CLARK STATE COMMUNITY COLLEGE – SPRINGFIELD REGIONAL SCHOOL OF NURSING

ASSOCIATE DEGREE NURSING PROGRAM

STUDENT HANDBOOK

2015-2016

Clark State Community College
570 E. Leffel Lane
Springfield, OH 45505

The Handbook is intended to be a reference for students enrolled in the Clark State – Springfield Regional School of Nursing program. Policies and Procedures are subject to change. Notification of changes will be posted electronically.
# TABLE OF CONTENTS

## SECTION 1

| Introduction to Associate Degree Nursing Handbook |
| Statement on Accreditation |
| Philosophy of the Associate Degree Nursing Program |
| Organizing Structure |
| Learning Outcomes |
| Curriculum Sheets |

## SECTION 2

### Program Information and Policies

- Introduction
- Essential Functions of the Student Nurse
- Online and Traditional Nursing Courses
- Clinical Facility Assignments
- Tape Recording of Nursing Classes
- Children/Significant Others in Classrooms/Lab/Clinical
- Testing Policy
- Exam Review
- Late Assignment-Grading Policy
- Skills Lab Purpose and Process
- Lab Supplies and Equipment
- Dosage Calculations Comprehensive Policy
- Nursing Skills Competency Policy
- Professional Conduct
- Student Conduct While Providing Nursing Care
- Clinical Supervision
- Client Confidentiality
- Standard of Appearance for Clinical
- ID Badge Ownership Policy
- Liability Insurance
- CPR Certification
- Health Requirements
- Non-Compliance with Health and CPR Requirements
- Clinical Exposure/Injury
- Criminal Records Check Policy
- Drug Screen Policy
- Drug and Alcohol Orientation Packet – CMHP Facilities
- CMOHM Map Poster
- Absence Policy
- Class/Clinical Cancellation
- Progression within Nursing Program
- Withdrawal from Nursing Program
- Reinstatement into Nursing Program
### SECTION 3

**Student Resources/Rights/Responsibilities**
- Students with Disabilities
- Nursing Faculty
- Library
- Tutoring Services
- Counseling
- Health Services
- Student User ID and Password
- Open Computer Labs
- Responsible Use of Technology
- Student Records
- Academic Integrity
- Grievance Policy
- Grade Dispute Process
- Student Input into Nursing Program

**Graduation Requirements**

**Pinning Ceremony Policy and Process**

**Licensure to Practice Restrictions - OBN Information**

### Appendices

- **Appendix A** - Standard Precautions
- **Appendix B** - Nursing Progression and Reinstatement Policy and Procedures
- Associate Degree Student Nurse Handbook Acknowledgement Signature Sheet
- Other forms
SECTION 1
Welcome to Clark State! We are pleased that you have chosen Clark State Community College for your education. Many of you have waited several years to complete this process. This venture will be an interesting challenge and a great accomplishment.

The faculty and staff of the college are here to assist you to achieve your goal of becoming a registered nurse. To that end, faculty regularly review the overall program curriculum, course content, classroom, lab and clinical learning experiences and evaluation methods with the desire to continuously improve the program. The faculty will guide your learning, clarify difficult concepts and material and assist you to develop the critical thinking skills needed to make appropriate nursing care decisions. Students in the nursing program are expected to be actively involved in their learning. This includes taking responsibility for learning by completing all required readings and other assignments, utilizing available learning materials and resources, and seeking additional assistance when needed.

The purpose of this handbook is to provide you with important information specific to the Associate Degree Nursing Program. This information is intended to supplement information available in the Clark State Community College Student Handbook. The college wide student handbook is available at http://www.clarkstate.edu/handbook.html. Students are expected to be aware of and adhere to the college wide and nursing program policies. Significant changes are not expected in the program policies. Any changes and/or additions to the enclosed information will be provided to you in writing. Your signature will be required indicating you have received changes.

We look forward to working with you during your participation in the Associate Degree Nursing Program.

**Statement on Accreditation**

The RN Program at Clark State Community College – Springfield Regional School of Nursing is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. Phone: 404.975.5000

Approved by the: Ohio Board of Nursing (OBN), 17 South High Street, Suite 400, Columbus, OH 43215. Phone: 614.466.3947
Clark State Community College – Springfield Regional School of Nursing
Associate Degree Nursing Program

Philosophy

The faculty believes that each person is a unique individual who has physiological, psychosocial, cognitive, and spiritual needs which vary across the life span. Each person has inherent worth and has the right to expect safe, quality, cost-effective, and evidence-based healthcare. People possess the right and responsibility to actively participate in their own healthcare.

The faculty believes that the environment, the world in which a person lives and functions, has significant influence on a person’s health and quality of life. The person’s environment includes diverse interpersonal relationships, roles, culture, and physical surroundings. People interact with their unique environments based on subjective experience as well as reactions to external stimuli.

The faculty believes that health is the person’s adaptation to the changing internal and external environment. Each person moves along the health-illness continuum which ranges from high level wellness to severe illness and death. Through the use of health-seeking behaviors, the person attempts to achieve maximum health potential.

The faculty believes that education is a process shared by the teacher and learner and results in the learner’s ability to transfer principles, apply concepts, and create new ideas. The educational needs of adults are individualized and based on the learner’s innate abilities, life experiences, and environmental conditions. Learning is a lifelong, self-directed activity motivated by the desire to acquire new knowledge and skills in order to maintain and improve one’s personal and professional functioning. It is not a process of passive assimilation, but requires active involvement and is facilitated when learners are motivated, when material is relevant to student goals, and when content progresses from simple to complex.

The faculty believes that nursing education is a structured series of learning opportunities designed to foster educational and professional goals. Obtaining a nursing education in a collegiate setting enables the students to attain a broader perspective of society, which enhances their ability to care for a diverse patient population. Students learn to function
in the roles of provider of care, client teacher, communicator, manager of client care, and member within the profession of nursing. A combination of nursing, general education, and science courses prepares associate degree nursing students for beginning nursing practice in structured settings and serves as a basis for further nursing education. The faculty recognizes that the educational achievements and competencies of licensed practical nurses and paramedics may be used as a foundation for advanced placement in the associate degree program.

The faculty supports the American Nurses’ Association’s (ANA’s) definition of professional nursing and essential features of professional nursing. The ANA’s definition states: “Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations.” The nurse uses the nursing process, applying scientific knowledge and critical thinking skills to the processes of diagnosis and treatment. The nurse completes a holistic nursing assessment and uses clinical reasoning and nursing judgment to identify potential and actual alterations in functional health patterns, plan purposeful interventions, implement the plan of care, and evaluate its effectiveness. The nurse provides a caring relationship that facilitates health and healing and as a member of the healthcare team functions as a client advocate and collaborates with other team members to assist clients to achieve and maintain their optimum health.

Revised 7/94, 4/02, 8/02, 2/06, 6/11
The horizontal themes are pervasive and are continually addressed as they relate or apply to various other aspects of the nursing curriculum. For example, ethical/legal issues are covered in various courses. In Nursing 1170, the legalities of restraints are presented when patient safety is discussed. In Nursing 2278, termination of life support is discussed in relation to the terminally ill patient.

With the vertical themes, the simpler concepts are introduced in the first level nursing courses and are expanded upon in later nursing courses. The themes are addressed in ever increasing complexity as the student progresses through the nursing program. For example, in the first semester the student learns concepts of teaching and learning and how to identify learning needs. At the second-year level, the student is expected to develop and implement teaching plans.

The nursing process is an overall theme that provides the student with a problem-solving approach to nursing practice. It interrelates with all of the vertical and horizontal themes and is applied in increasing complexity throughout the program.

7/26/2012
Clark State Community College – Springfield Regional School of Nursing
Associate Degree Nursing Program

Learning Outcomes

Upon completion of an associate degree in Registered Nursing, the graduate will be able to:

- Communicate effectively with patients, families, and other health care providers.
- Demonstrate behaviors that reflect respect for and sensitivity to individual differences while working with patients, families and other health care providers.
- Manage nursing care for individuals and small groups of clients with common and recurring health problems.
- Use the nursing process to provide holistic care for individuals across the life cycle.
- Use critical thinking and problem-solving skills to make appropriate nursing care decisions.
- Develop and implement health-teaching plans for individuals and small groups to assist them in achieving maximum health potential.
- Display professional behaviors and practice within the ethical legal framework of nursing.

Revised 5/05, 2/06, 2/08, 6/11
Reviewed 7/12
## RN Fall Start Curriculum (2015-2016)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE NAME</th>
<th>CR</th>
<th>PREREQUISITES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUMMER SEMESTER 1st Year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 2121</td>
<td>Anatomy and Physiology I*</td>
<td>4</td>
<td>BIO 1410 or high school biology within 5 years with a C or better and CHMI 1150 or high school chemistry within 5 years with a C or better; CPE 0300 with grade of B or better or CPE 0400 with grade of C or better; Pre/Co CPE 0200</td>
</tr>
<tr>
<td>ENG 1111</td>
<td>English I</td>
<td>3.00</td>
<td>Pre/Co CPE 0200</td>
</tr>
<tr>
<td>MST 1105</td>
<td>Medical Terminology</td>
<td>2.00</td>
<td>CPE 0100; Pre/Co CPE 0200, CPE 0300</td>
</tr>
<tr>
<td><strong>Total credit hours</strong></td>
<td></td>
<td></td>
<td>9.00</td>
</tr>
<tr>
<td><strong>FALL SEMESTER 1st Year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 2122</td>
<td>Anatomy and Physiology II*</td>
<td>4.00</td>
<td>BIO 2121</td>
</tr>
<tr>
<td>PSY 1111</td>
<td>Introduction to Psychology</td>
<td>3.00</td>
<td>CPE 0100; Pre/Co CPE 0300</td>
</tr>
<tr>
<td>NUR 1120</td>
<td>Pharmacology and Drug Calculations</td>
<td>3.00</td>
<td>CPE 0600; Pre/Co BIO 2121 or Instructor Permission; Acceptance into the Nursing Program; Pre/Co BIO 2121, MST 1105, NUR 1120; Nurse aide certification or MST 1181 within 2 years.</td>
</tr>
<tr>
<td>NUR 1170</td>
<td>Basic Nursing Concepts</td>
<td>7.00</td>
<td>NUR 1120; Pre/Co NUR 1172 or NUR 1175 or NUR 1120; Nurse aide certification or MST 1181 within 2 years.</td>
</tr>
<tr>
<td><strong>Total credit hours</strong></td>
<td></td>
<td></td>
<td>17.00</td>
</tr>
<tr>
<td><strong>SPRING SEMESTER 1st Year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 1112</td>
<td>English II</td>
<td>3.00</td>
<td>ENG 1111 with a C or better</td>
</tr>
<tr>
<td>PSY 2223</td>
<td>Lifespan Human Growth and Development*</td>
<td>3.00</td>
<td>ENG 1111, PSY 1111; Pre/Co ENG 1112</td>
</tr>
<tr>
<td>NUR 1172</td>
<td>Adult Nursing I</td>
<td>7.00</td>
<td>BIO 2121, ENG 1111, PSY 1111, NUR 1120, NUR 1170; Pre/Co BIO 2122</td>
</tr>
<tr>
<td>NUR 1174</td>
<td>Behavioral Health Nursing</td>
<td>4.00</td>
<td>NUR 1120, NUR 1172 or NUR 1175 or NUR 1170; Pre/Co NUR 1172 or NUR 1175 or NUR 1178; BIO 2122</td>
</tr>
<tr>
<td><strong>Total credit hours</strong></td>
<td></td>
<td></td>
<td>17.00</td>
</tr>
<tr>
<td><strong>SUMMER SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 1131</td>
<td>Microbiology*</td>
<td>3.00</td>
<td>CPE 0200, CPE 0300;</td>
</tr>
<tr>
<td><strong>Total credit hours</strong></td>
<td></td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td><strong>FALL SEMESTER 2nd Year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH XXXX</td>
<td>Math Elective**</td>
<td>3.00</td>
<td>See**note below</td>
</tr>
<tr>
<td>NUR 2272</td>
<td>Children-Family Nursing</td>
<td>3.00</td>
<td>BIO 2122, ENG 1112, PSY 2223, and NUR 1172 or NUR 1175 and NUR 1178; Pre/Co-req BIO 1131</td>
</tr>
<tr>
<td>NUR 2274</td>
<td>Maternal-Newborn Nursing</td>
<td>3.00</td>
<td>BIO 2122, ENG 1112, PSY 2223, and NUR 1172 or NUR 1175 and NUR 1178; Pre/Co-req BIO 1131</td>
</tr>
<tr>
<td>NUR 2276</td>
<td>Adult Nursing II</td>
<td>5.00</td>
<td>NUR 1175 and NUR 1178; Pre/Co-req BIO 1131</td>
</tr>
<tr>
<td><strong>Total credit hours</strong></td>
<td></td>
<td></td>
<td>14.00</td>
</tr>
<tr>
<td><strong>SPRING SEMESTER 2nd Year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 1110</td>
<td>Introduction to Sociology</td>
<td>3.00</td>
<td>Pre/Co ENG 1111</td>
</tr>
<tr>
<td>NUR 2278</td>
<td>Adult Nursing III</td>
<td>7.00</td>
<td>NUR 2278; Pre/Co SOC 1110</td>
</tr>
<tr>
<td>NUR 2279</td>
<td>Nursing Capstone Clinical</td>
<td>2.00</td>
<td>NUR 1174, NUR 2272, NUR 2274, NUR 2276; Pre/Co SOC 1110, NUR 2278</td>
</tr>
<tr>
<td>NUR 2280</td>
<td>Nursing Review</td>
<td>1.00</td>
<td>Pre/Co NUR 2278, NUR 2279</td>
</tr>
<tr>
<td><strong>Total credit hours</strong></td>
<td></td>
<td></td>
<td>13.00</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td></td>
<td></td>
<td>73.00</td>
</tr>
</tbody>
</table>

*BIO 2121 and BIO 2122 must be successfully completed within FIVE years of entry into the first clinical nursing course. If older than FIVE years, the course must be repeated.

