www.pittstate.edu/president/policies/student-crisis-response-procedure.html>
- If a student hears another student, make threats against another student or faculty/staff – tell an administrator/faculty or staff member. The threat may be real, the active shooter normally has intended victims and searches them out.

**Unlike the middle/high schools, University facilities do not feature**

- Intercoms in classrooms
- Doors that lock automatically
- One centralized administrative office
- Visitor access points
- Monitoring and control of students and other people on campus
- Multiple means for reporting emergencies and alerting the community to an emergency
- Places of refuge
- Multiple escape routes

**Building Coordinator Responsibility**

- Dissemination of emergency messages and needs to building staff and occupants
- Email
- Phone tree
- Paging, etc.
- Encourage Deans, Directors, and/or Department Chairs to bring training to individual departments for all staff.

**Your Response**

- Stay calm. Your actions will influence others
- Assure others that you and the police are working to protect them
- Secure the immediate area whether classroom, bathroom, or office
- Lock or secure the door. This may require advance planning to ensure ability to lock/secure the door, key and type of lock.
- Most doors in the university buildings are solid core, and many walls are block and brick. This may provide some protection.
- Block the door using whatever is available desks, file cabinets, books, other furniture
- If the shooter enters your room and leaves, lock/barricade the door behind him.
- If able to do so safely, allow others to seek refuge with you.
- The shooter will not stop until his/her objectives have been met, unless engaged by law enforcement
- Consider the risk exposure created by opening the door
- Attempts to rescue people should only be made if that can be done without further endangering the persons inside a secured area
- The shooter may bang on the door and yell for help to entice you to open the door
- Remember the safety of the masses versus the safety of a few
- If there is any doubt to the safety of the individuals inside the room, the area needs to remain secured

### **Doors, Windows, Openings, and Noise**

- Close blinds, Block windows
- Turn off radios and computer monitors if necessary
- Silence cell phones
- Signs can be placed in the interior doors, windows, but remember the shooter can see these
- Place signs in the exterior windows to identify the location of injured persons
- Keep occupants calm and quiet
- After securing the room people should be positioned out of sight and behind items that might offer additional protection walls, desks, file cabinets, etc.

### **Contacting Emergency Personnel**

- 911
- Keep in mind that emergency circuits may be overwhelmed
- Busy signal
- Multiple rings

### **Law Enforcement Response**

- Law enforcement will immediately respond to the area.
- It is important for you to convey to others that help is on the way. Remain inside the secure area.
- Law Enforcements goal is to locate, contain, and stop the shooter
- The safest place for you to be is inside a secure room
- The shooter will not flee when law enforcement enters the building, instead they will have new targets to shoot.
- Remember the shooters mindset is not escape. Their goal is to kill and injure.
- Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized
- You may need to explain this to others in an attempt to calm them
- Once the shooter is contained, officers will begin treatment and evacuation
- Safety corridors will be established. This may be time consuming
- Remain in secure areas until instructed otherwise
- You may be instructed to keep your hands on your head
- You may be searched
- You will be escorted out of the building by law enforcement personnel

### **Closing Statement**

- We can no longer predict the origin of the next threat.
- Assaultants in some recent incidents across the country were not students or employees
- There were no obvious specific targets, and the victims were unaware they were targets, until attacked.
- The police are not going to get to our location in time to prevent shootings.
- It is no secret that the actions of staff members during a critical incident will save more lives than responding law enforcement officers. Statistically, once the shooting starts, a life is taken every 15 seconds.
- Your goal here is to put as much time and distance as possible between you and the attacker.

Please note: The locked doors in the building are for your safety and for the safety of all occupants of the building. Blocking open locked doors is strictly PROHIBITED. Please do not endanger the lives of others by blocking open locked doors.



## Concealed Carry

In 2013, the Kansas Legislature passed a law allowing lawful gun owners to carry concealed handguns on all public university campuses and campus buildings in Kansas. Universities were provided a four-year exemption which expires on July 1, 2017. In order to comply with the state law (known as the Personal and Family Protection Act), the Kansas Board of Regents approved new weapons policies for all Regents institutions in December of 2016.

Pittsburg State University's approved weapons policy was developed with the cooperation of a weapons task force comprised of faculty, student and staff representative. This policy complies with current state law.

This FAQ document has been developed to provide faculty, staff, students and campus visitors a better understanding of the requirements of Pittsburg State University's weapons policy and that of state law. The complete policy can be found online at

<https://www.pittstate.edu/police/files/documents/Concealed-Carry-Weapons-Policy.pdf>

## Student Health and Counseling Services and Health Insurance

Health care is the financial responsibility of the student. It is recommended that students carry personal health insurance. Health insurance is available through the University at a reasonable cost. Health services, including mental health and counseling, are available at the Student Health Center. A physician and/or Nurse Practitioner are on duty at the Student Health Center.

<https://www.pittstate.edu/office/health-services>

University Counseling Services supports the academic mission of the university by providing psychological counseling and outreach services to PSU students. These services facilitate personal growth, student learning, and successful academic progress.

<https://www.pittstate.edu/office/university-counseling>

Bryant Student Health Center  
1801 S. Broadway  
620-235-4452

Monday through Friday – 8:00 AM to 6:00 PM

## Personal Injury Policy

Students reporting personal injuries, aberrant needle sticks to their person, or skin contact with body substance fluids shall be treated according to the policies of the agency in which the injury occurs. The School of Nursing cannot for any reason assume the costs of health care treatment for any individual student. It is highly recommended that individuals carry personal health insurance (see *Student Health and Counseling Services and Health Insurance* above). If you become ill or are injured in a clinical setting, you will be responsible for your personal health costs. Health care agencies cannot be expected to assume costs of health care treatment for individual students. With any incident, the agency (where incident occurred) investigative report will be completed and photocopied and sent to the Student Health Center for follow up and record keeping.

## Needle Safety and Needle Stick Protocol

To ensure the safety of students using practice needles in the school skills lab, every needle used in the school will be uncapped by the student using the needle. There will be no recycled needles used in the school skills lab and after using a needle they will be deposited in the sharp's container. (Please review Personal Injury Policy above). R: 07/30/09

## Health Information Privacy Policy

**Compliance with HIPAA.** All students will maintain confidentiality of all Protected Health Information he/she receives or creates from, for, or on behalf of the clinical component of nursing courses. All clients are protected by the HIPAA Privacy Rules. All students will sign confidentiality agreements and will acknowledge and agree that any use or disclosure of all Protected Health Information that he/she makes shall, at all times, be made in compliance with the Policies and Procedures and all applicable state and federal laws, including without limitation, HIPAA and the Privacy Rules.

## Arrests and Convictions

The PSU nursing program requires students to:

1. Notify the School of Nursing Director in writing of his or her arrest/conviction/diversion for any crime, misdemeanor, and/or felony within 24 hours. Failure to notify the SON within 24 hours may result in dismissal.
2. Student may be suspended until the legal issue is resolved.
3. Continuance in the School of Nursing will be individually evaluated and will be at the **sole discretion** of the Pittsburgh State University School of Nursing. Continuance in the SON is not guaranteed.

## Disciplinary Policy

**The Pittsburgh State University nursing program requires applicants and admitted clinical nursing students to:**

Notify the School of Nursing in writing of any past disciplinary action or current pending actions against ALL licenses, certifications and/or registrations as well as disciplinary action by a state board of/or a governmental agency. (Some examples are Driver's License; Fishing License; Hunting License; Day Care License; Nursing Home Administrator License; Nursing License in Kansas or another state; CNA/CMA/HHA certification; School Teacher certification; Dishonorable discharge and/or other than honorable discharge from any branch of the military or disciplinary sanction from any branch of the military.)

Applicants with past disciplinary action or current pending actions are evaluated for admission on an individual basis with no guarantee of admission. Admitted clinical nursing students are required to self-report in writing within 24 hours to the Director of the School of Nursing any new pending or actual disciplinary action as a condition of progression in the nursing program. Admitted students may be suspended until the action is fully investigated. Progression will be evaluated on an individual basis and continued participation in the program is not guaranteed. Failure to notify as an applicant or admitted clinical nursing student results in not being admitted, being suspended until action is fully investigated or dismissal from the program. Continuance in the School of Nursing is at the sole discretion of the PSU School of Nursing.

If disciplinary action has ever been taken against your driver's license or other license, registration, or certification, in Kansas or any other state, (for any reason), you are required to provide an explanatory letter regarding the disciplinary action (s) taken against your driver's license or other license, registration or certification. **EXPLANATORY LETTER:** You are REQUIRED to submit an explanatory letter regarding EACH conviction and/or disciplinary/administrative action. The letter should include the following information:

- Date of the criminal offense or disciplinary/administrative action
- Circumstances leading up to the arrest or disciplinary/administrative action
- Actual conviction or disciplinary/administrative action
- Actual sentence or board/regulatory agency order
- Current status of sentence or order
- Rehabilitation (if any)

Every completed application will have to be reviewed and considered. Some will be referred to the Kansas State Board of Nursing's Investigative Committee for final review before a license is granted. The Investigative Committee meets in conjunction with the Board meetings so approval may take some time. If you take a test before your application is approved, you may not receive the pass results or your license until the application has been approved.

If you have questions about the conviction or disciplinary action requirements, please contact the Kansas State Board of Nursing legal department at (785) 296-4325.

## Policy on Prevention of Alcohol and Drug Abuse

<https://www.pittstate.edu/president/policies/policy-on-prevention-of-alcohol-abuse-and-drug-use.html>

## School of Nursing Substance Abuse and Drug Testing Policy

It is the policy of the School of Nursing to provide a learning environment, which is free from the use, sale, possession, or distribution of illegal drugs or the improper or abusive use of alcohol and other legal drugs. Additionally, this policy requires that students perform their duties without the presence of illegal drugs, alcohol, or inappropriate legal drugs in their systems.

The manufacture, use, possession, sale, purchase, or transfer of illegal drugs by a student is prohibited. Arriving at McPherson or other school related locations, while under the influence of an illegal drug is prohibited. The School of Nursing prohibits the use or abuse of such drugs. The objective of this policy is to ensure a safe, healthy, and work efficient environment for students and the general public. The faculty and staff of the School of Nursing will utilize every reasonable measure to maintain a drug and alcohol-free environment.