** Students may choose from MTH 1050, Math for Today's World, MTH 1060, Business Math, or STT 2640, Elementary Statistics I. Students who plan to pursue a Bachelor of Science in Nursing (BSN) should choose a math course that will satisfy the BSN program requirements for their school of choice. NOTE: The prerequisite for MTH 1060 is CPE 0500 with a grade of C or better. The prerequisite for MTH 1050 and STT 2640 is CPE 0700 with a grade of C or better.**

NOTE: The Registered Nursing program is a space-limited program. In addition to applying to the college, students must complete specified prerequisites and then submit a request (petition) to enter the RN program. For detailed information about the admission requirements and procedures, refer to the RN Information and Admission Criteria and Procedures document attached to this curriculum plan and available on the college website at http://www.clarkstate.edu/academics/how-to-register/health-programs-petitioningapplication-process/
# RN Part-time Evening Curriculum (2015-2016)

## First Year:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1111 English I</td>
<td>BIO 1131 Microbiology</td>
<td></td>
</tr>
<tr>
<td>MST 1105 Medical Terminology</td>
<td>ENG 1112 English II</td>
<td></td>
</tr>
<tr>
<td>PSY 1111 Introduction to Psychology</td>
<td>SOC 1110 Introduction to Sociology</td>
<td></td>
</tr>
</tbody>
</table>

Total Hours: 8.00

## Second Year:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 2121 Anatomy and Physiology I</td>
<td>BIO 2122 Anatomy and Physiology II</td>
<td></td>
</tr>
<tr>
<td>PSY 2223 Lifespan Human Growth &amp; Dev</td>
<td>MTH XXXX** Math Elective</td>
<td></td>
</tr>
</tbody>
</table>

Total Hours: 7.00

## Third Year:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 1120 Pharmacology &amp; Drug Calculations</td>
<td>NUR 1172 Adult Nursing I</td>
<td></td>
</tr>
<tr>
<td>NUR 1170 Basic Nursing Concepts</td>
<td>NUR 1174 Behavioral Health Nursing</td>
<td></td>
</tr>
</tbody>
</table>

Total Hours: 10.00

## Fourth Year:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 2272 Children-Family Nursing</td>
<td>NUR 2278 Adult Nursing III</td>
</tr>
<tr>
<td>NUR 2274 Maternal-Newborn Nursing</td>
<td>NUR 2279 Nursing Capstone Clinical</td>
</tr>
<tr>
<td>NUR 2276 Adult Nursing II</td>
<td>NUR 2280 Nursing Review</td>
</tr>
</tbody>
</table>

Total Hours: 11.00

Total Hours: 73.00

* BIO 2121 and BIO 2122 must be successfully completed within FIVE years of entry into the first clinical nursing course. If older than FIVE years, the course must be repeated.

**Students may choose from MTH 1050, Math for Today's World; MTH 1060, Business Math; or STT 2640, Elementary Statistics I. Students who plan to pursue a Bachelor of Science in Nursing (BSN) should choose a math course that will satisfy the BSN program requirement for their school of choice.

NOTE: The prerequisite for MTH 1060 is CPE 0500 with a grade of C or better. The prerequisite for MTH 1050 and STT 2640 is CPE 0700 with a grade of C or better.

NOTE: The Registered Nursing program is a space-limited program. In addition to applying to the College, students must complete specified prerequisites and then submit a request (petition) to enter the RN program. For detailed information about the admission requirements and procedures, refer to the RN program Information and Admission Criteria and Procedures document attached to this curriculum plan and available on the College website at http://www.clarkstate.edu/academics/how-to-register/health-programs-petitioningapplication-process/

RN PTE 2015-2016 Curriculum 6/5/2015 1:08 PM
**LPN to RN Curriculum (2015-2016)**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE NAME</th>
<th>CR</th>
<th>PREREQUISITES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPRING SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 1131</td>
<td>Microbiology</td>
<td>3.00</td>
<td>CPE 0200, CPE 0300; BIO 1410 or high school biology within 5 years with a C or better and CHM 1150 or high school chemistry within 5 years with a C or better or instructor permission for currently practicing LPNs and paramedics.</td>
</tr>
<tr>
<td>BIO 2121</td>
<td>Anatomy and Physiology I*</td>
<td>4.00</td>
<td>CPE 0300 with grade of B or better or CPE 0400 with grade of C or better; Pre/Co CPE 0200</td>
</tr>
<tr>
<td>ENG 1111</td>
<td>English I</td>
<td>3.00</td>
<td>Pre/Co CPE 0100; Pre/Co CPE 0300</td>
</tr>
<tr>
<td>PSY 1111</td>
<td>Introduction to Psychology</td>
<td>3.00</td>
<td>CPE 0100; Pre/Co CPE 0300</td>
</tr>
<tr>
<td></td>
<td><strong>Total credit hours</strong></td>
<td></td>
<td>13.00</td>
</tr>
<tr>
<td><strong>SUMMER SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 2122</td>
<td>Anatomy and Physiology II*</td>
<td>4.00</td>
<td>BIO 2121</td>
</tr>
<tr>
<td>ENG 1112</td>
<td>English II</td>
<td>3.00</td>
<td>ENG 1111 with a C or better</td>
</tr>
<tr>
<td></td>
<td><strong>Total credit hours</strong></td>
<td></td>
<td>7.00</td>
</tr>
<tr>
<td><strong>FALL SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 2233</td>
<td>Lifespan Human Growth and Development*</td>
<td>3.00</td>
<td>ENG 1111, PSY 1111; Pre/Co ENG 1112</td>
</tr>
<tr>
<td>NUR 1175</td>
<td>LPN to RN Transition</td>
<td>3.00</td>
<td>Acceptance to LPN to RN program, BIO 2122, ENG 1111; Coreq NUR 1176; BIO 2122, ENG 1111, PSY 1111; Coreq NUR 1176; BIO 2122, ENG 1111, PSY 1111; Pre/Co NUR 1172 or NUR 1175 or NUR</td>
</tr>
<tr>
<td>NUR 1176</td>
<td>Adult Nursing for LPNs</td>
<td>2.00</td>
<td>Acceptance to LPN to RN program, BIO 2122, ENG 1111; Coreq NUR 1175; BIO 2122, ENG 1111, PSY 1111; Coreq NUR 1176; BIO 2122, ENG 1111, PSY 1111; Pre/Co NUR 1172 or NUR 1175 or NUR</td>
</tr>
<tr>
<td>NUR 1174</td>
<td>Behavioral Health Nursing</td>
<td>4.00</td>
<td>1178, PSY 2223, BIO 2122</td>
</tr>
<tr>
<td></td>
<td><strong>Total credit hours</strong></td>
<td></td>
<td>12.00</td>
</tr>
<tr>
<td><strong>Articulated Credit Posted after completion of NUR 1175 and NUR 1176 with grades of C or better</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 1190</td>
<td>Outcomes</td>
<td></td>
<td>14.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total articulated credit hours</strong></td>
<td></td>
<td>14.00</td>
</tr>
<tr>
<td><strong>SPRING SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 1110</td>
<td>Introduction to Sociology</td>
<td>3.00</td>
<td>Pre/Co ENG 1111</td>
</tr>
<tr>
<td>NUR 2272</td>
<td>Children-Family Nursing</td>
<td>3.00</td>
<td>BIO 2122, ENG 1112, PSY 2223 and NUR 1172 or NUR 1175 and NUR 1176 or NUR 1178 or NUR 1178; Pre/Co BIO 1131</td>
</tr>
<tr>
<td>NUR 2274</td>
<td>Maternal-Newborn Nursing</td>
<td>3.00</td>
<td>BIO 2122, ENG 1112, PSY 2223 and NUR 1172 or NUR 1175 and NUR 1176 or NUR 1178 or NUR 1178; Pre/Co BIO 1131</td>
</tr>
<tr>
<td>NUR 2276</td>
<td>Adult Nursing II</td>
<td>5.00</td>
<td>1176 or NUR 1178; Pre/Co BIO 1131</td>
</tr>
<tr>
<td></td>
<td><strong>Total credit hours</strong></td>
<td></td>
<td>14.00</td>
</tr>
<tr>
<td><strong>FALL SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH - - -</td>
<td>Math Elective**</td>
<td>3.00</td>
<td>Listed in footnote</td>
</tr>
<tr>
<td>NUR 2278</td>
<td>Adult Nursing III</td>
<td>7.00</td>
<td>NUR 2276, Pre/Co SOC 1110</td>
</tr>
<tr>
<td></td>
<td><strong>Total credit hours</strong></td>
<td></td>
<td>13.00</td>
</tr>
<tr>
<td>NUR 2279</td>
<td>Nursing Capstone Clinical</td>
<td>2.00</td>
<td>NUR 1174, NUR 2272, NUR 2274, NUR 2276; Pre/Co: SOC 1110, NUR 2278</td>
</tr>
<tr>
<td>NUR 2280</td>
<td>Nursing Review</td>
<td>1.00</td>
<td>Pre/Co NUR 2278, NUR 2279</td>
</tr>
<tr>
<td></td>
<td><strong>Total credit hours</strong></td>
<td></td>
<td>13.00</td>
</tr>
</tbody>
</table>

*LPN to RN FT 2015-2016 Curriculum 6/5/2015 12:58 PM*

*BIO 2121 and BIO 2122 must be successfully completed within FIVE years of entry into the first clinical nursing course. If older than FIVE years, the course must be repeated.*

**Students may choose from MTH 1050, Math for Today's Work (pre-req CPE 0700), MTH 1060, Business Math (pre-req CPE 0500), or STT 2640, Elementary Statistics I (pre-req CPE 0700). Students who plan to pursue a Bachelor of Science in Nursing (BSN) should choose a math course that will satisfy the BSN program’s requirements for their school of choice.*
# LPN to RN Part-time Evening Curriculum (2015-2016)

## First Year:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIO 2121</strong>* Anatomy and Physiology I</td>
<td><strong>BIO 2122</strong>* Anatomy and Physiology II</td>
<td>4.00</td>
</tr>
<tr>
<td>ENG 1111 English I</td>
<td>ENG 1112 English I</td>
<td>3.00</td>
</tr>
<tr>
<td>PSY 1111 Introduction to Psychology</td>
<td>SOC 1110 Introduction to Sociology</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Total Hours: 10.00

---

## Second Year:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIO 1131 Microbiology</strong></td>
<td><strong>NUR 1174 Behavioral Health Nursing</strong></td>
<td>3.00</td>
</tr>
<tr>
<td>MTH XXXX** Math Elective</td>
<td><strong>NUR 1175 LPN to RN Transition</strong></td>
<td>3.00</td>
</tr>
<tr>
<td>PSY 2223 Lifespan Human Growth &amp; Dev</td>
<td><strong>NUR 1176 Adult Nursing for LPNs</strong></td>
<td>9.00</td>
</tr>
</tbody>
</table>

Total Hours: 9.00

---

## Third Year:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Articulated Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NUR 2272 Children-Family Nursing</strong></td>
<td><strong>NUR 2278 Adult Nursing III</strong></td>
<td>3.00</td>
</tr>
<tr>
<td><strong>NUR 2274 Maternal-Newborn Nursing</strong></td>
<td><strong>NUR 2279 Nursing Capstone Clinical</strong></td>
<td>3.00</td>
</tr>
<tr>
<td><strong>NUR 2276 Adult Nursing II</strong></td>
<td><strong>NUR 2280 Nursing Review</strong></td>
<td>5.00</td>
</tr>
</tbody>
</table>

Total Hours: 11.00

---

* **BIO 2121 and BIO 2122 must be successfully completed within FIVE years of entry into the first clinical nursing course. If older than FIVE years, the course must be repeated.**

** **Students may choose from MTH 1050, Math for Today's World (prerequisite CPE 0700); MTH 1060, Business Math (prerequisite CPE 0500); or STT 2640, Elementary Statistics (prerequisite CPE 0700). Students who plan to pursue a Bachelor of Science in Nursing (BSN) should choose a math course that will satisfy the BSN program’s requirements for their school of choice.**