### Definitions

#### Illegal Drugs

Illegal drugs, for purposes of this policy, include but are not limited to; narcotics; hallucinogens; depressants; stimulants; other substances capable of creating or maintaining adverse effects on one's physical, emotional, or mental state, and controlled medication not prescribed for current personal treatment by a licensed medical professional.

## Medication or Prescribed Drugs

Medication or prescribed drugs, for purposes of this policy, are drugs that an individual may be taking under the direction of a licensed medical professional in a medical setting to address a specific physical, emotional, or mental condition.

## Practices

In order to meet the objectives of this policy, the School of Nursing will provide all students with information about the effects of alcohol and other drugs through educational efforts and the availability of counseling services through the Student Health Center. Additionally, the School of Nursing will educate and train faculty/staff to identify problems and symptoms of drug and alcohol abuse to meet the objective of this policy.

Any student who is found to use, sell, possess, or distribute any illegal drug, **either on or off PSU premises**, will be subject to disciplinary action. Any illegal substance confiscated will be turned over to the appropriate law enforcement agency for additional investigation and appropriate action. Being arrested or charged with illegal possession, use, or distribution can subject a student to disciplinary action.

Students shall notify their instructor when taking prescribed medication, which could adversely affect their performance. If a student is taking a prescribed drug, which might hinder the safe and efficient performance of their job duties, the student must obtain a release to return to school and the clinical setting from the prescribing health care professional. Specifically, the prescribing professional must assure that the student is able to perform in a clinical setting. If a release cannot be obtained, the student may be suspended from clinical. Students are advised to check with a health care provider when taking any over-the-counter medication to determine if the medication may cause or give the appearance of causing side effects, which might hinder the safe and efficient performance of their duties. It is the student's responsibility to exercise conscientious judgment when considering whether they can properly function in their role as a nursing student.

## Drug and Alcohol Testing Program

In order to effectively meet the objectives of this policy, the School of Nursing recognizes the need to implement a Drug and Alcohol Testing Policy to include the following:

### Notification

The Drug and Alcohol Testing Policy for students was implemented on August 1, 1997. Students will be subject to Reasonable Suspicion Testing.

### Consents

All students entering the Nursing program must sign a Drug/Alcohol Testing Student Acknowledgment Form in order to continue in the program.

Refusal to read and sign the Student Acknowledgment Form, refusal to submit to Drug and/or Alcohol Screening, possession of a specimen altering device, or submitting altered or substituted specimen will automatically disqualify an individual for admission and/or continuance in the nursing program.

### Reasonable Suspicion Testing

Faculty/staff who observe behavior or performance problems (or other evidence) of any student which could have an adverse effect on his or her personal safety or performance and reasonably suspects such behavior and

performance to be the result of use of alcohol or other drugs, shall immediately notify the Director of the School of Nursing.

*IMMUNITY FROM CIVIL LIABILITY: By law (KSA 65-4926), any person making a report, in good faith, shall not be liable in a civil action for damages arising from reporting.*

The following shall serve as examples of behavior which can form reasonable suspicion: changes in attitude or performance level, disorientation, mood swings, slurred speech, odor of alcohol on breath, unexplained disappearances while on duty, confusion or lapses in memory, excessive absences and/or tardiness, or imprudent judgment under the set of circumstances. (This list is for reference and is not intended to be complete).

**The Director of the School of Nursing must authorize Reasonable Suspicion Testing on a student before a test is administered. In the absence of the Director, the Associate Director may authorize a test. No Reasonable Suspicion Test will be administered without the written authorization of the Director or the Associate Director. No advance notice to the student is required to conduct reasonable suspicion testing.** Tests may be performed on blood, urine, or breath.

#### Incident/Post-Accident Testing

The School of Nursing may conduct a drug and alcohol-screening test immediately after an accident or incident to either confirm or refute drug or alcohol use as a possible cause.

Incident/Post-Accident Testing may apply to both the injured and/or those individuals affecting the accident or incident.

**The Director or Associate Director must authorize Incident/Post-Accident Testing on a student before a test is administered.**

#### Confirmation Test

A confirmation test will be conducted on every positive test result. Within the intent of this policy, a confirmation test is a test conducted with greater sensitivity to the identification and level of any drug present in the same sample originally provided by the student. (Alcohol levels will be deemed "positive" when greater than 0 %).

#### Peer Reporting

Should a student suspect or observe suspicious behaviors in others, this should be reported either to an instructor or the Director. Every effort will be made to maintain confidentiality in peer reporting, however, in some circumstances confidentiality may not be assured.

#### Confidentiality

Test results and information obtained during testing will be held in confidence and treated as medical information. If a student tests positive and corrective action is required, only those personnel with a need to know will be provided access to the test information.

#### Testing Procedures – Reasonable Suspicion and Post-Accident

If a student's test result is confirmed to be positive through a confirmation test, the testing laboratory will notify the Director of the School of Nursing.

The Director will notify the student who must then contact a counselor within 24 hours after receiving notification of a positive test result.

The School of Nursing Organization will jointly evaluate the positive test result and the surrounding circumstances and determine whether to allow the student to remain at school/clinical or be subject to disciplinary action.

Referral for counseling/rehabilitation is considered a "last chance" for the student to rehabilitate themselves. If the student reverts to the use of illegal drugs or alcohol, the student will be subject to dismissal.

Participation in counseling, however, does not preclude appropriate action by the School of Nursing when work performance is impaired during or after receiving counseling/rehabilitation.

#### Refusal to Test

Refusal to consent to a substance abuse test will result in dismissal.

#### Relapse by Student

Any student who is rehabilitated must remain alcohol or drug free (To include those rehabilitated prior to admission to the PSU Nursing Program). Any relapse by a student will be considered a violation of this policy and the student will be subject to dismissal.

#### Disciplinary Action

The School of Nursing reserves the right to subject any student found to be in violation of the Substance Abuse and Drug Testing Policy to disciplinary action up to and including immediate dismissal.

#### Faculty/Staff Responsibility

Every faculty/staff member working for the School of Nursing of PSU is required to ensure a safe and effective work environment for students/patients through awareness, education, and appropriate training in recognition of alcohol and other drug issues. Faculty/staff will be subject to disciplinary action if the Substance Abuse and Drug Testing Policy is not personally supported in principle and practice. It is part of professional obligation to report unsafe practice according to ANA code of ethics.

#### Referral of Questions

Questions concerning this policy should be directed to the director of the School of Nursing.

#### Drug-Free Workplace Policy

As a condition of their continuing status in the nursing program, students will:

1. Abide by the terms of this policy; and
2. Notify the School of Nursing in writing of his or her arrest/conviction/diversion for any drug or drug related crime no later than 24 hours after such arrest/conviction/diversion. Failure to notify the school within one day may result in dismissal.
3. Student may be suspended until the legal issue is resolved.

When required, the School of Nursing will notify the appropriate Federal Agency, in writing within ten calendar days after receiving such notice from student and will impose one of the following actions within 30 calendar days of receiving such notice with respect to any student who is so convicted.

1. Take appropriate action against such student, up to and including dismissal: or
2. Require such students to participate satisfactorily in a drug abuse assistance or rehabilitation program.

### Policy for Professional Assistance Program Referrals in States of R.N. Licensure

As a condition of continuing status in the clinical or practicum portion of the nursing program, students will:

1. Abide by the School of Nursing Substance Abuse and Drug Testing Policy
2. Notify the School of Nursing in writing of his or her referral to the Professional Assistance Program. Failure to notify the school within 24 hours may result in dismissal.
3. Students may not participate in clinical or practicum experiences until a written copy of the formal diversion agreement is provided to the School of Nursing, Pittsburg State University.
4. The agreement will be reviewed for potential implications of continued participation in nursing clinical experience(s) or practicum experiences.
5. The School of Nursing reserves the right to exert **sole discretion** in all matters of continuance in the nursing program.

### School of Nursing Violence and Abuse Policy

See University Work Place and Violence Policy at

<https://www.pittstate.edu/president/policies/workplace-and-campus-violence-policy.html>

Individuals with felonies against persons will be denied admission to all PSU nursing programs. The Kansas State Board of Nursing will also deny any prelicensure student with felonies against persons permission to take the NCLEX–RN exam and will also deny advanced practice recognition.

The PSU nursing program requires students to

1. Notify the School of Nursing in writing of his or her arrest/conviction/diversion for any crime, misdemeanor, and/or felony no later than 24 hours after such arrest/conviction/diversion. Failure to notify the School of Nursing Director within one day may result in dismissal.
2. Students may be suspended until the legal issue is resolved.
3. Continuance in the major will be individually evaluated and will be the sole discretion of the Pittsburg State University School of Nursing. Continuance in the School of Nursing is not guaranteed.

### Recording Release for Use by Students

Taping, Video-Recording, Photographing, or Documenting utilizing other technologies in class, clinical or in the conduct of the School of Nursing classes/clinical experiences/interactions/business/activities within the confines of McPherson Hall, assigned clinical areas off campus or department of nursing functions on or off campus must be only with the express written permission of the faculty/staff/students/employees/clients/others being taped, video-recorded, photographed, or documented utilizing other technologies. This is an expectation for student professional conduct and of clinical agencies that we contract with as a university. Any violation of this policy and/or use of taping, video- recording, photographing, or documenting utilizing other technologies whether originating from you or others may be grounds for dismissal from a course, clinical experience, or the program. Some violations may be a violation of federal law including HIPAA or FERPA. (Approved NDO 07/21/08)

Please Note: When asked to tape, for a course by the course faculty, a School of Nursing Recording Release form must be signed by appropriate individual(s) and submitted to faculty prior to recording.





PITTSBURG STATE UNIVERSITY

School of Nursing  
Recording Release

Please check all applicable items.

Permission is hereby granted to authorized personnel of Pittsburg State University to record my and/or my dependents:

- family interview by a nursing student regarding health issues
- teaching session with nursing student
- lecture
- demonstration
- physical assessment
- other \_\_\_\_\_

Any uses of this recording other than those listed in the following statements of "Purpose" and "Conditions" are prohibited. Duplication and/or distribution in any form are expressly forbidden unless permission for same and the conditions under which same may be done are detailed below.

Purpose:

- Self/Peer/Instructor Evaluation
- Individual/Class Presentation
- Other: \_\_\_\_\_

Conditions for use:

- To be erased after two years. Video will be stored in a locked storage area until erased.
- To be retained in library
- Other (state): \_\_\_\_\_
- To make copies

Print Name of client(s) including any dependents. Each parent and/or person over 18 provides a signature and parent or guardian sign for each dependent. If signing for a dependent indicates the relationship.