# **Articulated credit is awarded for this course after the student completes NUR 1175 and NUR 1176 with a grade of C or better.**
# Medic to RN Curriculum (2015-2016)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE NAME</th>
<th>CR</th>
<th>PREREQUISITES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>SPRING SEMESTER 1ST YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 1131</td>
<td>Microbiology</td>
<td>3.00</td>
<td>CPE 0200, CPE 0300; BIO 1410 or high school biology within 5 years with a C or better and CHM 1150 or high school chemistry within 5 years with a C or better or instructor permission for currently practicing LPNs and paramedics.</td>
</tr>
<tr>
<td>BIO 2121</td>
<td>Anatomy and Physiology I*</td>
<td>4.00</td>
<td>BIO 1410 or high school biology within 5 years with a C or better and CHM 1150 or high school chemistry within 5 years with a C or better or instructor permission for currently practicing LPNs and paramedics.</td>
</tr>
<tr>
<td>ENG 1111</td>
<td>English I</td>
<td>3.00</td>
<td>CPE 0300 with grade of B or better or CPE 0400 with grade of C or better: Pre/Co CPE 0200</td>
</tr>
<tr>
<td>PSY 1111</td>
<td>Introduction to Psychology</td>
<td>3.00</td>
<td>CPE 0100; Pre/CO CPE 0300</td>
</tr>
<tr>
<td></td>
<td><strong>SUMMER SEMESTER 1ST YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 2122</td>
<td>Anatomy and Physiology II*</td>
<td>4.00</td>
<td>BIO 2121</td>
</tr>
<tr>
<td>ENG 1112</td>
<td>English II</td>
<td>3.00</td>
<td>ENG 1111 with a C or better</td>
</tr>
<tr>
<td>NUR 1120</td>
<td>Pharmacology and Drug Calculations</td>
<td>3.00</td>
<td>CPE 0600, Pre/Co BIO 2121 or instructor permission</td>
</tr>
<tr>
<td>NUR ----</td>
<td>NUR Technical Elective**</td>
<td>9.00</td>
<td>9 HOURS OF ARTICULATED TECHNICAL CREDITS ARE AWARDED</td>
</tr>
<tr>
<td></td>
<td><strong>FALL SEMESTER 1ST YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 2223</td>
<td>Lifespan Human Growth and Development</td>
<td>3.00</td>
<td>ENG 1111, PSY 1111; Pre/Co ENG 1112</td>
</tr>
<tr>
<td>NUR 1174</td>
<td>Behavioral Health Nursing</td>
<td>4.00</td>
<td>BIO 2121, ENG 1111, PSY 1111; Pre/Co NUR 1172 or NUR 1175 or NUR 1178, PSY 2223, BIO 2122</td>
</tr>
<tr>
<td>NUR 1177</td>
<td>Paramedic to RN Transition</td>
<td>2.50</td>
<td>Acceptance to Medic to RN program, BIO 2122, ENG 1111, NUR 1120, demonstrate proficiency of the knowledge and skills taught in a nurse aide training course or take and pass MST 1181, Nurse Aide Training</td>
</tr>
<tr>
<td>NUR 1178</td>
<td>Adult Nursing for Paramedics</td>
<td>4.50</td>
<td>NUR 1120, NUR 1177</td>
</tr>
<tr>
<td></td>
<td><strong>SPRING SEMESTER 2ND YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH XXXX</td>
<td>Math Elective **</td>
<td>3.00</td>
<td>Listed in footnote</td>
</tr>
<tr>
<td>NUR 2272</td>
<td>Children-Family Nursing</td>
<td>3.00</td>
<td>BIO 2122, ENG 1112, PSY 2223 and NUR 1172 or NUR 1175 and NUR 1176 or NUR 1178; Pre-Co BIO 1131</td>
</tr>
<tr>
<td>NUR 2274</td>
<td>Maternal-Newborn Nursing</td>
<td>3.00</td>
<td>BIO 2122, ENG 1112, PSY 2223 and NUR 1172 or NUR 1175 and NUR 1176 or NUR 1178; Pre-Co BIO 1131</td>
</tr>
<tr>
<td>NUR 2276</td>
<td>Adult Nursing II</td>
<td>5.00</td>
<td>BIO 2122, ENG 1112, PSY 2223 and NUR 1172 or NUR 1175 and NUR 1176 or NUR 1178; Pre-Co BIO 1131</td>
</tr>
<tr>
<td></td>
<td><strong>FALL SEMESTER 2ND YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 2278</td>
<td>Adult Nursing III</td>
<td>7.00</td>
<td>NUR 2276; Pre/Co SOC 1110</td>
</tr>
<tr>
<td>NUR 2279</td>
<td>Nursing Capstone Clinical</td>
<td>2.00</td>
<td>NUR 1174, NUR 2272, NUR 2274, NUR 2276; Pre/Co SOC 1110</td>
</tr>
<tr>
<td>NUR 2280</td>
<td>Nursing Review^</td>
<td>1.00</td>
<td>NUR 2278, NUR 2276; Pre/Co NUR 2278, NUR 2279</td>
</tr>
<tr>
<td>SOC 1110</td>
<td>Introduction to Sociology</td>
<td>3.00</td>
<td>Pre/Co ENG 1111</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Hours</strong></td>
<td></td>
<td>73.00</td>
</tr>
</tbody>
</table>

* BIO 2121 and BIO 2122 must be successfully completed within FIVE year of entry into the first clinical nursing course. If older than FIVE years the course must be repeated.

**Students are instead awarded articulated credits for advanced placement after successful completion of NUR 1177 and NUR 1178.

**Students may choose from MTH 1050, Math for Today's World (prerequisite CPE 0700); MTH 1060, Business Math (prerequisite CPE 0500); or STT 2640, Elementary Statistics (prerequisite CPE 0700). Students who plan to pursue a Bachelor of Science in Nursing (BSN) should choose a math course that will satisfy the BSN program's requirements for their school of choice.

^Course only offered on Springfield campus
Section 2
Clark State Community College – Springfield Regional School of Nursing
Associate Degree Nursing Program

Program Policies

Introduction

College-wide policies are described in the current Clark State Community College Catalog and/or Student Handbook. Students are encouraged to review those policies. Policies provided in this handbook are specific to students in the Associate Degree nursing program.

Essential Functions of the Student Nurse

It is recommended that students who enroll in the Clark State Community College – Springfield Regional School of Nursing (CSCC - SRSN) must be able to perform the essential functions of a student nurse identified below with or without reasonable accommodations. Students who may require accommodations to perform the essential functions are responsible for requesting reasonable accommodations through the Disability Services.

- **Vision:** Able to assess patient’s health status using visual inspection and observation to detect changes in physical appearance, contour, and colors. Able to accurately read labels on medications, calibration devices such as syringes and manometers, various monitoring devices, and written communication.
- **Hearing:** Ability to hear within normal range to elicit and detect pertinent information while communicating with patients and health team. Must be able to detect changes in patient condition through accurate use of such auditory monitoring devices, such as stethoscope and to hear and respond to mechanical alarms.
- **Communication:** Able to communicate both verbally and in writing, using the English language in an understandable manner; to assess and impart information concerning patient status; to effectively complete patient/family teaching; and to interact with the interdisciplinary health care team.
- **Walking/Standing:** Able to endure prolonged periods of walking/standing while in the clinical area. In addition, stairs must be negotiated.
- **Sitting:** Required to be able to sit in class, computer lab, and clinical conferences, and while charting in the clinical area.
- **Lifting/Carrying:** Able to lift and carry medical supplies, medications and charts with an average lifting requirement of 10-15 pounds. Required to transfer, move, and lift patients when performing in the demonstration lab and the clinical area. Assistance should be requested when patient lifting or repositioning.
- **Depth Perception:** Ability to recognize that objects have depth, height, and width. Must be able to describe observations of wounds, lesions, etc. Effectively assist clients with rehabilitative processes of ambulation, stair climbing and transferring techniques.
Necessary for fine task performance when performing invasive procedures and medication preparation and administration by injection technique.

- **Fine Motor Skills:** Able to perform nursing procedures, assist physicians with examinations, handle and control medical equipment, tubing, and specimens. Must be able to write clearly on all required reports and records.
- **Tactile Sensations:** Ability to assess conditions internal or external using the fingers and hands to touch. Necessary to feel vibration, pulses, and temperature of skin. Also, able to grasp and easily manipulate equipment when providing patient care.
- **Pushing/Pulling:** Able to position, pull and push in preparing patients for scheduled procedures and in transferring patients and medical equipment. Pushing is required to perform cardiopulmonary resuscitation which requires sufficient physical function of the upper and lower body to effectively complete CPR technique.
- **Bending/Reaching/Twisting:** Ability to reach, stoop, bend, kneel, and crouch when bathing patients, making beds, and in setting up and monitoring equipment.
- **Temperament:** Ability to think and adapt to various pressures in times of stress or crises and in unpredictable situations. Must demonstrate self-control and ability to accept limits and suggestions. Must display sensitivity to patient comfort and privacy and express interest in patient progress while interacting in a caring and professional manner. Emotional stability is needed to maintain a therapeutic relationship with patients, families and health care team members. Therapeutic communication and interaction must be effective to meet the unique needs of various patient populations served.
- **Exposure:** Will be exposed to body fluids, communicable diseases, and unpleasant elements (accidents, injuries and illness). Will be provided with the knowledge and skills related to own protection and the protection of others.

4/9/2013

**Online and Traditional Nursing Course Offerings**

The Nursing courses are offered in both online and traditional classroom formats when there is adequate student interest and faculty availability. Courses may not always be offered in both formats in all semesters. In those instances, students will be required to take the course in the format in which it is offered in order to proceed in the program.

**Clinical Facility Assignments**

Clinical facility assignments are made each semester by the nursing faculty. Student requests are taken into consideration when making these assignments but accommodating all requests will not be possible. It may be necessary for day students to have an afternoon, evening, or Saturday clinical due to clinical facility availability and faculty availability. Evening students may also be assigned to Saturday clinicals. It may also be necessary for you to travel beyond the four county area of Clark, Greene, Logan, and Champaign for your clinical. Students are required to provide their own transportation to and from all assigned clinical agencies. Parking restrictions
will be explained for any agency requiring it.

**Tape Recording of Nursing Classes**

Tape recording of class is at the discretion of each individual faculty member. Permission to tape a class must be obtained from the instructor. Students are never permitted to bring audio or video recorders to the clinical agency.

**Children/Significant Others in Classroom, Nursing Lab, or Clinical Facilities:**

Children are not permitted to attend nursing course lectures or to enter the nursing skills lab areas at any time. Even when precautions are taken, the presence of children during a lecture, discussion or demonstration is a distraction to fellow students. Students are prohibited from having children or anyone else accompany them to clinical learning experiences for scheduled clinical or preparatory activities.
Clark State Community College – Springfield Regional School of Nursing

Testing Policy/ Student

Test Rigor:

- To maintain testing rigor throughout the program, the following guidelines should assist the faculty in determination of the percent of questions for each course/level of the program.

<table>
<thead>
<tr>
<th>Cognitive Level</th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
<th>4th Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge/Comprehension</td>
<td>50%</td>
<td>25%</td>
<td>15%</td>
<td>0%</td>
</tr>
<tr>
<td>Application or Analysis</td>
<td>50%</td>
<td>75%</td>
<td>85%</td>
<td>100%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Alternate Format Q/Exam (exclude dosage calculation)</td>
<td>15%</td>
<td>25%</td>
<td>35%</td>
<td>45%</td>
</tr>
</tbody>
</table>

General Rules:

- **Exam Face Sheet:** All exams will contain the Exam Face Sheet. (See attachment). Instructors are to review the exam face sheet with students during course orientation or with first exam. Students are to sign each exam face sheet as acknowledgement of understanding. Periodic review of face sheet should be determined by the faculty as necessary.

- **Number of test items:** General rule is that the longer the exam the better the validity. This may not be conducive to all courses. The committee recommends at least 50 questions for exams with a minimum of two questions being medication math problems (except NUR 1172 and NUR 2276 – see Dosage Calculation Comprehensive Policy).

- **Medication math:** The instructor is responsible for clearly stating if the students should round any of the components of the math formula or the answer. In example: Many critical intravenous solutions are infused at a specific rate such as 34.2 ml per hour. Therefore the instructor may request that infusion rates be calculated to the nearest whole number, or nearest tenth, etc. Calculators will be provided by the nursing department. These will be simple non-graphing calculators without memory.

- **Timing:** Students will be allowed 1.5 minutes/question regardless of the type of question.

- **Exam scores:** Scores will be returned to students no more than 5 business days from the date of the exam. Grades will be posted via the Angel or Blackboard system in course specific shell.

- **Absence:** The student must notify the faculty prior to the scheduled start time if they will be absent for an exam. An exam must be made up within 24 hours. Unforeseen circumstances may be dealt with via the course instructor. The type of make-up exam is at the discretion of the faculty. As a guideline, a make-up exam should be different than the classroom exam at the discretion of the instructor.
• **Students enrolled in an online/hybrid nursing course** must take their exam/quiz with the program that they are enrolled in (students enrolled in day program during day program assigned testing time/students enrolled in evening program during evening program assigned testing time).

• If a student takes an exam/quiz at a time other than his/her assigned testing time (early or late) more than once during a course, the grade will be reduced as follows:
  - Five percentage points for the second early or late exam
  - Ten percentage points for the third early or late exam
  - Fifteen percentage points for the fourth early or late exam
  - Twenty percentage points for the fifth early or late exam

• If a student needs to take an exam/quiz at a time other than his/her scheduled testing date, the student must contact the course classroom instructor prior to the scheduled date and time of the exam/quiz. The make-up exam/quiz must be completed by the student within 48 hours from the original testing time. Failure to notify the course classroom instructor prior to the scheduled date and time of the exam/quiz in the first instance will result in an automatic 5 percentage point reduction; further instances will result in an automatic 10 percentage point reduction. Emergency situations may be given consideration by the instructor; the instructor may require proof of medical emergency or proof of immediate family death in this circumstance.

• **Office of Accessibilities:** Students who take their exam at the Office of Accessibilities are responsible for contacting the Office of Accessibilities and schedule to take the exam during (or close to) the time of their class. It is the expectation that students will carry student identification to the Office of Accessibilities when taking an exam.

• **Grades:** Grades will be determined by percentages. Exams/quizzes and final proctored ATI exam shall account for a minimum of 80% of course grade. Students must have a grade of 78% on the exams/quizzes and final proctored ATI exam to pass the course. Peripheral assignments shall account for no more than 20% of the course grade. In other words, a student cannot pass a course based on peripheral grades.