Printed names of client(s)

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Signatures

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Student Name

Date

## McPherson Hall – Food and Drinks

Food and drinks, except for bottled water, are not allowed in carpeted areas. All food and drinks are banned from computer areas in the Student Computer Testing lab (Room 135), the Student Library (Room 131), and Student Assessment Rooms (146 & 147).

## Faculty Office Hours

Faculty members are scheduled for five clock hours of office time each week to be available to students. Faculty members post office hours on or near their door. Students are encouraged to make appointments to meet with faculty during office hours to avoid private discussions in the hallways or as faculty are on their way to class periods.

## National Council of State Boards of Nursing

The National Council of State Boards of Nursing (NCSBN) is a not-for-profit organization whose purpose is to provide an organization through which boards of nursing act and counsel together on matters of common interest and concern affecting the public health, safety, and welfare, including the development of licensing examinations in nursing.

## A Nurse's Guide to the Use of Social Media

The use of social media and other electronic communication is increasing exponentially with growing numbers of social media outlets, platforms, and applications, including blogs, social networking sites, video sites, and online chat rooms and forums. Nurses often use electronic media both personally and professionally. Instances of inappropriate use of electronic media by nurses have been reported to boards of nursing (BONs) and, in some cases, reported in nursing literature and the media.

NCSBN's new video, "Social Media Guidelines for Nurses," offers dramatization of potential scenarios of inappropriate social media use and highlights important concepts about the proper use of social networking in professional situations. The video is also accessible on YouTube. Additionally, a new brochure, *A Nurse's Guide to the Use of Social Media*, is available for download. Printed copies of the brochure are offered free of charge.

## A Nurse's Guide to Professional Boundaries

This brochure is designed by NCSBN to help nursing students, educators, health care organizations and the public understand and apply the concepts of professional boundaries between a nurse and a client. Download this brochure at

[https://www.ncsbn.org/ProfessionalBoundaries\\_Complete.pdf](https://www.ncsbn.org/ProfessionalBoundaries_Complete.pdf)

## Requirements for Clinical Experience

The School of Nursing adheres to these guidelines.

### MyRecordTracker©

Immunization documentation is required of students for admission to the upper division major in nursing at Pittsburg State University. Contracts with clinical agencies are contingent on students meeting the agencies' health policies in addition to other requirements. Immunization documentation must be completed with documentation uploaded to the MyRecordTracker© webpage before students will be allowed to begin upper division nursing courses. The School of Nursing contracts with Certiphi, a company that handles our Immunization Tracking. Once you return your response form, holding your space in the fall nursing class, your name will be uploaded to the Certiphi website. You will then receive an e-mail from *myrecordtracker@verticalscreening.com* with instructions to log into MyRecordTracker© to register and upload your required immunization documents. All immunization information is housed on this website. Please note: All incoming students will be required to document one dose of influenza vaccination each fall. Students will be notified at the beginning of influenza season to get their vaccination; documentation of vaccination is to be uploaded to MyRecordTracker©.

### Ten Panel Drug Screen

Incoming junior students are required to upload documentation of a ten-panel drug screen to MyRecordTracker© in the fall semester prior to attending clinicals.

### Tuberculin Screening

All students are required to upload documentation for an annual TB screening.

### Influenza Immunization Requirements from Clinical Agencies

Students are required to document an annual influenza immunization or sign a waiver indicating they understand they will be required to follow individual clinical agency requirements for direct patient care while in the clinical setting. Influenza documentation is to be uploaded to my record tracker. Students not providing documentation will be provided with a waiver to sign and will have an identifying mark placed on their student photo identification badge. Forms are available on my record tracker site.

### Basic Cardiac Life Support (BCLS) Policy

BCLS certification is required of all nursing students before fall classes begin. The Health Care Provider (HCP) course of CPR offered by the American Heart Association, or the Red Cross equivalency will meet this requirement. This course covers care for infants, children, and adults. CPR certification is required to be kept current throughout the program.

### Student Liability Insurance

All students are required to participate in the School of Nursing student liability insurance policy. The School of Nursing has a blanket liability policy which students are endorsed after payment. Payment must be submitted before the student will be permitted in the clinical areas RN, MSN and DNP students are also required to be endorsed to the blanket policy. This insurance does not provide any personal health insurance coverage.

## Dress Code – Clinical Assignments

### Rationale for Dress Code:

1. Identify as Pittsburg State University students.
2. Professional appearance.
3. Compliance with dress codes of clinical agencies.
4. Client safety.

It is the policy of the School of Nursing that students who are employed should not wear their school uniforms with patches to their jobs. These symbols signify that you are operating as a student nurse under the supervision and guidance of an instructor of Pittsburg State University.

### Student vs Employee Role

The PSU nursing program clinical major may be employed in a health care or other setting. If a student is not functioning in a clinical or practicum experience as part of a PSU nursing course, under the direct or indirect supervision of a PSU nursing faculty, they should not wear the PSU nursing uniform or nametag or represent themselves as a PSU nursing student engaged in a PSU sanctioned experience. While engaged in an employment role, only the employment procedures and guidelines apply to the scope of practice in the employee role.

### Uniform

Uniform consists of official crimson scrub set with scrub top, white socks, white or black shoes, and white lab coat. The entire uniform, including shoes, must be clean and neat in appearance. Crew-necked shirts, **white only**, worn under uniform/scrubs must not be visible except around the neckline, and must be tucked in at the waist; exception is made for long sleeved shirts. A white T-Shirt (tucked in) is required under the scrub top if skin and undergarments show when bending over. Shoes must be white or black shoes with a full or secure heel and with minimal logo color or Croc® shoes \*(white or black) with no holes and with the student wearing the heel (back) strap in place across the heel of the foot. Clogs/sandals are not permitted. Open-toed shoes are not permitted. Shoestrings should be white or black, to match the shoe, and of moderate length.

Students should purchase at least one complete uniform. PSU identification badges must be worn. The PSU Nursing patch should be worn on the lab coat and scrub top. The patch is worn on the left sleeve of the scrub top and the left sleeve of the jacket.

### Lab Coats

Whenever the official white lab coat is worn, an official PSU identification badge must be worn on it. Identification badges in accordance with hospital and community agency policies must be worn at all times where they can clearly be read by all who interact with students.

### Additional Guidelines

- Specialty units may require different attire, and this is addressed in course syllabi, i.e. Psych/Mental Health units may require different attire.
- The only jacket permitted is the approved white Lab Coat, or Hospital provided attire.**
- Hair is to be well groomed, clean in appearance, and worn back away from the face at all times while working with clients and fastened to prevent hair from falling forward. Extreme hairstyles will not be permitted in clinical settings. Examples of extreme hairstyles may include, but are not limited to, Mohawk, reverse Mohawk, and atypical hair color. Only functional hair bows, bands, or clips will be permitted in the clinical setting.

- Hair, beards, and sideburns must be clean and neatly groomed.
- Perfumes, colognes, and after shaves should not be worn, as this could be an irritant to client(s), visitors, and other staff members.
- Jewelry permitted includes wedding bands without protruding sets, watches, small, pierced post earrings and no more than two earrings per ear.
- Visible body piercing jewelry is prohibited. This includes but is not limited to pierced facial jewelry, gauged earlobes and gauge plugs in ear lobes. The wearing of jewelry in eyebrow, nose, lip, and/or tongue is prohibited.
- Clinical assignments may restrict the wearing of jewelry, including the amount and/or style, for safety, and other reasons.
- Tattoos must be covered.
- Nails must be short and clean. Polish, if worn, should be a neutral or light color and without ornaments, cracks, or chips. Artificial nails are prohibited in the clinical setting.
- Gum chewing is not permitted in clinical areas.
- No cell phones in clinical areas.

### Clinical Supplies and Equipment

Students are required to purchase clinical supplies and equipment and bring them to class, clinical or lab practice when indicated. Students not bringing appropriate equipment and supplies may be asked to leave to obtain the equipment and supplies. The student will be required to make-up the session and will earn an unsatisfactory for the clinical day.

### Evaluation of Clinical Performance

Satisfactory clinical performance, as determined by attendance, conformity to uniform code, safety in practice, evidence of application of theory to practice, and professional conduct is required for a "pass" grade. Any infringement of the rules and regulations of the health agency in which the student is assigned is considered unprofessional conduct and constitutes unsatisfactory "fail" clinical performance. When the clinical performance is passed, the letter grade recorded for the theory portion will determine the course grade.

### Unsatisfactory Clinical Performance

A cumulative record will be kept of student's unsatisfactory clinical days and more than 4 during the semesters in the major may result in dismissal from the program. A day of unsatisfactory clinical performance could include (but is not limited to): not meeting all pre-clinical requirements (CPR, immunizations, etc); unsafe practice; unprofessional conduct; arriving late for clinical; not being prepared (with appropriate uniform, name tag, equipment, and knowledge).

## Unsatisfactory Clinical Performance Acknowledgement Form

A cumulative record will be kept of student's unsatisfactory clinical days and more than 4 during the semesters in the major may result in dismissal from the program. A day of unsatisfactory clinical performance could include (but is not limited to): not meeting all pre-clinical requirements (CPR, immunizations, etc.); unsafe practice; unprofessional conduct; arriving late for clinical; not being prepared (with appropriate uniform, name tag; equipment, and knowledge). Approved NDO 05/04

Specific course standards (i.e., clinical preparation and/or professional conduct) will supersede the standards on the Acknowledgement Form and could result in an unsatisfactory clinical grade for the course. For students who's unsatisfactory does not result in a course unsatisfactory as a final grade, a cumulative record will be kept in the student file and in an administrative database. NDO 12/16/04, 8/9/05

**By my signature below, I acknowledge that I have read and understand the following:**

I acknowledge that I did not meet the required clinical performance standards of:

- Completing pre-clinical requirement (CPR, immunizations, etc.)  
Specify: \_\_\_\_\_
- Safe practice  
Specify: \_\_\_\_\_
- Professional conduct  
Specify: \_\_\_\_\_
- Arriving for clinical as scheduled  
Specify: \_\_\_\_\_
- Being prepared (with appropriate uniform [Dress code], name tag, equipment and knowledge). This includes bringing nurse packs or needed supplies to class, clinical or lab practice.  
Specify: \_\_\_\_\_
- Attendance at Clinical Assignments (unless excused by instructor).  
Specify dates missed: \_\_\_\_\_
- Other  
Specify: \_\_\_\_\_

Student ID \_\_\_\_\_

Student Signature \_\_\_\_\_

Print student name \_\_\_\_\_

Date \_\_\_\_\_

Advisor \_\_\_\_\_

Instructor Signature \_\_\_\_\_

Date \_\_\_\_\_

## Health Impairment in Clinical Practicum Experiences

Health impairment in clinical practicum experiences is considered to be any physical, mental health or other illness/health issue/condition and/or injury affecting or potentially affecting the full functioning ability of a student during clinical practicum experiences in hospitals/community health or other settings, for a limited or extended period of time.