  - Students must have a grade of 78% to pass exam/quiz
  - Students overall course exam/quiz/ATI final proctored exam grade must be 78% or higher
  - Students in NUR 1172 and NUR 2276 must pass dosage calculation portion with 78% or higher (see Dosage Calculation Comprehensive Policy)
  - Students must have an overall course grade of 78% or higher

• **ATI Exams:** The ATI proctored exam is considered a comprehensive final for the course, and counts as 15% of the course grade.

• **Rounding:** There is no rounding of points on individual exams, quizzes or assignments. Final course grades will be rounded to the nearest whole number.

• **Leaving the test:** Students may not leave the testing environment during the exam without proctor permission. Leaving the room without proctor permission constitutes completion of the exam.

• **Scantron:** The Scantron is the official record for determining student scores.
Review of Tests

1. It is at the faculty's discretion if a group review is conducted. If so, the students will not be allowed to take any notes; they can only read the exam booklet and discuss questions with other students or the faculty. Cell phones and electronic devices must remain off. Books and bags remain at the front of the classroom.

2. Challenging a question should be done during an individual review and the final decision is at the discretion of the faculty.
   a. Individual review: (at the student request or discretion of the instructor). All students earning less than 78% on an exam should be encouraged to make an appointment with the faculty for an individual review of the test.

12/2013; Revised 5/2014; 8/2014; 4/2015; 8/15
Exam Review

Students will have an opportunity to review their previously completed exams. The time and place for the review will be announced by the faculty. Students are not permitted to use paper, pencils, tape recorders, etc. during the review. Student’s personal belongings must be placed on the floor in the front of the room.

Grades will not be adjusted because of incorrectly marked or poorly erased Scantron sheets. Review sessions are for clarification of student questions about exam items and should be viewed as a learning opportunity.

If students need additional time to review their exams, they should make an appointment with the course instructor for a more extensive exam review.

Late Assignments-Grading Policy

Students are expected to submit all assignments on the date and time designated by the instructor. Penalties for submitting late assignments are course specific, provided on the course syllabus and reviewed at the beginning of the course. Consistently submitting late written clinical assignments will result in an unsatisfactory on the clinical evaluation form. With an unsatisfactory on the clinical evaluation form, the student will receive a grade of “F” for the course regardless of the student’s grade in the theory component of the class.

Skills Lab Purpose and Process

Initial nursing courses include classroom, skills lab, and clinical components.

Course Skills Lab
The purpose of the schedule skills lab component is to provide the student a simulated client care experience in which to receive instruction on and practice the required psychomotor skills for a course. Attendance at these labs is required. Specific lab objectives written for each lab session must be satisfactorily achieved in order to successfully complete the course.

Open (Practice) Lab
A designated area of the skills lab is available (open) for self-directed student practice during the hours that the college is open. This open lab is also staffed with an instructor during specified hours each week. These hours are posted on the lab door. The student should use the open lab to practice previously learned skills in order to become proficient in a skill before performing proficiency skill check-offs. Students are required to complete a minimum number of practice hours in the open lab with a lab instructor BEFORE they will be permitted to perform the check off for a grade.
In addition, if at any time a clinical instructor finds a student’s skill performance to be unsatisfactory, the student may be required to return to the open lab for supervised practice and check-off on a designated skill.

**NOTE:** Students are NOT permitted to practice invasive procedures such as catheter insertions, tube placements, injection, venipuncture, etc. on anyone including themselves.

Tardiness to the Open Lab will not be tolerated. If you arrive late, you will be asked to reschedule your appointment time. Students who are tardy will be counseled with their first incident. Written clinical counseling will be given with their second and third occurrence. This will be reflected on your clinical evaluation and retained in your personal file. Subsequent incidents may result in clinical failure.

If you are unable to attend your practice skills lab appointment, please call 937-328-3889 or 937-328-7964 to notify the skills lab instructor. This is considered a professional behavior.

Required lab practice must be completed prior to the skills check-off in college lab. If this is not completed, it will be counted as your first attempt failure.

**Lab Supplies and Equipment**

Each semester, students will be provided with supplies for use during the semester. It is the responsibility of the student to bring the appropriate supplies to the lab, open lab, and for lab check-offs. Limited supplies will be available in the open lab for practice. Skills equipment is available in the labs. Students are expected to use appropriate care when using the equipment to prevent breakage or damage. Skills lab equipment may not be removed from the lab area. All equipment and supplies should be returned to the appropriate place after they are used for practice. Students are expected to leave the laboratory in order.
Dosage Calculations Comprehension Policy

This policy is designed to maintain best practice and safety in nursing care.

Dosage calculations will appear on every exam in NUR 1174, NUR 2272, and NUR 2274 starting with second semester courses. A minimum of two dosage calculation problems will appear on each exam (excluding ATI exams). These problems will figure into each exam score for the following courses: NUR 1174, NUR 2272, and NUR 2274. A separate grade column in each course will exhibit to students whether or not they successfully passed the dosage portion of the exam for NUR 1174, NUR 2272 and NUR 2274. This grade column will not figure into the student’s overall grade; it will only indicate, by either a P for pass or F for fail, if the student has successfully passed dosage calculations. P will indicate that all dosage problems for that particular exam are correct; F would indicate that the student has not successfully completed one or more of the dosage problems.

In NUR 1172 and NUR 2276, 5 dosage calculations problems will appear on a minimum of 4 regularly scheduled exams. The dosage calculations problems will be a variety of problems covering areas that are covered in NUR 1120 and which includes metric, household and converting between the systems, pediatrics and IV medications.

It will be up to the student to review their success or failure in dosage calculations within the gradebook. It will also be up to the student to seek help, either by meeting with the instructor to review their dosage errors, utilizing ATI Dosage Calculations Tutorials or by seeking tutoring in dosage calculations. Tutoring for dosage calculations can be obtained either at the Success Center on Leffel Lane campus or through ABLE at Ohio High Point or at the Greene campus testing center (tutors for dosage calculations may not always be accessible at the Greene campus).

At the end of the semester, if the student’s overall dosage calculations average for those dosage calculation problems found on each exam in NUR 1172 and NUR 2276 is a 78% or higher, the students will be deemed successful in dosage calculations and no further dosage calculations exam for that semester will be required. If, however, the student is unable to achieve a 78% or higher average for dosage calculations during the semester, the student will be given a Dosage Calculations Comprehensive Exam at the end of the semester. This exam will take place in only NUR 1172 or NUR 2276 depending on where the student is within the program curriculum. Students must pass this exam with a score of 78% or higher in order to continue on into the next semester’s courses. Since students have been tested on dosage calculations throughout the semester and will be aware of their progress in dosage, no dosage retake exams will be offered. If the student cannot score a 78% or higher, a course grade of D will be awarded for NUR 1172 or NUR 2276, depending on which course the student is currently enrolled. This Dosage Calculation Comprehensive Exam will consist of 20 problems, covering areas that are covered in NUR 1120 and which includes metric, household and converting between the systems, pediatrics and IV medications.
Students entering NUR 1175 and NUR 1177 will be given a Dosage Calculations Comprehensive Practice Exam early in the semester. After the practice exam students will be given time to either to meet with their instructors to review their errors, utilize ATI Dosage Calculations Tutorials or seek tutoring through either the Success Center on Leffel Lane campus or through ABLE at Ohio High Point or through the Greene campus testing center (tutors for dosage calculations may not always be accessible at the Greene campus). It will be up to the student themselves to take these measures.

Towards the end of NUR 1175 and NUR 1178, students will be given a Dosage Calculations Comprehensive Exam. This Dosage Calculation Exam will consist of problems, covering areas that are covered in NUR 1120 and which includes metric, household and converting between the systems, pediatrics and IV medications. Students must pass this exam with a 78% or higher in order to proceed into the next semester coursework. Since these students will have received a practice exam and will have been given time to seek help in their weak areas in dosage calculations, no retake dosage calculations competency exams will be given.

If a student is not successful in dosage calculations in either NUR 1172, NUR 2276, NUR 1178 or NUR 1175, a grade of D will be awarded for that class and students may try (if eligible) to reinstate back into the class in which they received a D the following semester. For example, if unable to show proficiency in dosage calculations for NUR 1172, the student (if eligible) may attempt to reinstate back into NUR 1172 the next semester. This will count as their reinstatement attempt.

Students who have reinstated into select courses of the nursing program (NUR 1174, NUR 1176, NUR 2272, NUR 2274, NUR 2278, NUR 2279, NUR 2280) will be not be required to complete a Dosage Calculations Comprehensive Exam in that respective course since they will have already shown proficiency for dosage calculations in NUR 1172 and/or NUR 2276. Dosage calculations will however, still appear on their course exams and the students will be able to see their success in dosage calculations in the same manner as stated in paragraph one. They will be given the same opportunity to seek help for areas they are weak as other students.

Revised:
5/02, 8/02, 11/10, 9/11, 8/12, 3/13, 5/13, 5/14, 4/15
Clark State Community College-Springfield Regional School of Nursing

Nursing Skills Competency Policy

This policy applies to:
All 1172 students entering 2276 in fall or spring semester.
All Medic-RN students entering 2276 in fall semester.
All LPN-RN Transition students entering 2276 and 2278 in fall semester.
All Transfer and Reinstatement students entering 2276 in fall or spring semester.

In order for students to continue into NUR 2276 or 2278 as specified above, all students must demonstrate continued basic competency in previously learned skills. This demonstration of competency will take place in lab at times specified by Nursing Skills Lab Staff.

Summer Open Lab hours: Students are welcome to attend open lab hours for unsupervised practice. During open lab hours, injection supplies can only be available to students of staff is present.

Students are expected to sign up for two hours of “Competency Demonstration.” This can be done over several days or signing up for a two-hour time block in one day. When a student has signed up to demonstrate competency in skills, they are to successfully perform the skills without cues/reminders from Lab Staff. Students are to perform a successful skill demonstration for the following: Foley insertion and removal, Nasogastric insertion and removal, Tracheostomy suctioning, Wet to Dry dressing change, and Injections (subcutaneous and intramuscular). Sign-up sheets will be located on bulletin board of TLC 150. Students will sign up as they did in 1170, 3 students at a time and all demonstrating the same skill.

If the student is able to perform successful demonstration of all the skills, they have met their skill requirement to enter NUR 2276 (or 2278 for Medic-RN/ LPN-RN Transition students).

If the student is unable to perform a successful demonstration of the skill, they are required to sign up for a second attempt with Lab staff.

If the student is unable to perform a successful demonstration of skill/skills on second attempt with Lab Staff, they are required to attend a Nursing Skill Competency Faculty Evaluation with two faculty members present. This Competency Evaluation will take place prior to the start of the semester. The student is required to perform the skill/skills that could not be successfully demonstrated to Lab Staff, in addition to a randomly assigned skill and an injection. In the event of unsuccessful demonstration of required skills during Competency Evaluation, the student will not be able to enter 2276 (or 2278 for Medic-RN/ LPN-RN Transition students).

The date of Competency Faculty Evaluation will be announced and will take place on the Springfield Campus, TLC 150 Nursing Lab.

Revised: 5/02, 8/02, 11/10, 9/11, 8/12, 3/13, 5/13, 5/14, 4/15
Clark State Community College – Springfield Regional School of Nursing

Professional Conduct

Nursing is a profession. As a student enrolled in a nursing program, a student is expected to conduct him/herself in a professional manner in the clinical and the classroom setting. Professional behavior will be assessed throughout your participation in the nursing program. Failure to conduct oneself in a professional manner will impact final course grades or may result in dismissal or failure in a course.

General Professional behavior requirements

Nursing students are expected to:

- Arrive for class/clinical on time.
- Come to class
- Participate in class
- Wait until class/clinical is over to leave
- Wait their turn to speak
- Avoid disruptive behaviors (e.g. shouting, slamming doors, using inappropriate language, throwing books or papers, talking/socializing with classmates during lecture etc.)
- Turn off cell phones/pagers in class. If an important call (e.g. sick family member) is anticipated, the students should notify the instructor in advance that the cell phone is on and provide a brief explanation as to why.
- Take responsibility for own learning
  - Review reading assignments before class
  - Come to class prepared with questions
  - Talk to the course/clinical instructor if having difficulty

The conduct of students in clinical facilities is also governed by the employee rules and regulations of that agency. Students should remember that they are guests of the clinical facility.

Student Conduct While Providing Nursing Care Policy

While students are enrolled in either of the nursing programs at Clark State Community College – Springfield Regional School of Nursing and participating in the clinical courses, they must follow the rules listed below pertaining to student conduct while providing nursing care as outlined in Chapter 4723-5-12 of the Ohio Administrative Code Regulating the Practice of Nursing. Violation of these standards will result in clinical failure and dismissal from the nursing program.

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient’s response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to,
case management documents or reports, time records or reports, and other documents related to billing for nursing services.

4. A student shall implement measures to promote a safe environment for each patient.

5. A student shall delineate, establish, and maintain professional boundaries with each patient.

6. At all times when a student is providing direct nursing care to a patient the student shall:
   a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   b. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

7. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

8. A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code;

9. A student shall not:
   a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
   b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

10. A student shall not misappropriate a client’s property or:
    a. Engage in behavior to seek or obtain personal gain at the patient’s expense;
    b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient’s expense;
    c. Engage in behavior that constitutes inappropriate involvement in the patient’s personal relationships; or
    d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient’s personal relationships.

   For the purpose of this paragraph, the client is always presumed incapable of giving free, full or informed consent to the behaviors by the student set forth in this paragraph.