Safety of students as well as patients/clients in clinical practicum experiences is of paramount importance and critical to provision of safe nursing practice. Therefore, students are required to report any illness/health issue/condition and/or injury that could interfere with their ability to perform at all times the Nursing Student Essential Clinical Functions (included in this handbook) prior to initially engaging in or continuing to engage in patient/client care in clinical practicum experiences.

Reports should be made to the Director of the School of Nursing, McPherson Hall, 620-235- 4431, [cgiefer@pittstate.edu](mailto:cgiefer@pittstate.edu). Upon receipt of report, the Director will notify and meet with appropriate faculty and the Director of Equal Opportunity. If it is determined that there may be a potential that student/patient/client health, safety, well-being or care can be compromised by the student engaging in clinical practicum experiences, a Nursing Student Clinical Function Release Form (NSCFRF) signed by a physician or licensed health care provider (knowledgeable of the student's illness/issue/condition and/or injury) will be required as well as further assessment and documentation of the illness/issue/condition or injury as appropriate. This will be required prior to engaging in any patient/client care in clinical practicum experiences. Any missed clinical practicum experiences and expected teaching-learning outcomes must be met prior to receiving a completed grade(s) in course work and proceeding in further clinical practicum courses.

Each student situation is reviewed on a case-by-case basis. Some physical, mental health or other health illnesses/issues/conditions or injuries may be found to inhibit the student's ability to safely engage in care.

Failure to report per this policy could preclude the student from further participation in clinical practicum experiences in the nursing program.

If you have questions, please contact Dr. Cheryl Giefer at the contact information listed above.

The Student Success Programs is the central office for coordination of student physical disabilities and reasonable classroom accommodations at Pittsburg State University. Students who have a disability should register with Student Accommodations.

### Contact Information

B.B. Stotts

Director of Continuing Studies and Academic Support

Student Success Programs

113 Axe Library

[bstotts@pittstate.edu](mailto:bstotts@pittstate.edu)

620-235-4181

## Nursing Student Clinical Function Release Form (NSCFRF)

\_\_\_\_\_ (student name) is medically released to perform the following clinical activities without limitations.

**If the student has limitations, specify in the space provided below the activity.**

### Student Clinical Nursing Functions

- Remain alert and able to engage in safe patient/client care including being able to respond to patient/client needs in an emergency situation at all moments in time.  
Limitation \_\_\_\_\_
- Stand for long periods of time  
Limitation \_\_\_\_\_
- Work or walk at a fast pace  
Limitation \_\_\_\_\_
- Lift heavy objects (25 lbs. or more) several times a day  
Limitation \_\_\_\_\_
- Speak clearly and distinctly  
Limitation \_\_\_\_\_
- Work alternating shifts (8-12 hours)  
Limitation \_\_\_\_\_
- Respond appropriately to stress situations (physically, emotionally, & mentally)  
Limitation \_\_\_\_\_
- Communicate effectively with physicians, patients, staff and patients' families  
Limitation \_\_\_\_\_
- Write in patient's chart (a legal document) clearly and neatly  
Limitation \_\_\_\_\_
- Hear a telephone ring and have the ability to take orders over the telephone  
Limitation \_\_\_\_\_
- Hear vital signs with stethoscope to assess blood pressure, heart rate, lung and vascular and abdominal sounds  
Limitation \_\_\_\_\_
- Hear beepers, alarms, etc. requiring quick response and have physical ability to respond quickly  
Limitation \_\_\_\_\_
- Read fine print on medication containers  
Limitation \_\_\_\_\_
- Read physician's orders, monitors and instruction on medical equipment  
Limitation \_\_\_\_\_
- Manual dexterity to don sterile gloves and gown, prepare medications aseptically and perform other nursing skills (administering injects, starting IV's dressing changes, performing CPR, etc.)  
Limitation \_\_\_\_\_

\_\_\_\_\_  
Physician/Licensed Health Care Provider Signature

\_\_\_\_\_  
Date



## Absence from Clinical Assignments

This will be addressed in the course syllabus. The instructor in each nursing course has determined the maximum amount of time a student may be absent and still complete the course satisfactorily. This will be stated in the syllabus. **Absence without notification from clinical experience is an unsatisfactory behavior that may result in dismissal from the course.**

## Clinical Facilities

A list of approved clinical facilities is on file in the School of Nursing.

## Explanation of Special Observational Trips

This will be addressed in the course syllabus. The instructor will schedule the event in the course syllabus. Each student is expected to participate since it is a class requirement. In the event a student is unable to participate in a previously scheduled event, it is the student's responsibility to discuss the problem with the instructor.