11. A student shall not:
    a. Engage in sexual conduct with a patient;
    b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
    c. Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
    d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

   For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
    a. Sexual contact, as defined in section 2907.01 of the Revised Code;
    b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

14. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances.

16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

18. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

20. A student shall not aid and abet a person in that person’s practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

22. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

24. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student’s assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student’s assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

25. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

26. For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student’s assigned clinical responsibilities.

11/03
Revised 06/04; 9/08; Reviewed 12/06; 6/2012; 3/2014
Clinical Supervision

Instructors and/or instructor assigned preceptors will be available to students for direct assistance and consultation in the clinical area. The student is responsible for notifying the instructor/preceptor of procedures to be performed, including administration of medications, within his/her patient assignment before the procedure is to be done. An instructor will supervise the student performing all procedures unless the clinical instructor approves the student to perform a specific procedure without direct supervision. In addition, students are responsible for seeking instructor/preceptor assistance as needed when unexpected clinical situations arise. Disregard of this policy will result in disciplinary action and/or dismissal from the program.

Client Confidentiality

Students must hold all information concerning patients as strictly confidential. Students may only access confidential information for which they have a need to know and may only discuss this information with medical personnel involved in the professional care of the patient and only in patient care areas and conference areas. Students are also prohibited from having any agency or client identifiers (hospital, room number, patient name, patient identification number, etc.) on any written course materials or assignments including patient care preparation sheets, care plans, and journals. They are also not permitted to divulge clinical agency or organization information which is considered private. Disregard of this policy will result in disciplinary action by the college, and the student may also be liable for legal action by the patient, family and/or the health care facility. Students are required to sign a Patient/Health Care Agency Confidentiality Statement. This form is available in the Forms section of this handbook.
Uniforms:
The complete student uniform is required whenever the student is at a clinical facility unless other directions are specifically given by the instructor.

The approved student uniform is as follows:
- Female students: Associate Degree Nursing uniform top and royal blue skirt or slack, white nylons or plain white or black socks, if wearing slacks
- Male students: Associate Degree Nursing uniform top and royal blue pants, plain white or black socks
- Shoes: polished white or black shoes with clean shoe strings. Canvas sneakers, clogs with holes, or shoes with open backs shall not be worn.
- Name pins: CSCC-SRSN pin and College photo ID must be worn when in the clinical facility

Uniform length and fit shall be functional and allow adequate body coverage and a professional appearance during physical activity. Appropriate underclothing to promote a professional appearance is expected. No sweaters should be worn on the patient unit.

Jewelry:
- Only one small, plain unobtrusive earring per ear lobe shall be worn with the uniform. There shall be no dangling, or hoop earrings worn. A white or clear ear gauge spacer shall be worn instead of the jewelry
- NO nose, brow, lip, or tongue rings
- NO necklaces
- NO bracelets
- NO ribbons or ornamental clips in the hair
- NO rings except plain wedding bands
- NO body piercings jewelry

General Appearance:
- Hair shall be contained and in a natural color. Hair coverings shall be solid white, royal blue or black
- NO perfume, strong after shave lotion, or strongly scented body lotion
- Fingernails are to be short so that they are barely visible when viewed from the palm side
- NO nail polish
- NO artificial nails
- Make-up shall be worn with discretion
- Tattoos must be covered with clothing, i.e., long sleeves, turtlenecks, slacks
Food-Gum-Cigarettes:
- Gum is prohibited during the clinical experience. Breath mints are permitted in moderation.
- Candy, beverages, and other food may be eaten only in the dining area or during break time.
- Smoking, in any form, is prohibited while in uniform. If there is a smell of cigarette smoke on your uniform, you will not be eligible to practice in the clinical setting.

Supplies:
- Students are expected to carry bandage scissors, a watch that registers seconds, a pen light, and a black water proof ball point pen when in uniform. A small pocket notebook and personal stethoscope are also required.

**Nursing Student Clinical ID Badge Ownership Policy**

Students entering into their first clinical nursing course at Clark State Community College – Springfield Regional School of Nursing will be given an authorization form allowing the student to be issued one nursing student ID badge from the Records Office. If the ID badge is lost or damaged, it is the student’s responsibility to pay $15 to obtain a replacement badge.

Specific clinical sites may issue the students their own clinical badge. This badge must be returned to the instructor at the end of the clinical period. Failure of the student to return this badge to the clinical instructor will cost the student a replacement feel of up to $20.

Upon exiting the clinical course work of the nursing program by graduation, failure or withdrawal, the student must submit their ID badge to the Health, Human, and Public Service Division. Failure to turn in the badge upon leaving will result in one of the following consequences, depending on the reason for exiting the program:
- Non-issuing of a Certificate of Completion
- Jeopardize reinstatement or transfer into a nursing program

6/2013
5/2014

**Substance Abuse Procedure**

If any nursing student exhibits signs or behavior which in the judgment of the faculty or clinical agency staff, suggest a substance abuse problem, the faculty will take the following actions:
1. The student will be immediately dismissed from the educational setting (classroom, laboratory, or clinical). If our contract with the clinical agency requires drug testing, agency policy will be followed. The student will be responsible for any charges or expenses incurred. If the observed and documented conduct of the student constituted a danger to persons or property in the clinical agency, the student will be administratively withdrawn from the nursing program.
2. A mandatory evaluation of the student by a drug and alcohol counselor (CCC) will be required as soon as an appointment can be scheduled.

3. The student shall be responsible for contacting the counselor to arrange for this evaluation and requesting that a written report be sent to the Director RN Programs. A copy of the counselor’s evaluation will be placed in the student’s Health Clinic file.

4. Expenses incurred for this evaluation and any costs related to subsequent treatment will be the student’s responsibility.

5. The student may be permitted to attend class while awaiting the evaluation results. A decision about attending clinical labs during the evaluation time period will be made by the faculty in consultation with the Director and Dean of Health, Human, and Public Services.

6. The student’s continuation in the nursing program may be based on compliance with the recommendations of the counselor.

7. Any recurrence of the behavior will result in documentation, notification of the Director RN Programs and Dean of Health, Human, and Public Services and immediate dismissal from the nursing program.

8. A refusal or a delay in complying with any of these steps will result in immediate dismissal from the nursing program.

Liability Insurance

Students are required to have nursing student liability insurance while participating in clinical nursing experiences. The cost of this insurance is included in the first semester of each year’s fees for the program. Should the student be employed in a health care setting outside of school, this policy does NOT cover the student during their work hours.

CPR Certification

Students are required to show valid documentation of either American Heart Association BLS or American Red Cross-Professional Rescuer CPR Certification before entering clinical practice. This certification must be kept up to date throughout the time they are in the program.

Student Health Requirements

Students who participate in a clinical nursing course must comply with the nursing program’s health requirements and submit appropriate documentation of such to the Clark State Community College Health Clinic.

Each student must have a physical exam, complete a medical history form, have proof of health insurance, and provide documentation of the following immunizations:

1. Mantoux test and an annual test thereafter.
2. Adult tetanus/diphtheria booster – every ten years.
3. Hepatitis B vaccine. If a student declines, a Hepatitis B declination form must be signed.
4. MMR (Rubella, Rubeola, & Mumps immunization or titers).
5. Chick pox immunization or positive titer.
6. Influenza vaccine annually.
7. Drug screen

Students may not attend clinical unless all health requirements are met and are on file in the college’s Health Clinic. Student’s health requirements must be kept up to date throughout the time they are in the program.

Non-compliance with Health, CPR, and Criminal Background Check Requirements

Students who do not comply with the program’s health, CPR, or criminal background check requirements will not be permitted to attend clinical. Students will be notified of this in writing (Non-Compliance with Health and CPR Requirement form in Appendix). Students should be aware that clinical absences may result in a clinical failure.
Clinical Exposure/Injury

Nursing students are at risk for exposure to pathogens and infections, including those that might pose risk to a student’s health, during the clinical learning experiences. Nursing students are instructed on standard precautions and will be required to follow these precautions at all times in the clinical practice setting. (Refer to Standard Precautions information in Appendix A.) Prior to participating in clinical learning experiences, students are required to sign an assumption of waiver and release form. (Refer to Assumption of Waiver and Release form in Forms Appendix.)

Any injury or exposure to blood or body fluids at a clinical site must be immediately reported to the clinical instructor. CDC and agency guidelines for testing and treatment of occupational exposure to blood or body fluids should be followed. A Clark State Community College Incident Report will be completed by the clinical instructor and be submitted to the Director of RN Programs for review and placement in the student’s file. The Health, Human, and Public Services Division Office will be notified of the student’s injury as soon as possible.

It is the student’s responsibility to cover the cost of any diagnostic or therapeutic measures recommended as a result of an exposure or injury. Students are required to obtain adequate health insurance coverage upon entry into the nursing program and maintain coverage while in the program. Students who do not have health insurance can contact the cashier’s office for information about a policy available for students.

6/2013

Clark State Community College-Springfield Regional School of Nursing
Drug and Alcohol Screen Requirements to Meet Logan County Clinical Agencies Requirements

Students will be required to obtain a random drug and alcohol urine screen when instructed to do so at some point during fall semester. The results of the screen will be sent to Clark State Community College. The student will be billed for the cost of the drug screen by Clark State. If the student does not obtain the screen within the designated time frame, they will be administratively removed from their nursing courses. If the screen results are positive, the student will be required to obtain drug and alcohol counseling and will not be permitted to participate in clinical nursing courses until counseling is complete and another random screen is negative. This will very likely result in the student being administratively removed from the clinical course(s) due to lack of required clinical hours needed to pass the course.
Health care providers are entrusted with the health, safety and welfare of patients; have access to controlled substances and confidential information; and operate in settings that require the exercise of good judgment and ethical behavior. Clinical facilities are increasingly required by accreditation agencies, such as The Joint Commission (TJC), to conduct background checks on individuals who provide services within the facility and especially those who supervise care and render treatment. In addition, the Ohio Revised Code requires a criminal records check for all prospective employees for positions where the individual will be caring for older adults or children.

Clinical learning experiences are an essential element of the curriculum of health care programs. Effective fall quarter 2007, all students enrolled in Clark State's health care programs must successfully complete a criminal records check as a criterion for participating in clinical courses. Participation in clinical courses is required for progression and completion of health care programs.

The check must include fingerprinting and must be completed by the Ohio Bureau of Criminal Identification and Investigation (BCII). If the student has not been a resident of Ohio continuously for the previous five years, a Federal Bureau of Investigation report is also required. The criminal records check must be completed within three months of the student's entry into the first clinical course in the program. Agencies that offer both civilian (BCI) and federal (FBI) electronic fingerprinting for background checks are listed on the following website:

http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing

The student shall be responsible for all costs associated with the criminal records check. Please be sure to identify the college as the agency to receive the results. The results must be sent directly from the Bureau of Criminal Identification and Investigation to the college to be valid. Please have your results sent to:

Dean of Health, Human, and Public Services Division
Clark State Community College
570 East Leffel Lane
P. O. Box 570
Springfield, Ohio  45501

The information provided in the criminal records report will only be used to evaluate the student's qualifications for entry into clinical courses. Reports will be kept in secured confidential files separate from the student's academic file with access limited to authorized college personnel. The results will be destroyed two years after the individual is no longer enrolled in clinical courses in the Health, Human, and Public Services Division.
Criminal record reports will undergo administrative review. If a student has been convicted of or pled guilty to a disqualifying offense (or any substantially equivalent offenses in any state), the student may be unable to complete clinical learning experiences and may therefore be disqualified from admission, readmission, or progression in the health care program. Some of the disqualifying offenses are absolute bars while others might bar the student from admission, readmission or progression in the program. The absolute and potentially disqualifying offenses are listed in the following table.

In the event that the student's background check includes a disqualifying offense, the student will be asked to schedule a meeting with the Health, Human, and Public Services Division Dean to discuss the information received. If the background check identifies offenses that the student considers incorrect, these concerns or issues must be addressed, by the student, to the Bureau of Criminal Identification and Investigation for resolution. If the background check identifies offenses that may preclude admission, the student will be given an opportunity to respond to the information. Relevant considerations may include but are not limited to: the date, nature and number of convictions; the relationship the conviction bears to the duties and responsibilities of the health care provider; and successful efforts toward rehabilitation. The decision to allow or disallow participation in a clinical course for a student whose background check includes a disqualifying offense is up to the clinical facility. Clinical facilities may consider expunged convictions in placement decisions. Some clinical facilities may decide not to accept students who have been convicted of minor misdemeanors or felonies not included in the Disqualifying Offenses table.

All students who are admitted to a health care program have a continual obligation to report any criminal conviction that may impact the student's continued ability to participate in the clinical program to the Health, Human, and Public Services Division Dean within 30 days of its occurrence. Failure to do so will result in immediate dismissal from the program. Some clinical agencies require a criminal background check every year for students enrolled in programs with clinical experiences that span more than one year.

Attached is the list of offenses that will or might disqualify a student from participating in clinical courses.
<table>
<thead>
<tr>
<th>Tier I Permanent Exclusion</th>
<th>Tier II 10 Year Exclusion (from the date the individual is fully discharged from all imprisonment, probation, or parole)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated Murder</td>
<td>NOTE: The individual is subject to a fifteen-year exclusionary period if the individual was convicted of one of the following offenses and another Tier II, III or IV offense if the multiple disqualifying offense(s) are not the result of, or connected to, the same act.</td>
</tr>
<tr>
<td>Murder</td>
<td>Involuntary manslaughter</td>
</tr>
<tr>
<td>Voluntary Manslaughter</td>
<td>Reckless Homicide</td>
</tr>
<tr>
<td>Felonious Assault</td>
<td>Child Stealing</td>
</tr>
<tr>
<td>Permitting Child Abuse</td>
<td>Child Enticement</td>
</tr>
<tr>
<td>Failing to provide for a functionally impaired person</td>
<td>Extortion</td>
</tr>
<tr>
<td>Patient Abuse or Neglect</td>
<td>Compelling Prostitution</td>
</tr>
<tr>
<td>Patient Endangerment</td>
<td>Promoting Prostitution</td>
</tr>
<tr>
<td>Kidnapping</td>
<td>Enticement or solicitation to patronize a prostitute</td>
</tr>
<tr>
<td>Abduction</td>
<td>Procurement of a prostitute for another</td>
</tr>
<tr>
<td>Human Trafficking</td>
<td>Aggravated Arson</td>
</tr>
<tr>
<td>Unlawful conduct with respect to documents</td>
<td>Arson</td>
</tr>
<tr>
<td>Rape</td>
<td>Aggravated robbery</td>
</tr>
<tr>
<td>Sexual Battery</td>
<td>Aggravated burglary</td>
</tr>
<tr>
<td>Unlawful sexual conduct with a minor</td>
<td>Illegal use of SNAP or WIC program benefits</td>
</tr>
<tr>
<td>Gross sexual imposition</td>
<td>Workers compensation fraud</td>
</tr>
<tr>
<td>Importuning</td>
<td>Identity fraud</td>
</tr>
<tr>
<td>Voyeurism</td>
<td>Aggravated robbery</td>
</tr>
<tr>
<td>Felonious sexual penetration</td>
<td>Illegal conveyance or possession of a deadly weapon or dangerous ordnance in a school safety zone.</td>
</tr>
<tr>
<td>Disseminating matter harmful to juveniles</td>
<td>Illegal possession of an object indistinguishable from a firearm in a school safety zone.</td>
</tr>
<tr>
<td>Pandering Obscenity</td>
<td>Illegal conveyance, possession, or control of a deadly weapon or ordnance into a courthouse.</td>
</tr>
<tr>
<td>Pandering Obscenity involving a minor</td>
<td>Having weapons while under disability</td>
</tr>
<tr>
<td>Pandering sexually-oriented matter involving a minor</td>
<td>Improperly discharging a firearm at or into a habitation or school</td>
</tr>
<tr>
<td>Illegal use of a minor in nudity-oriented material or performance</td>
<td>Discharge of a firearm at or near prohibited premises</td>
</tr>
<tr>
<td>Soliciting or providing support for an act of terrorism</td>
<td>Improperly furnishing firearms to a minor</td>
</tr>
<tr>
<td>Makingterroristic threats</td>
<td>Engaging in a pattern of corrupt activity</td>
</tr>
<tr>
<td>Terrorism</td>
<td>Participating in a criminal gang</td>
</tr>
<tr>
<td>Medicaid fraud</td>
<td>Illegal manufacture of drugs or cultivating marijuana</td>
</tr>
</tbody>
</table>

**ALSO**, if related to an offense listed above
- Conspiracy
- Attempt
- Complicity

**ALSO**, a conviction related to fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misconduct involving a federal or state-funded program, excluding illegal use of SNAP or WIC program benefits which are Tier II offenses.

**ALSO**, if related to an offense listed above
- Conspiracy
- Attempt
- Complicity
<table>
<thead>
<tr>
<th>Tier III  Seven Year Exclusion (from the date the individual is fully discharged from all imprisonment, probation, or parole)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOTE: The individual is subject to a ten-year exclusionary period if the individual was convicted of one of the following offenses and another Tier III or IV offense if the multiple disqualifying offense(s) are not the result of, or connected to, the same act.</td>
</tr>
</tbody>
</table>
| Cruelty to animals  
Prohibition concerning companion animals  
Aggravated Assault  
Aggravated menacing  
Menacing by stalking  
Coercion  
Disrupting public services  
Robbery  
Burglary  
Insurance Fraud  
Inciting to violence  
Riot  
Inducing Panic  
Endangering Children  
Domestic Violence  
Intimidation  
Perjury  
Falsification  
Escape  
Aiding escape or resistance to lawful authority  
Illegal conveyance of weapons, drugs, or other prohibited items onto the grounds of a detention facility/institution  
Funding drug trafficking  
Illegal administration or distribution of anabolic steroids  
Tampering with drugs  
Ethnic Intimidation |
| Tier IV  Five Year Exclusion Period (from the date the individual is fully discharged from all imprisonment, probation, or parole) |
| NOTE: The individual is subject to a seven-year exclusionary period if the individual was convicted of multiple Tier IV offenses if the multiple offenses are not the result of, or connect to, the same act. |
| Assault  
Menacing  
Public Indecency  
Soliciting, engaging in solicitation after an HIV + test  
Prostitution  
Deception to obtain harmful matter to juveniles  
Breaking and Entering  
Theft  
Unauthorized use of a motor vehicle  
Unauthorized use of a computer, cable or telecommunication property  
Telecommunications fraud  
Passing Bad Checks  
Misuse of credit cards  
Forgery, forging identification cards  
Criminal simulation  
Defrauding a rental agency or hostelry  
Tempering with records  
Securing Writings by deception  
Personating an officer  
Unlawful display of law enforcement emblem  
Defrauding creditors  
Receiving stolen property  
Unlawful abortion  
Unlawful abortion upon a minor  
Unlawful distribution of an abortion inducing drug  
Interference with custody  
Contributing to the unruliness or delinquency of a child  
Tampering with evidence  
Compounding a crime  
Disclosure of confidential information  
Obstructing Justice  
Assaulting or harassing a police dog, horse or service animal  
Impersonation of a peace officer  
Illegal administration, dispensing, manufacture, possession, selling, or using any dangerous veterinary drug  
Drug Possession, unless a minor drug possession offense  
Permitting drug abuse  
Deception to obtain a dangerous drug  
Illegal processing of a drug document  
Illegal dispensing of drug samples  
Unlawful purchase, underage purchase, improper purchase, using false information to purchase a pseudoephedrine product  
Unlawfully selling, improper sale of a pseudoephedrine product |

**ALSO, if related to an offense listed above**

Conspiracy  
Attempt  
Complicity

5/2007, revised 2/08, 4/09, 7/10, 9/10, 5/11, 6/13  
Reviewed 8/12; Revised 12/14 OAC 173-9-07, 08/15
Education of health profession students at Clark State Community College requires collaboration between the college and clinical agencies in order to provide quality clinical experiences. Some clinical affiliation agreements require drug screen testing of students prior to starting clinical experiences in their facilities. Additionally, the college shares an obligation with the clinical agency to provide safe patient care and to protect, to the extent reasonably possible, against unsafe care due to a student who is under the influence of illegal drugs or alcohol while in the clinical setting.

“Drug test” or “test” means any chemical, biological, or physical instrumental analysis, for the purpose of determining the presence or absence of alcohol, drugs or its metabolites, as well as for substitution, adulteration, or dilution of the sample. Tests are based on urine or breath samples and are conducted by qualified personal.

Students enrolled in Health, Human, and Public Services Division (HHPS) programs at Clark State Community College must abide by the division’s drug screen policy and will be informed of the drug screen policy prior to or upon acceptance/enrollment in their first clinical course. Student are subject to drug screening as follows:

- As a pre-clinical screening to fulfill contractual obligations with certain clinical agencies.
- For reasonable suspicion testing if the student exhibits behaviors indicative of substance abuse anytime while participating in clinical learning experiences.

I. PRE-CLINICAL SCREENING
   1. Students assigned to certain clinical agencies will be required to complete a drug screen prior to the first clinical assignment as specified by the agency in order to meet contractual agreements.
   2. Prior to starting this clinical assignment, course faculty will notify students of when and where to report for their drug screen. Instructions for completion of the test will also be provided.
   3. The drug screen fee is the responsibility of the student.
   4. The drug screen testing facility’s policies and procedures related to drug screen testing must be followed. These policies and procedures are outline on the individual testing facility handout.
   5. Any student who has a positive test result or fails to appropriately complete a drug screen by the specified deadline will not be permitted to continue in the course and program. The student will be notified of his/her inability to continue in the course and program by the Program Director/Coordinator.

II. REASONABLE SUSPICION SCREENING
   1. Students may also be required to submit to reasonable suspicion testing while participating in clinical experiences. Reasonable suspicion is defined as but not limited to the following behaviors:
      a. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; such as, but not limited to, unusual, slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent diarrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
      b. Abnormal conduct or erratic behavior on the clinical unit, absenteeism, tardiness or deterioration in performance;
      c. Evidence of tampering with a drug test;
      d. Information that the individual has caused or contributed to an incident in the clinical agency;
e. Evidence of involvement in the use, possession, sale, solicitation or transfer of illegal drugs while enrolled in the health program; or
f. Odor of alcohol

2. If a faculty member or clinical agency staff member observes such behavior, the faculty member must dismiss the student from the educational or clinical setting immediately and contact the Director/Coordinator of the program or Dean of HHPS who will determine if there is reasonable suspicion to screen the student. If the Director/Coordinator of the program and Dean of HHPS are unavailable the faculty member will contact the Vice President for Academic Affairs who will determine if there is reasonable suspicion to screen the student.
   a. If the decision is made to screen the student the Director/Coordinator of the program, Dean of HHPS, or Vice President for Academic Affairs will direct the faculty member to make arrangements to have the screening performed immediately. The student will be responsible for obtaining transportation to the designated lab or designated Emergency Department for screening. The student will not be allowed to drive to the designated lab/Emergency Department. A student’s failure to consent to the screening will result in immediate dismissal from the health program. Reasonable suspicion testing includes a witnessed urine drug test and/or breath alcohol testing.
   b. Results of the drug/alcohol screen will be sent to Dean of Health, Human, and Public Services
   c. Students will be informed of the drug/alcohol screening results by the Director/Coordinator of the student’s program.
   d. The drug screen fee will be the responsibility of the college.

III. CONSEQUENCES FOR A CONFIRMED POSITIVE DRUG TEST, REFUSAL TO BE TESTED or DILUTE SPECIMENS CONSIDERED POSITIVE.
   1. Definition of a positive test: A positive drug test is defined as “The presence in the test sample of illegal drugs and/or metabolites, or of prescriptions drugs and metabolites for which the student does not have a current prescription at levels exceeding current testing guidelines. A dilute specimen that is positive for drugs is considered to be a positive specimen for those drugs detected. A breath alcohol test result of 0.04 or greater alcohol concentration is considered a positive test.
   2. Failure to complete drug screening, a report of 2 dilute specimens, or confirmation of a positive result will result in immediate dismissal from the program and a grade of “F” will be reported for the currently enrolled clinical course(s).
   3. If a student holds a LPN license and has engaged in a clinical experience while impaired (a positive drug screen) the Director of the RN program will make a report to the Ohio Board of Nursing as required by Chapter 4723 of the OAC.
   4. A dismissed student may petition for readmission to the program (if academically eligible) after successful completion of a substance abuse treatment program which is either certified by the appropriate state agency or is accredited by the “The Joint Commission”. Documentation of successful completion must be sent directly to the Dean by the substance abuse program. Results of a drug screen completed one month prior to the petition for readmission must also be received by the Dean from one of the HHPS approved testing facilities.
   5. A readmission decision will be made based on a review of the student’s readmission petition, documentation of successful completion of an approved substance abuse treatment program, and drug screen results by a panel comprised of the Dean of HHPS, Dean of Student Support Services, and Director/Coordinator of the health program into which the student in requesting readmission. To be granted readmission to a health program the student must agree to random drug/alcohol testing while enrolled in the health program.

IV. CONFIDENTIALITY
The Dean of HHPS will receive all test results. Confidentiality of the test results will be maintained with only the Dean, Director/Coordinator of the student’s program, and Administrative Assistant to
the Dean of HHPS having access to the results with the exception of legal actions which require access to test results. Results of negative drug screens will also be provided to clinical agencies upon their request for the purpose of clinical placement.

V. CONSENT
Each health program student is required to sign a statement indicating that he or she has received a copy of the College’s drug testing policy and is aware that compliance with it is required for entrance and progression in a Clark State health program.

08/2015
Clark State Community College
Health, Human, and Public Services
Drug and Alcohol Pre Clinical Screen Requirements
Community Mercy Health Partners (CMHP) Clinical Agencies

Students in Clark State’s Registered Nursing, Practical Nursing, Emergency Medical Services (EMS)/Paramedic, Physical Therapist Assistant, Medical Laboratory Technology, and Phlebotomy programs who are assigned to clinical learning experiences at Community Mercy Health Partners (CMHP) facilities are required to obtain a drug and alcohol urine screen within the 120 days prior to their first clinical assignment at a CMHP facility every 365 days.

Students must obtain their drug screen from the Community Mercy Occupational Health & Medicine facility in Springfield or Urbana during a designated time frame. Faculty will notify students of the time frame during which the student’s drug screen must be completed. **Students must obtain the screen within the designated time frame at the designated location(s).** The drug screen testing facility’s policies and procedures related to drug screen testing must be followed. These policies include:

- Drug screen testing does not require an appointment.
- It is recommended that you arrive for testing a minimum of three hours before the facility closes for the day. That will provide time for submitting a second urine specimen if the first is not acceptable. If a second urine specimen is needed it must be submitted in the same visit to the lab.
- When arriving at the facility, students must provide a picture ID for identification and indicate they are a “Clark State Community College health program student who are there to obtain pre-clinical drug screening for a CMHP facility clinical assignment”. It is essential that you identify yourselves in the above manner to ensure that your tests results are sent to Clark State.
- The student’s name will be checked against the “Clark State Health Programs Clinical Students List” that was provided by Clark State’s Health, Human, and Public Services Division Office.
- Students will be asked to provide their social security numbers, which are required to appropriately process and report the results of the drug screening.
- If the urine is cold or dilute, the student will be required to submit another specimen. This specimen is required to be an observed submission. The student must provide a second specimen within three hours and is not permitted to leave the building prior to providing the second specimen.
- If students refuse or are unable to provide a required second specimen, then the drug screen results are reported as positive.
- The cost of the drug screen is $50.00 and must be paid at the time of the screen. **Payment must be made at the time of the screening and can be made with cash, personal or cashier’s check, or debit/credit card.**
- If a second specimen is required, an additional $50.00 fee must be paid.
- All positive screens are subject to confirmatory testing and review by the Medical Review Officer prior to being reported.