## Human Immunodeficiency Virus (HIV) Policy

In response to the Center for Disease Control and Prevention recommendations, the School of Nursing of Pittsburg State University has developed an educational program regarding potential HIV and Body Substance exposure. All students, faculty, and appropriate staff of the School of Nursing must demonstrate knowledge of potential risks of exposure.

## Smoking Policy

All of our clinical agencies have "No Smoking" policies. Smoking is not allowed in the facility or on the property of the facility. Students are not allowed to leave the grounds of the clinical facility for the purpose of smoking. In addition, students are not allowed to present to clinical with the odor of tobacco products on their uniform. As guests, we comply with agency policies.

Information to help you stop smoking can <https://www.kdhe.ks.gov/1800/Quitting-Tobacco> The Kansas Tobacco Use Prevention Program, a program of the Kansas Department of Health and Environment.

Call to request a personalized Quit Kit. Help is available 24 hours a day. The number is 1-866-KAN-STOP (1-866-526-7867).

## HSC/LRC Policies

### I. Laboratory Hours

Laboratory hours will be determined by the semester's classes and will be prominently posted near the entrance. The Health Simulation Center and Learning Resources Center area will be open only when there are lab personnel (instructor, lab coordinator, or student employee) present.

### II. Available Resources

Computers and printers are available for student use in the student library study area (Rooms 131, 146 & 147). There are an additional fifteen laptops that can be checked out in the office (Room 101) for use in McPherson Hall. These computers may not be removed from the building and must be checked back in by 4:30 PM unless the student has made arrangements with a faculty member who will take responsibility for checking in the computer. When you check out a computer you are responsible for its return in working condition. Other resources that may be utilized and/or checked out include selected periodicals, texts, videos, B/P cuffs, otoscopes, ophthalmoscopes, and neuro exam kits.

### III. HSC/LRC Equipment

- a. Equipment may be checked out only during established HSC/LRC hours. The student must sign his/her name, student ID number; item(s) checked out and date when removing equipment. If the equipment is not returned or returned in working order the individual student that signed for the equipment will be responsible to replace the equipment at the current replacement cost. Holds will be placed on your transcript until you have taken care of this issue.
- b. All equipment must be returned within 24 hours (unless prior arrangement is made with the instructor or HSC/LRC Coordinator).
- c. All equipment checked out during the semester must be returned by Monday of finals week for end of semester inventory.

## Transportation Policy

Each student is responsible for providing his/her own transportation to and from the clinical setting. Students should "car pool" as much as possible. Adequate coverage of car accident insurance must be maintained and is the personal responsibility of the student.

## Inclement Weather

Each instructor will describe the system of communication to be used between instructor and student in case of inclement weather, in the class syllabus. If there is a question, the student should get in touch with the clinical instructor to find out what decision has been made. In the event that the University cancels classes, clinical laboratory classes will be cancelled also. If the instructor has determined that it is too hazardous to travel, students will be notified by the predetermined method. Ultimately, each student must make the final decision about their personal safety in travel.

<https://www.pittstate.edu/hr/policies/inclement-weather-policy.html>

## University Policies

All Pittsburg State University Policies may be found in the University Catalog, which is online at

<https://www.pittstate.edu/registrar/catalog/>

Each student should print a hard copy of the University Catalog covering his or her enrollment at Pittsburg State University. Workplace Violence Policy, Protected Health Information Policy, and the Crisis Management Plan and Procedures can be located online at

<https://www.pittstate.edu/president/policies/>

## Special Concerns

Any student who, because of a physical or learning disability, may require some special arrangements in order to meet course requirements should contact the Office of Institutional Equity at PSU. All accommodations provided by PSU are channeled through two offices, the Center for Student Accommodations and the Office of Institutional Equity. The Office of Institutional Equity primarily assists students with physical disabilities and the Center for Student Accommodations Office assists with learning related disabilities.

<https://www.pittstate.edu/office/institutional-equity/>

<https://www.pittstate.edu/office/center-for-student-accommodations/>

## Disclaimers

The Pittsburg State University Student Handbook/Academic Planner, Undergraduate Academic Policies and Regulations, Pittsburg State University Code of Student Rights and Responsibilities, The School of Nursing BSN Student Handbook, BSN Program Guide, and University Catalog should be utilized by the student in determining policies and procedures to follow.

Pittsburg State University Policies may be found in the University Catalog, which may be located online at

<https://www.pittstate.edu/registrar/catalog/>.

Students should be familiar with the University Catalog covering his or her enrollment at Pittsburg State University.

The Workplace Violence Policy and the Protected Health Information Policy are located online at

<https://www.pittstate.edu/president/policies/workplace-and-campus-violence-policy.html>

Any student found in violation of any of the policies will be subject to disciplinary action which may include written or verbal warning, suspension or dismissal from the nursing program.

A Student Handbook cannot possibly address all potential student related issues that could affect progression in a clinically based professional nursing program. Issues may present that will require careful assessment and fair address with input from faculty and appropriate university administrators. Students admitted to the BSN program are not guaranteed participation in the clinical component of the program nor award of a degree.

The School of Nursing reserves the right to make changes and to correct handbook errors if necessary. Students will be notified using the Communications Policy of this Handbook.

# Pittsburg State University

Irene Ransom Bradley  
School of Nursing

***“Caring to Make a Healthy Difference”***

*Irene Ransom Bradley School of Nursing Motto*