Pre-clinical negative drug screen results are reported in a confidential manner to the Office of the Dean of health, Human, and Public Services (HHPS). Positive results are reported to the Dean of HHPS and/or Director of the RN Program and only shared with the coordinator/director of the student’s program.

If the screen results are positive, the student will be dismissed from the program and a grade of “F” will be reported for the currently enrolled clinical course(s). A dismissed student may petition for
readmission to the program (if academically eligible) after successful completion of a substance abuse treatment program and negative drug screen in accordance with Clark State’s Health, Human, and Public Services Drug Screen Policy and the program’s Reinstatement Policy.

08/2015
For injury care and any other occupational health services ...where should I go?

Please call for an appointment at one of our two locations during normal business hours.

**Urbana**
Mercy Memorial Hospital
904 Scioto Street
Urbana, OH 43078
Phone: 937-484-6142
Fax: 937-484-6182
M-F 8 a.m. – 12 p.m., 1 p.m. – 4 p.m.

**DIRECTIONS:**
• Take 68 N to 36 E to Mercy Memorial Hospital on left.
• Enter through the emergency/outpatient entrance, go past waiting room area to first hallway on left.

**Springfield**
2501 E. High Street
Springfield, OH 45505
Phone: 937-328-8700
Fax: 937-328-8749
M-F 8 a.m. – 4:30 p.m.

**DIRECTIONS:**
• Take 68 N to 36 E to Mercy Memorial Hospital on left.
• Enter through the emergency/outpatient entrance, go past waiting room area to first hallway on left.
Absence Policy for Nursing Students

In case of absence from class presentations, it is the student’s responsibility to obtain information and materials from another student.

Students are expected to attend every clinical or lab session, except in cases involving illness or emergency. If a student becomes ill at clinical, they are expected to inform their instructor immediately.

In the event of absence from college lab, it is the student’s responsibility to set up a time for a make-up with the open lab instructor. Labs must be made up within one week after the missed lab.

Clinical days will be a maximum of 12 hours, scheduled by the instructor as appropriate for a nursing course. Students are expected to be ready to begin clinical at the assigned time, and to remain for the entire day.

The instructor may dismiss a student from the clinical area if the instructor feels the student is not physically or emotionally able to safely perform clinically, if the student exhibits unprofessional behavior, or if the student is unprepared for the clinical day. Unprofessional behavior includes, but is not limited to, profanity, being argumentative, or failing to adhere to facility policies. Being unprepared for clinical includes, but is not limited to, lacking any part of the student uniform and not completing a clinical preparation paper on the assigned patient. If asked to leave the clinical area for these reasons, that day will be considered a clinical absence.

In the event of a clinical absence students are expected to notify their clinical instructor and/or the clinical agency of their absence prior to the start of the clinical session. Neglecting to provide prior notification of an absence will result in a clinical failure.

If circumstances occur in a student's life which causes the student to miss assigned clinical experiences, the faculty will determine whether or not the student may continue with the clinical course. This decision will be based on whether the student's clinical hours can be made up or if the student should be advised to withdraw.

Being late to a clinical experience is an indication of unprofessional conduct. Students are expected to discuss reasons for tardiness with their instructor at their earliest opportunity. Repeated tardiness may result in clinical failure.

2/8/88; rev. 12/26/98; 8/02; 12/06; 7/11; 3/12
Clinical Cancellation Procedure

Clark State is a Community College with a population of students who commute to the College from within Clark and several other counties of varying distances from the College. Students enrolled in Health, Human, and Public Services Division program are also expected to travel to off-campus agencies in Clark and several other counties. These course-related experiences are scheduled days or evenings several times a week.

In the event that winter weather conditions such as ice and/or snow, sub-zero temperatures and/or high winds with drifting snow make traveling by primary and/or secondary roads a possible hazard the following procedures will be followed.

1. If the College has issued a statement regarding cancellation of classes, the faculty will take the initiative to notify the clinical agencies where students were scheduled.

2. If there is no timely announcement for cancellation of classes and the instructor judges that there is sufficient travel hazard to warrant cancellation of a clinical laboratory experience, the instructor may cancel the clinical experience. Adjunct faculty members are to consult with lead full time faculty prior to issuing a cancellation or delay of a clinical laboratory experience. The instructor(s) will notify the agencies involved, the RN Program Director or LPN Program Coordinator, and administrative support personnel, and make arrangements to inform the students. If a faculty member decides to cancel the clinical, students are to be informed prior to the time that they would depart from home to attend the clinical session.

3. The lead course faculty members will also document for their files a dated report of the action taken in regards to this change in schedule including how the clinical experience will be made up, and provide the program coordinator/director with a copy. Program Coordinator/Director will inform Division Dean.

4. Clinical make-up sessions will be scheduled by the full-time course faculty in collaboration with the program coordinator/director and communicated to adjunct faculty and students as soon as scheduled.

Revised 11/03, 02/04, 9/11, 1/13

Emergency Closing

In the unusual event the College closes for inclement weather or any other emergency, all available information will be provided to each of the radio and television stations listed on the Campus Directory page in the College Schedule Booklet and on the following web site: www.cancellations.com. The announcement will be made as early as possible; generally beginning at 6:00 A.M. Announcements concerning evening classes will be made beginning at 1:00 P.M.

In the event of a delay, class starting times will not be altered. Classes that are scheduled to
meet for one hour or more after the delay ends will still be held and will end at the normal time.

Students are expected to attend all class sessions. When the College remains open during inclement weather and you cannot attend class, please notify your instructor. Students will still be responsible for any missed class activities or assignments. It is up to the individual instructor as to any accommodations made with students when classes are missed (See also Children in Classes Policy).

**Progression within the Nursing Program**

Nursing courses must be completed in sequence. In order to progress to the next clinical nursing course, the student must have successfully completed all pre-requisite courses/requirements as listed in the catalog or course syllabus. All anatomy and physiology and technical nursing courses must be completed with a "C" or better to progress. A cumulative grade point average (GPA) of 2.0 or more must be maintained throughout the program.

**Withdrawal from the Nursing Program**

Withdrawal from courses in the Associate Degree Nursing Program follows the same procedure as written in the college catalog/student handbook for all college students. Students receiving any form of financial aid are encouraged to check with the Financial Aid Office to determine the impact that withdrawal may have on receipt of current or future funds.

**Reinstatement into the Associate Degree Nursing Program**

Students who are unable to progress to the next nursing course are encouraged to make an appointment with their academic advisor to discuss the reinstatement policy. Students should be aware that reinstatement into the program is on a space available basis and is not guaranteed. Refer to Appendix B for Nursing Progression and Reinstatement Policy and Process.
Section 3
Student Resources, Rights and Responsibilities

Students with Disabilities

If you have a documented disability for which reasonable accommodations may be required in this class, please contact in the Office of Disability Services (937-328-6019) as soon as possible to arrange accommodations. If you have already presented your documentation and/or arranged accommodations through Disability Services, you are required to provide the instructor with your accommodation letter. Accommodations will only be provided after the letter is submitted to your instructor. In addition, any request must be made so that the instructor has sufficient time to meet your needs. In addition, it is the student’s responsibility to schedule tests with the instructor and Disability Services.

Nursing Faculty

If you are having difficulty in a course, please contact the course instructor as soon as possible for additional assistance and resources.

Library

The Clark State library is located in the Sara T. Landess Center (TLC). The library houses books, periodical, audiovisual materials, and computers with access to the Internet along with Clark State and Ohio LINK electronic research databases. Numerous handouts explaining the services and resources are available at the reference desk. Searches using the library databases can be completed from off campus.

Tutoring Services

Tutoring services are available for most courses. These services are provided free of charge. Tutoring is provided by professional and student tutors. Tutor request cards are located in the Success Cente. For information, please call 328-3847.

Counseling

Clark State has experienced counselors on campus who will provide you with a variety of services that can assist you in resolving problems and concerns that may impede your academic performance. Counseling services are available in Rhodes Hall Room 127.
Health Services

The Health Clinic nurse provides free nursing care and medications for certain illnesses, first aid for injuries, on-site emergency response, health counseling and educational literature. The Health Clinic nurse or nurse practitioner is available during regular clinic hours for health-related questions and referrals to area doctors and health care facilities. Appointments are not necessary, but you will need to bring a validated student ID.

Clinic Hours
Monday through Friday, 8:30 a.m.-3 p.m.

Nurse Practitioner
A nurse practitioner is on duty Thursdays, 11-2 p.m.
The Health Clinic provides free screenings for blood pressure, glucose, vision, hearing, and periodically offers weight loss contests, flu shots and blood drives. Appointments are not necessary, but you will need to bring a validated student ID. Additional information is available at http://www.clarkstate.edu/clinic.html

Fitness - Clark State offers employees and students a fitness center with cardiovascular exercise equipment (or aerobic) ranging from treadmills, bikes and steppers to cross-training equipment. We also offer strength training equipment ranging from free weights to a multi-purpose unit machine. You will be required to present a current valid ID prior to using the Wellness Center.

The Wellness Center is located on the north side of the Applied Science Center adjacent to the gymnasium.

Open Computer Labs

Open computer labs are available in the library and Sara T. Landess Technology & Learning Center. In addition, a number of computers with nursing software for school related assignments are available in the Anatomy and Physiology lab TLC 144 and the Nursing Skills lab TLC 150. These computers can be used by students when labs are not in session.

Responsible Use of Technology

Engaging in any activity that violates or is strictly prohibited by Clark State's Use Policy can result in the immediate loss of access privileges. If such activities also violate the College policy or local, state or federal laws, violators may be referred to the appropriate College authority or law enforcement agency for resolution. Such cases may result in suspension from the College as well as prosecution by law enforcement agencies. With the evolving nature of resources, Clark State’s Use Policy may be amended from time to time. These changes will be made available via the College's website as well as in the computing services department. It is the responsibility of each individual who uses the technology
resources of the College to be familiar with and abide by all current operational policies.

The use of any technology resource of the College implies acceptance of all current operational policies.

**Student Records**

Records for students and graduates of the Clark State Community College Associate Degree Nursing Program shall be managed in the same manner as all other student records for Clark State Community College as to maintenance, availability and confidentiality.

To ensure continued high quality education, the faculty at Clark State Community College regularly reviews and monitors student's written work. This information is anonymously placed into data reports and may be shared with evaluating and accreditation agencies affiliated with the college. Students will be asked to sign a form giving the nursing program permission to share this information. (Refer to Student Permission to Use Work for Accreditation Purposes in Forms Appendix)

In accordance with FERPA regulations, the College and its employees may only share directory information about students. If a student requests a faculty member to write a letter of recommendation for them, the student will be required to complete and sign a release authorizing the faculty member/college employee to do so. (Refer to Student Permission to Provide Recommendation form in Forms Appendix.)

**Academic Integrity**

Students are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. Activities of academic dishonesty corrupt the process of acquiring the knowledge and developing the skills necessary for success in any profession; such activities are considered a violation of the student code of conduct and are therefore prohibited. Students are responsible for understanding and abiding by the college’s Academic Integrity policy and definition of academic dishonesty (College Policy section of Student Handbook) as well as course and faculty specific standards and expectations.

**Grievance Policy**

Associate Degree nursing students use the same procedure as all other college students. This procedure is listed in the Clark State Community College Student Handbook.

**Grade Dispute Process**

If a student has a question about their grade, they should discuss the situation with the faculty member and then, if unresolved, the Dean of Health, Human, & Public Services. If the situation remains unresolved, they may then appear before the Vice President of Academic Affairs. The
decision of the Vice President of Academic Affairs shall be considered final in cases involving grades.

Student Input

The nursing program faculty seek student input into curriculum and policy issues. Classroom and clinical nursing faculty provide students with an opportunity to evaluate their instruction on a regular basis. Students are also given an opportunity to evaluate the skills lab and/or clinical sites throughout the program. As students exit the program, they are asked to complete a program evaluation. Information sharing and request for feedback meetings are hosted for students by the Director and program faculty on a regular basis. Student representatives are also asked to serve on the program’s Advisory Committee. The faculty wishes to continuously improve the program and values the feedback that is obtained from the students.
Registered Nursing Graduation Requirements

To qualify for an associate degree in nursing a student must have successfully completed all courses in the curriculum, meeting the following program requirements:

- Maintain a cumulative grade point average of at least two (2.0)
- Achieve a “C” or better in all courses in the required curriculum

Pinning Ceremony Policy and Procedures

In keeping with nursing tradition and to offer a professional ceremony to recognize graduating nurses, Clark State Community College’s administration and nursing faculty will host annual nursing pinning ceremonies. Two ceremonies, one in May and one in December honoring the day, evening, LPN to RN, and Paramedic to RN program graduates of the Registered Nursing program will be held.

To promote a professional appearance and maintain equity for all graduating nurses, the following guidelines will be followed for all pinning ceremonies.

- Student participation is optional, but attendance at the ceremony dress rehearsal is mandatory for those choosing to participate.
- Students are individually responsible for the ordering and payment of their Clark State Community College – Springfield Regional School of Nursing pin through the college bookstore.
- All pinning ceremonies will be held at Clark State Community College. Ceremonies will be held in the Kuss Auditorium at the Clark State Performing Arts Center.
- Students will wear clean and neatly pressed student uniform, clean white or black clinically appropriate shoes. If a dress or skirt is worn, it must be knee length or longer and worn with white hosiery. Students will not be allowed to participate in the ceremony if the dress code is not followed.
- Pictures of a student being pinned may be taken during the ceremony by a family member.
- Banners and signs may not be displayed in the auditorium.
- Programs and invitations will be provided by Clark State Community College. Invitations will be limited based on class size. Invitations for ceremonies will be restricted in number based on the number of graduates and the location of the ceremony.
- The ceremony program will include:

*Procesional:* Cannon in D  
*Welcome:* College administrator  
*Student Speaker:* Chosen by the graduating class. The RN ceremony will have a maximum of two student speakers. The student’s speech will be no longer than five minutes and the content will be a reflection on nursing, nursing education and/or a charge to the fellow graduates. The speech must be previewed and approved by a nursing faculty member.  
*Pinning Ceremony:* The students will approach the podium one at a time as listed on the program. The faculty announcer will then read the student’s statements expressing their
personal thanks to their family/friends while the student walks center stage to be pinned by one of the nursing faculty members before returning to their seat on stage. *Note: Comments must be limited to 25 words or less, typed, and submitted to the faculty by the deadline. Faculty reserve the right to edit comments.

Florence Nightingale Pledge: One student will lead the pledge.
Hands of Healing: One student will lead the reading.
Closing Remarks: College administrator
Recessional: ”Celebrate” or faculty choice


Licensure to Practice Nursing in Ohio – Information.

The Ohio Revised Code, Chapter 4723, requires that nurses be licensed to practice nursing and establishes the Ohio Board of Nursing as the state governmental body created by law to regulate the practice of nursing. The purpose of licensure is to protect the public from unsafe nursing practice.

Upon completion of the program, the graduate is eligible to apply to take the NCLEX-RN examination. Licensure is mandatory for practice as an RN. Candidates for licensure in Ohio must obtain a criminal background check and disclose information related to any prior felony or misdemeanor, crimes involving gross immorality or moral turpitude, violation of a drug law, and/or recent diagnosis or treatment of psychotic disorder. The Ohio Board of Nursing will determine whether the candidate may take the licensing exam.

6/2013
Appendices
Appendix A
Clark State Community College – Springfield Regional School of Nursing
Standard Precautions for protection from blood or body fluid transmitted infections

Students in this Associate Degree Nursing Program are assigned to care for patients in clinical practice with health conditions studied within the theory of the nursing courses. This clinical practice assignment may include the care of patients with infections transmitted by blood or body fluids, if the instructor sees the assignment as supportive to student learning.

In order to protect the student nurse from the accidental transmission of the HIV or other infections transmitted by blood and body fluids, Standard Precautions as prescribed by CDC for all contact with blood and body fluids will be taught within the program theory and lab instruction and practiced at all times in the clinical practice setting. The precautions are as follows:

- Use blood and body fluid precautions for all patients, since medical history and examination cannot reliably identify all patients infected with HIV and other fluid or blood-borne pathogens.
- Use of special precautions during pre-hospital and emergency care since the risk of blood exposure to health care workers is increased and the infection status of the patient is usually unknown.
- Use of the appropriate barrier precautions to prevent exposure to skin and mucous membrane when contact with blood or other body fluids is anticipated.
- Gloves should be worn when in contact with blood, body fluids and mucous membranes and for handling items or surfaces soiled with blood or body fluids.
- Masks and protective eyewear or face shields should be worn during procedures that are likely to generate airborne droplets of blood or other body fluids to protect exposure of mucous membranes of the mouth, nose and eyes.
- Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
- Use caution to prevent injuries caused by needles, scalpels and other sharp instruments. To prevent needle sticks, needles should not be recapped, purposely bent or broken by hand. After use, Sharps should be placed in puncture resistant containers for appropriate disposal.
- Although saliva has not been implicated in HIV transmission, minimize the need for emergency mouth-to-mouth resuscitation by making resuscitation bags, mouth pieces and ventilation devices available in areas in which the need for resuscitation is predictable.
- Health care workers with open lesions or weeping dermatitis should refrain from all direct patient care and from handling equipment until condition resolves.
- Wash hands prior to and immediately after patient contact.
Appendix B

Clark State Community College – Springfield Regional School of Nursing
Registered Nursing Program
Nursing Progression and Reinstatement Policy and Process

PROGRESSION POLICY:
In order to progress to the next clinical nursing course, the student must have successfully completed all pre-requisite courses with a “C” or better. In addition, all courses in the curriculum must be completed with a “C” or better to meet graduation requirements.

Students who have been accepted to the program but are unable to start because they failed to successfully complete the pre-requisite courses with a “C” or better will be returned to the waiting list as of their petition date and carried over on the list for the next entry point. The exceptions to this are students whose grade point average is less than 2.0 and/or students who were previously carried over, in which case they will be removed from the list and would need to submit another petition request.

REINSTATEMENT POLICY:
The reinstatement policy only applies to those students who have started the clinical nursing courses (NUR 1170 or beyond). A student who is unable to progress in the nursing program because of poor academic performance (grade less than “C”) or failure to enroll in and complete pre-requisite courses may request reinstatement into the program in a subsequent semester. The reinstatement request must specify the semester the student wishes to return to the program and the program he or she wishes to be reinstated into. If more than 24 months have elapsed since the student successfully completed a clinical nursing course, the student is not eligible for reinstatement and would need to follow the regular space-limited admissions process and submit another petition request.

A student will have one additional opportunity to successfully complete the program. If the student is unable to progress in the nursing program a second time the student is not eligible for program reinstatement.

PROCESS:
1. Students desiring reinstatement must obtain, complete and submit their reinstatement request form to the Health and Human Services Division office, located in the Applied Science Center, room 133. Reinstatement requests are reviewed by the Nursing Transfer/Reinstatement Committee. When completing their request form, students should identify what changes they have made to promote a successful outcome.

2. In order to be considered for reinstatement, students must demonstrate retention of previously learned information in pre-requisite nursing courses that were completed more than twelve months prior to the first day of the reinstated semester. This proficiency must be demonstrated no sooner than six months or later than three weeks.
prior to the start of classes. Students will be required to:

- Demonstrate understanding of content of prerequisite nursing courses. Course knowledge will be assessed through proficiency examination. Students will be given two opportunities to demonstrate their knowledge. The exam must be passed with a minimum score of 75%.
- Demonstrate competency performing previously learned skills.
- Demonstrate competency with dosage calculations by passing a competency exam (see Dosage Calculation and Nursing Skills policies).

3. The Nursing Transfer/Reinstatement Committee may specify additional conditions for reinstatement such as repeating previously completed basic or technical courses. Students must also meet any new prerequisites and curriculum requirements. Some technical courses may need to be repeated.

4. Reinstatement is not guaranteed. All reinstatements will be made on a space-available basis and each request will be evaluated individually. Students must have at least a 2.0 cumulative grade point average in the required courses in the nursing curriculum.

5. The RN Program Coordinator will notify students regarding the decision of the Committee.

6. Reinstatement requests are valid for only the time frame requested. A new request must be completed for any additional requests.

Rev. 9/89, 10/92, 11/93, 3/95, 10/95, 3/96, 2/98, 11/98, 8/02, 2/06, 12/06, 10/08, 06/09, 11/09, 10/10, 8/12
Adopted 6/5/89
As a nursing student participating in clinical learning experiences, I understand that in my performance as a student I may have access to confidential patient or agency information for which I have a need to know. I further understand and agree that:

- I will only access confidential information for which I have a need to know.
- I will only discuss confidential information with medical personnel involved in the professional care of the patient and only in patient care areas and conference areas.
- I will not include any agency or client identifiers (hospital, room number, patient name, patient identification number, etc.) on any written course materials or assignments including patient care preparation sheets, care plans, and journals.
- I will safeguard and not disclose any access code or other authorization I have that allows me to access confidential information.
- My obligations under this agreement will continue after completion of the clinical nursing learning experiences and after termination and/or graduation from the nursing program.
- Disregard of this policy will result in disciplinary action by the college which may include dismissal from the program and may also result in possible legal action by the patient, family and/or the health care facility.

____________________________________  __________________________
Student Signature                        Date

____________________________________
Student Printed Name

8/2012
Clark State Community College – Springfield Regional School of Nursing
Associate Degree Nursing Program

ASSUMPTION OF WAIVER AND RELEASE

I understand that there may be inherent risks, dangerous conditions or harmful consequences of my participation in the nursing program at Clark State Community College. I further understand that there are both known and unknown risks. Clark State Community College has explained the known risks of my participation in the nursing program which include the risk of exposure to pathogens and infections including those that might pose risks to a student’s health. I acknowledge that although the College has made every reasonable effort to insure my safety there are unavoidable risks involved in participation in the nursing program.

I acknowledge that I am over 18 years of age. I do hereby agree to hold Clark State Community College, its employees and affiliates, harmless and indemnify them from any and all liability, loss, damages, costs, or expenses which may be sustained or incurred by me as a result of my participation in this program.

I have read and executed this document with full knowledge of its significance, and I understand that I may not participate without this signed release.

______________________________________  ______________________________________
NAME (please print)                      DATE

______________________________________
SIGNATURE

11/2002
Reviewed 8/2012
To ensure a continuing high level of education, the faculty at Clark State Community College regularly reviews and monitors student's written work. This information is anonymously placed into data reports and may be shared with evaluating and accreditation agencies affiliated with the college.

I hereby authorize Clark State Community College to anonymously release any information deemed appropriate to allow for continued evaluation and/or accreditation of the college.

I have carefully read this release, understand its contents and signed it of my free will.

____________________________________  ______________________________
Student signature                               Date

____________________________________
Printed Student Name

____________________________________  ______________________________
Parent or Legal Guardian (if student is a minor)   Witness

____________________________________  ______________________________
Nursing representative                            Date

8/2012
Clark State Community College
Student Permission for Letter of Recommendation

Name of Student: ________________________________
Social Security Number: ____________________________

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I the undersigned, hereby authorize _______________ to write a letter of recommendation or other supporting documentation in which he/she may reference the following educational records and information:

Check all that can be released:

☐ Grades
☐ GPA
☐ Classroom Performance
☐ Clinical Performance
☐ Attendance

I understand further that I have the right to receive a copy of the recommendation letter or other supporting documentation upon request and that this consent shall remain in effect until revoked by me, in writing, and delivered to Clark State Community College, but that any such revocation shall not affect disclosure previously made by Clark State Community College prior to the receipt of any such written revocation.

Student Signature: ____________________________
Date: ____________________________

Attention Faculty
Faculty should provide the statement below in all letters of recommendation.

Please be advised that the information contained in this letter is confidential and should be treated as such. The information should not be disclosed to [insert name of student, if student has waived access] or anyone in your organization who would not be involved in the hiring decision regarding this individual. Additionally, the information should not be disclosed to anyone outside of your organization without the consent of the student.
Health Human and Public Services  
Division – Nursing  
Student Request for Reinstatement

Please indicate the program and semester your wish reinstatement

Program (G=Greene, C=Clark, L=Logan, U=Urbana)  
☐ LPN-C  ☐ RN I  ☐ LPN to RN Transition Course –C  
☐ LPN-L/U  ☐ RN II -G  ☐ LPN to RN Transition Course –L  
☐ LPN PT-G  ☐ RN II-C  ☐ Medic to RN Transition Course –G  
☐ LPN PT-C  ☐ RN II-L

Semester  
☐ Fall  
☐ Spring

Name ___________________________________________ Date ______________

Address __________________________________________________________________________________

City ____________________________ State __________ Zip __________

Name and number of the course you wish to enter (name) __________________________________________

(number) _______________ ☐ Day ☐ Evening

Please identify the reasons for your withdrawal/failure.

List any circumstances you feel important to support your request for reinstatement. Describe your plan for improving your academic performance. (Attach another page with this information if more space is needed.)

After completing this request, please submit it to Applied Science Center room 133. The administrative assistant will provide you with a copy of your request. Requests should be submitted no later than four months prior to the start date of the semester in which you wish to be reinstated. Requests are valid only for the semester requested. If your name, address, or phone number change, please notify the Health and Human Services Division office at (937) 328-6057 or (937) 328-6058.

The reinstatement committee meets each term and may specify conditions for reinstatement such as taking developmental courses or repeating specific basic or technical courses.

All reinstatements will be made on a space available basis* and each request will be evaluated on an individual basis. Reinstatement is not guaranteed.

*Space available refers to the limited number of clinical spaces and instructors available to provide clinical educational experiences.

Staff use only: Please initial when clinical badge is submitted: ________________

Form revised May, 2013
Date__________________________

MY SIGNATURE ACKNOWLEDGES THAT I HAVE READ THE INFORMATION GIVEN
IN THE ASSOCIATE DEGREE NURSING PROGRAM STUDENT HANDBOOK 2015-2016
AND UNDERSTAND THAT THESE POLICIES AND PROCEDURES ARE IN EFFECT WHILE
I AM A STUDENT IN THE ASSOCIATE DEGREE NURSING PROGRAM

___________________________________   ____________________________
Student Signature                        Date

___________________________________
Printed Student Name

8/2012